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Nash Mills Crime Figures 2021

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD.
BURGLARY (DWELLING)													
BURGLARY (Other)													
THEFT FROM MOTOR VEHICLE	1												
THEFT OF MOTOR VEHICLE													
DAMAGE OR DESTROY <£5,000													
THEFT FROM SHOP	2	1											
THEFT, OTHER		2											
DRUG RELATED	1	1											
OTHER CRIMES													
A.S.B (Youths)													
TOTALS	4	4											

Nash Mills Crime Figures 2021

<b>DWELLING BURGLARY</b>	
<b>BURGLARY OTHER</b>	
<b>THEFT FROM MOTOR VEHICLE</b>	
<b>THEFT OF MOTOR VEHICLE</b>	
<b>DAMAGE OR DESTROY</b>	
<b>THEFT FROM SHOP</b>	Tesco's
<b>THEFT OTHER</b>	Nash Mills Wharf – Bicycle Nash Mills Wharf – trainers left outside
<b>DRUG RELATED</b>	Nash Mills Wharf - Cannabis
<b>OTHER CRIMES</b>	

## **Nash Mills Parish Council – Borough Councillor Report – March 2021**

### **Nash Mills Wharf**

The car park is now completed, after a delay caused by covid and also complications regarding the flooding. The fobs are hopefully being programmed by the middle of the week and the fobs will then be sent out. Permits are now being issued for the underground car park.

I met with Sir Mike Penning, and the MDs of Vistry Midlands/South East and Crest Nicholson last Wednesday, with regard to the parking issues on Red Lion Lane. We have asked them to work out the cost that they paid for the small piece of land we are discussing, so we can plan a way forward, and we will be reconvening on Wednesday 17<sup>th</sup> to look for a way forward.

### **Milbor Site**

For several months I have been trying, along with local residents, to find a way of forcing the developer to secure the site. Enforcement, planning, and even the Health & Safety Executive were unable to take responsibility of this, and it has been incredibly frustrating as the site is clearly a very dangerous ‘playground’ for children who had free access to it. Following a call from P/Cllr Briggs last Wednesday, who reported some children on site, I spoke to Joe Guiton at DBC regarding site security. Joe is the manager of the department that deals with antisocial behaviour, and after a lengthy discussion about what we can do to force the developer to secure the site, he very helpfully contacted Herts Building Control. They visited the site on Thursday, and by Saturday a 2m high fence had been erected. There are still further issues with the site, but at least they have secured the perimeter.

### **Nash House**

The battle of Nash House is ongoing, parking spaces have been marked out, but not in accordance with the approved plans, and the developer is challenging our claim that the basement flat is not being built in accordance with their – still unapproved – plans.

At last, I have managed to arrange for bins to be delivered to Nash House, although I have received a report in the last few days to tell me that there is not yet a complete set of bins. I will be chasing this to find out what is happening.

### **Georgewood Road Steps**

Osborne’s reported last week that the steps were now repaired. The very helpful team leader at DBC went to inspect them and reported back to me that it was the worst repair he’s ever seen! DBC have now commissioned a full refurbishment (rather than a simple repair) on the steps and this is being done as a matter of urgency, as the surveyor has declared them unsafe.

### **Gade Tower**

I have been assured by Waste Services at DBC that the bin issue at Gade Tower is now resolved, with the bins inside the bin store and chutes from the flats into them.

### **Skip on the Verge in Chambersbury Lane – Again!**

P/Cllr Roberts reported to me that there is another skip in the same spot on Chambersbury Lane. I have again called the skip hire company and left a message asking them to remove it, and to refrain from putting future skips on the verge.

### **Grit Bin – Bunkers Lane**

No further update – still awaiting a response from LPRA on this.

### **Hole – Highbarns/East Green**

I have again chased for an update on the shaft that appeared in October. The survey has been completed and they are currently completing the statutory process to fill the hole. I will update as soon as possible.

### **Bunkers Park / Cemetery / Crematorium Access Road**

The trees were finally planted on Friday! Many delays due to Covid issues amongst the team, but they are at last planted. We are now chasing for an update on the ditch that was due to be dug in order to prevent vehicles breaching the barrier and entering the field (on the right as you enter the track).

### **The Willows**

The three new willow trees that NMPC approved payment of were planted on 18<sup>th</sup> February. They are around twice the size of the previous ones that died, so I am setting up a tree adoption for people to water them until they are properly established.

The fence between part of the Willows (rear of Kingfisher Drive and Swan Mead) and the canal is rotten and it seems that no-one owns it. The developer paid DBC to take over the green spaces (ie mowing grass and tending to the trees) many years ago, but there is no mention in the agreement to take over the fence. I am in discussion with DBC over this as I believe that as a council, they have a duty of care to residents and this fence is becoming dangerous; children can get through gaps in it (and have been seen to do so!). I will update further as I discover more.

For some time there has been a frustration amongst residents regarding the untidy land at the corner of Bittern Close and Teal Way. I am speaking to DBC to try and establish who owns this land. Although this has proven to be a complex matter, we may have found a breakthrough and I hope to report back next month.

### **Defibrillator**

Permission for the defibrillator to be affixed to the wall at The Denes, and powered by the DBC supply, has been an issue for 2½ years. However, I spoke to the Group Manager of the Estates department and he was most helpful. We now have permission for the installation, subject to Herts Highways agreement. This is also mentioned in the clerk's report.

Jan Maddern

Dacorum Borough Councillor, Nash Mills

8.3.2021



## Clerk Report March 2021

(information only, if any resolutions are required, they will be noted on the agenda)

### HCC Updates/ County Councillor

Speed Indicator Devices (Sids), work now due to commence late March 2021.

### Litter on Bunkers Lane

Reported to HCC, HCC have now pushed the item back to DBC, Clerk has advised Clean, Safe & Green at DBC and is awaiting further updates. Any works on this section will require a road closure.

### Training

*Attended*

HAPTC freedom of Information request training 18/2/2021

HAPTC Code of Conduct discussion 11/2/2021

*Booked*

Rialtas (finance package) end of year training Friday 5/3/2021.

ICO Data Practitioners Conference Wednesday 14/4/2021

### Code of Conduct

We re-adopt this annually. The Local Govt. Association have a new model policy. It is recommended that parish councils adopt the code of conduct of their higher authority, this is due to the fact that any breaches of the code are referred directly to the monitoring officer at the principal authority. I have spoken to Mark Brookes at DBC (our MO) and once the revised LGA. code has been adopted by DBC I will be providing it to NMPC to consider adoption without amendment.

### Auditor

I have chased for diary dates to enable audit to be booked in following our March financial year end.

### Warden Updates

Training for playground inspections provisionally booked (subject to ratification on agenda)

### Defibrillator Permissions

Email received 25/2/2021 (following assistance with from B/Cllr Maddern). DBC agree in principle subject to HCC approving a licence. I will manage the process with HCC and DBC.

### Abbots Hill School Lease

Lease renewal is due April 2022, I am in regular contact with the school and will approach council re this nearer the time. If a new lease is being provided by the school, then it may be advisable for council to engage the services of a suitably qualified professional to ensure that the council is appropriately represented and protected prior to entering in any contract.

### **Community Infrastructure Levy (appendix 1)**

The CIL Regulations state that a local council must use CIL receipts passed to it in accordance with Regulation 59A or 59B to support the development of the local council's area, or any part of that area. These regulations specify what qualifies. These conditional levies have an expiry date after which they can be claimed back by DBC.

As the verge's projects have been funded by HCC and DBC it removed the need for us to use our CIL funds for this purpose.

DBC have given us permission to use a proportion of the CIL monies held to fund the speed indicator devices. On this agenda I have requested that council approve the use of the CIL monies for this project. This will require some movement from the Lloyds 32-day account. The CIL summary (attached in appendix 1 has been updated from the version previously notified to council and will be updated again should council approve the expenditure from this accounting line.

I have spoken with the CIL officer at DBC to ascertain what evidence we need to enable our future expenditure to be met in line with CIL regulations and will advise the working groups leads as and when required.

### **Website Accessibility Plan**

- Still on going.
- Zoom meeting held Dec 2020 with resident who uses a new software (AccessiBE) to enable assistive technology users to access content more easily. Report with costings attached and council to advise me if they wish matter to be included on a later agenda. We have not budgeted for this additional expenditure for 2021/22 therefore council may wish to reconsider at a later date in 2021 when considering the budgets for 2022/23

### **Correspondence received (please note that this may not include all items)**

- Letter from DBC notifying us of preventative action taken following reports of dangerous horse riding at Bunkers Park and subsequent DBC inspection to see evidence of the damage caused. Local stables have been notified and the information has been communicated via our social media.
- Email received from a resident following NMPC objections to their planning application. Process explained to resident (i.e. NMPC can only deliberate on the information contained in the plans submitted to DBC, NMPC is a consultee but DBC are the decision maker). Resident advised to liaise with the DBC planning officer providing the additional information available to support their case so that it could be made available for possible re consideration by NMPC. Resident to consider if they wish to do this rather than take the case to DMC. Borough Cllr also copied into this email.
- Email received from a resident enquiring about the process for commencing investigations into additional double yellow lines within Nash Mills (Chambersbury Lane/Bunkers Lane area). Process explained and resident referred to County Cllr in the first instance but asked to copy NMPC into any correspondence for information should they wish to.
- Correspondence received from a local residents association conveying disappointment that their grant request was refused. Clerk explained that council could only assess a grant on the information contained within the application and that NMPC would welcome the opportunity to appraise any future applications and supporting information.
- Clerk received a telephone call from a neighbouring resident requesting that the clerk notify NMPC that additional drawings have been submitted to Three Rivers District Council in relation to the proposed Moto service station which may affect traffic passing through Nash Mills.

- Enquiry from local resident regarding historical information answered following information gathering from Apsley Paper Trail and a local historian.

## Reminder

Chairman/Chairman Personnel/Working Group Leads  
Annual Meeting reports required by **31st March 2021** please.

### Appendix 1 CIL Update

This is the CIL summary from our third party accounts package-available on request from the clerk

CIL and S106 UPDATE Feb 2021

Community Infrastructure Levy	( Conditional spend within 5 years)	Column3	Column1	Column2
Cil 17/18	150			Must be spent by 2022
Cil 18/19	3218.92		Received April 2019	Must be spent by 2024
Cil 19/20	6132.36		Received October 2019	Must be spent by 2024
SUBTOTAL			9501.28	
Cil 20/21	6009.51		Received April 2020	Must be spent by 2025
Cil 20/21	12721.26		Received October 2020	Must be spent by 2025
TOTAL	28232.05			
S106 Noticeboard	600		Received October 2020	Must be spent by 2023
	28832.05			

updated CIL figure-reported Cil OCT 2020 had a subtotal included

*Nikki Bugden*  
*Clerk to the Council*  
*25<sup>th</sup> Feb 2021*



## Clerk Report Annual Parish Meeting March 2021

### Clerk Recommendation

That NMPC consider and vote on the following option.

a) Moving the usual date of the annual parish meeting forward to before the current legislation expires. (currently expires 7<sup>th</sup> May 2021). We could move to on the same evening but before the commencement of the April meeting (12<sup>th</sup>) or any date prior to 7<sup>th</sup> May 2021.

The earlier meeting would still present the annual reports from council and the public would still be invited to attend or alternatively, the meeting could include a perfunctory agenda item deferring all business to later in the year.

The current Coronavirus pandemic and associated uncertainty has meant that council have been unable to discuss and work on the plans for a re formatted Annual Parish Meeting. I would suggest that an additional 'public engagement' session could be held later in the year (subject to us being able to meet safely in person or being permitted to present remotely) to consult on some of the projects that NMPC have under discussion, separate from a parish council meeting with invited speakers and community representatives.

### Background

Annual Parish Meeting (England) <sup>i</sup>

The Local Government Act 1972 Part III requires that All Parish and Town Councils throughout England are required by law to hold an Annual Parish Meeting, which must take place between 1<sup>st</sup> March and the 1<sup>st</sup> June (inclusive). Meetings should not commence before 6.00 pm.

The Annual Parish Meeting is a meeting of all the local government electors for the Parish, which the public are entitled to attend and participate in. It is **NOT** a parish council meeting. It is usually convened by the council.

The meeting acts as an annual democratic point of communication enabling the Parish Council to explain what it has been doing over the last year and providing an opportunity for the electors to have their say on anything that they consider is important to the people of the Parish.

The Annual Parish Meeting is a meeting of all the local government electors for the Parish, which the public are entitled to attend and participate in.

NMPC traditionally hold this meeting on the same evening in May as the Annual Council meeting. An agenda from a previous meeting is attached as an example.

The current Coronavirus regulations removed the requirement to hold an annual meeting last year. The regulations permitting remote meetings expire on 7<sup>th</sup> May 2021 and the Local Govt Assoc is currently canvassing Govt for an extension to these. Councils are advised to conduct as much business as possible prior to the 7<sup>th</sup> May to prepare for the eventuality that these regulations may not be extended.

Before returning to face-to face meetings councils will have to conduct detailed risk assessments to ensure that the safety of their staff, colleagues and members of the public are duly considered.

## My previous notice to Cllrs from last year

### Annual Council Meeting and Annual Parish Meeting

*Local Govt Act 1972, s12, Pii, Piii*

#### Annual Meeting of the Parish Council (ACM)

- Must be held annually
- Legal requirement
- It's an official, formal meeting to transact business
- Must be held in May apart from election years
- NMPC traditionally starts at **7.30pm** (must not be before 6pm)
- Agenda is determined, drawn up and signed by clerk as it is official business only as per our standing orders ie election of Chairman/ election of members to committees/ checking of assets register etc.
- The finances will be included as they require monthly sign off
- Any planning matters will be included
- No additional business (unless deemed urgent by the clerk) will be included on the agenda as the meeting is so short.

#### Annual Parish Meeting (APM)

- Must be held annually
- Legal requirement.
- It's a meeting for the electorate
- More informal as limited statutory requirements
- Must be held between 1st March -1st June (inclusive)
- NMPC traditionally hold it on the same evening as the ACM
- Must not commence before 6pm
- NMPC traditionally starts at **8.00pm**
- Should include annual reports from Chairman, Committees, Warden, PCSO, Clerk
- Can include updates from Resident Assoc/awarding of grants (traditionally inc Residents Assoc initiatives although application process is now more structured so applications can be received but would need to be ratified at full council)
- guest speakers.
- Agenda is signed by Chairman-it's an invitation not a formal notice to attend.
- Meeting is usually short with an extended refreshment section at the end for networking/ meet & greet

*Nikki Bugden*

*16/1/2020*

### Example of previous NMPC Annual Parish Meeting Agendas

May 2019 (format copied from historical agendas)

#### AGENDA

- 1) Welcome and Introduction
- 2) Meet the Team
- 3) Public Participation and questions for Councillors
- 4) Hertfordshire Police Annual report
- 5) Minutes of Last Meeting.
- 6) Annual Committee Reports
  - Finance
  - Personnel
  - Planning
- 7) Parish Wardens Annual Report
- 8) Residents Association Initiative Reports and Applications for Funding under RAI.
- 9) Clerks report
- 10) Date of Next APM.

*Nikki Bugden Clerk 25/02/2021*



# NASH MILLS

P A R I S H C O U N C I L

PO Box 1602  
Hemel Hempstead  
Herts  
HP1 9ST  
07493 519458  
[clerk@nashmillsparishcouncil.gov.uk](mailto:clerk@nashmillsparishcouncil.gov.uk)

23<sup>rd</sup> February 2021

Terry Curtis HCC  
cc. Miltos Nikolaidis (HCC Engineering team)  
cc. Borough Cllr Jan Maddern  
cc. County Cllr Tina Howard  
cc. Kings Langley Parish Council

Dear Mr Curtis

**The Hertfordshire (London Road, Red Lion Lane, Hemel Hempstead and Rucklers Lane, Nash Mills Lane, Kings Langley) (Restriction of Waiting) Order 2021 Ref D01120**

Nash Mills Parish Council (NMPC) would like to register their **objection** to the proposed waiting order in its current form.

An extraordinary meeting has been held (attended by the public) and grave concerns have been raised regarding the impact of this order on our residents.

NMPC recognises the need to improve safety measures along Red Lion Lane/Nash Mills Lane however, we cannot support a scheme that removes the parking provision for approximately 40 cars without being able to offer a suitable alternative. Nash Mills is currently overwhelmed with inadequate provision and obstructive parking. Removing these spaces will mean that the issue will simply be transferred to other areas within the parish.

The parish council is currently working with Herts County Council (HCC) and Dacorum Borough Council to implement phase one of our verges scheme. This scheme is addressing damage caused to our verges by obstructive parking and has been supported by our highways locality officer and county councillor- recognition of the extensive problems that the parish currently have with inappropriate parking and balancing demand with insufficient capacity.

The implementation of this waiting order, without providing alternative provision, will negatively impact the good work that our collaboration will deliver from county and borough (public) funds.

During the current temporary closure of Red Lion Lane we have noticed that the displaced vehicles are now parking on Lower Road. This is affecting the flow of traffic along this very busy route whilst also endangering the users of the village hall as they do not have clear sight lines to exit the village hall car park. This would be exacerbated by any school traffic from the neighbouring school outside of the current Covid-19 restrictions.

Our borough councillor and local MP are in the process of exploring options that may enable additional parking provision to be made available to the residents who currently use Red Lion Lane/Nash Mills Lane and should this be achieved, it will mitigate any issues caused by the proposed waiting order. This option will be the development of a piece of Green Belt land off Red Lion Lane to provide off street parking for in the region of 70 vehicles. The investigations into this solution and the relevant permissions will take time and therefore may not be in place prior to the anticipated commencement of your proposed scheme.

NMPC share the concerns of HCC with regards road safety on Red Lion Lane around the traffic island/junctions and would therefore urge you to consider the following option to enable you to address those issues whilst also giving our borough councillor and MP time to further their negotiations.

#### Alternate Option

NMPC would like you to consider the withdrawal of this order and are asking for a re-consultation on a revised waiting order to address the safety and parking at the small section around the traffic island and junctions.

This could then be followed by a re-consultation on the wider scheme once the alternative parking provision outcome is established.

A successful outcome of the current negotiations would ensure that the yellow lines along the whole of Red Lion Lane/Nash Mills Lane becomes more realistically achievable without further detrimental impact elsewhere in our parish or in neighbouring parishes.

We would urge you to please consider the option listed above. It has been balanced fairly under consultation, recognising the need to address the safety concerns whilst also ensuring that we do not create a much larger issue by pushing parking elsewhere within our parish or indeed our neighbouring parishes. As a parish council we are fortunate in that we live and work within our parish and the regular communication that we have with our residents along with our local knowledge enables us to accurately and truthfully reflect all of the concerns raised and to suggest an alternative that many of our residents will support.

I do hope that you are able to consider our requests sympathetically as the community and local representatives are working hard to offer an alternative, rather than just a blanket refusal, but this will require some additional time and close collaboration between all parties involved.

Please do not hesitate to contact me if you require any further information or assistance.

Mrs Nikki Bugden  
Proper Officer & Clerk  
On behalf of Nash Mills Parish Council

DRAFT

**Nash Mills Parish Council  
FINANCIAL SCHEDULE  
Mar-21**

<b>Payee</b>	<b>Method</b>	<b>Description</b>	<b>Amount</b>	<b>Vat</b>	<b>Amount</b>	<b>Minutes ref</b>	<b>Inv No</b>
NET STAFF SALARIES/HMRC	SO	March Net Salaries and HMRC	£ 2,273.59	£	2,273.59		
LGPA	online	pension		£	461.36		
Vodaphone	DD	Clerk's Mobile	£ 13.03	£ 2.62	£ 15.65		
NMVHA	SO	Hall Hire March	0	0	0		
DBC	DD	Garage Rental	£ 52.60	£ 10.52	£ 63.12		
Paybureau	SO	Monthly wages Fee	£ 18.00	£ 3.60	£ 21.60		
clerk expenses	Online	Zoom Mar	£ 11.99	£ -	£ 11.99		NM0321
Clerk expenses	Online	Mileage	£ 8.91	£	£ 8.91		inv71391347
DBC	Online	3 willow trees	£ 255.00	£ -	£ 255.00	20/173/FPC	1561758
<b>Total</b>			<b>£ 2,633.12</b>	<b>£ 16.74</b>	<b>£ 3,111.22</b>		

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**Nash Mills Parish Council**

**Bank - Cash and Investment Reconciliation as at 5 March 2021**

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**Confirmed Bank & Investment Balances**

Bank Statement Balances

28/02/2021	Lloyds Current A/C	12,163.81
29/01/2021	Natwest BR	80,839.52
01/02/2021	NatWest Current A/C	2,176.14
28/02/2021	Lloyds 32 Day	32,043.72
05/03/2021	Lloyds Holding Account	10,200.00

**137,423.19**

Other Cash & Bank Balances

**0.00**

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**137,423.19**

Unpresented Payments

**10,200.00**

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**127,223.19**

All Cash & Bank Accounts

1	Lloyds Current A/C	1,963.81
2	NatWest BR	80,839.52
3	NatWest Current A/C	2,176.14
4	Lloyds 32 Day	32,043.72
5	Lloyds Holding TF Account	10,200.00
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>127,223.19</b>

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CIL and S106 UPDATE Feb 2021

Community Infrastructure Levy	( Conditional spend within 5 years)	Column3	Column1	Column2
Cil 17/18		150		Must be spent by 2022
Cil 18/19		3218.92	Received April 2019	Must be spent by 2024
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Cil 20/21		6009.51	Received April 2020	Must be spent by 2025
Cil 20/21		12721.26	Received October 2020	Must be spent by 2025
TOTAL		<b>28232.05</b>		
S106 Noticeboard		600	Received October 2020	Must be spent by 2023
		<b>28832.05</b>		

updated CIL figure-reported Cil OCT 2020 had a subtotal included

# Report to Nash Mills Parish Council

*All reports to be circulated in advance of NMPC Meeting.*

<b>Working Group Name</b>	The Denes
<b>Meeting Held (Date)</b>	n/a
<b>Present at Meeting</b>	n/a
<b>Apologies</b>	n/a
<p><b>Agenda Items for Resolution/Decisions Needed</b></p> <p><i>Please list each point requiring a decision separately for inclusion on the agenda.</i></p> <p><i>Please note items not included on the agenda cannot be approved.</i></p>	<ul style="list-style-type: none"> <li>▪ To summarise progress and considerations discussed during WG meetings so far</li> <li>▪ To ensure we have inclusive council views for potential sharing with Herts Highways and for input into next working group meeting.</li> <li>▪ To consider relevant questions for the magazine to ensure an initial stage of public consultation has been undertaken.</li> </ul> <p><i>Note, we are not voting for final design at this point (that will depend on Highways view and permissions) but just making sure we've captured views outside of those able to attend recent working group sessions.</i></p>
<b>Spending Level Requiring Authorisation</b>	n/a
<b>Quotes Circulated (if required)</b>	n/a
<p><b>Relevant Powers to Spend (if spending approval needed)</b></p> <p><i>Please liaise with Clerk if guidance required.</i></p>	n/a
<p><b>Policies Needed? Existing or New?</b></p> <p><i>Please liaise with Clerk if guidance required.</i></p>	n/a
<p><b>Risk Assessment Needed? Existing or New?</b></p> <p><i>Please liaise with Clerk if guidance required.</i></p>	n/a
<b>Notes / Other Items Supporting Above</b>	n/a

## Summary

Below is a summary of a number of items discussed during working groups over the past 18 months. Before going back to Herts Highways with our suggestions for a proposal or to ask them for further guidance, I'd like to make sure we've included the views of the full council and, potentially, residents to ensure that the options considered so far are inclusive.

## Potential options

- **Bronze (Retain)** – An improved version of what we already have – essential items replaced (bench, bins, noticeboard) – with planters and additional bench added.

- **Silver (Upgrade)** – Items repositioned into safer and more attractive design but focussing on the front section of the grass to avoid the slope towards the car park. Additional seating and planters nearest to the road with benches behind.
- **Gold (Different)** – Larger space created (will need some thought about how to manage the slope) perhaps with more attractive paved area (rather than basic slabs)



### **Potential layouts discussed**

What would be the purpose of the new space?

- **Sociable (Square)** – benches facing around a square creating a sociable space
- **Practical (Row)** – Separate seating positioned in a line for more individual use

### **Locations**

There are two locations that could be used. The existing bench location near the roundabout (with some adjustment to push the seating backwards) or the space at the 'Amy's' end of the parade. The working group still favour the central area with some safety adjustments unless Highways have any concerns.



### **Type of seating**

Traditional benches? Concrete options? Large planter with edges used as seats? Any other ideas? Has anyone seen anything else that could be an option?

### **Position of noticeboard (magazine question?)**

- Incorporated within social space / seating area to encourage users of the seating to look at the board? Rear of board could, perhaps, have our logo visible.

- Separate location facing car park so that it's more easily noticed by those using the car park. E.g. behind telephone box facing towards shops.
- Another location?

**Note:** It's likely that we will be able to request for the old DBC board to be removed

### **Planters**

- Sizes to be determined once layout agreed.
- Could be used as borders, to assist with safety of the slope and separating benches from the road.
- Could discuss whether local businesses at the Denes would be interested in sponsoring either the planter itself or the regular planting for a period of time?
- Should we ask any budding gardeners to create a 'Friends of the Denes' group to maintain the planters? (magazine question?)

### **Considerations**

Below is a list of the various considerations we've discussed during the WG meetings:

#### **Safety of location**

- Positioning of benches to avoid slope to car park if mitigations are not possible
- Consider adjusting the position of existing bench and/or positioning planters to protect seated area from nearby road

#### **Potential for anti-social behaviour or gatherings**

- Ensure visibility of the space (e.g. consider level of planting and position of seating)
- Potential extra CCTV camera to include grass area

#### **Lighting**

- Consider street light locations for visibility of noticeboard and area in general

#### **Supporting local businesses**

- Additional benches to allow residents to sit with refreshments from eateries
- Opportunity for sponsorship of planters

#### **Memorial benches**

- Consider criteria and potential policy for memorial benches
- Funding and maintenance

#### **Residents' ideas / concerns**

- Consider consultation options for different stages – magazine, Facebook, zoom meeting

#### **Ownership and permissions and funding**

- Work with Herts County Council and Herts Highways to agree options, understand approvals and estimate cost / timelines.



**AGENDA REQUEST FORM**  
**(FOR ITEMS OUTSIDE OF WORKING GROUP MATTERS)**

**PLEASE NOTE THAT AGENDA ITEMS MUST BE SUBMITTED IN ADVANCE OF THE MEETING IN LINE WITH THE TIMESCALES SCHEDULE THAT HAS BEEN CIRCULATED**

**Please note** the clerk will endeavour to include your request, however the clerk will decide its suitability in line with statutory guidelines and other agenda items may take precedence.

<b>NAME:</b>	<b><u>Nicola Cobb</u></b>	<b>DATE:</b>	<b><u>23 February 2021</u></b>
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**AGENDA ITEMS** - INSERT WORDING TO APPEAR ON THE AGENDA. REMEMBER TO MAKE IT CLEAR WHAT YOU ARE ASKING COUNCILLORS TO DECIDE. PLEASE ALSO NOTE IF YOU ARE LOOKING FOR A SPECIFIC RESOLUTION.

“To consider...” “To note...” “To review...” “To agree....”

- To consider whether Nash Mills Parish Council should draft a letter supporting parking solutions for Nash Mills Wharf (currently being discussed between the developers and our borough councillor / MP)
- To consider whether Nash Mills Parish Council have any additional input / requests over and above those already being discussed by borough councillor and MP and how these can best be included in future discussions

**BACKGROUND INFORMATION** - INSERT AS MUCH INFORMATION AS POSSIBLE SO THAT COUNCILLORS HAVE THE DETAIL THAT THEY NEED IN ORDER TO MAKE AN INFORMED DECISION.

- During our extraordinary meeting relating to Red Lion Lane, it was discussed that there is little parish involvement in current conversations with Nash Mills Wharf developers. It was suggested that it would, perhaps, be appropriate for parish council to document support of the work being undertaken by Jan as borough councillor.
- In addition, I wonder whether there could/should be a formal process to include the parish council (with any thoughts / suggestions) into those conversations, if appropriate.

**BACKGROUND DOCUMENTS** LIST NAMES OF ANY DOCUMENTS OR SUPPORTING INFORMATION TO BE ATTACHED. ALL DOCUMENTS MUST BE SUBMITTED WITH THE REQUEST.

none

**COSTS** - INSERT DETAIL OF COSTS ASSOCIATED WITH THE DECISION THAT YOU ARE ASKING THE COUNCIL TO MAKE (IF KNOWN).

n/a



## Clerk Report CCTV at The Denes March 2021

### Clerk Recommendation

That NMPC approve expenditure for the additional CCTV coverage if they are happy that the funding is available and with the undertaking that Dacorum Borough Council commit to the ongoing maintenance and monitoring costs.

NMPC to determine the re-allocation of current earmarked funds to fund this project should the expenditure be approved.

### Background

Nash Mills PC currently has one CCTV camera at The Denes that was purchased by the parish council and is controlled and maintained by Dacorum Borough Council. The existing camera has limited visibility.

The proposal is that a new CCTV camera be installed to cover the remaining section of The Denes, providing more comprehensive coverage to assist with security, unsociable behaviour and the issues with fly-tipping. The cameras will then offer full coverage of the shops and alley and will be linked directly to the DBC control centre.

A presentation by the DBC Officer responsible for the provision was given to council in February 2021 and the proposal was fully supported by our PCSO.

Ordinarily NMPC would require 3 quotes in line with our financial regulations for expenditure at this level, however as the contractor is engaged by Dacorum Borough Council NMPC would not be able to obtain any additional quotes for comparison. The project must be undertaken by a Dacorum Borough Council approved contractor who will comply with all the necessary British standards and regulatory guidance. This contractor has been through the competitive tendering process with DBC and is their approved contractor for the next five years. Dacorum Borough Council will be responsible for the handling of any data and the adherence to the relevant CCTV regulatory framework and guidance.

### Supporting Information

Clerk Questions	DBC Answer
Does the cost include all installation costs?	Yes
Who obtains the HCC permissions for the works on the highways?	DBC Contractor
Do we require any special licenses etc?	No
Do we have to consult with or notify anyone?	No consultation required but shops could be advised by NMPC.
Approx. lifespan of the 'kit'?	5 / 7 years for the camera and radio, the post and infrastructure 20 years +.
Ongoing annual costs for maintenance/any licences if applicable?	The maintenance and monitoring cost is 3.5 k PA.
Are you able to assist or provide the relevant Data policies/GDPR/Privacy etc and all of the associated risk assessments?	As the camera is connected to DBC system we do all of this as it would be audited with our other cameras.

Do we need public notices, who provides those?	Signage is required again and as we will be operating the camera; we will supply these.
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### **Costs**

**New Camera** the Supply, Install & Commission cost is **£17,779.09 + vat**

**Refurbished Camera** the Supply, Install & Commission cost is **£16,099.00 + vat**

Please see below for the technical specifications of each camera.

### **Decision Needed**

Council to deliberate and to decide on whether the clerk should instruct DBC to progress the application for additional CCTV coverage at The Denes.

*Nikki Bugden 25/2/2021*

## Supporting technical information New Camera

### **System Design Proposal**

The following design is for a CCTV System intended to comply with National Code of Practice NCP 104: Issue 2 (Design, Installation and Maintenance of CCTV Systems) including the requirements of BS EN 50132-7: 1996, with reference to clause 7.11 of NCP 104(2).

### **Specification Overview**

Specification for the supply, installation & commission of a CCTV surveillance camera at the exit of car park. This camera will provide a 360-degree view of the surrounding area. This system will provide a ruggedized camera with effective illumination transmission to the Dacorum Borough Council CCTV Control Room. The Control Room will have the ability to remotely connect to the site to carry our surveillance and to download evidence if required.

### **Specification**

Camera No: TBC

One fully functional 360Vision Predator HD IP (720p) PTZ camera with exceptional strength and ruggedness, complete with 30x zoom lens and combo illuminator (IR/White light) provides detection of objects up to 175 m (575 ft) away.

Location: The Denes shopping area - Car Park Exit adjacent the crossing

**View:** This camera to provide 360 degree surveillance of the surrounding area.

### **CCTV Column**

Supply and install 1 x 8 Meter Height Altron AW1502/8/UP Ornate tubular Pole with venting and high security lock. The Pole will be finished to top coat RAL9005 Black.

Note: These Poles are to be used for CCTV purposes only.

### **Remote Viewing of the CCTV System**

To allow for remote viewing of the CCTV camera, a wireless and wired connection will be made to the existing Dacorum Borough Council CCTV network via a relay point at camera TBC.

### **BRITISH STANDARD CODE OF PRACTICE BS 7958**

Attention is drawn to the above code of practice for the management and operation of CCTV (which is applicable to CCTV used in public spaces and provides good practice for all other CCTV systems. (Note: this document may be obtained from the British Standards Institution or the SSAIB.)

### **Enabling on behalf of Dacorum Borough Council:**

1. Preparation of the CCTV Column base in concrete and to the attached specifications.
2. Install the anchor cradle/bolts for the CCTV Column into base and provide barriers around base with warning signs where required until pole is erected by others.
3. Install the ducts (2 x 100mm for Power and Data Cable) and draw cables into the final positions of the column from a local power source from street lighting approx. 15metres.
4. A 240Volt AC spur point in the camera column base with RCBO.
5. Return to site when pole has been erected and make good all disturbed surfaces to the satisfaction of DBC.

### **Financial Summary**

To carry out the above specified works including 12 months guarantee on installation and equipment supplied.

**The Supply, Install & Commission cost is £17,779.09 + vat**

## Supporting technical information Refurbished Camera

### **System Design Proposal**

The following design is for a CCTV System intended to comply with National Code of Practice NCP 104: Issue 2 (Design, Installation and Maintenance of CCTV Systems) including the requirements of BS EN 50132-7: 1996, with reference to clause 7.11 of NCP 104(2).

### **Specification Overview**

Specification for the supply, installation & commission of a CCTV surveillance camera at the exit of car park. This camera will provide a 360-degree view of the surrounding area. This system will provide a ruggedized camera with effective illumination transmission to the Dacorum Borough Council CCTV Control Room. The Control Room will have the ability to remotely connect to the site to carry our surveillance and to download evidence if required.

### **Specification**

Camera No: TBC

One fully functional REFURBISHED Bosch Mici 550 Pro ANALOUGE (720p) PTZ camera ruggedness , complete with 30x zoom lens. Provides detection of objects up to 125m away.

Location: The Denes shopping area - Car Park Exit adjacent the crossing

View: This camera to provide 360 degree surveillance of the surrounding area.

### **CCTV Column**

Supply and install 1 x 8 Meter Height Altron AW1502/8/UP Ornate tubular Pole with venting and high security lock. The Pole will be finished to top coat RAL9005 Black.

Note: These Poles are to be used for CCTV purposes only.

### **Remote Viewing of the CCTV System**

To allow for remote viewing of the CCTV camera, a wireless and wired connection will be made to the existing Dacorum Borough Council CCTV network via a relay point at camera TBC.

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### **Enabling on behalf of Dacorum Borough Council:**

1. Preparation of the CCTV Column base in concrete and to the attached specifications.
2. Install the anchor cradle/bolts for the CCTV Column into base and provide barriers around base with warning signs where required until pole is erected by others.
3. Install the ducts (2 x 100mm for Power and Data Cable) and draw cables into the final positions of the column from a local power source from street lighting approx. 15metres.
4. A 240Volt AC spur point in the camera column base with RCBO.
5. Return to site when pole has been erected and make good all disturbed surfaces to the satisfaction of DBC.

### **Financial Summary**

To carry out the above specified works including 12 months guarantee on installation and equipment supplied.

**The Supply, Install & Commission cost is £16,099.00 + vat**

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR - Business Contingency	17,000.00		17,000.00
321 EMR - Playpark	5,500.00		5,500.00
322 EMR - Bench and plaque	2,500.00		2,500.00
323 EMR - Election Costs 2023	3,000.00		3,000.00
324 EMR - Election Costs 2027	3,000.00		3,000.00
325 EMR - Election Costs 2030	3,000.00		3,000.00
326 EMR - Community Support	10,000.00		10,000.00
327 EMR - Village Hall Support	19,000.00	-17,978.40	1,021.60
328 EMR - Verges/SIDS	25,000.00		25,000.00
329 EMR - Community Events	1,000.00		1,000.00
330 EMR - Projects ,Denes, Defib	10,000.00		10,000.00
331 EMR - CIL	15,500.00	-10,200.00	5,300.00
332 EMR - Groundworks Grant	1,000.00		1,000.00
333 EMR - Elections 2019 owed	2,500.00	-2,500.00	0.00
	<b>118,000.00</b>	<b>-30,678.40</b>	<b>87,321.60</b>

**Earmarked Reserves Update for consideration of CCTV purchase (2/3/2021)**

*CCTV purchase is approx. £18000 plus vat.*

Our current earmarked reserves **£87321.60. which will rise to £100642.86 at month end.**

These increased figures will be achieved by the following steps.

- £12721.26 to be transferred from general account to 331 EMR CIL
- £600.00 to be transferred from general account to 332 EMR Groundworks Grant (to be renamed grants received)

328 EMR to be renamed Verges as all CIL will be under a different heading.

Total sum available for projects and community support is approx. **£55000 (including those listed below but excluding business contingency, elections, CIL and grants).**

**Existing Projects agreed by council and in progress.**

Defibrillator installation (costs unknown but earmarked within the Denes makeover heading).

Christmas Lights 2022 (approx. £1128)

The Denes Makeover (costs unknown £10000 earmarked)

**Projects under investigation**

Phase 2 Verges (costs or funding sources unknown)

CCTV (£18000)

**New projects for remainder of council term/longer term projects**

To be determined



## Clerk Report AccessiBe Software for Accessibility

### Clerk Recommendation

That NMPC do not immediately consider the purchase of the assistive software 'AccessiBe' but defer it to the next budget setting period September/October 2021.

### Background

Nash Mills PC are working to upgrade their website provision to comply with current accessibility regulations (Public Sector Bodies Accessibility Regulation 2018<sup>i</sup>). The work to revisit all historic documents from 2018 onwards to make them fully accessible is creating a large work stream to fit in to the clerk's current workload. It is likely that NMPC could claim 'disproportionate burden' for amending the historic documents. All new uploads are being provided in accessible formats and the clerk is still working to resolve the 'contrast' issues.

The clerk has attended a training session with a local resident who uses the software provided by AccessiBe. AccessiBe makes the website compliant with the WCAG 2.1 at the AA Level.

Examples can be found here <https://www.cblservices.co.uk>

The software enables anyone who requires assistive technology or assistance with our current website to utilise a 'toggle' type approach that amends the functionality of the website to enable the site to be viewed in an accessible way, personalised to that individuals' requirements.

Deferral is recommended by the clerk on the following grounds.

- the additional cost has not been considered for the 2021/22 budget year. It should also be noted that council have required the use of reserves to balance the budget figures this year rather than increase the precept therefore additional expenditure would be difficult to reconcile.
- The website and its possible overhaul is a proposed future project for NMPC in the current council four year plan and this software could be included in that project.
- Deferral is recommended rather than a straight decline as the software is impressive in what it can provide to improve accessibility and the ease with which it can provide this.

### Costs

Dependant on website size. Up to 1000 pages is £490 per annum.<sup>ii</sup>

### Decision Needed

Council to deliberate and to decide on whether the clerk should purchase the software or wait and reconsider later in 2021.

*Nikki Bugden 25/2/2021*

<sup>i</sup> [The Public Sector Bodies \(Websites and Mobile Applications\) \(No. 2\) Accessibility Regulations 2018 \(legislation.gov.uk\)](#)

<sup>ii</sup> [Pricing - accessiBe](#)

# Full Council Action List

## January 2021 (post Meeting)

Actions from Most Recent Meeting (To Be Discussed)	Comment
Working Group to formulate local plan responses for February agenda.	Cllr Cobb
Cllr Cobb to circulate delivery cost analysis	Cllr Cobb
Awaiting Further Updates (ONGOING to Be Discussed)	
Photo Authorisation form required (to accompany RA)	LB
Borough Councillor Actions	
CCTV Upgrade costings @ The Denes	JM (Borough) ongoing with DBC
The Denes Signage (CCTV /Fly Tipping etc)	JM (Borough) ongoing
JM to contact Steve Barnes re: ticket meter. (ongoing)	JM (Borough) ongoing
Gulleys @ The Denes	JM (Borough) ongoing
Steps and lights (Georgewood)	JM (Borough) ongoing (agenda item January)
Litter Bunkers Lane	JM to report to clean safe and green
Sign at Little Wood	JM to report
County Councillor Actions	
Clerk Actions (Most Recent Meeting Information Only)	In addition to standard duties
Clerk to contact HCC re litter on Bunkers Lane	
Minutes to website for Dec	
Arrange for signing & Submit precept to DBC	
Publish budget on website	
Contact DBC/HCC for Defib permissions	
Draft Jan Minutes	
Update Grant policy/Fin RA/Warden RA/Audit Plan -upload to website	
Update master policy sheet on file and on website.	
Draft and submit planning comments for Dec x2	
Update action list	
Earmark funds for SIDS	
Note ongoing budget indications for SIDS	
Arrange for monthly payments to be made	
Key pension return	
Arrange for Cllr Berkeley and Cllr Bayley/Cllr Maddern to sign fin docs	
Arrange for Cllr Bayley to sign off all remote documents	
Investigate PAYE query	
Investigate Investment options	Clerk to open account once online banking resolved.
Investigate warden phone	
Check papers in garage for archives	
LB contacted Luke Johnson, re: tree survey in Highbarns.	Clerk taking over, chaser email sent Aug 2020

Update meeting dates on website	
<b>Clerk ongoing actions (longer term)</b>	
NatWest online banking	In progress
Investigate web accessibility report/EU reference	Ongoing working through plan
Investigate audit comments and historic comments too	Ongoing
Update RA to consider latest Coronavirus recommendations	Clerk to create separate Covid-19 RA and to update existing RA
<b>Long Term Actions No Immediate Resolution (Reminders)</b>	
Costed plan from Sunnyside to be obtained once permissions re land recd.	SR, on hold
All councillors to continue to report unauthorised banners within NM to JM.	ALL
Willow Trees	JM in progress but leave on until planted
Garage Clear out/archiving	Clerk
Projector screen	JM
War Memorial (status review before handover)	