



## **Managers' Report – July 2023**

To appoint a surveyor to oversee a third party wall agreement with TLC regarding the boundary at Radlett Gardens (Dec22 Agenda item 13) – **surveyor had initial site meeting with TLC representative – clarification regarding the agreement to remove the trees was sent to surveyor. Surveyor confirmed no contact from TLC since meeting in March. 24/5.**

To discuss the next steps on the allotment drive project (Mar23 minute13, Apr 23 Agenda item 14 & June23 Agenda item 7)

a) That Pryce & Myers produce a revised plan with the entire installed surface course and sub-base layers removed and replaced with a type-3 sub-base which would then be topped with a MOT type 3 surface. – **submitted to HBC 31 May 2023 and will be discussed by HBC Planning Committee on 13 July23 – see agenda.**

d) That, in order to speed up the APC response, once the plans are produced, these are scrutinised by the chairman and two other experienced councillors who will then agree for these to be passed to HBC and then reported back to council at the next meeting. – That Council endorse the executive action made by the Chairman & Vice Chairman of the Council to approve the plans drawn up by Price & Myers for submission to HBC Planning Dept.

b) That the costs of Price & Myers drawing up the plans and for attending the Hertsmere Planning Committee meeting of £1,000 is approved.

c) That, providing planning permission is given by HBC, that Beacon Surveying Services are employed to provide project management with an estimated budget of £11,000 from Earmarked Reserves – Allotments.

To review and agree the statement 1 of Annual Return 2022/23 (May23 – Ag item10).

That the CM and Chairman answer yes to questions 1 – 9 on the section one statement of the Annual Return.

b) That the 'notice of public rights and publication of unaudited annual governance & accountability return and accounts for the year ended 31 March 2023' will be issued following this meeting and will commence on Monday 5 June and end on Friday 14 July 2023. – **submitted to external auditor 2/6.**

To receive a request to place a structure on the allotments at Phillimore Rec (June 23 Ag item 8)



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- a) That the application for an 8X5 shed on allotment plot 3 is approved.
- b) That the working party is requested to review the guidance to the open spaces officer regarding erection of sheds on allotments at Phillimore Rec.

To receive an update on the Rule 6 application made by APC regarding the Planning Inquiry on 'Land to the South of Shenley Hill'. (June23 – Ag item 9)

- a) That APC create an earmarked reserve of £71,000 for the Land South of Shenley Hill Appeal from General Reserves.
- b) That APC host a public meeting at the Radlett Centre on 5 July at a cost of £1,300 from the above reserve.

### **Finance & General Purposes Committee meeting 12 June 2023.**

*Minutes:*

The minutes of the Finance & General Purposes Committee meeting of 12 June 2023 were adopted.

Re: allocation the CiL funds received in April 2023

*That CiL funds received in April 2023 to be allocated as follow:*

- a) *£20,000 be allocated to Community CiL Capital Grants*
- b) *That £ 99,753.19 be allocated to the Phillimore Rec Improvements project -- Phase 1 -- Cafe.*

Re: CiL grant application of £20,000 received from Aldenham War Memorial Hall towards windows replacement

*That if the project goes ahead up to £20,000 CiL grant be made available to the Aldenham War Memorial Hall on production of invoices.*

To receive a report on the Project Manager for the Cafe tenders received and agree the next steps (June 23 – Ag item 15)

- a) That APC appoint Lockerdell Consulting as project managers for the Cafe Project subject to a meeting with the principle director attended by Cllrs H Jones & S Khawaja to clarify a few items and references.
- b) That a budget of £30,000 is allocated for this part of the project from the CiL funds.

To review the draft tender for the cafe operators for the proposed cafe in Phillimore Rec and decide the next steps. (June23 Ag item16)

- a) That the amended APC tender for a cafe operator is approved for circulation.
- b) That this tender is advertised on Govt Contract Finder, to those who have previously shown an interest in becoming the cafe operator and on the council website.

To review the proposed tender for installation of the play equipment as agreed for Phillimore Recreation Ground Project -- Phase 3 (June 23 Ag item 17)

Resolved that this tender is advertised on Govt Contract Finder and on the council website.



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Staffing information -- There has been 5 day's sickness since the last meeting.

### **Ag item 9 -- To consider forming a working party/residents association for Patchetts Green**

In April 2023, Patchetts Green and the surrounding area, was incorporated into the parish of Aldenham. As part of the communication with those residents affected by this change, APC held a meeting at a local venue to explain what this would mean to them (apart from having to pay towards the precept for APC).

As a result of this meeting it was felt by those that attended, that a dialogue should open up in order to assess local concerns including the future of the land owned by APC in the area.

One way of addressing this is for APC to initially form a working party consisting of some councillors and some local interested residents. As per the other APC working parties the group will meet to discuss issues and make recommendations to APC to consider.

#### **Recommendation**

- a) That this working party is formed.
- b) Nominations for councillors to be on the working party are received
- c) That this is communicated using the social media channels and noticeboards asking for other local people to join the working party.

### **Delegated actions by APC Management**

Under the transparency code Councils are encouraged to show the actions undertaken by the CM & Deputy Clerk under delegated authority. Here are the orders made since the last meeting for your information.

#### **Purchase Orders**

23/05/2023	24/23	Claire Saffer (Gunner Cooke)	To provide solicitor advice and instruct barristers for planning appeal land at Shenley Hill	£50,000.00	Cllrs H Jones & J Graham
24/05/2023	25/23	Matt Foskett	Decorate offices	£500.00	P Evans
24/05/2023	26/23	Caprin	New Councillors posters	£70.00	M.Duong
25/05/2023	27/23	VSL	new sim for Admin Officer - OS	£9.95 per month plus	M.Duong
26/05/2023	28/23	Caprin	Around Radlett	£2,478.00	M.Duong
26/05/2023	29/23	Valarie Scott (HCUK Ltd)	To provide planning statements etc for planning appeal land at Shenley Hill	£10,250.00	Cllrs H Jones & J Graham
05/06/2023	30/23	Safeplay Playground Services	Zip wire repair plus service	£674.50	M.Duong
06/06/2023	31/23	Metro skip	Depot skip	£290.00	M.Duong
08/06/2023	32/23	Maydencroft	Ecology test on pond at L heath	£1,740.00	P Evans
08/06/2023	33/23	Watermatic	To fix leak from water tank on allotments	£350.00	P Evans



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14/06/2023	34/23	SLCC	Planning Summit - SH	£120.00	M.Duong
16/06/2023	35/23	Lamps & Tubes	Winter installation of lights etc	£8,720.00	Cllrs H Jones & J Graham
20/06/2023	36/23	SLCC	Membership renewal Deputy Clerk	£337.00	M.Duong
22/06/2023	37/23	Price & Myers	Billie attendance at HBC Committee meeting re allotment track	£500.00	P Evans
22/06/2023	38/23	PFL Group	Repairs to zip wire	£1,176.40	P Evans
26/06/2023	39/23	Viking	Depot cleaning supplies & office stationery	£413.06	M.Duong
27/06/2023	40/23	Maydencroft	To remove OPM at Tykeside	£970.00	P Evans
27/06/2023	41/23	VWV	FOI and litigation advice		P Evans

### Credit Card

20/06/2023	cc/27/23	Budgens	get well card	£1.99	M.Duong
26/06/2023	CC/28/23	Frogmore Garage	MOT for KE07KYW	£55.00	P Evans
29/06/2023	CC/29/23	Wickes	Post mix etc for noticeboard	£41.58	P Evans
29/06/2023	CC/30/23	BP Connect	Fuel for YX59ORP	£82.30	P Evans
03/07/2023	CC/31/23	Amazon	Ipad stand & Keyboard	£21.00	P Evans
04/07/2023	cc/32/23	Costco	membership renewal	£26.40	M.Duong