

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

FULL COUNCIL AGENDA



NOTICE is hereby given that a meeting of **FULL COUNCIL** will be held as follows:

Venue: Fairway Hall, Brook Close, Borehamwood, WD6 5BT
Date/Time: Wednesday 22 November 2017 at 7.30 pm.

[Meeting Open to Press and Public (Items 1 to 11)]

All Town Councillors are hereby summoned to attend.

Signed: _____

H R O Jones
Town Clerk
13 November 2017

(email) clerk@elstreeborehamwood-tc.gov.uk
(telephone) 0208 207 1383

(postal address) Fairway Hall, Brook Close, Borehamwood, Herts, WD6 5BT

Equality Act 2010: The general public sector equality duty places an obligation on a wide range of public bodies (including Town and Parish Councils) in the exercise of their functions to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not

The protected characteristics are:

Age	Race
Religion or Belief	Disability
Sex	Gender Reassignment
Marriage and Civil Partnership	Sexual Orientation
Pregnancy and Maternity	

Recording of Council Meetings: The Local Audit and Accountability Act 2014 allows both the public and press to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). Any member of the public wishing to record or film proceedings must let the Chairman of the meeting know prior to, or at the start of, the meeting and the recording must be overt (i.e. clearly visible to anyone at the meeting), but non-disruptive. This permission does not extend to private meetings or parts of meetings which are not open to the public. Members of the public exercising their right to speak during the time allocated for Public Comment who do not wish to be recorded or filmed, need to inform the Chairman who will instruct those taking a recording or filming to cease doing so while they speak.

Distribution List:

Town Council Members:

Cllr E Silver (Mayor) (Kenilworth Ward)
Cllr V Eni (Deputy Mayor) (Brookmeadow Ward)
Cllr C Barker (Brookmeadow Ward)
Cllr C Butchins (Mayor) (Hillside Ward)
Cllr R Butler (Cowley Hill Ward)
Cllr A Coleshill (Cowley Hill Ward)
Cllr G Franklin (Cowley Hill Ward)
Cllr Mrs A Mitchell (Elstree Ward)
Cllr Mrs S Parnell (Hillside Ward)
Cllr S Rubner (Brookmeadow Ward)
Cllr G Silver (Kenilworth Ward)
Cllr Mrs P Strack (Hillside Ward)
Cllr Mrs F Turner (Elstree Ward)

Borehamwood and Elstree Times
Borehamwood Library
Hertsmere Borough Council
Hertfordshire County Council
Aldenham Parish Council
Shenley Parish Council
Hertfordshire Constabulary

NOTE ON MEETING DATE

Regrettably, the date of the Council meeting conflicts with that of a Hertsmere Borough Council meeting and as a result a number of 'twin hatted' Members have sent apologies for absence. The meeting date was determined in accordance with the Town Council's Meeting Dates Policy and at the time of agreement, no such conflict existed. It is appreciated that such clashes are undesirable but also on rare occasions these are also unavoidable.

PART 1 AGENDA

1. **Apologies:** To receive any apologies for non-attendance. At the time of agenda despatch, apologies were received from Cllr Mrs F Turner (Other Business), Cllr C Barker (Hertsmere Borough Council), Cllr V Eni (Hertsmere Borough Council), Cllr R Butler (Hertsmere Borough Council) and Cllr G Silver (Hertsmere Borough Council).
2. **Declarations of Interest:** 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.
3. **Minutes:** To approve and adopt the Minutes of the **Full Council Meeting** held on **13 September 2017**.

- attached
4. **Proposal for Band Stand:** To receive report and PowerPoint presentation from A Grady (Borehamwood Brass) in relation to a project (supported by Elstree and Borehamwood Rotary Club) for a permanent band stand in Borehamwood (15 minutes).
5. **Outside Bodies:** To:
 - (i) determine Council representatives for the following Outside Body vacancies (if appropriate):
 - (a) Leeming/Aycliffe Big Local Advisory Panel (Brookmeadow)
 - (b) Borehamwood & Elstree Twin Town Association
 - (c) Elstree, Borehamwood and District Community Association
 - (d) ADDITIONAL MEMBER: Hertsmere MENCAP

(ii) receive reports from Members serving on Outside Bodies as follows:

- Leeming/Aycliffe Big Local Advisory Panel (2 Ward Members)

Councillor (1) (Cowley Hill) **Cllr A Coleshill**

Councillor (2) (Brookmeadow) **Vacancy**

- Elstree and Borehamwood Museum Group (1 Member)

Councillor (1) **Cllr E Silver**

- Borehamwood & Elstree Twin Town Association (2 Members)

Councillor (1) **Cllr Mrs P Strack**

Councillor (2) **Vacancy**

- China Sister Town Sub-Committee

To receive report from Cllr Mrs P Strack (Sub-Committee Lead Member) and Members visiting Huainan in November 2017.

- Elstree, Borehamwood and District Community Association (2 Members)

Councillor (1) **Cllr Mrs S Parnell**

Councillor (2) **Vacancy**

- Hertsmere MENCAP (1 Member with option of additional Member)

Councillor (1) **Cllr A Coleshill**

Councillor (2) **Option for additional Member**

- Community Safety Partnership (Town wide CSP) (1 Member)

Councillor (1) **Cllr Mrs P Strack**

- Community Hertsmere (1 Member and 1 Standing Deputy)

Councillor (1) **Cllr C Butchins**

Councillor (Standing Deputy) **Cllr Mrs P Strack**

- Aldenham Country Park (1 Member)

Councillor (1)

Cllr Mrs P Strack

- Maxwell Park Management Group (1 Member)

Councillor (1)

Cllr Mrs S Parnell

- First Impressions Group (2 Members)

Councillor (1)

Cllr Mrs S Parnell

Councillor (2)

Cllr Mrs P Strack

- 6. Grant Applications:** To consider and approve, as appropriate, Community Grants referred to Full Council by the General Management Committee at its meeting on 2 November 2017 (to conserve paper the application forms previously submitted are not reproduced with the Council agenda):

	Applicant	Purpose of Grant	Amount Sought by organisation in application	Amount Recommended by General Management Committee of 2 November 2017
(a)	TWF Short Film Awards	Awards Ceremony Costs	£750	£200
(b)	Community Hertsmere	IT Equipment	£4,966	£1,000 with recommendation to seek award from Big Local.
(c)	Aldenham Renaissance	Play Equipment	£800	£800
(d)	Elstree & Borehamwood Green Belt Society	Air Quality Contractors	£3,000	Defer to 3 rd tranche

(e)	Elstree Productions	Hall Hire, Advertising and Props	£800	£500
(f)	Holy Cross Church	Replacement Boiler	£2,000	nil
(g)	Elstree and Borehamwood Dementia Support Group	Hall Hire and Running Costs	£3,500	£500 plus 12 months 'free use' of Fairway Hall
(h)	Borehamwood and Elstree Synagogue JLEX Project	Costs towards transport and hosting Exhibition	£1,000	£500

7. Annual Return 2016/17: To:

- (i) approve and accept the completed Annual Return to 31 March 2017 together with the External Auditor's (BDO) certificate;

- attached

- (ii) approve and accept the action plan (set out below) addressing the attached issues arising report prepared by BDO dated 22 September 2017:

"Action Plan

- *Page 5: Advice to be sought from Rialtas to ensure that rounding error of £1 does not occur on Omega package and does not, therefore, affect Annual Return figures prior to completion and submission."*

- (iii) note that notice of conclusion of audit poster for the 2016/17 Annual Return was published on Council Notice Boards on 28 September 2017 together with the External Auditor's (BDO) certificate.

- attached

- (iv) appoint Auditing Solutions for 2018/19 as the Council's Internal Auditor.

8. Signed Minutes: To:

note the signed Minutes of the following Committee meetings and to adopt any recommendations within the Minutes not previously adopted:

A Entertainments Committee	11 July 2017	- attached 8A
B Entertainments Committee	12 September 2017	- attached 8B
C Environment and Planning Committee	18 July 2017	- attached 8C
D General Management Committee	13 July 2017	- attached 8D
E General Management Committee	19 October 2017	- attached 8E
F Transport Forum	5 July 2017	- attached 8F
G Youth Council	7 June 2017	- attached 8G

9. Accounts for Payment: To confirm the payment of accounts, as approved, as follows:

Page	Vch.	Date	
1-2	240-255	15/09/2017	£28,525.10
3	256-266	27/09/2017	£1,279.26
4-5	267-282	10/10/2017	£27,245.82
6	283-291	25/10/2017	£15,346.61

Total £72,396.79

10. Public Participation – Question Time: Fifteen Minutes of the Meeting will be given over to questions from Members of the Public relating to Town Council Business.

A note on Public Questions: Where no clear and concise answer can be provided on the evening to any particular question raised, the Member of Public will be notified that he/she will be provided with a written response within five working days of the meeting answering the query in full or clearly stating what, if any, action the Council is undertaking. In some instances, it may be necessary to obtain advice before answering questions or to refer matters to the Committee of the Council with the pertinent Terms of Reference.

11. Close of Meeting: To Close Meeting.

The next meeting of Full Council is scheduled for Wednesday 17 January 2018 at 7.30 pm in Fairway Hall.

[End of Agenda]

ELSTREE AND BOREHAMWOOD TOWN COUNCIL



FULL COUNCIL

MINUTES of a meeting held at Fairway Hall, Town Council Offices, Brook Close, Borehamwood, WD6 5BT on Wednesday 13th September 2017 at 7.30pm.

Present:

- Cllr E Silver (Kenilworth Ward) (Mayor)
- Cllr V Eni (Brookmeadow Ward) (Deputy Mayor)
- Cllr C Barker (Brookmeadow Ward)
- Cllr C Butchins (Hillside Ward)
- Cllr R Butler (Cowley Hill Ward)
- Cllr G Franklin (Cowley Hill Ward)
- Cllr Mrs A Mitchell (Elstree Ward)
- Cllr Mrs S Parnell (Hillside Ward)
- Cllr S Rubner (Brookmeadow Ward)
- Cllr G Silver (Kenilworth Ward)
- Cllr Mrs P Strack (Hillside Ward)
- Cllr Mrs F Turner (Elstree Ward)

Civic Award:

- Mary Hanson
- Ann Lawrence
- Alan Lawrence
- Florie Cowley

In Attendance:

- M Eni (BETTA)
- A Grady (BETTA)
- P Welsh (Elstree Screen Heritage)
- L Stack (EBRA)
- Cllr M Vince (HBC)
- R Stratton (HBC - Museums and Heritage Officer)
- D Salter - Entertainments Officer
- H Jones – Town Clerk and RFO

In addition, 20 Members of the Public were present at the meeting, including friends, family and carers of the Civic Award recipients.

22. APOLOGIES FOR NON-ATTENDANCE

Apologies for absence were received from Cllr A Coleshill (Other Business).

23. DECLARATIONS OF COUNCILLORS' INTERESTS

The following declarations of Councillors' interests were made:

Committee Member	Minute Number	Nature of Interest
Cllr Mrs S Parnell	30 Vch.114 and 116	Disclosable Pecuniary Interest (DPI)
Cllr Mrs P Strack	30 Vch.114 and 116	Disclosable Pecuniary Interest (DPI)
Cllr C Butchins	30 Vch. 108, 114 116 and 118	Disclosable Pecuniary Interest (DPI)
Cllr C Barker	30 Vch. 118	Disclosable Pecuniary Interest (DPI)
Cllr E Silver	30 Vch. 118	Disclosable Pecuniary Interest (DPI)

Members declaring a Disclosable Pecuniary Interest refrained from taking part in any discussion or decision making processes relating to those items. For the period of the meeting when the item contained in Minute 30 (Vch. 118) was considered, the Deputy Mayor (Cllr V Eni) took the Chair.

24. MINUTES OF COUNCIL

It was RESOLVED that:

the Minutes of the Annual Council Meeting held on 14 June 2017 be signed by the Mayor as a true record and adopted by the Council.

25. COMMUNITY AWARDS

Recognising their service to Elstree and Borehamwood Museum, the Mayor presented community award certificates to:

Mary Hanson
Ann Lawrence
Alan Lawrence
Florie Cowley

He said: *"they have done so much over many years in volunteering their time and skills to the community. Their work has made the lives of residents better and their service has not gone unrecognised."*

Cllr Mrs S Parnell in making a presentation of a book on Boreham Wood Football Club to the Museum said: *"The Town Council enjoys a productive relationship with the Football Club, including the provision of an annual budgeted grant for an advertising banner at Meadow Park and the Club helps too on such occasions as Fireworks Night."*

Recently, I was presented with this magnificent book prepared by Bill O'Neill which sets out the history of the Club. It is a fascinating read and includes details about the very early years going back to the 1940s and before, the links between the football club and the film studios, the gargantuan task of making the club buildings and pitch and, perhaps best of all, amazing historical photographs of former players and those with a connection to this local asset of which we can all be so rightly proud.

As such, as well as your certificates, I would now like to formally present you with this book: 'The Move from Eldon Avenue to Meadow Park: The New Home of Boreham Wood Football Club' by Bill O'Neill to take back with you to 96 Shenley Road as an archive item for future and current visitors to enjoy! Thank you all and thank you to the representatives of Boreham Wood Football Club too for all that you do."

26. OUTSIDE BODIES

Leeming/Aycliffe Big Local Advisory Panel

Cllr V Eni reported that he had not received invitations to meetings of the above group.

Elstree and Borehamwood Museum Group

Cllr E Silver reported on the Museum's achievements in the months of June, July and August. These included:

- A volunteer award from Share East for the design and build of the temporary exhibitions;
- A Families Day stall;
- The History Walk (attended by 39 walkers);
- A Reminiscence Meeting; and
- An Open Exhibition of Toys and Gadgets of the 1970's.

It was noted that on some days up to 60 visitors had been recorded within a three hour period.

Borehamwood & Elstree Twin Town Association

Cllr Mrs P Strack and Cllr E Silver provided reports. It was noted that the Deputy Mayor of Fontenay and a representative from Offenburg visited the Town during the Civic Festival in July. A fundraising party was held at St Teresa's Church. Cllr E Silver and his wife, Evelyn, represented the Town at a special event at Pietra Ligure in Italy. A trip was planned to the Offenburg wine festival at the end of September.

Elstree, Borehamwood and District Community Association

Cllr Mrs S Parnell reported that Allum Hall continued to prosper and that the refurbishment of the Manor House premises had been authorised by the Board of Trustees together with a formal review of marketing activities for Allum Hall and the Manor House. It was reported that it was on schedule to launch its new marketing activities at a reception to be held in December on the day of the AGM.

Community Safety Partnership (Town wide CSP)

Cllr Mrs P Strack reported that Hertsmere Borough Council had indicated that a decision had been taken to discontinue local CSP meetings as safety issues would be targeted in a different way in the future. It was noted that Aldenham Parish Council had decided to hold its own local CSP.

Community Hertsmere

Cllr C Butchins reported that the Community Hertsmere AGM was held on 20 July 2017 under the chairmanship of Stuart Nagler. Annual accounts were presented by the Treasurer and the Chief Executive, Stephen Craker, presented a view of the future. Contributions from Gratitude Community Drama Group and three Police Cadets were followed by a brainstorming exercise.

Items of interest included:

- The CH Chief Executive is chairing quarterly meetings of the Dementia Alliance; and
- The Community Shop provided a hate crime reporting centre, giving up smoking advice and various courses.

CH ran a successful Dragons' Apprentice last year, won by a team from Yavneh College and this year the Junior Dragons' Apprentice were to commence in October.

Aldenham Country Park

Cllr Mrs P Strack provided Members with an update report on the issues of interest. It was noted that Aldenham Renaissance would be submitting a grant application to the Council for play equipment for children with special needs. In addition, T

Waygood had agreed for Aldenham Renaissance to take responsibility for clearing the litter and cutting the vegetation on the footpath around the lake. Future initiatives included the possibility of another Fun Day at the park and for a Town Council notice board to be positioned on site.

In addition, Aldenham Renaissance had made many improvements during the past few months: a farm café had been opened and new educational buildings added. Camping and ‘glamping’ was bringing much needed income to the company.

In relation to the footpath, a notice was posted previously giving time for objections to be lodged by 6 October 2017. If no objections were received then the footpath would be designated a Right of Way.

Maxwell Park Management Group

Cllr Mrs S Parnell read the Management Group Report for the year 2016-17 prepared by the Chairman Chris Anderson:

“This year we had several events, including the show Britain’s Got Talent in August 2016 and the Affinity Sutton Job Fair that was held in September 2016. In January 2017 Mega slam Wrestling evening was held and it was fully booked. In March this year the Line Dancing event took place, then an Art Exhibition was held in May and finally the Town Council’s Film Night was in June. During the year, fifty-four various celebratory parties were held such as children’s birthdays and weddings. There were numerous educational courses held in the Studio room, and a new all-day Job Club took place in the Lounge. It was run by Clarion HG, formerly called Affinity Sutton. In the music room Sheldon Conrich continued his music lessons. We had 25 regular hirers with such diverse interests as Table Tennis, Keep Fit, Bowls, Religious groups, Line Dancing, Visually Impaired, Karate, Children’s Dance Groups, Youth Group just to name a few. The Centre now is nearly fully booked and we often have to turn enquirers away. We have continued to improve the facilities during the year. The new toilets were finished in October 2016. The Studio roof was replaced with a new sloping roof in June this year. Internet connections were installed in all rooms, and extra access routers in the Lounge and the Studio were installed, thanks to the hard work of Keith Spaughton. Keep Moat Company had donated carpet tiles enabling us to re-carpet the Lounge and to re-carpet the Music Room in the future. In the Hall the centre bank of lights were replaced with LED light fittings so making savings on the cost of electricity. We ended another successful year, thanks to the hard work of June Kempton our Centre Manager, Chaya Robertson our deputy manager and Steve Swain who helps cover events. Our thanks also go out to our dedicated committee of volunteers and helpers, especially Steve Choppin who has done a lot of voluntary work for us. We hope to build on our achievements, to be even more successful in the coming year.”

First Impressions Group

Cllr Mrs P Strack and Cllr Mrs S Parnell reported that plans were well underway for the 150 years of the Railways project. This work included a Museum exhibition from

January to July 2018, a documentary film, a network of supporters, publicity and an event at the 2018 Civic Festival. It was noted that the St. Albans & District Model Engineering Society had agreed to discuss the possibility of setting up a model railway ride on Families Day.

27. LOCAL COUNCIL TAX SUPPORT SCHEME (LCTSS)

It was noted that Hertsmere Borough Council were seeking to change the level of help that some residents received towards paying their council tax bill. The aim was to make the policy in the area more in line with the national policy implemented by the Department for Work and Pensions (DWP). The changes included limiting the support for backdated council tax payments from six months to one month and cutting the time people can be out of the country and still claim support.

The Borough Council also proposed to remove the family premium, which was a sum set by the Government for households with at least one child to live on, and this was used in benefit calculation to compare income.

It was RESOLVED that:

the Town Council's formal response to Hertsmere Borough Council in relation to the LCTSS state:

- (i) it made good sense to align the Hertsmere scheme with that in use nationally;**
- (ii) some Members questioned whether reducing the backdating to as little as one month was fair as circumstances could be envisaged where two months could be fairer – e.g. in the case of prolonged illness;**
- (iii) it was felt by some Members that in respect of limiting the number of dependent children to two: families with more children might have more calls on their resources and it was suggested that a limit of three might be more helpful, especially for those families who have more than three children; and**
- (iv) reducing the temporary absence period to one month is sensible.**

28. ANNUAL RETURN 2016/17

It was noted that at the time of the meeting, the 2016/17 Annual Return had not been returned to the Town Council by the External Auditors whilst comments on the report were being processed. It was anticipated that the Return would be submitted to Council at its meeting on 22 November 2017.

29. SIGNED MINUTES AND DELEGATED POWER

It was RESOLVED that:

the signed Minutes of the following Committee meetings be received together with any recommendations not previously adopted:

A Entertainments Committee	4 April 2017
B Entertainments Committee	6 June 2017
C Environment and Planning Committee	23 May 2017
D Environment and Planning Committee	20 June 2017
E General Management Committee	25 May 2017
F Transport Forum	10 May 2017
G Youth Council	1 March 2017
H Youth Council	26 April 2017

30. ACCOUNTS FOR PAYMENT

It was RESOLVED that:

the payment of accounts be confirmed as follows:

Page	Vch.	Date	
1-2	63-103	14/06/17	£ 58,588.81
3-5	104-166	29/06/17	£ 24,591.43
6-7	167-186	13/07/17	£ 24,855.93
8-9	187-210	21/07/17	£ 3,197.16
10	211-222	04/08/17	£ 9,358.74
11-12	223-239	23/08/17	£ 24,588.97
Total			£ 145,181.04

[In addition to the Agenda appendices, details of all payments over £500 are published on the Town Council's website for public inspection - www.elstreeborehamwood-tc.gov.uk]

31. PUBLIC PARTICIPATION – QUESTION TIME

China Sister Town Project

Responding to queries concerning the Sister Town Project, Cllr Mrs P Strack reported that a meeting of the Sub-Committee was scheduled for early October 2017. Following this meeting, a report would be submitted to the General Management Committee. It was understood that consideration would be given to broadening the membership of the group (including the possibility of an EBRA representative). The Sub-Committee looked to produce a formal statement concerning the trip to Huainan to sign the memorandum of understanding scheduled for November 2017.

Defibrillator Sub-Committee

Responding to a query, Cllr Mrs P Strack agreed to further investigate the matter of a reported missing defibrillator at Aberford Park and to arrange for a clear financial statement to be prepared for the Group's activities.

Twin Town Support and Reciprocal Arrangements

Responding to a request from the Chair of BETTA, it was agreed that the Mayor of Fontenay would be invited to the Remembrance Sunday event at Elstree and Borehamwood.

Twin Town Street/Square Naming Proposal

Members received a statement from A Grady (Borehamwood Brass Band) concerning the possibility of a named street or piazza after a Twin Town (as was the practice in Fontenay and Offenburg). In particular, it was suggested that in light of new developments within the town, the possibility for doing so could potentially exist. Cllr Mrs P Strack agreed to consider the matter further and to make representations to the appropriate Committees of the Town Council (initially, the Environment and Planning Committee).

32. CLOSE OF MEETING

The Meeting closed at 8.20 pm.

It was noted that the next Full Council meeting was scheduled to take place on Wednesday 22 November 2017 at 7.30pm at Fairway Hall, Brook Close, Borehamwood, WD6 5BT.

Date:..... MAYOR:.....

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

Eisree and Burchamwood Town Council

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

	Agreed		Yes means that this smaller authority:
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✗	✓	during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA
			✓
			has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority on:

14/06/2017

and recorded as minute reference:

Full Council 14/6/17 Min 17 (i)

Signed by Chair at meeting where approval is given:

E. Sills

SIGNATURE

Clerk:

[Signature]

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2016/17 for

Enter name of
smaller authority here:

Elstree and Borehamwood Town Council

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	173,132	96,898	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	302,912	442,712	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	126,026	97,671	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	241,040	238,789	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	264,132	217,801	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	96,898	180,692	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	95,546	185,489	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,527,235	1,527,235	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

[Signature]

Date

14/06/2017

I confirm that these accounting statements were approved by this smaller authority on:

14/06/2017


and recorded as minute reference:

Full Council Minute Ref: 14/06/17 Min 17(ii)

Signed by Chair at meeting where approval is given:

[Signature] SIGNATURE

Section 3 – External auditor report and certificate

In respect of: 

Enter name of
smaller authority here:

Elstree and Borehamwood Town Council

1. Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2017; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

2. 2016/17 External auditor report

~~(Except for the matters reported below)~~* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

Please see enclosed report

(continue on a separate sheet if required)


BDO LLP Southampton
United Kingdom

3. 2016/17 External auditor certificate

We certify/~~do not certify~~* that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2017.

* We do not certify completion because:

External auditor signature



External auditor name

BDO LLP Southampton
United Kingdom

Date

22/1/17

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

**ISSUES ARISING REPORT FOR
Elstree & Borehamwood Town Council
Audit for the year ended 31 March 2017**

Introduction

The following matters have been raised to draw items to the attention of Elstree & Borehamwood Town Council. These matters came to the attention of BDO LLP during the review of the annual return for the year ended 31 March 2017. This report must be presented to a full meeting of the smaller authority for review.

The review of the annual return may not disclose all shortcomings of the systems as some matters may not have come to the attention of the auditor. For this reason, the matters raised may not be the only ones that exist.

The matters listed below are explained in further detail on the page(s) that follow;

- Amendments to annual return

The following issues have been raised as we have detected issues with the governance arrangements of the smaller authority. It is recommended that the smaller authority consider these matters and decide what action to take to improve the governance arrangements as soon as possible.

Amendments to annual return

What is the issue?

The annual return had to be returned for amendment.

Why has this issue been raised?

The annual return as submitted had not been prepared in accordance with legislation or proper practices and required amendment.

What do we recommend you do?

The smaller authority should ensure that the annual return is fully and correctly prepared in future years.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability in Local Councils in England - A Practitioners Guide, NALC/SLCC

Introduction

The following items are being brought to the attention of the clerk of Elstree & Borehamwood Town Council. These items came to the attention of BDO LLP during the review of the annual return for the year ended 31 March 2017 but are not required to be reported to the smaller authority. These items are not considered to be either a breach of legislation or proper practices or other matters to report.

The review of the annual return may not disclose all shortcomings of the systems as some matters may not have come to the attention of the auditor. For this reason, the matters raised may not be the only ones that exist.

The matters listed below are explained in further detail on the page(s) that follow;

- Minor issues

The following matters are being brought to your attention as we have detected administrative matters aimed at improving the review process in the future or items that have changed that we wish you to just note. These matters are not raised as formal matters and do not require reporting to the council.

Minor issues

What is the issue?

The following issues have been raised as minor issues or omissions have been identified in the current year's Annual Return:

Section 2 of the annual return does not add up by £1.

Why has this issue been raised?

This is to draw these minor errors to the attention of the smaller authority.

What do we recommend you do?

The smaller authority should ensure in future years that the above minor errors or omissions are not included in the Accounting Statements.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability in Local Councils in England - A Practitioners Guide, NALC/SLCC

No other matters came to our attention.

For and on behalf of
BDO LLP

Date: 22 September 2017

NOTICE OF CONCLUSION OF AUDIT

(LOCAL AUDIT AND ACCOUNTABILITY ACT 2014
ACCOUNTS AND AUDIT REGULATIONS 2015)

FOR

Elstree & Borehamwood Town Council

NOTICE is hereby given that the audit for the
year ended 31 March 2017 was completed on

22 September 2017

and the accounts are now available for inspection by local electors
in accordance with Section 25 of the Local Audit and Accountability Act 2014.
The requisite information as defined by Section 13(1) of the Accounts and Audit
Regulations 2015 is/~~is not~~ displayed alongside this notice

(* Please delete as necessary)

If the requisite information is not displayed alongside
this notice, it is available for inspection by appointment.

To arrange a viewing please contact

HRO JONES TOWN CLERK
0208 207 1382
clerk@ebtc.org.uk

between the hours of 9.00 and 5.00
am pm

Dated: 28 September 2017 2017

Signed: 
(Responsible Financial Officer)

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

ENTERTAINMENTS COMMITTEE

MINUTES of a meeting held in Fairway Hall, Brook Close, Borehamwood on **Tuesday 11 July 2017** at 7.30pm

Present:

- Cllr Mrs P Strack (Chairman) (in the Chair)
- Cllr E Silver (ex-officio)
- Cllr V Eni (ex-officio)
- Cllr Mrs A Mitchell
- Cllr A Coleshill
- Cllr Mrs F Turner
- Cllr Mrs S Parnell
- Cllr C Butchins (Substituted)

In attendance:

- P Welsh (Elstree Screen Heritage)
- R Church (Resident)
- D Ely (Resident)
- D Salter (Entertainments Officer)

[Only those residents wishing their names to be included in the Minutes are recorded above.]

8. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies for absence were received from Cllr C Barker (Vice Chairman) (Other Business)
Cllr C Butchins (Substituted).

9. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

10. MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting of the Committee held on 6 June 2017 were approved and authorised for signing by the Committee Chairman.

11. CIVIC FESTIVAL 2017

Members received a report from the Entertainments Officer regarding the 2017 Civic Festival.



Advertising

It was noted that this year a separate festival guide was produced and distributed to the following outlets in the town:

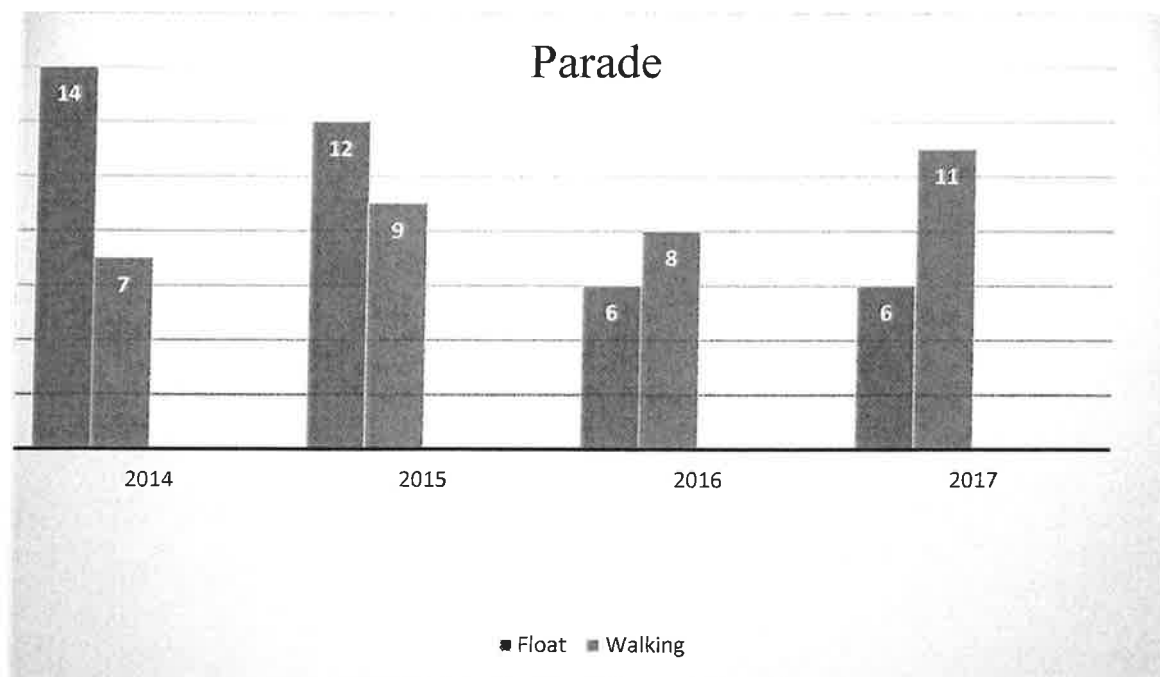
The BECC
Elstree & Borehamwood Railway Station
Holiday Inn
Premier Inn
IBIS
The Venue
Hertsmere Borough Council
Toby Carvery
Travelodge
Library
Elstree & Borehamwood Museum
Maxwell Park
The Community Shop
Pitt Games
Allum Hall
Aberford Hall
Organ Hall
Elstree Way Clinic
Schopwick Surgery
The Grove Medical Centre
Theobald Medical Centre
Fairbrook Medical Centre
St Teresa's School
St Nicholas School
Meryfields School
Parkside School
Summerswood School
Hertswood Academy
Cowley Hill School
Kenilworth School
Monksmead School
Saffron Green School
Woodlands School

It was RESOLVED that:

guides for 2018 Civic Festival be delivered by the company contracted by the Town Council for delivering The Town Crier publication in that year.

Civic Parade: 17 June 2017

It was noted that Parade Float numbers were as follows:



Floats

1. Town Council – Star Wars “A New Hope”
2. The BECC – Temple of Doom
3. Kenilworth School – Hook
4. Royal British Legion – Raiders of the lost Ark
5. The Venue – Jaws
6. Writers in the Wood – “BFG”

Absentees:

Borehamwood Football Club – Float
Vira Asher Trust – Walking
EBLOS – Walking

Walking

1. The Rotary Club – 75 Years (changed from float)
2. North London Brass Band
3. Air Cadets Marching Band
4. Elstree Rebel Base
5. UK Garrison
6. EBRA – Close Encounters
7. Herts Inclusive Theatre – Men in Black
8. Herts Academy of Dance – Mix of Characters
9. Elstree Productions
10. Hare Krishna
11. AAA Taxi - Stormtrooper

Parade Winners

Float 1st Place - Kenilworth School

Float 2nd Place - The BECC

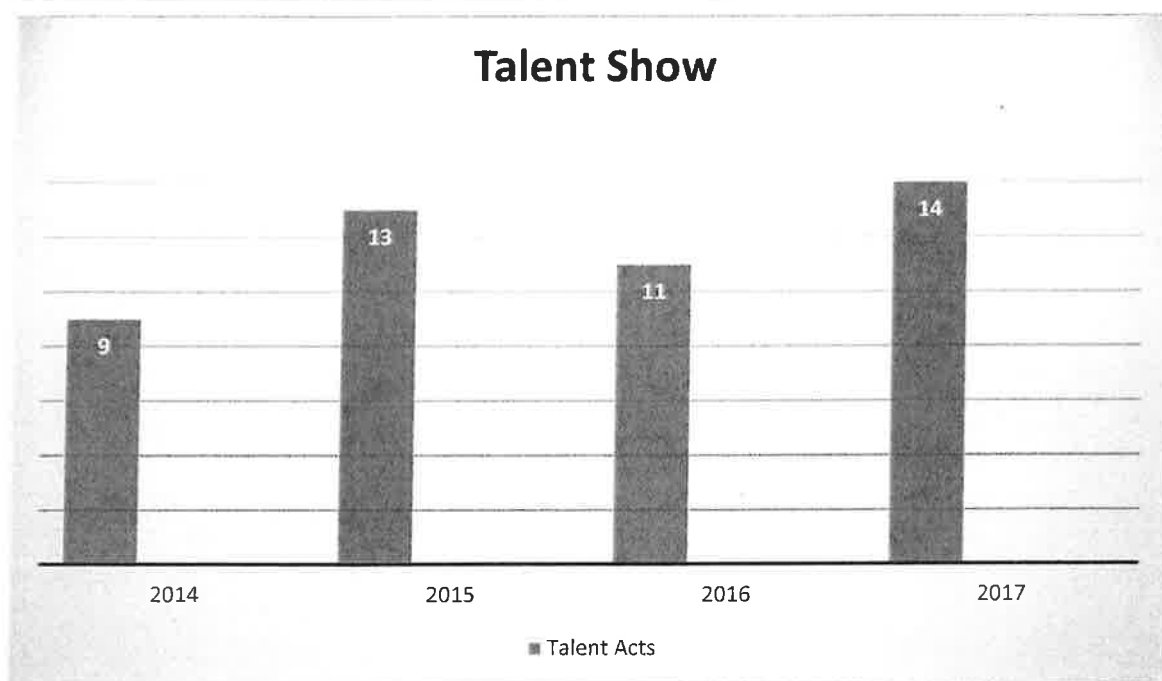
Float 3rd Place - The Venue

Walking 1st Place - Herts Academy of Dance

Walking 2nd Place - Herts Inclusive Theatre

Walking 3rd Place - Hare Krishna

Elstree & Borehamwood's Got Talent: 21 June 2017



Brian Burton presented and Elstree Productions ran the stage management.

Talent Show Acts

1. Meytal Tivon (9)
Singing – “Want You Back”
2. Riley Levene (9)
Singing – “Hallelujah”
3. Pamela Cooper (15)
Singing – “Before He Cheats”
4. Rafi Niman (10)
Rubik’s Cube Tricks
5. Touch of Talent

Lauren Terry (10)
Rebecca Abbott (12)
Ellie Ragan (12)
Modern Dance

6. Steve Haswell (47)
Singing – “I Won’t Let You Go”
7. Mark Warwick (53)
Magic
8. Olivia Somers (12) & Sophie Weiner (12)
Song & Dance – “Writings on the Wall”
9. Amy Hannan (9)
Singing – “Counting Stars”
10. The Bendy Sisters
Neve Forman (10) & Issy Yantin (10) Contemporary Dance
11. Kaylee Lazarus (9)
Singing – “Colours of the Wind”
12. Francesca Byrne (7)
Dance to “Shake it off”
13. Linda Gllavica (12)
Singing - an Adele song
14. Chloe Stone and Tamsin Benn
Singing – “Rise Up”

Cancellations

1. Tali Ginsberg (14)
Singing – “The Climb”
2. Tali Ginsberg (14) & Dannin Ginsberg (11)
Hip Hop Dance

It was noted that we had the highest number of entries in four years.

Winners

1st Place - Riley Levene

2nd Place - Chloe Stone and Tamsin Benn

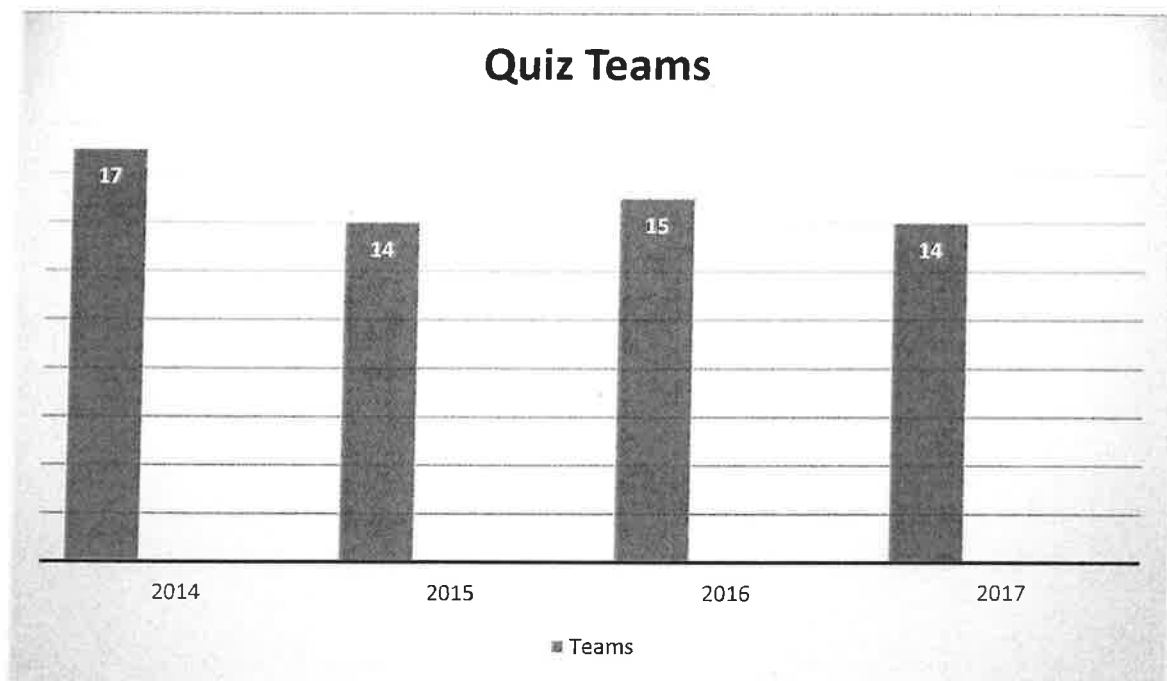
3rd Place - Rafi Niman

Primary School Performing Arts Concert – 20 June 2017

This year five schools took part: Monksmead, St Nicholas, St Teresa's, Meryfield and Summerswood.

Brian Burton Presented and D Salter was in charge of sound.

Festival Quiz – 28 June 2017



Winners - The Never Hazbeanz

Teddy's Trails – 18 June 2017

The Teddy's Trail Festival Walk was attended by 23 people.

Sullivan Buses supplied transport to South Mimms at no cost to the walkers or the Council.

Rogue One a Star Wars story Outdoor Screening – 24 June 2017

Despite the bad weather on the day, 60 people turned up to watch the movie which was showing both in and outdoors.

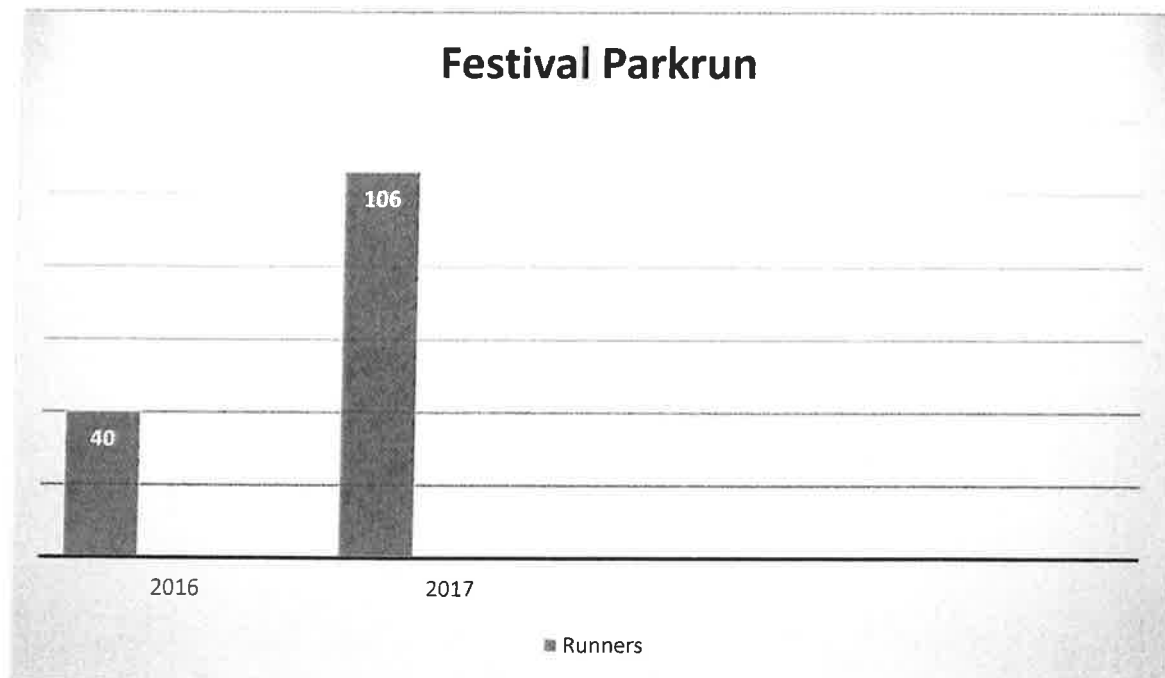
Elstree 1976 Q&A Screening – 2 June 2017

Director Jon Spire and Producer Hank Starrs attended for a special Q&A evening for the film "Elstree 1976".

31 people turned up for the event.

Festival Parkrun - 24 June 2017

Continuing the successful partnership with Parkrun that started in 2016 the festival run returned to Aldenham Lake for a successful 2nd year.



Winners

1st Male – Bryn Jones

1st Female – Kat Alpe

1st Junior – Joe Jennings

Star Wars Tabletop & Roleplay – 22 June 2017

Working in partnership with new local business “The Pit” gaming shop in Aycliffe Road.

The evening ran from 7pm until 10pm and people attending were encouraged to take part in a game. Games on offer were introduction games, demonstration games and participation games.

Over the course of the evening 20 people of all ages turned up and took part.

Families Day - 1 July 2017



Families Day Line Up

- 12:00pm Borehamwood Rock Choir
- 12:30pm Above & Beyond Acrobatic Display
- 1:00pm The Joseph Pearce Fire Stunt Show
- 1:30pm Theatre Club Kids
- 2:00pm Hertsmere Academy of Dance
- 2:20pm The Over 50's Burlesque Group
- 2:30pm K's School of Dance
- 3:00pm Above & Beyond Acrobatic Display
- 3:30pm The Joseph Pearce Fire Stunt Show
- 4:00pm Evolution Platform Academy
- 4:30pm Air Cadets Band

The Parks Department at Hertsmere Borough Council were satisfied with the clean-up operation by the Town Council at Meadow Park.

12. FLOAT ASSISTANCE AWARDS

It was RESOLVED that:

float assistance awards for 2017 be determined as follows (coded to Float Assistance Budget 3235/302):

Royal British Legion -	£50
Hare Krishna (Bhaktivedanta Manor) -	£50
Hertsmere Inclusive Theatre -	£75
Hertsmere Performing Arts -	£75
Total:	£250

13. FIREWORKS NIGHT

Members received a progress report on arrangements for organising the 5 November 2017 Fireworks Display on Meadow Park. It was noted that the date of the event was a Sunday in 2017.

It was AGREED that:

- (i) musical theme be ‘John Williams’;**
- (ii) the ‘Penny for the Guy’ competition judged by the Town Mayor at the fireworks display in 2017 be arranged with the following prize scheme:**
 - **School prize - £100 (cheque)**
 - **Youth Group - £50 (cheque)**
 - **Individual Prize - £25 (voucher); and**
- (iii) J Amer be appointed as the sole trading caterer and provider of children’s rides and merchandise (e.g. glow sticks) at the 2017 fireworks display.**

14. CHRISTMAS LIGHTS 2017

Members received a quote from Lamps and Tubes for enhancing the 2017/18 Christmas Lights and additional lights for the Christmas Tree at All Saints Church.

It was noted that this topic would be deferred to the September meeting.

15. FUTURE EVENTS

Members received a report on options for future events.

It was AGREED that:

- (i) the Town Council involvement with Restart a Heart Day (16 October);**
- (ii) a concert by The Elstree Mozart Players during the 2018 Civic Festival; and**
- (iii) The BBC Elstree Concert Band 2018 Festival Concert be “A Night at the Movies”**

16. ELSTREE PRODUCTIONS AND ELSTREE BOREHAMWOOD LIGHT OPERATIC SOCIETY

Members received requests from both Elstree Productions and Elstree Borehamwood Light Operatic Society regarding their Christmas bookings at Fairway Hall.

It was RESOLVED that:

- (i) Elstree Productions be authorised to pay hall fees after the Christmas performances; and
- (ii) Elstree Borehamwood Light Operatic Society be permitted to pay the daytime rate during their clean up time (i.e. from 6.00pm onwards).

17. EXCLUSION OF PRESS AND PUBLIC

It was RESOLVED that:

under the Public Bodies (Admission to Meetings) Act 1960 S1 (2) the press and public be excluded from the meeting whilst staffing matters were discussed.

18. STEWARDING AND STAFFING MATTERS

The report of the Head Steward was received.

It was RESOLVED that:

R Jarvis be reappointed as the Head Steward for the remainder of the 2017/18 Council Year (to cover Fireworks Night and Christmas Switch On 2017) and for the Civic Festival 2018 (with a review at the end of that period) and the job description and delegated powers of appointment and management of Stewards be similarly approved for that period (as previously agreed by the Committee)

19. CLOSURE

It was noted that the next Committee meeting was scheduled to take place on Tuesday 12 September 2017.

The Meeting closed at 9.30pm.

Date: 12th Sept 2017 CHAIRMAN P Strick

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

ENTERTAINMENTS COMMITTEE

MINUTES of a meeting held in Fairway Hall, Brook Close, Borehamwood on **Tuesday 12 September 2017** at 7.30pm

Present: Cllr Mrs P Strack (Chairman) (in the Chair)
Cllr C Barker (Vice Chairman)
Cllr E Silver (ex-officio)
Cllr V Eni (ex-officio)
Cllr Mrs A Mitchell
Cllr Mrs F Turner
Cllr Mrs S Parnell

In attendance: D Salter (Entertainments Officer)

20. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies for absence were received from Cllr A Coleshill (Other Business).

21. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

22. MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting of the Committee held on 11 July 2017 were approved and authorised for signing by the Committee Chairman.

23. CHRISTMAS LIGHTS

Responding to calls by some Members of the Public to provide additional festive decorations in Borehamwood, the Committee received quotes from the Council's agreed lighting contractor (until the contract was renegotiated/put out to tender in 2019/20) Lamps & Tubes Illuminations Ltd for additional lighting.

It was RESOLVED that:

the quotes submitted by Lamps & Tubes Illuminations Ltd to enhance the current Christmas lights in Shenley Road and lighting for the Christmas tree to be positioned

outside All Saints Church be approved (£1,755 plus VAT coded to New Initiatives 301/3147).

24. FIREWORKS NIGHT

Members received a progress report on arrangements for organising the 5 November 2017 Fireworks Display. It was noted that the Penny for the Guy competition would operate on the same basis as the previous year.

It was RESOLVED that:

- (i) AMC Communications be appointed as the PA system provider for Fireworks Night 2017;**
- (ii) J Amer be appointed as the refreshments and fairground rides provider for Fireworks Night 2017 (with exclusivity for the selling of merchandise e.g. glow sticks); and**
- (iii) the times for Fireworks Night be set to commence one hour earlier from previous years (due to the date falling on a Sunday), i.e. the display to commence at 6.30pm.**

25. CHRISTMAS 2017

Members received a progress report on arrangements for the 2017 Christmas Lights Switch-On event taking place on Sunday 26 November 2017.

26. BBC ELSTREE CONCERT BAND

Members received a progress report on arrangements for the 2017 BBC Elstree Concert Band Christmas Concert.

It was RESOLVED that:

- (i) the ticket pricing for the 2017 concert increase to £8.00 each (previously £6.00); and**
- (ii) free mulled wine and mince pies to be served during the interval.**

27. COACH TRIPS

Members received a written report prepared by the Mayor's Secretary on the 2017 Summer Coach Trips.

It was RESOLVED that:

- (i) alternative destinations be found to replace Poole and Portsmouth for the 2018 Summer Coach Trips; and**

- (ii) a questionnaire be produced to be distributed through Town Crier, Council Website, DR96 and Tuesday Drop In asking for destination suggestions.

28. CHRISTMAS COACH TRIPS

Members received destination suggestions for the 2017 Christmas Coach Trips.

It was **RESOLVED** that:

- (i) destinations be 'Winter Land' at the Southbank Centre, London (subject to suitability) or Winchester and Canterbury Christmas Market;
- (ii) dates be set for trips to take place on a Monday and Thursday to avoid any clashes with the Tuesday Drop in and DR96; and
- (iii) the ticket price for 2017 Christmas Coach Trips be set at £7.00 each (non-transferable).

29. FUTURE EVENTS

Members discussed suggestions for future events to take place in 2018.

It was **RESOLVED** that the following arrangements be made:

- the Town Council take part in the Aldenham 'Funday' Weekend taking place on 17 and 18 March 2018;
- the Town Council to light the beacon on Woodcock Hill as part of First World War Beacons of Light - 'Battle's Over'. A Nations Tribute 11 November 2018 at 7.00pm;
- Families Day times be 12pm – 4pm; and
- 2018 Pre Festival to include a multi-cultural food area alongside the Town Councils outdoor café.

30. TOWN CRIER

Members received an update and draft copy of issue 27.

31. CLOSURE

It was noted that the next Committee meeting was scheduled to take place on Tuesday 17 October 2017.

The meeting closed at 8.45pm.

Date: 17/10/17 CHAIRMAN: P. Blum

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

ENVIRONMENT AND PLANNING COMMITTEE

MINUTES of a meeting held in the Meeting Room of Elstree & Borehamwood Town Council Offices, Fairway Hall, Brook Close, Borehamwood on **Tuesday 18 July 2017** at 7.00pm.

Present: Cllr G Franklin (Chairman) (in the Chair)
Cllr Mrs S Parnell
Cllr C Butchins
Cllr Mrs P Strack
Cllr E Silver

In attendance: H R O Jones – Town Clerk

11. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

There were none.

12. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

13. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of the Environment and Planning Committee held on 13 June 2017 were signed as a true record by the Chairman.

14. PLANNING APPLICATIONS

A total of 40 applications received from the Borough Council were examined, on 29 of which the Committee had no specific objections to make, subject to the views of neighbours.

17/1010/FUL - Land at 1 and 1a Drayton Road and associated neighbouring premises at 48, 50, 52 and 52A Shenley Rd, Borehamwood

Conversion of the first floor of the existing buildings and construction of a second floor with eleven dormer windows roof lights to accommodate ten new residential units (1 studio apartment, 7 one bed apartments and 2 two bed apartments) with second floor roof terrace; associated refuse and cycle storage; demolition of existing garages at the rear and new parking layout

Observation: At its meeting on 18 July 2017 the Environment and Planning Committee considered the application to be overdevelopment and raised concerns over the availability of adequate parking. It was also felt that family sized unites (3 and 4 bedroom) were required to meet local needs.

[Post Meeting Note: At the time of comment submission, no facility was available to provide online consultee comments. Comments were emailed to the Planning Department].

17/1195/DOC - Ridgehill Housing Association 12 Elstree Way, Borehamwood

Application for approval of details reserved by condition 13 (estate management plan) of planning permission 15/0058/FUL

Observation: At its meeting on 18 July 2017 the Environment and Planning Committee suggested that the nature of conditions could be set out in the application reports - Condition 13 in this case.

[Post Meeting Note: Comments were submitted online through the Consultee comments facility].

17/1126/HSE - 20 Todd Close, Borehamwood WD6 1FT

Conversion of garage to habitable room to include replacing existing garage door with brickwork infill and front window

Observation: At its meeting on 18 July 2017 the Environment and Planning Committee commented that the loss of a garage could have a negative impact on parking provision.

[Post Meeting Note: Comments were submitted online through the Consultee comments facility].

17/1241/HSE - 40 Rutherford Close, Borehamwood WD6 5RZ

Conversion of garage to habitable room, replacing door with a window

Observation: At its meeting on 18 July 2017 the Environment and Planning Committee commented that the loss of a garage could have a negative impact on parking provision.

[Post Meeting Note: Comments were submitted online through the Consultee comments facility].

17/1278/HSE - 49 Melrose Avenue, Borehamwood WD6 2BH

Conversion of garage to habitable room

Observation: At its meeting on 18 July 2017 the Environment and Planning Committee commented that the loss of a garage could have a negative impact on parking provision.

[Post Meeting Note: Comments were submitted online through the Consultee comments facility].

17/1063/FUL - Hemini Complex, Stirling Way, Borehamwood

Rooftop extension to create additional floor to accommodate 9 self-contained flats (3 x studio, 2 x 1 bed, 4 x 2 bed)

Observation: At its meeting on 18 July 2017 the Environment and Planning Committee commented that the land in question, being in an industrial zone, was unsuitable for residential development.

[Post Meeting Note: Comments were submitted online through the Consultee comments facility].

17/1343/FUL - 8a Shenley Road, Borehamwood WD6 1DL

Demolition of existing rear building and construction of replacement building to comprise basement and ground floor for B1 office use, first and second floors comprising C3 2x1 bed residential units and 2x studio apartments with roof terrace and courtyard

Observation: At its meeting on 18 July 2017 the Environment and Planning Committee considered the application to be overdevelopment and raised concerns over the potential effect on the water table as a result of basement development.

[Post Meeting Note: Comments were submitted online through the Consultee comments facility].

17/1358/HSE - 11 Wordsworth Gardens, Borehamwood WD6 2AB

Conversion of garage to habitable room with associated external alterations

Observation: At its meeting on 18 July 2017 the Environment and Planning Committee commented that the loss of a garage could have a negative impact on parking provision.

[Post Meeting Note: Comments were submitted online through the Consultee comments facility].

17/1384/HSE - 53 Coleridge Way, Borehamwood WD6 1AE

Conversion of garage to habitable room

Observation: At its meeting on 18 July 2017 the Environment and Planning Committee commented that the loss of a garage could have a negative impact on parking provision.

[Post Meeting Note: Comments were submitted online through the Consultee comments facility].

17/1326/HSE - 5 Whitehouse Ave, Borehamwood WD6 1HA

Retrospective application for cabin/shed in rear garden

Observation: At its meeting on 18 July 2017 the Environment and Planning Committee commented that retrospective applications were outside the spirit of planning law.

[Post Meeting Note: Comments were submitted online through the Consultee comments facility].

17/1327/HSE - 5 Whitehouse Ave, Borehamwood WD6 1HA

Retrospective application for front porch and raised decking and detached outbuilding in rear garden

Observation: At its meeting on 18 July 2017 the Environment and Planning Committee commented that retrospective applications were outside the spirit of planning law.

[Post Meeting Note: Comments were submitted online through the Consultee comments facility].

15. PLANNING DECISIONS

Details were received of decisions by the Borough Council relating to applications on which the Committee had submitted comments.

16. CIL RECEIPTS AND BIDS

It was reported that a Town Council liaison meeting was taking place on 19 June 2017.

17. ALLOTMENTS

It was RESOLVED that:

Bee Keeping at Melrose Site

- (i) **the request from A Nicodemus for beekeeping to be introduced at the Melrose site be approved, in principle, subject to the detailed proposal being submitted to the Town Clerk to assure compliance with the Council's policies and risk assessments;**
- (iii) **when the beekeeping activity was confirmed, the cost of up to two hives be met by the Town Council; and**

Stapleton Gardens

- (iii) **the Official Opening of Stapleton Gardens Allotment site be set for 10 September 2017 at 1.00pm.**

18. WAR MEMORIALS, STREET FURNITURE AND NOTICE BOARDS

Members received the Clerk's update report.

It was RESOLVED that:

War Memorials

- (i) **Borehamwood British Legion** be provided with details of Hertfordshire County Council representatives from whom to obtain permits for installing poppy wreath fittings at the Borehamwood War Memorial site (with support offered of up to £100 to meet the costs of the work, if agreed); and

Notice Boards

- (ii) **Rev T Warr (All Saints Church)** be invited to meet the Town Clerk to discuss the possibility of erecting a noticeboard at or near the church on Shenley Road.

19. COUNCIL WARDEN

Members received the Clerk's update report.

20. CLOSE OF MEETING

The Meeting closed at 8.00 pm.

It was noted that the next Environment and Planning Committee was scheduled to take place on 26 September 2017 at 7.00 pm in the Meeting Room, Town Council Offices.

Date: 26 9 17

CHAIRMAN.....

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

GENERAL MANAGEMENT COMMITTEE

MINUTES of a meeting held in Fairway Hall, Brook Close, Borehamwood on **Thursday 13 July 2017** at 7.00pm

Present:

- Cllr Mrs S Parnell (Chairman in the Chair)
- Cllr Mrs A Mitchell (Vice Chairman)
- Cllr C Butchins
- Cllr G Franklin
- Cllr S Rubner
- Cllr G Silver

Also Present: Cllr Mrs P Strack

In attendance: H R O Jones - Town Clerk

12. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

There were none.

13. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

14. MINUTES

It was RESOLVED that:

the Minutes of the meeting of the General Management Committee held on 25 May 2017 be approved and authorised for signing by the Committee Chairman.

15. MAYOR'S CHARITY

It was RESOLVED that:

the report of income raised for the 2016/17 designated Town Council Charity (The Mayor's Charity): Elstree and Borehamwood Museum be received.



16. FINANCIAL REPORT

Members received an update report following a meeting of the same day between representatives of MetroBank and the Town Council. It was noted that the Council had received assurances about the bank's capacity to manage officer balance checks, transfer of funds between current and business accounts, the paying in of receipts, petty cash handling and the scope of bank charges.

It was RESOLVED that:

- (i) the Detailed Income and Expenditure Report to 3 July 2017 be received;**
 - (ii) notification be provided to MetroBank (Borehamwood Branch) that:**
 - (a) Elstree and Borehamwood Town Council wished to open an account (i.e. to transfer its current and business accounts (and payroll facilities) from NatWest to MetroBank);**
 - (b) the Council was authorised to do so through the General Management Committee by way of delegated authority and satisfied the relevant criteria of having a constitution (in the form of standing orders and financial regulations), was a local authority and had key official roles; namely in 2017/18:**
 - Town Mayor - Cllr Eric Silver (Member)**
 - Deputy Town Mayor - Cllr Victor Eni (Member)**
 - Cllr Mrs Pat Strack - Cheque Signatory (Member)***
 - Cllr Mrs Farida Turner - Cheque Signatory (Member)***
 - Cllr Clive Butchins - Cheque Signatory (Member)***
 - Cllr Graeme Franklin - Cheque Signatory (Member)***
 - Town Clerk and Responsible Finance Officer - Huw Jones (Officer)****
 - Deputy Town Clerk - Mrs T Malton (Officer)****
- * Type A Signatories (permitted to sign cheques for any amounts. Two to sign)**
- **Type B signatories (permitted to make transfers between EBTC Metro Accounts for any amount, make changes to information on the account, make petty cash withdrawals of up to £300.00 a day);**
- (iii) the first 'In House' Audit for 2017/18 take place on 22 November 2017 at 3.00pm (Cllr C Butchins and Cllr G Franklin); and**

- (iv) a "free use" of Fairway Hall (i.e. no cost to the client) be granted on 15 November 2017 for a Charity Quiz in aid of the Mayor's Charity DCUK.

17. TOWN TWINNING

It was RESOLVED that:

- (i) up to £300 be authorised for travel expenses (coded to 4464/404 Town Twinning Activities) in relation to the Mayoral invitation to Pietra Ligure on 2 September 2017 on the occasion of the 10th Twinning Anniversary with Offenburg;
- (ii) the update report on liaison with the Twin Town Association (BETTA) be received;
- (iii) the update report on the China Sister Town project be received; and
- (iv) on an annual basis, the Mayor of Fontenay-aux-Roses be invited to attend the Remembrance Day service in Elstree/Borehamwood (with the Town Council to meet the cost of accommodation for two persons and evening meal for four persons) (to be coded to 4464/404 Town Twinning Activities).

18. POLICIES AND PROCEDURES

Some Members asked for the issue of the Mayor's Consort's badge of office to be reviewed and it was noted that costed proposals would be put forward for the Committee's future consideration.

It was RESOLVED that:

having been reviewed, the following Council Policies and Procedures be readopted and the review period and body be noted:

- (i) Mayoral Attendance Policy; and
- (ii) Meeting Dates Policy.

19. EXCLUSION OF PRESS AND PUBLIC

It was RESOLVED that:

under the Public Bodies (Admission to Meetings) Act 1960 S1 (2) the press and public be excluded from the meeting whilst internal policies concerning premises security arrangements and staffing matters were discussed.

20. POLICIES AND PROCEDURES

It was RESOLVED that:

having been reviewed, the following Council Policies and Procedures be readopted and the review period and body be noted:

- (i) Key holders' Policy.**

21. CLERK'S REPORT

Insurance cases

It was RESOLVED that:

- (i) the report on outstanding cases/insurance claims be received;**

Council Warden

- (ii) the report on the successful appointment of a Council Warden be received;**

Training Update

- (iii) the report on the training update (Staff and Members) be received; and**

Staffing Matters

- (iv) the report on issues from the Staff meeting be received.**

22. CLOSE OF MEETING

It was noted that the next meeting was scheduled for Thursday 19 October 2017.

The Meeting closed at 8.20 pm.

Date:

19 / 10 / 17

CHAIRMAN.....



ELSTREE AND BOREHAMWOOD TOWN COUNCIL

GENERAL MANAGEMENT COMMITTEE

MINUTES of a meeting held in Fairway Hall, Brook Close, Borehamwood on **Thursday 19 October 2017** at 7.00pm

Present:

- Cllr Mrs S Parnell (Chairman in the Chair)
- Cllr Mrs A Mitchell (Vice Chairman)
- Cllr C Butchins
- Cllr R Butler (Substitution)
- Cllr S Rubner
- Cllr G Silver

Also Present:

- Cllr C Barker
- Cllr Mrs P Strack

In attendance:

- Cllr C Kelly (Hertsmere Borough Council)
- H R O Jones - Town Clerk

23. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies for absence were received from Cllr G Franklin (Family Matters) (Cllr R Butler substituted).

24. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

25. MINUTES

It was RESOLVED that:

the Minutes of the meeting of the General Management Committee held on 13 July 2017 be approved and authorised for signing by the Committee Chairman.



26. POLICIES AND PROCEDURES

It was noted that options for scanning historic paperwork at the Council Offices were being investigated in order to free storage facilities and to protect the Council's archive of documents (noting the legal requirements as set out in the Retention of Records Policy at (v) below).

It was further noted that the In-House Audit Sub-Committee would consider any implications (and take advice, if required) on any issues surrounding Trustee Investments (insofar as this might be applicable to the Investment Policy at (iii) below).

It was RESOLVED that:

having been reviewed, the following Council Policies and Procedures be readopted and the review period and body be noted:

- (i) Health and Safety Audit (Risk Assessment) 17 August 2017 prepared by Capita Property and Infrastructure (annually);**
- (ii) Fire Risk Assessment 10 October 2017 prepared by Fairway Hall Supervisor (annually);**
- (iii) Investment Policy;**
- (iv) Social Media Policy; and**
- (v) Retention of Records Policy.**

27. FINANCIAL REPORT

It was noted that the Council Warden would consider any budgetary implications for the three Town Council operated Allotment sites for 2018/19 and beyond.

It was RESOLVED that:

- (i) the Detailed Income and Expenditure Report to 11 October 2017 be received;**
- (ii) the Town Clerk and Deputy Clerk be authorised to complete the final mandate forms required to formally transfer the Town Council's banking**



arrangements (Current a/c, Business a/c and payroll arrangements) from NatWest to MetroBank (Borehamwood Branch);

(iii) **Committee Headline Items for 2018/19 be identified as:**

- **New Budget: Merchandising - £1,000**

(iv) **it be reaffirmed that the first 'In House' Audit for 2017/18 take place on 22 November 2017 at 3.00pm (Cllr C Butchins and Cllr G Franklin);**

(v) **it be noted that the (Interim) Internal Audit take place on 13 November 2017 (1st of 17/18); and**

(vi) **it be noted that Annual Return 2016/17 (completed and signed by Internal and External Auditors) to be submitted to Full Council, as required, on 22 November 2017 together with agreed action plan (the Audit was unqualified and all notices had been published in accordance with Audit regulations).**

28. CIVIC REGALIA

Cllr R Butler requested that it be recorded that he did not support the proposal for a Mayor's Consort's Badge of Office on the basis that this was not a Council priority and not good value for money.

Members voted 2 in favour and 4 against the proposal to purchase such an item.

It was RESOLVED that:

Badges of Office for the Mayor's Consort in 2017/18 be deemed as unrequired.

29. TOWN COUNCIL MERCHANDISING

The Committee received a report from Cllr C Butchins on options for increased Town Council branded merchandising/gift items in connection with pens, data sticks, umbrellas and items for exchange with Twin Town partners.

It was noted that where Twin Town gifts were purchased, this would be coded to the Council's Twin Town budget heading.



It was RESOLVED that:

- (i) a trial quantity of data sticks (to be organised By Cllr C Butchins and the Town Clerk) be purchased (subject to budget); and
- (ii) Town Council branded umbrellas be purchased (of a suitable quality and subject to budget).

30. CHINA SISTER TOWN

It was RESOLVED that:

- (i) the update report on the China Sister Town project meeting of 9 October 2017 be received;
- (ii) the referral from (i) above to consider additional co-opted Members on to the Sub-Committee (EBRA and BETTA) be noted with the decision that no additional Members be co-opted on to the group at this stage; and
- (iii) the wording of the 'Agreed Statement' from the Sub-Committee in relation to the November delegation to China be received and approved; and
- (iv) the terms of reference of Sub-Committee and Memorandum document (previously approved) be received and reaffirmed.

31. EXCLUSION OF PRESS AND PUBLIC

It was RESOLVED that:

under the Public Bodies (Admission to Meetings) Act 1960 S1 (2) the press and public be excluded from the meeting whilst competitive quotes for works, terms of an existing contract, Fairway Hall Security arrangements and staffing matters were discussed.

32. FAIRWAY HALL CAR PARK IMPROVEMENTS

It was RESOLVED that:

- (i) the report on Fairway Hall Car Park Improvements be received; and
- (ii) Company C (the preferred Best Value contractor) be asked to resubmit a proposal with modifications to facilitate the ease of use of the proposed electric car park barriers for regular users (Members and Staff).



33. CAR PARK LEASE (HARLEY HOUSE DENTAL PRACTICE)

It was RESOLVED that:

the report on the car park lease with Harley House Dental Practice be received.

34. CLERK'S REPORT

Insurance cases

It was RESOLVED that:

- (i) the report on outstanding cases/insurance claims be received;**

Safeguarding Update Report

- (ii) the report on Staff DBS checks and Fairway Hall security be received;**

Training Update

- (iii) the report on training update (Staff and Members) be received and the Clerk be authorised to make work placement positions available (preferably for students from Hertswood School), as appropriate and in accordance with the demands upon the Council;**

Staffing Matters

- (iv) the report on issues from the Staff meeting be received; and**

Christmas Period

- (v) the Council Offices and Fairway Hall be closed on 27, 28 and 29 December 2017 (in addition to the public holidays) with the effect that the last working day of 2017 be Friday 22 December 2017 and the first working day of 2018 be Tuesday 2 January 2018.**


35. CLOSE OF MEETING

It was noted that the next meeting was scheduled for Thursday 8 February 2018.

The Meeting closed at 8.40 pm.

Date: 2 11 17

CHAIRMAN



ELSTREE AND BOREHAMWOOD TOWN COUNCIL (EBTC)

TRANSPORT FORUM

MINUTES of a meeting held at Fairway Hall, Brook Close, Borehamwood, WD6 5BT on Wednesday 5 July 2017 at 7.00pm

Present:

- Cllr C Butchins (Transport Forum Chairman - EBTC)
- Cllr S Rubner (Vice Chairman in the Chair) (EBTC)
- Cllr G Franklin (EBTC)
- S Simmonds (Sullivan Buses)
- L Heyman (GTR)
- J Cartledge (Resident)
- L Stack (EBRA)
- R Redman (First Impressions and Elstree Screen Heritage)
- N Clark (Resident)
- S Alford (EBRA)
- S Szmolenski (Resident)
- A de Swarte (Resident)
- S, J and B Melinek (Residents)
- D and V Neiman (Residents)
- 3 other residents
- H Jones (Town Clerk)

[Only those residents wishing their names to be included in the Minutes are recorded above.]

01. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from O Dowden MP, (Hertsmere MP), A Dismore AM (London Assembly: Barnet and Camden), Cllr S Brown (Hertfordshire County Council), Cllr A Plancey (Hertfordshire County Council), Cllr G Silver (EBTC), Cllr C Kelly (Hertsmere Borough Council), M and C Blake (Residents), PCSO 6344 J Hainsworth (Hertfordshire Constabulary, D Sullivan (Sullivan Buses), C Izzard (Metroline) and E Aherne-Sime (Metroline).

02. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

03. TRANSPORT FORUM MINUTES

The Minutes of the meeting of the Forum held on 10 May 2017 were approved and duly signed as a true record by the Chairman.

04. BUS SERVICES IN ELSTREE AND BOREHAMWOOD

Sullivan Buses

Members received a report from S Simmonds (Sullivan Buses).

"Borehamwood Area Bus Changes: July to September 2017:

1/ Plenty of resurfacing work is going on. As a result Sullivan Buses are making changes to the B3 as it will not be able to serve much of Well End from the 19th to 26th July outside of the peak hours. An emergency timetable for the period of the roadworks is set out in the attached notice.

2/ There will be diversions to the 306 evening service after 20.00 from 10th to 17th July due to resurfacing in the Bushey area. Notices will be posted.

3/ From early September Sullivan Buses will be making changes as follows:-

306 Borehamwood to Watford via Elstree and Bushey Minor timetable changes during Monday to Friday peak hours and school times and on Sundays to reflect worsening traffic conditions throughout the route. The extra buses from Tesco's to North Borehamwood at 16.55 and 17.25 will no longer run. These two journeys suffered from very low passenger numbers in part because traffic had made them unreliable. There will be an extra 306 bus from Queens' School to Borehamwood in the afternoons.

398 Potters Bar- Borehamwood-Radlett- Watford Owing to disappointing loadings the Monday to Friday service is being reduced from hourly to two hourly between peak hours and the evening departures from Watford will be reduced to hourly instead of every 30 minutes with the last bus at 18.55. There will be a couple of extra buses in the evening peak between Potters Bar and Borehamwood, although the last journey from Potters Bar will be one hour earlier at 17.45. Hertfordshire and Hertsmere councils have been informed about the changes.

It is believed there will be some changes to the Uno 601, 615 and 658 at the end of September but details are not yet known.

Route B3: Road Closures in Well End: Weds 19th July To Weds 26th July: 9.30 am to 4.00 Pm

Road closures for resurfacing will be taking place in Well End on the above dates. During these times Route B3 will be unable to serve bus stops in Denham Way and the section of Studio Way from the Banks Road (Toby Carvery) roundabout to Rowley Lane.

To give certainty and to minimise the inconvenience for our passengers route B3 to Well End will be diverted and run in two separate sections (each one running once an hour) as follows:

Alexandra Road bus stops dep 9.49 and every hour until 15.49

Tesco dep for Alexandra Road 9.43 and every hour until 15.43

Toby Carvery bus stop for Town Centre depart 10.17 and every hour until 15.17

Tesco dep for Toby Carvery stop 10.08 and every hour until 15.08.

No other bus stops in Well End will be served during the above times.

Monday to Friday peak hour buses before 9.30 am and after 16.00 will run over the normal line of route and serve all bus stops as will all buses on Saturday 22nd July. School route 823 is not affected.

Normal service will be restored once both Studio Way and Denham Way are fully open to traffic. We will keep passengers up to date on Twitter @ Sullivanbuses or phone 01707 646803."

Metroline

Members received a written report from Metroline Travel (read by the Chairman):

"We are responsible for the local operation of London Buses route 107 that passes through Elstree.

We have serious concerns that there is a significant pothole/depression in Station Road, Borehamwood, directly at the exit to the Railway Station. This has been reported over several months and no action appears to have been taken. The nature of the depression is that it causes buses to be grounded if there is any other vehicle alongside and this grounding is believed to be the principal cause of damage to gearboxes recently. We are liable to consider making a claim against the County Council if there is no immediate improvement for substantial damages caused.

Route 107 Operation.

This route operates on a On Time basis as do most bus services in the area. This is quite challenging as there are multiple pressure points that affect the route, among them A41/Canons Corner within Barnet Borough, the junction of A1 at Stirling Corner, repeated works and restrictions in the area near Arkley P.H. due to new housing development, revision to junction at Wellhouse Lane near Barnet Hospital, and several critical road works and Burst Water Mains at the base of Barnet Hill.

Despite these, the route continues to perform above the target level set by London Buses and the margin of improvement usually means that Edgware is the best performing garage within London Buses for Low Frequency Operation.

Within the limitations, there has been focus in recent months to ensuring that there are fewer gaps in service affecting the area near Centennial Park but inevitably there will be times buses are running late due to other congestions.

In recent weeks, the major Burst Water Main on A41 Watford Way, north of Elstree area, had a major detriment on the morning of 8th June. There was also a recent programme of resurfacing in Allum Lane which meant buses had to omit Elstree completely and be diverted via A41 and A1 after RNOH - before regaining at Elstree and Borehamwood Station - about 6 miles for 1.8 miles of route. This diversion was planned because Barnet Lane is not considered suitable for double deck vehicles due to multiple instances of overhanging trees.

There are some mornings which may relate to other traffic issues creating increased flows of traffic when the approach from Allum Lane into Elstree is thoroughly congested through to the traffic signals at Barnet Lane and delays to services can exceed 15 minutes. In general terms the amount of these instances has declined."

It was AGREED that:

Metroline be thanked for providing the update report and Hertfordshire County Council be notified of the concerns raised.

05. TRAFFIC AND ROAD SAFETY REPORT: HERTFORDSHIRE CONSTABULARY

There was no report, PCSO 6344 Hainsworth having already submitted his apologies.

06. TRAIN SERVICES

The Forum received a report from L Heyman (GTR) (copy of slides attached at **APPENDIX A**).

Matters raised in response to the report included:

- Notification of timetable availability on the GTR website from December 2018 (with improvements at Elstree and Borehamwood railway station noted in peak and off peak times);
- The challenge of funding station improvements by March 2019 (with the possibility of seeking contributions from CIL (Community Infrastructure Levy monies) from Hertsmere Borough Council and/or Elstree and Borehamwood Town Council);
- The automatic acknowledgement facility on the customer services facility; and
- The difficulty in obtaining discounted tickets for holders of HCC concessionary fare passes at times when the booking office was unstaffed, as users are unaware

that they should purchase child tickets (which are sold at the same 50% discount) from ticket machines instead.

07. OPEN SESSION

[For clarity and context, questions raised in the Open Session but relating to other agenda items are recorded in the text of the relevant minute above].

Parking (Hillside Ward)

The Chairman read an update report from Cllr A Plancey (Hertfordshire County Council) in connection with the parking difficulties aired at previous meetings of the Forum:

'The issues of over parking due to college students, school parents, office workers, gym users and flat occupants are still present and there have been many meetings with different departments at the council and meetings have also taken place at the 2 schools, Monksmead and Yavneh. There is also another meeting next week with senior officials and highways so more information will follow. The issues of the road condition is still being reviewed and the road is due to be resurfaced next year. In the meantime any potholes that are arise should be reported and will hopefully be fixed in the interim period.'

08. CLOSURE AND DATE OF NEXT MEETING

The meeting closed at 8.15pm.

It was noted that the next meeting was scheduled for Wednesday 25 October 2017 at 7.00pm at Fairway Hall, Brook Close, Borehamwood, WD6 5BT.

Date: 25 10 17 CHAIRMAN: 

Govia Thameslink Railway (GTR)

Elstree & Borehamwood Transport Forum

5 July 2017

Larry Heyman, Local Development Manager, Thameslink & Great Northern

1



ThamesLink/

Our unique contract

- All farebox revenue is passed to the DfT, who determine the level of all fares increases
- All performance income from Network Rail is passed to the DfT
- The DfT funds all payments against Delay Repay claims but GTR funds the necessary administration costs
- GTR receives a payment from the DfT for running the franchise.
- The payment varies and depends on performance against Service Delivery, Customer Experience and Ticketless Travel benchmarks

2



ThamesLink/

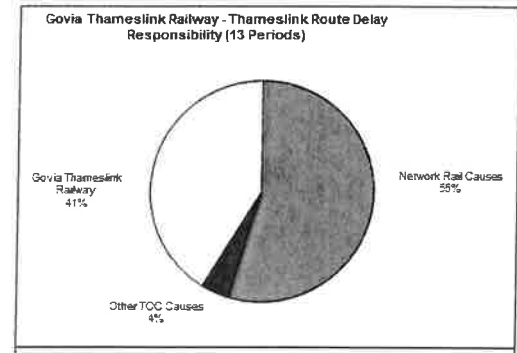
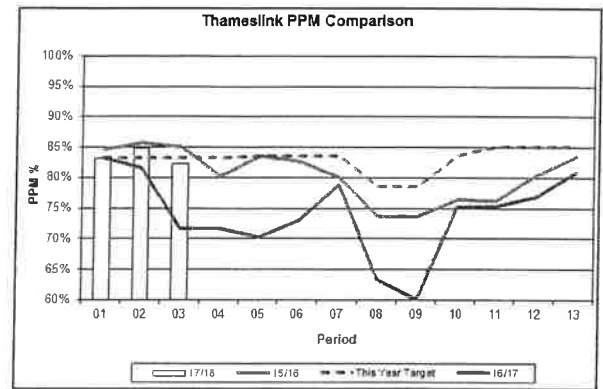
Performance – Thameslink- Period 3

Public performance measure (PPM)

82.28% PPM (28 May – 24 June)

Major incidents that affected performance:

- Sunday 4 June: Loss of signalling at Victoria Signalling Centre affecting all Thameslink trains in south London: 1,054 delay mins and 102 cancellations
- Tuesday 6 June: Fallen tree on the track/overhead lines at West Hampstead: 4,608 delay mins and 121 cancellations
- Sunday 18 June: Electrical fault on the overhead lines at London St Pancras: 1,876 delay mins and 32 cancellations
- Monday 19 June: Trainside Fire in the Earlswood area: 2,684 delay mins and 102 cancellations
- Tuesday 20 June: Track problems near Preston Park: 1,397 delay mins and 36 cancellations



GX
GATWICK EXPRESS

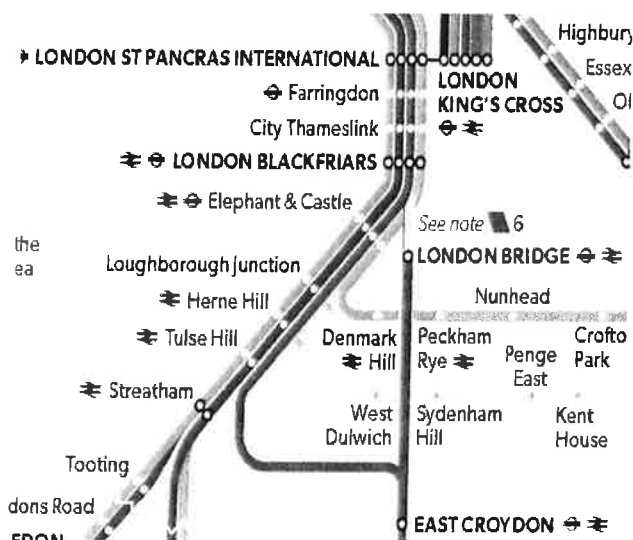
Great Northern

SOUTHERN

ThamesLink/

3

London Bridge impact on performance



- Since 20 December 2014 the Thameslink cross-London route through London Bridge has been closed to allow the station to be rebuilt
- It will reopen to cross-London Thameslink services in May 2018
- Since December 2014 all trains to and from the Brighton Main Line have to go via the heavily congested route through Herne Hill and Tulse Hill
- The impact of any performance issues on the Brighton Main Line on the Public Performance Measure (PPM) was greatly underestimated by the DfT and Network Rail.

GX
GATWICK EXPRESS

Great Northern

SOUTHERN

ThamesLink/

4

7

Siemens Class 700 trains

Key features

- 115 fixed formation trains on order (55 x 12-car and 60 x 8-car)
- New depot at Three Bridges
- Enhanced depot facilities at Hornsey
- 30 units (11 12-car, 19 8-car) currently in traffic covering over 220 trains per day
- Reliability has improved over the past two months. We intend to introduce a further five Class 700s into service from Monday 10 July.
- By the end of September we anticipate that the entire Thameslink fleet will be composed of the Class 700s
- The DfT, who specified and ordered the Class 700s, have agreed that Wi-Fi and seat back tables will be installed. Timescales awaited
- Action being taken to resolve excessive temperature on peak services



5

GX
GATWICK EXPRESS

Great Northern

SOUTHERN

ThamesLink/

Working to improve performance

- Initial poor reliability of new Class 700s has resulted in 28 year old Class 319s staying in service longer than planned
- Siemens responsible for both the build and the maintenance of Class 700s
- Software downloads being implemented to resolve current reliability issues
- Planned that in the summer all Class 319s will have been cascaded out
- Weekday driver-related cancellations now almost at zero
- £300m Network Rail investment to reduce infrastructure-related delays
- A resolution of the RMT and ASLEF disputes on Southern (SN) would have a positive impact on Thameslink (TL) performance as TL cannot be divorced from what happens south of the river
- Removing need for additional station stops, e.g. at Redhill, and eliminating excessive dwell times at SN stations

6

GX
GATWICK EXPRESS

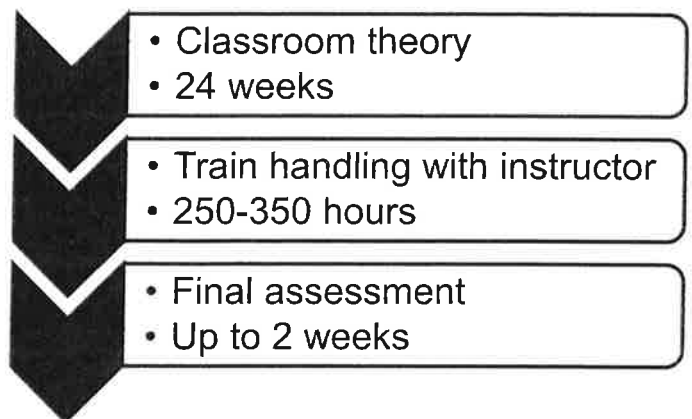
Great Northern

SOUTHERN

ThamesLink/

Thameslink driver recruitment and training

Date	Qualified drivers	Trainee drivers	Driver Target
Jan-15	327	18	356
May-15	327	59	366
Dec-15	330	83	371
May-16	343	96	371
Aug-16	354	91	371
Dec-16	370	134	390
31-Jan-17	369	148	390
14-Mar-17	372	159	390
17-Apr-17	374	183	390
08-Jun-17	384	180	390
04-Jul-17	389	168	390



It takes 12-14 months to train a driver from scratch

7



ThamesLink/

Passenger Benefits – more connections, more destinations

- From 2018, Thameslink route grows – allowing passengers to get into Central London and across the capital without taking the tube
- New links from Peterborough, Cambridge, Kent and Sussex
- Journeys between Cambridge and Gatwick Airport will be just 1 hour 40 minutes – 30 mins quicker than today
- From December 2018, new links with Farringdon via Crossrail's services to Heathrow will make Farringdon an important new hub
- Full public consultation on 2018 timetable

8



ThamesLink/

9

07

2018 timetable consultation – phase 2

- Following over 13,000 responses to phase 1. Phase 2 is running from 26 June – 27 July 2017
- New website – www.transformingrail.com.
- Easy to use journey planners, alongside full Monday to Friday timetables
- Advertised via homepages on all brand websites, social media, meet-the-managers at key stations, posters at stations, door drops, on train and station announcements, press releases, stakeholder meetings & emails, internal briefings for staff to speak to passengers.
- Weekend timetables to be consulted on separately later in the summer.

9



ThamesLink/

Delay Repay 15

- Delay Repay for delays over 15 mins introduced December 2016
- Improved scheme will provide 25% discount on single fares for delays between 15 and 29 minutes
- Since October 16 2016 we have given passengers options for payment including credit card, debit card, electronic bank transfer and PayPal



10



ThamesLink/



ELSTREE AND BOREHAMWOOD TOWN COUNCIL

YOUTH COUNCIL MINUTES of a meeting held at, Fairway Hall, Brook Close on Wednesday 7 June 2017

Youth Councillors present: YC Ikenna Eni (Vice Chair in the Chair)
YC Oliver Ziff
YC Noah Arazi
YC Harry Shorrick
YC Adam Duke
YC Dovid Goldstien
YC Sammi Patnick

In Attendance: L Altberg – YC Project Worker
Cllr C Barker
Cllr S Parnell

01. WELCOME AND INTRODUCTION

Youth Council Project Worker Leanne Altberg welcomed those present to the meeting.

02. APOLOGIES FOR NON-ATTENDANCE

Apologies for absence were received by YC Nadia Chowdhury (other business), YC Raisa Hayat (other business), Rahma Hayat (other business), YC Tomisin Osibona (other business), YC Oliver Ziff (other business), Kaila Maze (other business), YC Joel Berman (other business), and YC Daniel Seleh.

03. DECLARATIONS OF INTEREST

There were none.

04. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of the Youth Council held on 26 April 2017 were not signed by the Youth Council Chairman. They remain in draft form until the full Youth Council meeting on 27 June 2017

05. WORKING GROUP IDEAS AND SUGGESTIONS

Discussions to resurrect the historical 'Discount Card' working group was discussed by all members. It was suggested that it may be a possibility to put barcode stickers on the existing discount cards. These could be scanned by businesses that are taking part in the project. YC Noah Grose reported that he was able to action this.

18

The 'Environmental Group' discussed the idea of taking part in the 2018 Teddies Trail. YC Ikenna Eni remarked that this would give the group an opportunity to not only get involved in the Town Council Civic festival but would also give them the added benefit of experiencing their local environment.

It was AGREED that:

- (i) the 'Discount Card' working group members be decided at the next working group meeting on 6 September 2017**
- (ii) YC Members be accompanied during lobbying at local shops and businesses. To be arranged on a Sunday; and**
- (iii) the 'Environmental Group' be present at the 2018 Teddies Trails walks accompanied by a Council Officer.**

It was noted that the next Urban Angels meeting would be held at The Village Hotel from 8.00pm to 9.15pm. It was further noted that Youth Councillor Sammi Patnick would be joining the Charity Working Group.

06. EVENTS

Civic Parade 17 June 2017

A request was made by Cllr S Parnell that members of the Youth Council be in attendance at the 2017 Civic Parade.

It was AGREED that: YC Ikenna Eni and YC Sammi Patnick be in attendance at the Civic Parade.

Borehamwood's Got Talent 21 June 2017

It was AGREED that: Youth Councillors Noah and Sammi Patnick be available to attend the Talent Show.

Synagogue Day 25 June 2017

It was AGREED that: YC member Adam Duke be in attendance at the Synagogue open day and would also bring promotional leaflets to the Youth Council.

Walk of Faith

It was AGREED that: YC Members Adam Duke Noah and Sammi Patnick would be in attendance during the Walk of Faith event.

It was noted that the 'Walk of Faith' would be held on the 9 July 2017 and **NOT** 18 June 2017. It was further noted that a request to those not present at the meeting to attend the walk would be made.

07. FUTURE PROJECTS

Members of the youth Council discussed possible future events. These would be agreed in due course as and when agreed and are as follows:

- to organise an event for the youth in Elstree and Borehamwood
- skate park tournament
- 5 a side football tournament
- basketball match
- tennis tournament
- cricket match
- all round sports fair

It was suggested that some of the above events could be held at Boreham Wood Football Club as they have the facilities for much of the above to be implemented. Cllr S Parnell will take the proposal to the owner of the football club. It was also suggested that a fundraising charity match could be arranged with former sporting celebrities invited to open and close the event. It was noted that Arsenal Ladies often played their matches at Boreham Wood Football Club. As such, they could also be approached. It was further noted that Project Worker Leanne Altberg's cousin was Chairman of a football club and that she would ask for his assistance regarding celebrities and prizes. Further information to follow.

08. EXPANDING & DIVERSIFYING YOUTH COUNCIL

Planned presentations are to be held in the surrounding schools and academies promoting the Youth Council.

It was AGREED that:

- (i) Project Worker Leanne Altberg be responsible for writing to heads of all intended schools requesting permission for the Youth Council to deliver their presentation**
- (ii) Project Worker Leanne Altberg be responsible for contacting the Youth Council schools requesting permission for them to be allowed to take time out of lessons to carry out their presentation; and**
- (iii) YC Noah Grose and Adam Duke be responsible for producing the presentation**


It was noted that Yavneh Students would be available to make presentations on a Friday afternoon as their school finishes at lunch time. It was further noted that YC Noah Grose would create a Youth Council shared calendar so that all Youth Council members would be able to access details about forthcoming events.

09. CLOSURE

The meeting closed at 7.34

The next meeting date was noted as scheduled for **Wednesday 27 September 2017.**

Date: 27/9/17

Chair: 

Schedule of accounts for payment and resultant cheques signed

Voucher No	Cheque No	Payee	Details	Amount £	VAT Reclaim	Nominal Code	Statutory Power
240	DD1/9/17	Affinity for Business	Water Supply Melrose 1/4/17 to 30/9/17	£134.62	£0.00	2112/201	SHAA 1908 s. 23
241	15825	Capita Property & Infrastructure Ltd	1 Year H & S Contract 3/6/17 to 2/6/18	£1,225.20	£204.20	1415/104	LGA 1972 s. 111
242	15826	Castle Water Ltd	Waste Water Bill 1/10/16 to 30/9/17	£390.62	£0.00	1612/106	LGA 1972 s. 111
243	15827	J Cox	All Saints Coffe Morning Advertisement	£25.00	£0.00	3125/301	LGA 1972 s. 145
244	15828	GWS Cleaning Services Ltd	Fairway Hall Extractor Fan Maintenance	£426.00	£71.00	1637/106	LGA 1972 s. 111
245	15829	HMRC	Payroll: Tax & NI September 2017	£5,193.96	£0.00	1301/103, 1302/103	LGA 1972 s. 112 (1)
246	15830	Hertfordshire County Council	Payroll: Superannuation Sept 17	£5,148.93	£0.00	1301/103, 1303/103	LGA 1972 s. 112 (1)
247	15831	H Jones (Reimbursement)	Hall Event Supplies/Office Supplies	£359.60	£0.00	3127/302, 1422/104	LGA 1972 s. 111
248	15832	Lamps & tubes Illuminations Ltd	Goods & Services	£2,336.10	£0.00	4870/408	LGA 1972 s. 111
249	DD15/9/17	NatWest Autopay	Payroll: September 2017	£12,167.03	£0.00	1301/103	LGA 1972 s. 112 (1)
250	15833	Performing Rights Society	Music Tariff 6/9/17 to 5/9/18	£357.55	£59.59	1628/106	LGA 1972 s. 145
251	DD11/9/17	Right Fuelcard Company	Vehicle Fuel	£72.19	£12.03	2944/209	LGA 1972 s. 111
252	15834	SLCC	Membership Fee 1/6/17 to 31/5/18	£329.00	£0.00	1423/104	LGA 1972 s. 143 (1)b
253	15835	Shenley Sandwich Bar	Full Council Refreshments	£72.00	£0.00	1614/106	LGA 1972 s. 111
254	15836	St Nicholas Elstree Primary School	15% Swimming Contribution Autumn T	£88.20	£0.00	4363/403	LGA (MP) 1976 s. 19
255	DD20/9/17	Total Gas & Power	Office Supply 4/6/17 to 1/9/17	£199.10	£9.48	1613/106	LGA 1972 s. 111
			Total Amounts	£28,525.10	£356.30		

Councillor

Councillor

Finance Officer

Responsible Finance Officer

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[LG (MP) A: Local Government (Miscellaneous Provisions) Act]

[SHAA: Small Holding & Allotment Act]

[LA (Members Allowance) (England) Regulations 2003, SI 2003/1021]

Confirmed Approved Signed by Council on 22 11 17

[Employee Fidelity, Employers Liability (Compulsory Insurance)]
[Local Authorities' Powers Act Extended by Local Government Act]
[Open Spaces Act]
15-Sep-17

Schedule of accounts for payment and resultant cheques signed

Voucher No	Cheque No	Payee	Details	Amount £	VAT Reclaim	Nominal Code	Statutory Power
256	15837	BT	Charges September 2017	£159.69	£26.61	1420/104	LGA 1972 s. 111
257	15838	Cowley Hill School	15% Swimming Cont Autumn Term 17	£176.40	£0.00	4363/403	LGA (MP) 1976 s. 19
258	15839	J Cox	Creative Writing Poster	£25.00	£0.00	3125/301	LGA 1972 s. 111
259	15840	First Class business Solutions	Photocopier Costs	£77.22	£12.87	1438/104	LGA 1972 s. 111
260	15841	First Class business Solutions	Ink Cartridge	£9.60	£1.60	1438/104	LGA 1972 s. 111
261	15842	Hearns Coaches Ltd	Coach Trip Parking 12/7/17	£20.20	£0.00	4767/407	LGA 1972 s. 145
262	15843	R Jarvis	Weekend Hall Cover 16/17 Sept 2017	£84.60	£0.00	1602/106	LGA 1972 s. 111
263	15844	Kenilworth Primary School	15% Swimming Cont Autumn Term 17	£176.40	£0.00	4363/403	LGA 1972 s. 111
264	15845	Cash	Petty Cash Top Up	£294.17	£0.00	Transfer	LGA 1972 s. 111
265	15846	Smith of Derby Ltd	St Nicholas Clock Maintenance	£180.00	£0.00	2538/205	LGA 1957 s. 2
266	15847	Xamax Clothing Company Ltd	Staff Office and Site Wear	£75.98	£12.67	1422/104	LGA 1972 s. 111
			Total Amounts	£1,279.26	£53.75		

[Signature] Councillor

[Signature] Councillor

[Signature] Finance Officer

[Signature] Responsible Finance Officer

med Approved Signed by Council on **22 11 17**

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 27-Sep-17

Schedule of accounts for payment and resultant cheques signed

Voucher No	Cheque No	Payee	Details	Amount £	VAT Reclaim	Nominal Code	Statutory Power
267	DD1/10/17	Affinity Water	Allotment Water Supply 1/4/17-30/9/17	£72.29	£0.00	2112/201	SHAA 1908 s.23
268	DD1/10/17	Affinity Water	Fairway Hall Water Supply 1/4/17-30/9/17	£176.40	£0.00	4363/403	LGA 1972 s. 111
269	15848	Angel Springs Ltd	Cooler Rental	£38.03	£6.34	1410/104	LGA 1972 s. 111
270	15849	BDO LLP	External Audit Fee 2016/17	£1,596.00	£266.00	1457/104	LGA 1972 s. 111
271	15850	HMRC	Payroll: Tax & NI October 2017	£4,379.54	£0.00	1301/103, 1302/103	LGA 1972 s. 112 (1)
272	15851	Hertfordshire county Council	Payroll: Superannuation Oct 2017	£4,472.50	£0.00	1301/103, 1303/103	LGA 1972 s. 112 (1)
273	15852	Hertfordshire county Council	Hall Supplies	£173.64	£28.94	1616/106	LGA 1972 s. 111
274	15853	Hearns Coaches Ltd	School Swimming Programme	£2,940.00	£0.00	4363/403	LGA (MP) 1976 s. 19
275	DD13/10/17	NatWest Autopay	Payroll: October 2017	£10,614.05	£0.00	1301/103	LGA 1972 s. 112 (1)
276	DD2/10/17	Right Fuelcard Company	Vehicle Fuel	£55.67	£9.28	2944/209	LGA 1972 s. 111
277	DD9/10/17	Right Fuelcard Company	Mower Petrol	£9.50	£1.58	2116/201	LGA 1972 s. 111
278	15854	Stevenage Computer Services	IT Support	£245.00	£0.00	1439/104	LGA 1972 s. 111
279	15855	Tutorcare Ltd	x2 Staff Tower Training 26/10/17	£360.00	£60.00	1407/104	LGA 1972 s. 111
280	15856	Tutorcare Ltd	All Staff Manual Handling Training 30/11/17	£450.00	£75.00	1407/104	LGA 1972 s. 111
281	15857	Meryfield Primary School	15% Swimming Contribution	£176.40	£0.00	4363/403	LGA (MP) 1976 s. 19
282	15858	Lamps & Tubes Illuminations Ltd	Replacement Timers	£1,486.80	£247.80	4854/408	LGA 1972 s. 111
			Total Amounts	£27,245.82	£694.94		

[Signature] Councillor

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[Signature] Finance Officer

[Signature] Responsible Finance Officer

Confirmed Approved Signed by Council on..... 22 11 17

[Local Authorities' Powers Act Extended by Local Government Act]
[Open Spaces Act]
10-Oct-17

Schedule of accounts for payment and resultant cheques signed

Voucher No	Cheque No	Payee	Details	Amount £	VAT Reclaim	Nominal Code	Statutory Power
283	15859	J Amer	Fireworks Night & Christmas Switch On	£1,100.00	£0.00	4847/408	LGA 1972 s. 145
284	15860	AMC Computer Supplies Ltd	Staff x1 Computer (Laptop)	£663.60	£110.60	1439/104	LGA 1972 s. 111
285	15861	H Jones (Reimbursement)	Staff x1 Keyboard & Mouse	£24.99	£0.00	1439/104	LGA 1972 s. 111
286	15862	Fantastic Fireworks Ltd	Fireworks Display 5/11/17	£12,000.00	£2,000.00	3130/301	LGA 1972 s. 145
287	15863	P&R Services (Southampton) Ltd	Electrical Condition Report	£498.00	£83.00	1415/105	LGA 1972 s. 111
288	15864	Splash Printing Ltd	x 400 Members Business Cards	£180.00	£30.00	1422/104	LGA 1972 s. 111
289	15865	Zurich Municipal	Van Insurance 8/11/2017 - 7/11/2018	£635.41	£0.00	2945/209	LGA 1972 s. 111
290	15866	R Jarvis	Weekend Hall Cover 21/22/10/17	£75.20	£0.00	1602/106	LGA 1972 s. 111
291	18667	A Nicodemus (Reimbursement)	Allotment Site Safety Purchases	£169.41	£18.40	2116/201	SHAA 1908 s.23
			Total Amounts	£15,346.61	£2,242.00		

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25-Oct-17

Councillor

Councillor

Finance Officer

Responsible Finance Officer

Confirmed Approved Signed by Council on 22 11 17