

## NORTH HERTFORDSHIRE HIGHWAYS PARTNERSHIP – JOINT MEMBER PANEL

Meeting held at the Council Offices, Gernon Road, Letchworth Garden City  
at 7.30 p.m. on Monday, 21 April 2008

### MINUTES

**PRESENT:** **Representing North Hertfordshire District Council:**  
Councillors: Mrs F. Hill (Chairman), Clare Body, John Booth, Tom Brindley,  
Joan Kirby and M. Kirkland.

*Note: District Councillor Joan Kirby left the meeting at 9.35 p.m.*

**In Attendance:** Planning Projects Manager  
Committee and Member Services Officer.

**PRESENT:** **Representing Hertfordshire County Council:**  
County Councillors: A.F. Hunter (Vice-Chairman), Dr. N. Agar, D. Ashley  
(substitute), D. Billing, D. Drake and K. Emsall.

*Note: County Councillor K. Emsall left the meeting at 9.45 p.m.*

**In Attendance:** Hertfordshire Highways – North Herts District Manager  
Hertfordshire Highways – Strategy Development Manager  
Hertfordshire Highways – Highways Development Control Services Manager  
Hertfordshire Highways – Lead Assistant District Manager  
Hertfordshire Highways – Project Manager – Baldock Bypass

At commencement approximately 10 members of the public

#### 43. **APOLOGIES FOR ABSENCE**

Apologies for absence had been received from District Councillors: Lorna Kercher and David Miller and County Councillors: N. Brook, M.R.M. Muir and R.A.C. Thake.

#### 44. **SUBSTITUTES**

Having given due notice and accordance with the agreed procedures County Councillor D. A. Ashley advised the Chairman that he would be a substitute for County Councillor R.A.C. Thake at this meeting of the JMP.

#### 45. **MINUTES – 28 JANUARY 2008**

**RESOLVED:** That the Minutes of the meeting held on 28 January 2008 be approved as a true record of the proceedings and be signed by the Chairman.

#### 46. **NOTIFICATION OF OTHER BUSINESS**

There were no items of other business tabled at the meeting.

#### 47. **CHAIRMAN'S ANNOUNCEMENT**

The Chairman welcomed Councillors, The North Herts District Manager and Hertfordshire Highways officers to the meeting and confirmed that the agenda was as listed. The Chairman read out the current arrangements for making any Declarations of Interest at the agenda item.

**48. PUBLIC PARTICIPATION – TRAFFIC MANAGEMENT ISSUES IN CHURCH LANE, GRAVELEY.**

Parish Councillor Alan Lines thanked the Chairman for the opportunity to address the JMP and advised that he was very concerned about the damaging affect of traffic on the road surface in Church Lane, Graveley with a request for a traffic assessment and consequently traffic control measures to alleviate this problem. Church Lane was a single track road with no passing places and the increase in traffic using this lane at peak times had caused damage to verges, banks and road margins. Councillor Lines distributed photographs of damage to verges and driveways and put forward several suggestions to mitigate the problem: warning signs, signage to warn of a pinch point at Crowe End, weight restrictions in Church Lane, high kerbstones, install more bollards at the pinch point and closure of Church Lane except for access.

Several Members expressed experience of this country lane and the JMP considered several other remedial measures including: one way travel, construction of passing points. The North Herts District Manager (NHM) advised closure was not a viable option as closures elsewhere had moved traffic contrary to the expectations, a one way system was also not a preferred option. However, the NHM considered that it would be worthwhile to investigate the feasibility and cost estimates of constructing passing places, and the JMP noted that financial support may be provided by Graveley Parish Council.

**RESOLVED:**

- (1) That Parish Councillor Lines be thanked for his presentation;
- (2) That the Hertfordshire Highways – North Herts District Manager be requested to undertake the appropriate investigations as to the viability of the construction of passing points in Church Lane, Graveley with signage indicating passing priority;
- (3) That the Hertfordshire Highways – North Herts District Manager be requested to present to the next meeting of the JMP to be held on 23 June 2008 a report on the outcomes both technical and financial concerning passing points and signage in Church Lane, Graveley.

**49. ITEMS REFERRED FROM THE FIVE NHDC AREA COMMITTEES TO THE JOINT MEMBER PANEL**

District Councillor Jane Gray thanked the Chairman for the opportunity to address the JMP on two items referred from Members of the Southern Rural Committee and at the meeting held on 3 April 2008 viz. 1. Parking issues at Knebworth Station and 2. Lighting issues on two public footpaths in Knebworth. Councillor Gray thanked the Chairman for the opportunity to address the JMP and wished to raise more awareness if the traffic problems in roads adjacent to Knebworth Station. The recently published Parish Plan had identified traffic management issues in the village and of particular concern was the junction of Pondcroft Road and Milestone Road where movement was difficult due to nature of the road layout. Parking in roads adjacent to the problem caused problems Monday to Friday especially in Park Road.

District Councillor Lee Downie thanked the Chairman for the opportunity to address the JMP. He confirmed that the Southern Rural Committee at its meeting held on 3 April 2008 (Minute 64 refers) had agreed to support the need for a pedestrian crossing at Whitehorse Lane, Great Ashby following the presentation of a petition. Councillor Downie stressed the urgent need for this pedestrian crossing and advised the JMP that there was a suitable place for the crossing but one side of the road had railings installed on the edge of the footway. Councillor Downie also requested the introduction of a 20 m.p.h. speed limit in Whitehorse Lane and 'flashing' school signs and Councillor Downie expressed his thanks for the pruning and reduction in height of shrubs on the adjacent roundabout that would improve the sight line for drivers.

Councillor Downie also referred to the support of the Southern Rural Committee for urgent resurfacing treatment to Stevenage Road in Wymondley and that the current procedure for the repair of pot holes was un satisfactory as repairs did not last very long.

The NHM confirmed that a site visit had been arranged with the lead petitioner and Oliver Heald MP to review the position *in situ* and that he would present a report as to the possible solutions to the problems raised in the petition and an assessment and suitability of the site at the next meeting of the JMP to be held on 23 June 2008.

The Hertfordshire Highways - North Herts Manager (NHM) acknowledged the receipt of the referrals from the NHDC Area Committees and proposed to the JMP that it would be appropriate to split the referrals from NHDC Area Committees into two groups:

1. Road surface repairs and treatments;
2. Schemes for traffic management

With the agreement of the JMP the NHM confirmed that he would look at each scheme proposed by the NHDC Area Committees and report back to the next meeting of the JMP on each scheme as to its viability and a cost estimate that would allow a proposal for joint matched funding. The NHM further proposed and it was agreed to submit the road surface repairs request to the Integrated Works Programme for 2008-2009 and beyond. At the invitation of the Chairman Members of the JMP suggested other schemes and road surface treatments (see 3 below).

**REOLVED:**

- (1) That Councillor Jane Gray be thanked for the presentation;
- (2) That Councillor Lee Downie be thanked for the presentation;
- (3) That the Hertfordshire Highways – North Herts District Manager be requested to take note of the traffic management and road maintenance issues raised by the five NHDC Area Committees, including the issues raised above and the following schemes raised at this meeting:
  - a. Cadwell Lane, Hitchin – Resurfacing.
  - b. Glebe Road, Letchworth – Resurfacing.
  - c. Common View, Letchworth – Restriction of on verge parking.
  - d. Wymondley Road, Hitchin – A second ‘flashing’ schools sign.
  - e. York Way, Royston – A Traffic Regulation Order to prevent parking.
  - f. Whitehorse Lane, Great Ashby – A ‘flashing’ schools sign.
- (4) That the Hertfordshire Highways – North Herts District Manager and the NHDC – Hertfordshire Highways Liasion Officer be requested to take note of the traffic management issues raised by the five NHDC Area Committees and undertake the appropriate investigations as to the viability of each scheme and report back to the next meeting of the JMP to be held on 23 June 2008 with the outcomes of his investigations and the feasibility of joint matched funding;
- (5) That the Hertfordshire Highways – North Herts District Manager be requested to take note of the road maintenance issues raised by the five NHDC Area Committees and make the appropriate feedback to development of the Integrated Works Programme for 2008-2009 and beyond.
- (6) That the NHDC – Hertfordshire Highways liaison officer be requested to ensure that the next cycle of NHDC Area Committee meetings will include a request to all Members to identify current provision of disabled parking bays in their area and identify other roads, streets or general location for additional provision of such disabled parking bays;

- (7) That the Hertfordshire Highways – North Herts District Manager be requested to take note of the request for the provision of a pedestrian crossing and ‘flashing’ schools signs in Whitehorse Lane, Great Ashby and report back to the next meeting of the JMP to be held on 23 June as to the viability and a cost estimate for the works.

#### **REASON FOR DECISION**

To allow the JMP make decisions on projects and schemes proposed by the NHDC Area Committees that could be ultimately be proposed for joint matched funding at the next meeting of the JMP to be held on 23 June 2008 and or inclusion in the Integrated Works Programme for 2008 – 2009 and beyond.

#### **50. HITCHIN URBAN TRANSPORTATION PLAN**

The Strategy Development Manager for Hertfordshire Highways (SDM) advised the JMP that the original Hitchin Transport Plan published in 1998 was no longer suitable for meeting current and emerging funding opportunities and transport pressures of which the Cadwell Lane access, East Coast Mainline ‘hitchin flyover’ the A505 corridor and access issues at Hitchin station were the main examples. The SDM confirmed to the JMP that the North Hertfordshire Area Transport Plan was adopted in November 2004 and that Hitchin was the second of the five towns to have commenced the development of a new Urban Transportation Plan.

The SDM reminded the JMP that there were a number of complex interactions between transport and land use within Hitchin that should be considered in the development of the Local Development Framework and that NHDC had made applications for Growth Areas Fund particularly in the need to address strategic movements in the A505 corridor met by the development of a single transportation plan for Hitchin.

The SDM referred the JMP to Section 3 and Appendix A to the report which detailed the core elements of the process for this urban transport plan and that the formation of an Officer Steering Group, Member Working Group and Wider Stakeholder Group together with the support and review of proposals by JMP were critical to the successful development of a Hitchin Urban Transportation Plan.

The JMP noted that the Officer Steering Group would present its findings at both local and county levels and well as the framework for programme delivery for approval to the JMP. The JMP were also pleased to note that there would be a public information and consultation exercise on the proposed urban plan with follow up presentations to the Wider Stakeholder Group and the public, with development of the Hitchin Urban Transportation Plan by review, workshop and public consultation. The plan would be developed over 12 – 15 months with a start date of 1 April 2008 with consultants appointed to progress the plan by mid July 2008, and provisional milestones set that would coincide with the JMP meeting schedule advised at the meeting of the JMP scheduled for 13 October 2008.

#### **RESOLVED:**

- (1) That the proposed process for the development of the Hitchin Urban Transportation Plan as presented at Appendix A be agreed;
- (2) That the composition of the Member Working Party be as follows:  
County Councillor David Billing;  
County Councillor N. Brook  
County Councillor R.A.C. Thake  
and one District Councillor from each political group of the NHDC Hitchin Area Committee formed at Annual Council on 15 May 2008;
- (3) That the final composition of the Members Working Group be confirmed at the next meeting of the JMP to be held on 23 June 2008;
- (4) That the Members Working Group be maintained throughout the life of the project to formulate the Hitchin Urban Transportation Plan.

## REASON FOR RECOMMENDATIONS

To allow the formation of a Member Working Group that would formulate the Hitchin Urban Transportation Plan.

### 51. LETCHWORTH GATE AND JUNCTION 9 OF THE A1 (M)

District Councillor Julian Cunningham thanked the Chairman for the opportunity to address the JMP. Councillor Cunningham referred the JMP to an increased delay to traffic approaching Junction 9 of the A1 (M) from Letchworth Gate of up to 20 minutes which he considered was caused by works in Baldock Town Centre during regeneration work. Of major concern was the use of residential roads as an alternative 'rat run' e.g. Radburn Way which ran parallel to Letchworth Gate. Councillor Cunningham advised the JMP that he had made a request to Hertfordshire Highways for traffic and speed checks but as yet there had been no response. This build up of traffic had increased in the last two weeks and he sought the support of the JMP in addressing this problem.

Letchworth Town councillor D. Knappert thanked the Chairman for the opportunity to address the JMP and confirmed that many users of Junction 9 of whom a vast percentage were either residents or people working in Letchworth found the strictures of the current slip far too tight and that there would be a serious accident if the slip was not extended towards Letchworth Gate and parallel to the A505 together with a no left turn ban at the top of the Baldock slip lane.

The Chairman thanked Councillor Cunningham and Town Councillor Knappert for their presentations and the JMP expressed its support for the introduction of traffic speed checks in Radburn Way. The North Herts District Manager (NHM) advised the JMP that the temporary traffic control measures in Baldock Town Centre could have an adverse effect on traffic queues but recent studies of travel times between Letchworth and East Baldock using the A505 /Baldock bypass or the B656/A507 had not shown one route being any faster than the other.

The Hertfordshire Highways – Project Manager – Baldock Bypass (PMB) presented this report to the JMP which sought to advise the JMP on the performance of the improvement to Junction 9 of the A1(M) and current initiatives on its operation. The PMB provided a review of the study findings for the north bound slip and south bound slip roads to Junction 9 and advised the JMP that the primary objectives of the scheme had been met and that the minor alterations to the exit of the left hand turn dedicated northbound lane had improved the situation overall. The PMB detailed the minor improvements to Letchworth Gate that had been considered: additional traffic signals, widening of the exit to Letchworth Gate from the dedicated lane, widening the approach to Junction 9 from Letchworth Gate and a dedicated 3<sup>rd</sup> lane from Letchworth Gate to A1 (M) north. Major improvements to Letchworth Gate between Junction 9 and the gyratory, dualling of Letchworth Gate between the gyratory and St. Pauls roundabout. The PMB advised the JMP that the Highways Agency had vetoed any proposals to prevent a No Right Turn, and a Member confirmed that *de facto* all vehicles had to turn left upon entering a roundabout. In conclusion the PMB advised that if any improvements were made to Letchworth Gate there would be implications for the road network as traffic could be drawn to the A505 Hitchin to Letchworth corridor with a potential upgrade to a County Primary route which require consideration within the Hertfordshire Infrastructure Implementation Strategy Study.

The JMP acknowledged the detailed information provided on Letchworth Gate and the two main points of concern were traffic queues to Junction 9 from Letchworth and the exit 'left turn' northbound from the A1(M) and the problems caused by motorists turning left for Letchworth from the right hand lane turn to the Baldock bypass.

The PMB referred the JMP to Appendix 2 which detailed 8 options which had been reviewed:

1. Investigate a traffic signal layout for signal control of the dedicated slip lane, with secondary signals on the exit from that lane into Letchworth Gate. This would prevent left turns from the right turning lane. Also investigate closing the dedicated

- lane leaving a 2 lane or a 3 lane signalised approach to the roundabout;
- 2. Extend the left turning lane towards Letchworth;
- 3. Dual Letchworth Gate. This option was reviewed several years ago and discounted on the grounds of possible objections from Letchworth Garden City Heritage Foundation, and costs of approximately £4 Million;
- 4. Provision of a second grade separation, taking right turns direct to the Baldock Bypass (similar to Stansted Airport) this was ruled out at the 1995 Public Inquiry;
- 5. Provide a left turn ban - 'No left turn' at the traffic signals for lane 2 (difficult to enforce);
- 6. Apply red anti-skid material to an area at the end of the current layout, which would tend to deflect vehicles towards a 90° angle at the 'Give Way' line;
- 7. Carry out permanent alterations to the line and angle of approach as per the 'trial layout', altering existing hatching, lining and anti-skid material;
- 8. Do nothing.

The PMB advised the JMP that Option 6 was considered to be the most appropriate action that would assist all users of Junction 9.

There ensued a debate on the way forward and it was concluded that the request for a 'no right turn' should be pursued again and that the PMB and the NHM should take note of the need to investigate further the possibility of 'dualling' the A505 between Junction 9 of the A1 (M) and the 'longabout' at Letchworth Gate.

#### **RESOLVED:**

- (1) That District Councillor Julian Cunningham be thanked for his presentation;
- (2) That Letchworth Town Councillor D. Knappert be thanked for his presentation;
- (3) That the update on traffic management issues concerning Junction 9 of the A1 (M) at Letchworth Gate and the eight options (Appendix 2) be noted;
- (2) That the JMP expressed its support for investigations to proceed for the dualling of the A505 between Junction 9 of the A1(M) and the Letchworth Gate 'longabout';
- (3) That the Hertfordshire Highways – North Herts District Manager in conjunction with the Hertfordshire Highways – Baldock Bypass Manager refer the request of the JMP for dualling of the A505 to the next meeting of the Hertfordshire County Council Highways and Transport Panel;
- (4) That the Hertfordshire Highways – North Herts District Manager in conjunction with the Hertfordshire Highways – Baldock Bypass Manager undertake further representations to the Highways Agency concerning the request for a 'no left turn' from the Baldock lane on the northbound slip of Junction 9 of the A1(M);
- (5) That the Hertfordshire Highways – North Herts District Manager in conjunction with the Hertfordshire Highways – Baldock Bypass Manager be requested to investigate the feasibility of traffic surveys and speed checks in response to concerns of Members about excessive queuing at morning and evening peak hours on the A505 from Letchworth Gate to Junction 9 of the A1 (M) including the rat run of Radburn Way and report back to the next meeting of the JMP to be held on 23 June 2008;

#### **REASON FOR DECISIONS**

To allow the JMP express its views and concerns on the ongoing traffic management issues at Letchworth Gate – Junction 9 A1 (M).

#### **52. SECTION 106 DEVELOPER CONTRIBUTIONS**

The Highways Development Control Services Manager (DCM) presented this report which was the first time that this information report concerning the Section 106 obligations by developers specific to North Hertfordshire had been presented to the

JMP

The DCM confirmed that the planning obligations of most relevance to the JMP would be in respect of highways and transportation with the opportunity to allocate planning gain for education, libraries, youth, childcare, fire and adult care and under special circumstances: archaeology, biodiversity minerals and waste management.

The DCM confirmed that the other JMP in Hertfordshire received regular updates from the Highways Development Control Service on all Section 106 obligations provided by the Transport Planner who was responsible for the information presented at Appendix A that applied to North Hertfordshire.

The JMP expressed surprise at the first presentation of this information especially as the other JMPs in Hertfordshire received regular updates on Section 106 obligations for their area. Nevertheless the JMP were pleased to note the depth of information presented at Appendix A and it was evident that some schemes were close to expiry and the DCM confirmed that every effort was made to ensure that developers fulfilled their obligations as agreed with the Local Planning Authority

The JMP noted that all potential highway schemes with a Section 106 obligation would be reported to Members through each JMP and that final approval was subject to the agreement of the County Secretary, Finance Director and the Executive Member for Performance and Resources.

Despite the wealth of information presented at Appendix A the JMP were concerned about future consultation on highway schemes that could be covered by Section 106 obligations and indeed confirmation that monies had been received and expended on such schemes. Also, the JMP questioned the use of standard wording against schemes as particular phrases could be interpreted differently as well as the importance of Supplementary Planning Documents in the negotiation of S106 agreements. A Member also requested that the term 'as above' should not be used and a full (even if repetitive) text used in each line. Mention was also made about the omission of cycleways under S106 obligations at Appendix A and that no mention was made of highway schemes at Great Ashby. Comment was made to the possibility of cross cutting schemes such as leisure which could be affected by highway improvements attached to large scale developments and whether the JMP could have sight of the full S106 'list'.

**RESOLVED:**

- (1) That the details pertaining to the process for the negotiation and expenditure of Section 106 Planning Obligations for highways be noted;
- (2) That the list of approved planning applications with Section 106 obligations as for highways as presented at Appendix A be noted;
- (3) That the Hitchin Urban Transportation Plan Members Working Group be advised of all Section 106 obligations applicable to highway issues in Hitchin;
- (4) That any future Section 106 obligations applicable to highway issues should also include provision for cycleways;
- (5) That the Hertfordshire Highways – North Herts District Manager be requested to ensure the next JMP agenda and all subsequent meetings of the JMP should include an update report on Section 106 Obligations together with details of confirmed expenditure and recommendations for expenditure.

**REASON FOR DECISIONS:**

To allow the JMP note and comment on any aspect of the process undertaken for the negotiation and expenditure of planning obligations.

**53. INTEGRATED WORKS PROGRAMME 2008 – 2009 AND FORWARD WORKS PROGRAMME FOR 2009-2010 TO 2012-2013**

The Hertfordshire Highways – Lead Assistant District Manager (LDM) referred the

JMP to the following Appendices 1, 2, and 5 which confirmed: A summary of the 2008-2009 Integrated Works Programme (IWP) and the IWP for the years 2009-2010 to 2012-2013; Details of the agreed IWP for 2008-2009 and the first draft of the IWP for 2009-2010 respectively.

For additional clarification the LDM referred the JMP to Appendices 3, 4 and 6 which indicated: Changes to the 2008-2009 IWP from previous editions to the current issue (Appendix 2); Feedback from Joint Member Panels throughout Hertfordshire on the IWP and a briefing note on the delivery of the IWP for 2008-2009 respectively.

Members thanked officers for all the effort and professional skills used in the preparation of the IWP for the ensuing year and forward for several years. The JMP reviewed each Appendix in turn and apart from a few comments on the omission of certain schemes (e.g. Cadwell Lane resurfacing) were pleased to approve the IWP for 2008-2009 and the draft IWP for 2009-2010 to 2012 – 2013.

**RESOLVED:**

- (1) That the details of the finalised 2008-2009 Integrated Works Programme as presented at Appendix 2 be noted;
- (2) That the details of the proposed 2009 -2010 Integrated Works Programme as presented at Appendix 5 be noted;
- (3) That the briefing note information on the delivery of the Integrated Works Programme for 2008-2009 as presented at Appendix 6 be noted;
- (4) That the Hertfordshire Highways – North Herts District Manager be requested to place the road maintenance requests made during the last cycle of the NHDC five Area Committees within the feedback on the Integrated Works Programme for 2008-2009 and beyond.

**REASONS FOR DECISIONS:**

To allow the JMP comment on and make suggestions for the Integrated Works Programme 2008-2009 and beyond.

**54. JOINT MEMBER PANEL DISCRETIONARY BUDGET**

The Hertfordshire Highways – North Herts District Manager (NHM) presented his report to the meeting which detailed the progress on schemes in the year 2007-2008 funded under the JMP Discretionary Budget for that year. A major segment (£48, 000) of the £100,000 budget had been expended on verge protection works, £31,750 on footway surfacing and the balance on small schemes throughout North Hertfordshire.

The NHM provided an update on resurfacing of Berkley in Letchworth, Vehicle Activated Signs in Wymondley Road, Hitchin and Willian Village and street lighting in Haselfoot, Letchworth.

The NHM confirmed that for the ensuing year the JMP Discretionary Budget had been set at £100,000 and this sum must include all works costs and design fees of all approved projects with acceptance that human resources to progress such schemes would come from within existing Hertfordshire Highways staff establishment.

**RESOLVED:**

- (1) That the progress on delivery of the schemes funded under the JMP Discretionary Budget for 2007-2008 as listed at Section 3 and Paragraph 5.1 be noted;
- (2) That the revised algorithm for the progressing joint funding of highway projects in North Hertfordshire as presented at Appendix A be agreed;

- (3) That the North Herts District Manager be requested to proceed with the installation of additional lighting in Haselfoot, Letchworth Garden City which would be funded by £500 from the JMP and £500 from the NHDC Letchworth Area Committee;
- (4) That the allocation of £100,000 from Hertfordshire County Council to the JMP Discretionary Budget for 2008-2009 be noted;
- (5) That the sum of £100,000 for 2008-2009 was to include works costs and design fees of all approved projects be noted;
- (6) That the possibility of Traffic Regulation Orders being applicable to some of the proposed and implemented schemes be noted;
- (7) The Committee was pleased to note that Hertfordshire County Council had been able to resource the sum of £20,000 in order to undertake micro re-surfacing in Berkley, Letchworth Garden City;
- (8) That the Hertfordshire Highways – North Herts District Manager be requested to take note of the traffic management schemes proposed by the five NHDC Area Committees and indicate at the next meeting of the JMP to be held on 23 June 2008 if any of the schemes could be considered for joint matched funding between the JMP and any of the five NHDC Area Committees.

**REASON FOR DECISION:**

To ensure that the Joint Member Panel are able to allocate funds from their Discretionary Budget for 2008-2009 in an effective manner.

**55. OPERATIONAL PERFORMANCE INDICATORS**

The North Herts District Manager (DM) gave details of the operational performance of Hertfordshire Highways (HH) over the six-month inclusive period between September 2007 and February 2008.

**RESOLVED:** That the data supplied on the Operational Performance Indicators for the inclusive period September 2007 to February 2008 be noted and that the Panel continues to receive an update report at each future meeting.

**REASON FOR DECISION:**

To ensure that Members continue to be informed of the performance on key service activities.

The meeting closed at 10.04 p.m.

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Chairman