

Bundle Full Council Meeting 23 September 2024

Agenda attachments

Front sheet for Full Council

Full Council Meeting Agenda - 23 Sept24

- 1 Apologies for absence.
- 2 Declarations of interest on any item on the Agenda.
- 2.a Disclosable pecuniary interests they or their spouse/partner have in any matter which is to be considered at this meeting
- 2.b Members must also declare any other pecuniary or non-pecuniary interests they have in any matter to be considered at this meeting.
- 3 To adjourn the meeting for members of the public to address the Committee (in accordance with Standing Order 3e).
- 4 To approve and adopt the minutes of the meeting held 22 July 2024. (in accordance with standing order 12c)
Full Council Meeting Minutes 22 July24
- 5 Managers Report.
Managers Report FC -- Sept24
- 6 Chairman's Announcements.
- 7 To receive an update on the proposal by Cornerstone to site a telecommunications mast in Phillimore Recreation Ground
Telecoms Mast in Phillimore Rec -- Ag item 7 -- Sept24
- 8 To comment on the Hertsmere Together's 'Community Strategy'.
Community Strategy Review -- Ag item 8 --Sept24
- 9 To appoint Cllr W Susman to the Planning Committee and agree the Chairmanship of the Access for All WP
see managers report
- 10 Finance
- 10.a To receive the external auditors report and agree any next steps
External Auditors Report -- Ag item 10a -- Sept24
- 10.b To authorise the payment of accounts for August and September.
- 11 The Full Council is asked to receive and adopt the minutes and approve publication on the Council website of the Planning Committee meetings held on 15 July (In accordance with Standing Order 6.4.8).
Planning Committee Minutes 15th July
Planning Committee Minutes 5th August24
Planning Committee Minutes 19th August
- 12 Items of interest from Minutes of other authorities (for information only) including the minutes of the King Georges Fields Radlett Trust meeting on 29 August 2024.
KGV minutes 29 Aug24
- 13 To consider the tenders for the 2024 tree works at Phillimore Recreation Ground.
- 14 To receive an update on the Phillimore Rec Improvement Project -- Cafe and agree any variations.
- 15 To receive an update on the complaint against the council.
- 16 Staffing Matters.

Aldenham Parish Council



First Floor, The Radlett Centre
1 Aldenham Avenue
RADLETT
WD7 8HL
Tel: 01923 856433

E-mail: manager@aldenham-pc.gov.uk
www.aldenham-pc.gov.uk

Date: 17th September 2024

To: All members of Full Council

Dear Councillor,

A Meeting of the Full Council will be held on **Monday 23rd September 2024** at The Radlett Centre, 1 Aldenham Avenue, Radlett, WD78HL at **7.30pm**.

The Agenda is attached, please note that after Agenda item 12 has been concluded that the Chairman will make the following announcement which will relate to agenda items 13-16.

**The Chairman will then move the following resolution;
That under the Public Bodies (Admission to Meetings) Act 1960 s 1(2), the press and public is excluded from the meeting whilst pertaining to employees of the council or tenders are discussed.**

Please note the meetings for the next month

THURSDAY 3 OCTOBER – Office closed.

Monday 7 October 2024 -- Planning Committee meeting – 7.30pm in Radlett Centre.

THURSDAY 10 October 2024 – King Georges Fields Trust AGM – 7.30pm via Zoom.

Monday 14 October 2024 – Finance & General Purposes Committee meeting – 7.30pm in Radlett Centre.

Monday 21 October 2024 -- Planning Committee meeting – 7.30pm in Radlett Centre.

Monday 28 October 2024 – Full Council meeting – 7.30pm in Radlett Centre.

All members of the Public & Press are welcomed to attend. There is a session titled, *To adjourn the meeting for members of the public to address the Council*. During this session, you may address the Council regarding any items on the agenda. This agenda item has a time limit of 10 minutes. Each person can speak for a maximum of three minutes.

Yours sincerely,

Peter Evans (Council Manager)

Members of the Full Council: Councillors: H Jones, E Samuelson, D Lambert, S Khawaja, J Graham, S Ali, S Benjamin, R Rosehill, T Butwick, C Woolf, S Howard & W Susman.



ALDENHAM PARISH COUNCIL

Agenda Full Council Meeting

Date 23/09/2024

Time 19:30 - 22:00

Location The Douglas Hicks Room, Radlett Centre, 1 Aldenham Avenue, Radlett WD7 8HL

Chair Cllr H Jones

Explanation You are hereby summoned to a meeting of the Full Council at The Radlett Centre, 1 Aldenham Avenue, Radlett is to be held on Monday 23rd September 2024 at 7.30pm

- 1 Apologies for absence.**
- 2 Declarations of interest on any item on the Agenda.**
 - 2.a Disclosable pecuniary interests they or their spouse/partner have in any matter which is to be considered at this meeting**
 - 2.b Members must also declare any other pecuniary or non-pecuniary interests they have in any matter to be considered at this meeting.**
- 3 To adjourn the meeting for members of the public to address the Committee (in accordance with Standing Order 3e).**
- 4 To approve and adopt the minutes of the meeting held 22 July 2024. (in accordance with standing order 12c)**
- 5 Managers Report.**
- 6 Chairman's Announcements.**
- 7 To receive an update on the proposal by Cornerstone to site a telecommunications mast in Phillimore Recreation Ground.**
- 8 To comment on the Hertsmere Together's 'Community Strategy'.**
- 9 To appoint Cllr W Susman to the Planning Committee and agree the Chairmanship of the Access for All WP.**

10 Finance

- 10.a To receive the external auditors report and agree any next steps.**
- 10.b To authorise the payment of accounts for August and September.**
- 11 The Full Council is asked to receive and adopt the minutes and approve publication on the Council website of the Planning Committee meetings held on 15 July, 5 and 19 August 2024 (In accordance with Standing Order 6.4.8).**
- 12 Items of interest from Minutes of other authorities (for information only) including the minutes of the King Georges Fields Radlett Trust meeting on 29 August 2024.**

The Chairman will then move the following resolution;
That under the Public Bodies (Admission to Meetings) Act 1960 s 1(2), the press and public is excluded from the meeting whilst pertaining to employees of the council or tenders are discussed.

- 13 To consider the tenders for the 2024 tree works at Phillimore Recreation Ground.**
- 14 To receive an update on the Phillimore Rec Improvement Project -- Cafe and agree any variations.**
- 15 To receive an update on the complaint against the council.**
- 16 Staffing Matters.**



DRAFT Minutes Full Council Meeting

Date 22/07/2024
Time 19:30 - 22:00
Location Douglas Hicks room, The Radlett Centre, 1 Aldenham Avenue, Radlett WD7 8HL.
Chair Cllr H Jones
Attendees Cllrs S Benjamin, E Samuelson, S Khawaja, C Woolf, D Lambert, J Graham & S Ali.
Officer P Evans (Council Manager) & M Duong (Deputy Council Manager)
Also present were five members of the public.

1. Apologies for absence.

Minutes:

Apologies were received from Cllrs R Rosehill, T Butwick & S Howard.

2. Declarations of interest on any item on the Agenda – None.

3. To fill the casual vacancy on the Council through Co-Option.

Minutes:

Cllr H Jones suspended standing orders and asked the five applicants to leave the chamber. Each one was then invited in to address the council as to why they wish to join the council. All candidates then returned to the chamber and standing orders were resumed.

Councillors then voted independently for their choice of candidate for the co-option. There were two rounds of voting, with those candidates with the least number of votes being eliminated at the end of each round. W Sussman was then announced as the candidate who would be co-opted on to the council. The other four were thanked for their applications and strong reasons for being on the council.

W Sussman was then invited to join the council meeting, he signed his declaration of office form which was witnessed by the council manager.

4. To adjourn the meeting for members of the public to address the Committee (in accordance with Standing Order 3e).

Minutes:

There were no members present when this matter was discussed.

5. To approve and adopt the minutes of the meeting held on 24th June 2024 (in accordance with standing order 12c)

Minutes:

These draft minutes had been circulated prior to the meeting. Cllr J Graham, asked that under item 15 the word 'construction' was added after the word 'building' on the second line for clarification. There were no further comments so the minutes were signed these amended minutes by Cllr H Jones as a true record of the meetings and adopted by the council.

6. Managers Report.

Minutes:

This report, which was an update on progress on previous resolutions had been circulated prior to the meeting and was noted.

7 Chairman's Announcements.

Minutes:

Cllr H Jones asked all members of the council to observe a minute's silence in recognition of the recent passing of John Apthorp CBE. He was a generous supporter of both the council, the Radlett Centre and the local community, and was awarded the honorary title of Freeman of the Parish by the council in recognition of this commitment.

8 To receive a report from the Open Spaces Team.

Minutes:

This had been circulated prior to the meeting. Councillors agreed that this was a very comprehensive report and the OST were thanked for all the work that they carried out in the parish, with real commitment and a smile.

9 To consider the erection of a further bench on Radlett High Street in recognition of a past Chairman of the council.

Minutes:

A report on this matter had been circulated prior to the meeting. There was a short discussion and the Aldenham Borough Councillors were thanked for their offer to fund the bench. It was then.

Resolved;

a) That the Council Manager liaises with HertsCC Highways and HBC for permission to install a further bench on the High Street, Radlett outside the Harpenden Building Society offices.

b) That, subject to point a) being approved, a bench, similar to the one installed in memory of Neil Payne, is purchased, with a plaque depicting the name of the former chairman, to be placed on the High Street.

c) To approach HBC Ward Cllrs for funding towards the purchase and installation of the bench.

10 To receive a draft document for a new agreement with the Radlett Centre Trust and decide the next steps.

Minutes:

This document was circulated prior to the meeting. Cllr J Graham stated that he and Cllr S Khawaja had been working with the Chairman and G Walton from the RCT on trying to get a formal document drawn up that reflected the current practices which are not the same as those set out in the two leases that commenced in 1996. There was a long discussion on the document and some of the details that will be included in the final version. Cllrs J Graham & S Khawaja were thanked for their work on this document and it was then

Resolved

a) That APC agree the principles as a way forward for a more detailed agreement which will be signed by both parties.

b) That Cllrs J Graham & S Khawaja are asked to negotiate the document with representatives of the Radlett Centre Trust and bring this back to a future APC council meeting to agree.

11 To consider whether to apply for the 'Local Council Award'.

Minutes:

A report on this matter had been circulated prior to the meeting. Councillors agreed that this was an award that would recognise the good work of the council, similar to the 'Green Flag Award' that the council had just received for the fourth year in the row for Phillimore Rec. It was agreed to apply for the 'Quality Award' at this point in time and to work towards the 'Quality Gold' level.

Resolved

a) The Council confirms by resolution that it meets the criteria for the Foundation level and publishes the information on its website or has in place,

- **A Risk Management Scheme**
- **A Register of Assets**
- **Contracts for all members of staff**
- **Up to date insurance policies to mitigate risk to public money**
- **Disciplinary and Grievance procedures**
- **A Policy for training and development of staff and councillors**
- **A record of all training undertaken by staff and councillors in the last year**
- **A clerk who has achieved 12CPD in the last year.**

b) The Council confirms by resolution that it meets the criteria for the Quality level and publishes the information on its website or has in place

- **A scheme of delegation**
- **At least two-thirds of its councillors stood for election.**
- **An annual report that is effectively shared with the community.**
- **Evidence of customer service in how the Council deals with correspondence from the public**
- **A qualified clerk (CiLCA at least but the current CM has a Degree in Community Governance).**
- **A formal appraisal process for all staff**
- **A training policy and records for councillors and staff.**

13. To receive and approve the 2024 'Terms of Reference' and 'Schemes of Delegation'.

Minutes:

This document had been circulated prior to the meeting and was adopted.

14. Finance.

14.a To authorise the payment of accounts for July 2024.

Minutes:

These had been circulated prior to the meeting. The CM was asked how APC can purchase dog bins when HBC had informed the Patchetts Green Residents Assoc that they were no longer available. The CM stated that this could be HBC policy, but that APC could investigate whether a dog bin could be installed on the green. It was then;

Resolved that the payments list and credit card statement as appended to these minutes is accepted and signed by Cllrs H Jones & S Khawaja authorising two councillors to pay these on line.

14.b To decide on the procedure for authorising payments due in August,

Minutes:

As there is no council meeting in August it was;

Resolved:

- (i) That all payments are made on 29 August 2024.**
- (ii) That the BACS list is signed by Cllrs H Jones & S Khawaja**

authorising two Councillors to pay these on line.
(iii) That these payments are reported to the Council at the September 2024 meeting.

14.c To receive the financial report for Qtr. 1 (April - June) 2024.

Minutes:

This report had been circulated prior to the meeting and was noted.

15 The Full Council is asked to receive and adopt the minutes and approve publication on the Council website of the following Committees (In accordance with Standing Order 6.4.8).

15.a Planning Committee meetings of 17 June and 1 July 2024.

Minutes:

Cllr S Khawaja introduced these minutes. He added that he will ask the officer to investigate how to supply HBC with an RNP checklist similar to the one used by ShenleyPC regarding their neighbourhood plan. The minutes of the Planning Committee meetings of 17th June and 1st July 2024 were then adopted.

15.b Finance & General Purposes Committee meeting of 8 July 2024.

Minutes:

Cllr J Graham introduced these minutes. He added that the committee had focused on policies and the new financial regulations from NALC. There was some discussion regarding publicity for this service before it was agreed to adopt the minutes of the Finance & General Purposes Committee meeting of 8th July 2024.

Re the 2024 Financial Regulations -- these were adopted by the council.

16. To receive and adopt the minutes and recommendations of the Allotments working party meetings of 14 June and 11 July 2024.

Minutes:

Cllr J Graham introduced these minutes.

He asked councillors to adopt the recommended new tenancy agreements and handbook. There were some discussions regarding the height of planted trees on the allotment plots before it was agreed that these should be 7 feet for any trees planted from August 2024, and 10 feet for those trees planted before this August 2024.

With these amendments the council

Resolved that the amended tenancy agreement and handbook are adopted.

17. Items of interest from Minutes of other authorities (for information only).

Minutes:

Cllr E Samuelson gave a report on the recent Aldenham Country Park Advisory Panel meeting. Cllr C Woolf gave an update on the work of the Platt Foundation including a donation from the Radlett Festival which may close due to the difficulty in recruiting volunteers for the festival.

**The Chairman then moved the following resolution;
That under the Public Bodies (Admission to Meetings) Act 1960 s 1(2), the press and public is excluded from the meeting whilst matters pertaining to employees of the council or tenders are discussed.**

12. To receive an update on the Phillimore Rec Improvement Project -- Cafe.

Minutes:

The chairman asked, and it was agreed that this matter was moved to part 2, as there were elements of the contract that needed decisions. The CM circulated an amended report regarding the variations that decisions were required for. After some discussions it was agreed to accept the following variations which will be funded through the contingency amount on the budget.

- a) Defibrillator – APC have agreed to supply one – Life Build to supply price to fit including wiring.
- b) Box shutters – system of support different to original drawing – cost to change £365 extra.
- c) Flashings – this was drip tray detail was indicative at tender, with no fixing method or accommodation of LED lighting in place (due to all other items forming the junction), – cost extra £726.
- d) Extra timber supports for (c) – cost extra £234.
- e) Sockets – change from silver to black in customer area (4) –£80.

It was also noted that there were discussions regarding the doors as the supplier has changed their drawings and there were new cill details which could cost extra £627. The architect has been asked to review this matter. The CM reported that there were also discussions on the number of solar panels to be placed on the roof. Councillors stated that there needs to be the number that were included within the planning application and asked that if there was an excess of energy generated that could this be supplied to the depot.

The report also indicated the design for the gate that will replace the field gate which is also part of the improvement project.

18. Staffing matters.

Minutes:

The CM and Deputy CM left the meeting when this item was discussed. Cllr H Jones gave the councillors an update on the CM's recent appraisal.

Date of next meeting MONDAY 23 SEPTEMBER 2024.

There being no further business the meeting closed at 10.10pm.

Chairman Date



Managers' Report – September 2024

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

*That if the project goes ahead up to £20,000 CiL grant be made available to the Aldenhams War Memorial Hall on production of invoices. – **Aldenhams War Memorial Hall Trustees advised – Planning permission granted 22/7.***

To consider the letter received from Cornerstone solicitors regarding their request for a site investigation at Phillimore Rec for a possible phone mast (Feb24 – Agenda item 10)

- a) That APC employ Russell Cooke Solicitors and TDC Property to provide legal and expert advice in this matter, providing an undertaking can be obtained from Cornerstone that their fees will be met by them. – **see agenda item?**
- b) That Russell Cooke Solicitors contact Cornerstones solicitors to obtain this undertaking regarding fees and to arrange a date for when the site visit can take place. – **still negotiating fee structure.**
- c) Once the undertaking is received then TDC/Russell Cooke Solicitors advises Waldon Telecom of the plan's APC have to build a café in Phillimore Rec this year.

To receive an update on the Phillimore Rec Improvements -- Cafe Project (May24 – Ag item17, June24 – Ag item 15, July24 – Ag item 12)

- a) That the lease with the café operator is amended to show that APC will hold the contract with the utility company, but will pass on all charges relating to the café to the operator who must pay any invoice issued within 14 working days of receipt. – **completed – current amended lease with Café operators' solicitors for final sign off – 12/9.**
- b) That the following variations are agreed which will be debited from the contingency
 - Defibrillator – APC have agreed to supply one – Life Build to supply price to fit including wiring.
 - Box shutters – system of support different to original drawing – cost to change £365 extra.
 - Flashings – this was drip tray detail was indicative at tender, with no fixing method or accommodation of LED lighting in place (due to all other items forming the junction), – cost extra £726.
 - Extra timber supports for (c) – cost extra £234.
 - Sockets – change from silver to black in customer area (4) –£80.
- c) That the council notes the request from residents for yellow lines on the approach road from Gills Hill to the car park, and will approach the Phillimore Trust for permission to install these. - **Trustees have declined permission, resident advised 1/8..**
- d) The report also indicated the design for the gate that will replace the field gate which is also part of the improvement project - **ordered 5/8.**



ALDENHAM PARISH COUNCIL

To decide any response to the appeal to the Secretary of State regarding the HertsCC ROW decision to reject the application to have a designated footpath from A54(Rose Field) to A70 (Second Pitch/Salters Field) – (June24 – Ag item 10).

Resolved that APC informs the Secretary of State that it fully supports the decision made by the HertsCC ROW division. - **Planning inspector advised 8/7, appeal will be considered after 28/8 by inspector, awaiting decision.**

To consider the erection of a further bench on Radlett High Street in recognition of a past Chairman of the council (July24 – Ag item 9)

- a) That the Council Manager liaises with HertsCC Highways and HBC for permission to install a further bench on the High Street, Radlett outside the Harpenden Building Society offices. **Completed.**
- b) That, subject to point a) being approved, a bench, similar to the one installed in memory of Neil Payne, is purchased, with a plaque depicting the name of the former chairman, to be placed on the High Street. – **Completed but currently in the wrong place.**
- c) To approach HBC Ward Cllrs for funding towards the purchase and installation of the bench. – **Application made 14/8 awaiting outcome – chased 30/8.**

To receive a draft document for a new agreement with the Radlett Centre Trust and decide the next steps. (July24 – Ag item 10)

- a) That APC agree the principles as a way forward for a more detailed agreement which will be signed by both parties.
- b) That Cllrs J Graham & S Khawaja are asked to negotiate the document with representatives of the Radlett Centre Trust and bring this back to a future APC council meeting to agree.

To consider whether to apply for the 'Local Council Award' (July 24 – Ag item 11)
—Application made, awaiting feedback on quality of submission due by 27 Sept.

Update on Section 106 agreement 22/2147/OUT relating to Aldenham Reservoir as reported by Cllr E Samuelson at July FC meeting

The following was sent to Head of Planning;

I refer to the Section 106 agreement regarding the above application. I note that this was signed on 3rd July 2024 and that it refers to the formation of a CIC being formed for the dam repairs (which is part of the conditions for 22/2148/Ful). I just wondered as to who will administer in Hertsmere the formation of this CIC so I can contact them in future should APC consider applying to become a member (which is mentioned in the Section 106 agreement).

The reply was: Once the plans for the CIC are submitted we will start the process of engaging with relevant local groups.



ALDENHAM PARISH COUNCIL

Agenda item 9 -- To appoint Cllr W Susman to the Planning Committee and agree the Chairmanship of the Access for All WP

Following appointment of W Susman to the council, he showed an interest in joining the Planning Committee of the council. This was agreed by the Planning Committee chairman and Cllr W Susman attended meetings in August and September. This appointment just needs ratification by the council.

Following previous Cllr C Diskin's resignation from the council, she was no longer allowed to be the Chairman of the 'Access for All' working party, as this needs to be a Cllr as this is an APC appointed working party. An official appointment needs to be made in order to ensure that the working party continues. This needs to be a councillor who has the time and interest to lead the group.

Website Analysis

The website over the period, August 2023 - July 2024, has received over 7809 views, 6753 in the same period last year. 2054 in the last quarter alone. The majority of users accessing this from desktops, although mobile phone access is increasing. The main views have been for the Winter Fair, Café Build project and the vacancy on the Open Spaces Team.

On Facebook, APC have two pages one business and one personal. Both have seen an increase in followers over the last year with now 248 (198 last year) on the business page, which is the one that APC mainly use, and 430 (413 last year) on the personal page.

Staffing information -- There has been 4 day's sickness since the last meeting.

Delegated actions by APC Management

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

Purchase Orders

16/07/2024	48/24	Viking	Cleaning supplies for OST	£64.68	M.Duong
16/07/2024	49/24	St John Ambulance	first aid for summer event	£143.00	M.Duong
17/07/2024	50/24	DCK Accounting Solutions	Vat Partial Exemption Calculations	£235.00	M.Duong
22/07/2024	51/24	Metro Cairns	Skip for Depot	£298.00	P Evans
18/07/2024	52/24	Nationwide Security	Design & Fit Fire Alarms to Café	£2,721.60	P Evans
25/07/2024	53/24	David Ogilvie Engineering	Picnic Bench in memory of John Howley	£1,316.00	P Evans
25/07/2024	54/24	Simcross Welding	New field gate to P Rec	£4,250.00	P Evans
29/07/2024	55/24	Caprin	Updated Councillors Poster	£50.00	M.Duong



ALDENHAM PARISH COUNCIL

29/07/2024	56/24	Rialtas	Allotment software training for SH	£140.00	M.Duong
02/08/2024	57/24	Orgin Amenity Solutions	grass seeds for PRG	£172.84	M.Duong
06/08/2024	58/24	SDE Signs	10 danger signs	£405.00	P Evans
07/08/2024	59/24	Redlynch	Communication Board PRG play ground	£765.00	M.Duong
08/08/2024	60/24	Barcham	1 x Trees for PRG around café	£1,900.00	M.Duong
09/08/2024	61/24	Rialtas	Purchase orders module for accounts	£936.00	M.Duong
15/08/2024	62/24	Spalding	Tree saw and lopper	£110.00	P Evans
15/08/2024	63/24	Metro Cairns	Replacement skip for depot	£298.00	P Evans
20/08/2024	64/24	Hansard & Son	New gates for car park	£2,775.00	P Evans
22/08/2024	65/24	David Ogilvie Engineering	Bench for High Street in memory of R Worthy	£1,200.00	P Evans
22/08/2024	66/24	Hertsmere Engineering	Install bench on High Street	£100.00	P Evans
22/08/2024	67/24	Bedford College	Tractor skills course for OST	£525.00	P Evans
23/04/2024	68/24	Lamps & Tubes	Electrics in Report Centre	£500.00	P Evans
27/08/2024	69/24	Viking direct	Office supplies for depot and office	£65.23	P Evans
28/08/2024	70/24	Action Handling	Servicing of lifting equipment	£618.00	P Evans
03/09/2024	71/24	Hedges Direct	Hedges for allotment drive	£2,643.43	M.Duong
03/09/2024	72/24	Hedges Direct	Hedges for café project	£5,212.27	H. Jones& J Graham
05/09/2024	73/24	SLCC	Finance Summit	£65.00	M.Duong
05/09/2024	74/24	Longacres	Emergency Tree work		P Evans
09/09/2024	75/24	SLCC	P Evans -- Membership	£550.00	P Evans
23/08/2024	76/24	London Hearts	café defibrillator	£1,333.20	M.Duong
10/09/2024	77/24	Bevan Britten	Professional advice	£350.00	P Evans
10/09/2024	78/24	Avid Designs	Location Plan for Children's Play Area	£100.00	P Evans
11/09/2024	79/24	Longacre's	Cut Bowls Club hedges	£1,140.00	P Evans
11/09/2024	80/24	Viking Signs	Signs for allotments	£33.96	P Evans
13/09/2024	81/24	Metro Cairns	Replacement skip for depot	£298.00	P Evans

Credit Card

24/06/2024	cc/38/24	Frogmore	MOT for KE077Kw	£55.00	M.Duong
08/07/2024	cc/39/24	Costco	fuel Y590Rp	£53.83	M.Duong
22/07/2024	CC/40/24	Viking	otments	£15.02	P Evans



ALDENHAM PARISH COUNCIL

29/07/2024	cc/41/24	Amazon	heavy duty staples for OST	£7.98	M.Duong
29/07/2024	cc/42/24	Amazon	heavy duty stapler for office	£13.87	M.Duong
31/07/2024	cc/43/24	Workwear express	staff t-shirts for events	£126.88	M.Duong
02/08/2024	CC/44/24	Costco	Coffee and biscuits for meetings	£34.57	P Evans
05/08/2024	CC/45/24	Costco	fuel for YX59ORP	£71.56	P Evans
08/08/2024	CC/46/24	HBC	Discharge conditions fee	£72.50	P Evans
06/08/2024	CC/47/24	Post Office	letter to allotment holder	£3.05	M.Duong
08/08/2024	cc/48/24	Bugden/Tesco/Boots	Summer event supplies	£15.49	M.Duong
20/08/2024	CC/49/24	J Toms	Buckle Belt Ties for trees	£80.00	P Evans
20/08/2024	CC/50/24	HBC	Fee to register café for post code	£220.00	P Evans
02/09/2024	CC/51/24	HBC	Fee to discharge condition 3 -- Allotment track	£190.00	P Evans
05/09/2024	CC/52/24	BP Connect	Fuel for YX59ORP	£94.68	P Evans
11/09/2024	cc/53/24	Viking Signs	Signs for allotments	33.96	P Evans
03/09/2024	cc/54/24	British Legion	wreaths	£100.00	M.Duong
16/09/2024	cc/54/24	Instant print	APC pop up banners	£159.80	M.Duong
16/09/2024	cc/55/24	Budgens	milk for meetings	£1.59	M.Duong
16/09/2024	cc/55/24	Workwear express	APC logo polos for OST	£111.02	M.Duong

ALDENHAM PARISH COUNCIL

Council Document To consider the letter received from Cornerstone solicitors regarding their request for a site investigation at Phillimore Rec for a possible phone mast.	AGENDA item 7 Full Council Meeting 23 September 2024
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Background

In November 2023 and February 2024, Aldenham Parish Council (APC) considered a request from Cornerstone on behalf of Walden Telecoms for them to carry out a site survey to ascertain whether Phillimore Rec was a suitable site for them to install a telecoms mast.

Negotiations have been on-going with Cornerstone who want to carry out a full soil investigation etc on Phillimore Rec, which is normally a pre-requisite to a full planning application. APC advisors have been pushing for a visual site inspection first on the basis that Cornerstone need to see the site first, and once they see it and realise the restrictions they will hopefully rethink the application, also because of the building works, access to the main field is very limited.

However, on 21st August 2024, APC received a summons to a tribunal hearing requested by Cornerstone, who are pushing for the site investigation. APC have to file a response by 23rd September at a cost of £750, but in the meantime APC solicitors are trying to agree a way forward before the court date.

Recommendations

- a) That Russell Cooke Solicitors and TDC Property continue to negotiate with Cornerstone re the site investigation agreement.
- b) That if Russell Cooke Solicitors are unable to reach an agreement with Cornerstone's solicitors before the court deadline date for a response, that APC will ask them to file a response at the cost of £750 funded from the 'Professional Fees budget.

Reasons for recommendation

As the solicitor stated APC have no choice but to accept the site visit, but a visual site inspection first would be the preferred option. That a response must be lodged with the court, or else they will only have Cornerstone's arguments.

Alternative options

That APC lodges its own appeal, but this would probably be an inferior response.

Financial Implications

£750, initially, but this may increase if there is no, or a very small undertaking from Cornerstone to meet APC legal fees for the site investigation agreement.

If there was to be a mast built, there would be either a ten year rental agreement or a one off fee received by APC.

Risk Management Implications

If this matter was to proceed to planning, then APC would need to explain to its residents, and in particular the users of Phillimore Rec why this is the case. The siting of a mast in the recreation ground could have an affect on visitors to the recreation ground which may affect the café.

Members are asked to consider this report.
Peter Evans (Council Manager),

ALDENHAM PARISH COUNCIL

Council Document

To review the Hertsmere Community Strategy

AGENDA item 8

Full Council Meeting 23rd September 2024

Background

Hertsmere Borough Council (HBC), through the Local Strategic Partnership (LSP) of which APC represents the town and parish councils in the borough, set up the 'Our Community Strategy' for the borough in 2023.

The Hertsmere Together's Community Strategy aims to:

- provide a long-term vision for the future of Hertsmere
- provide a means of joining-up local services and improving partnership working
- reflect Hertsmere's needs and aspirations
- identify gaps in the provision of local services
- provide a means of tackling difficult issues
- provide a means of identifying resources to address the needs of Hertsmere

At its meeting in July 2024, the HBC reported on three challenges facing the borough. I attach the report for your information (appendix 1). This shows HBC progress on the following priorities.

1. Keeping our communities healthy and well

Priorities:

- Reduce Health Inequalities
- Provide support for those most vulnerable in Hertsmere
- Improve mental health and emotional wellbeing
- Enhance our environment and increase the use of green spaces

2. Keeping our communities safe

Priorities:

- Support and protect vulnerable victims of exploitation
- Identify and prevent serious violence, with a specific focus on knife crime and young people
- Prevent Violence Against Women and Girls
- Work in partnership to support and promote local services that provide a holistic approach to community wellbeing
- To reduce the harm caused by drugs within communities
- Increase feelings of safety and public confidence by reducing anti-social behaviour, provide early interventions and reassurance

messages

3. Building a resilient community.

Priorities:

- Support and empower people to have a good start in life and age well
- Develop volunteering, social enterprise and business opportunities
- Provide accessible opportunities for skills development and financial advice
- Ensure a healthy standard of living for all and prevent homelessness

All members of the LSP were asked to report on their progress under these headings.

Recommendations

That APC respond as follows;

- a) APC have concentrated mainly on the first areas by providing good quality open space including;
 - Well maintained open space, including one Green Flag accredited park at Phillimore Rec
 - Improved Children's Play Area at Phillimore Rec with many new accessible equipment added.
 - Creation of wildflower meadows
 - Hanging baskets in the High Street, as well as planted flower beds and flowers at The Radlett Centre.
 - Hosting of events such as???
- b) On point b, APC have
 - Extended the hours of the outreach offer from Citizens Advice at the Radlett Centre to one day a week
 - Continued to support the Community Policing Team by providing a base for them at Phillimore Recreation Ground.
 - Promotion of community safety events through website, social media and on noticeboards.
- c) On point c, APC have
 - ongoing financial support community, voluntary groups and organisations to provide a range of community services for residents. We've also continued to support and promote a range of support services in the community.

Reasons for recommendation

That APC send these updates to HBC.

Members are asked to consider this report.

Peter Evans (Council Manager)

Challenge 1: Keeping our Community Healthy and Well			
Priority	Action	Owner	Q4 Updates
Reduce health inequalities in Hertsmere	Raise awareness of the signs and symptoms of cancer. Encourage residents to take up screening invites.	Hertsmere Borough Council	HBC organised a successful Health and Cancer Awareness Event in Potters Bar in October 2023. The event was attended by over 150 residents.
			The project team onboarded Theobald Medical Centre to the project.
			By the end of Q3 just under 2000 women had been booked in for cervical screening and just under 300 women had been booked in for breast screening.
	Lead and develop the NHS Integrated Neighbourhood Teams. The Complex Mental Health work will target those with severe mental illness and learning disabilitiespatients who live within the three most deprived electoral wards (Bushey North, Oakmere and Cowley Hill) to attend and complete annual LD and SMI health checks – non-responders. A secondary outcome is to improve early cancer prevention as we know cancer outcomes are poor within this cohort.	Herts 5 and Potters Bar Primary Care Networks	Monthly working group meetings to review the project plan, data analysis, project implementation and outcomes.
	Work in partnership with the voluntary sector to raise awareness of key health conditions in the borough.	Communities 1 st / All	We have conducted Cancer, Respiratory and Hypertension/ Cardiovascular Awareness/Support for Wellbeing (MH) events with

			800+ individuals in attendance. 180 blood pressure checks carried out at the Cardiovascular event. 212 attendees at our most recent event on Monday 26 th February
	Support the development of the NHS Urgent Care Provision in the Borough.	Herts and West Essex Integrated Care Board	Funding is being made available to provide same day bookable urgent care hubs for primary care in Borehamwood and Potters Bar, from April 2024. This will allow patients to be seen closer to home in a timely manner.
	Support and promote local community events such as Back2Bowls, Computers and a Cuppa	LSP	Details of community events are included in newsletters and in regular communications from the Council.
Provide support for those most vulnerable in Hertsmere	Raise awareness of initiatives aimed at reducing social isolation	LSP	Partners have been signposting to community spaces in the winter months.
	Promote the local support services, such as the Community Hub, and associated outreach events, community car scheme and the shopper bus.	Communities 1 st	A range of in depth, face-to-face (staff & volunteers), online (website) and email (newsletters), engagement at regular pop up hubs takes place promoting access to these throughout every week. Word of mouth also

			plays a strong role in directing people to these and the quality of service others have received has been driving new custom our way.
	Provide signposting, advice and referrals to vulnerable residents across the borough	LSP	HBC have been regularly sharing details about the financial support available for residents.
	Working across the system to ensure that those with learning disabilities are supported and can access appropriate services	LSP	Members of the LSP are involved in the INT project, which will seek to improve access to health services for those with LD.
Improve mental health and emotional wellbeing	Raise awareness of the Community Support Service, which supports those with complex needs	LSP	During Q3, the CSS saw 54 clients.
	Raise awareness of the services available at the Hertfordshire Family Centres	LSP	Members of the LSP regularly share information about activities taking place at Hertsmere's Family Centres.
	Raise awareness of peer-to-peer support groups	Communities 1 st	We have a well attended weekly group for men to meet for conversation, social and peer support taking place in Windsor Hall on Tuesdays. Regular Creative Cafes
Enhance our environments and increase the use of	Raise awareness of the Hertfordshire Health Walks	LSP	Details of Health Walks included in all newsletters. HBC have supported with

green space			the training of new volunteers.
	Promote our 8 Green Flag Award winning parks	LSP	Details have been included in all newsletters.
	Promote community events such as community gardening clubs and litter picks	Communities 1 st	Details have been included in newsletters by LSP Members. Details in regular newsletters and on social media. Specific promotion of gardening project at Aberford for Feel Good Week

Challenge 2: Keeping our communities safe – COVERED BY CSP ACTION PLAN

Challenge 3: Building Resilient Community			
Priority	Action	Owner	Q3 Updates
Support and empower people to have a good start in life and age well	Work in partnership to support and promote local services which provide a holistic approach to community wellbeing	LSP	Attend local partnership meetings so we do not create overlap and are able to promote each others activities and provide support for each other
	Promote, signpost and refer into Hertsmere's Healthy Hubs	Hertsmere Borough Council	Monthly Newsletter detailing HH activity including pop up clinics. Additional services added to the offer this quarter including, a Stop Smoking Clinic and NHS Health Checks from the Hub on Leeming Road.

			The Healthy Hub attended a number of partner events including the Family Centres Baby Fair, the Older Person's Advice, Learning and Safety event and the Our Health Matters Event.
	Working in partnership to promote age-friendly communities	LSP	HBC Officers are actively engaged with the development of Hertfordshire Dementia Friendly Communities/Accreditation.
			HBC organised a well attended Older Person's Advice Learning and Safety Event at Borehamwood and Elstree Synagogue
Develop volunteering, social enterprise and business opportunities	Support capacity building within the Voluntary and Community Sector, including training courses, Stronger Together Networks and VCS Membership.	Communities 1 st / Hertsmere Borough Council	Both training sessions and Meet The Funder (MTF) sessions have been offered monthly, including a MTF with The National Lottery for organisations working in Cowley Hill in Oct. Developed more Stronger Together Networks and they have been increased from quarterly to five times per year. Offering in person and online and virtual training sessions to Member organisations
	Support and promote the Centre for Voluntary Services and local volunteering opportunities	LSP	

Better Business – promoting partnership working between local businesses and the VCFSE sector.	Communities 1 st	Working with local business and schools. Arranged 2 Employer Supported Volunteering (ESV) events with local business (June and October) to support local charities.
Work in partnership to promote LEP projects funded by the UKSPF, including employment programmes and associated support	Hertsmere Borough Council/Wenta	<p>5 Local Enterprise Partnership projects are being delivered across the County as part of UKSPF, these projects support businesses and employers. 2 projects are due to start in April 2024, these projects are focused on employment support.</p> <p>Wenta are working with the LEP, Growth Hub, Visit Herts and Hertsmere council to deliver the UKSPF start up programme across Hertsmere.</p> <p>Wenta have attended a number of local business events to promote the partnerships and the support available to businesses. Wenta have also jointly run bespoke events in partnership with the Growth Hub and the LEP.</p>

			social media and through our newsletters.
	Raise awareness of the Supported Employment programme, which empowers and supports individuals with disabilities to find suitable employment opportunities.	Communities 1 st	Building stronger relationships with local Hertsmere partners to promote Able2Enable (Supported Employment and Supported Volunteering) and FutureFocus (Employment Support).
	Work in partnership to promote the financial advice and support offered by Citizens Advice	Citizens Advice/LSP	Meetings with the LSP working group to: - 1 Raise awareness of wrap around support available for residents to become work ready. 2 Develop a shared information resource of work-related support. 3. Advice on managing debt and financial capability.
Ensure a healthy standard of living for all and prevent homelessness	Work in partnership to support UKSPF projects such as Community Centre Development/Borehamwood Town Centre Package/Development of the Creative Strategy/Creative Business Network	Hertsmere Borough Council	Improvement works have been completed, the Town Centre Partnership launch event is due in March. An officer has been employed who will lead on this project and will also lead on the Creative Business Partnership.

	Raise awareness of the opportunity for self-employment for local residents	Wenta	<p>Wenta have delivered 35 1:1 sessions to the Hertsmere business community, increasing confidence, well being and quality of life.</p> <p>This quarter business starts and jobs created have increased by 75% from the last quarter. This has resulted in £625k of GVA.</p>
	Raise awareness of skills training opportunities for residents' businesses	Wenta	53 hours of skills training has been delivered across Hertsmere to the business community. This is increasing knowledge and confidence, empowering residents to take the leap into starting a business.
	Work in partnership with business to improve sustainability	Wenta	Wenta have engaged with 59 business to improve their sustainability. 6 of these clients are measuring their carbon footprints and taking steps to make reductions.
Provide accessible opportunities for skills development and financial advice	Support and promote services such as Step2Skills, Money Advice Unit and other county-wide services	LSP	
	Raise awareness of the Multiply Training offer, which provides free adult numeracy courses	Communities 1 st	Promoting Multiply throughout Hertsmere at our 14 Hubs and at various events including baby fairs and health events. As well as promoting to local groups on

ALDENHAM PARISH COUNCIL

Council Document	AGENDA item 10a
To receive the external auditors report for 2023/24 and decide next steps.	Full Council Meeting 23 September 2024

Background

In May 2024, Aldenham Parish Council (APC) considered the Annual Return for 2023/24, and its corporate governance responsibilities.

It is the responsibility of small bodies (APC) to put in place proper arrangements to ensure the proper conduct of their financial affairs, and to monitor the adequacy and effectiveness of those arrangements in practice. Small bodies are required to maintain proper accounting records and control systems and to maintain an adequate system of internal audit of those accounting records and control systems.

Small bodies meet their responsibilities by preparing and publishing, and providing the auditor with, the accounts prepared for the financial year, together with such additional information and explanation as is necessary to provide sufficient evidence that they have maintained adequate systems of internal control and internal audit throughout the financial year.

APC signed off at the meeting in May the Annual Return which was then sent to the External Auditors, PKF Littlejohn LLP with other supporting documents.

The external auditor has now signed section 3 of the Annual Return (appendix a) and makes the following comments,

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

As requested by the auditor APC have prepared a notice of conclusion of the audit and this has been placed on the website and noticeboard. This was required by 30 September 2024.

Recommendation

That the Council note that APC has a 'clean' audit for 2023/24.

Members are asked to note the report.

Peter Evans
Council Manager

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

Aldenham Parish Council-HT0004

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

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

None

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

25/08/2024



ALDENHAM PARISH COUNCIL

Minutes Planning Committee

Date 15/07/2024
Time 19:30 - 21:30
Location Meeting Room 2, The Radlett Centre, 1 Aldenham Avenue,
Radlett WD7 8HL
Chair Cllr S Khawaja
Attendees Cllrs S Benjamin, C Woolf & G Taylor (Co-Opted Member)
Officer S Heighton (Admin OS & Planning)

1 Apologies for absence

Minutes:

Apologies were received from Cllrs E Samuelson & S Howard

2 Declarations of interest on any item on the Agenda – None.

3 To confirm the Minutes and appendices of the meeting held on Monday 1st July 2024

Minutes:

The minutes of the meeting were confirmed and signed by Cllr S Khawaja as a true record of that meeting

4 To adjourn the meeting for members of the public to address the Committee (if any) in accordance with Standing Order 1 d

Minutes:

There were no members of the public present

5 Planning Applications

5.a 24/0809/FUL - 58 Watford Road, Radlett – Proposal: Demolition of existing house and construction of two pairs of two storey 4-bedroom semi-detached dwellings including associated landscaping

Minutes:

Object -

a) The proposal does not comply with SADM30, Design Guide E, in terms of scale, mass and bulk and is considered an over development of the site. The 2 buildings would represent around 24% of the site area, whereas the average for Radlett is 11%.

b) There is no archaeological report, groundworks statement, arboricultural report or habitat report.

c) The car parking spaces look too small, as average car width is around 2m. This would only leave 0.5m for car doors to open. This would be contrary to SADM 40 - where the parking layout would not adequately enable the vehicle parking spaces to be independent of each other for this level of parking.

- 5.b 24/0805/HSE - 19 Watford Road, Radlett - Proposal: Demolition of detached garage and construction of part single, part two storey front and side extension to include garage at ground floor level integrated to main dwelling, with habitable accommodation in roof space, insertion of front dormer window and 2 x roof lights; single storey rear extension following removal of conservatory, installation of pergola structure to rear of dwelling**

Minutes:

No Objection with the following condition:

The pergola structure should sit comfortably within the 45-degree angle with No 19A's rear window.

- 5.c 24/0824/VOC - 7 Hawthorne Road, Radlett – Proposal: Application for variation of condition 2 (plans) to allow for reduction of first floor rear extension and second storey side extension, roof alterations and alterations to fenestration following grant of planning permission 23/0101/HSE**

Minutes:

No Objection

- 5.d 24/0852/HSE - 1 Church Farm Cottages, Church Lane, Aldenham, Watford – Proposal: Continued use of the garage for ancillary residential purposes**

Minutes:

No Objection with the following condition:

The structure should remain ancillary to the property.

- 5.e 24/0845/HSE - 9 Aldenham Avenue, Radlett – Proposal: Conversion of loft to form habitable space with associated roof alterations to include raised ridge height, crown roof, 3x rear dormers and insertion of 3x front, 1x and 2x side rooflights**

Minutes:

No Objection with the following conditions -

Remove any further permitted development rights.

The rear dormer and Velux windows must be of obscured glass.

- 5.f 24/0785/FUL - 27 The Ridgeway, Radlett – Proposal: Subdivision of plot to facilitate construction of 3x bedroom detached chalet bungalow to the rear of 27 The Ridgeway; new crossover to**

facilitate parking; associated hard and soft landscaping; cycle and bin store (Revised application 23/1465/FUL).

Minutes:

No Objection

6 Planning decisions by Hertsmere Borough Council

Minutes:

These were noted.

- 6.a 24/0636/ADV - Red Lion Hotel, 78 - 80 Watling Street, Radlett – HBC decision was Grants Consent – APC comment was No Objection**
- 6.b 23/1454/FUL - Garages To Rear Of 23-25 Park Road And Land To The Rear Of 38-40, Watling Street, Radlett – HBC decision was Grant Permission – APC comment was Object**
- 6.c 24/0262/HSE - 20 Cobden Hill, Radlett – HBC decision was Grant Permission – APC comment was Object**
- 6.d 23/1796/FUL - Aldenham House, Haberdashers Boys School, Butterfly Lane, Elstree – HBC decision was Grant Permission – APC comment was No Objection**
- 6.e 24/0646/HSE - 62 Hilfield Lane, Aldenham, Watford – HBC decision was Grant Permission – APC comment was No Objection**
- 6.f 22/2147/OUT - Lands To The South Of Aldenham Reservoir, Watford Road, Elstree – HBC decision was Grant Permission – APC comment was No Objection**
- 6.g 24/0416/FUL - Blackbirds Farm, Blackbirds Lane, Aldenham, Watford – HBC decision was Grant Permission – APC comment was No Objection**
- 6.h 24/0198/HSE - 18 Craigweil Avenue, Radlett – HBC decision was Grant Permission – APC comment was No Objection**
- 6.i 24/0575/HSE - 23 Gills Hill Lane, Radlett – HBC decision was Grant Permission – APC comment was Object**
- 6.j 24/0644/HSE - 35 Aldenham Avenue, Radlett – HBC decision was Grant Permission – APC comment was No Objection**

7 Date of next meeting Monday 5th August 2024

Minutes:

There being no further business the meeting finished at 8.12pm.

Chairman.....Date.....



ALDENHAM PARISH COUNCIL

Minutes Planning Committee

Date 05/08/2024
Time 19:30 - 21:30
Location Meeting Room 2, The Radlett Centre, 1 Aldenham Avenue, Radlett WD7 8HL
Chair Cllr C Woolf
Attendees Cllrs S Benjamin & S Howard.
Officer P Evans (Council Manager).
Also, in attendance was Cllr W Susman and a member of the public.

1 Apologies for absence.

Minutes:

Apologies were received from Cllrs S Khawaja & E Samuelson.
Cllr W Susman had been co-opted on to the council at the July meeting. He wished to join the planning committee which was accepted by those present and will be ratified at the next full council meeting in September.

2 Declarations of interest on any item on the Agenda. – None.

3 To adjourn the meeting for members of the public to address the Committee (if any) in accordance with Standing Order 1 d.

Minutes:

Cllr C Woolf suspended standing orders to allow the member of the public present to address the committee. The resident raised concerns regarding agenda item 5f -- 24/0901/Ful -- Lychgate, The Warren, Radlett. They were asked questions for clarity by members of the committee before Cllr C Woolf resumed standing orders. He suggested that this application was discussed first under agenda item 5 which was agreed.

4 To confirm the Minutes and appendices of the meeting held on 15th July 2024.

Minutes:

The minutes of the meeting were confirmed and signed by Cllr C Woolf as a true record of that meeting.

5 Planning Applications

5.a 24/0878/HSE - 1 The Heath, Radlett – Proposal: Two storey side extension and part single part two storey rear extension with alterations to fenestration.

Minutes:

Object:-

a) The overall bulk of the design is contrary to policy SADM 30 -Design Principles -- In order to achieve a high quality design, a development must:

(i) respect, enhance or improve the visual amenity of the area by virtue of its scale, mass, bulk, height, urban form; and

b) Radlett Design Code (a) -- plot coverage that respects its surroundings

c) Hertsmere Planning and Design Guide Part E. (k) Guidance for residential extensions and alterations -- 2 metres distance to boundary at first floor

d) RNP -- Policy HD3 -- respect and enhance the local townscape.

5.b 24/0731/FUL - Holland Farm, Hilfield Lane, Aldenham, Watford – Proposal: Retrospective application for temporary permission for 2x containers for residential use.

Minutes:

Object -- This is inappropriate development within the 'Green Belt' and 'Conservation Area'.

5.c 24/0867/HSE - Little Gables, The Warren, Radlett – Proposal: Erection of single storey rear extension and installation of three-storey lift shaft to rear of dwelling.

Minutes:

The committee do not object to the lower ground floor extension.

The committee, in principle are not against the provision of a lift, in order to extend the use of the property by the current owners, it does **object** to the poor design of the lift shaft, as it does not meet the criteria under SADM 30 which calls for 'a high quality design'.

5.d 24/0869/VOC - 3 Loom Place, Radlett – Proposal: Application for variation of condition 5 (External Materials) to allow for brick and roof tile amendments following grant of planning permission 23/1015/FUL.

Minutes:

No objection.

5.e 24/0911/FUL - 32 Links Drive, Radlett – Proposal: Demolition of existing single storey dwelling to facilitate construction of two storey detached 4x bedroom dwelling with basement level.

Associated hard and soft landscaping. Construction of single storey outbuilding to rear.

Minutes:

Object -- This is one of the 'protected' bungalows identified in the RNP Policies HD7 .1 and HD7.2. It therefore should remain a bungalow, not in effect a house overlooking neighbouring bungalows.

5.f 24/0901/FUL - Lychgate , The Warren, Radlett – Proposal: Demolition of existing detached 4-bedroom dwelling house and the construction of a detached 6-bedroom dwelling with habitable accommodation in the roof space. Associated hard and soft landscaping, with the creation of a carriage driveway and electronic security gates.

Minutes:

Object:-

- a) Contrary to RNP Design Guide b -- Ridge Height -- higher than neighbouring properties.
- b) Front Dormers -- not compliance with Hertsmere Planning and Design Guide E -- Part E. Section 6g Guidance for residential extensions and alterations -- The Council will resist dormers within the front roof face unless they are a dominant or original feature of the street scene.
- c) The crown roof design gives the proposal a look of large mass and bulk which is contrary to SADM 30 Design Principles -- In order to achieve a high quality design, a development must:
 - (i) respect, enhance or improve the visual amenity of the area by virtue of its scale, mass, bulk, height, urban form.
- d) The boundary spacings with neighbours is insufficient and breaks the 2m rule outlined in RNP Design Code e and Hertsmere Planning and Design Guide Part E. (k) Guidance for residential extensions and alterations -- 2 metres distance to boundary at first floor.
- e) The rear terrace breaks the 45 degree line
- f) The rear dormers could lead to overlooking of neighbouring gardens.

5.g 23/1205/HSE – 16 Loom Lane, Radlett – Proposal: Part single, part two storey front side and rear extensions following part demolition of existing rear extension, with roof alterations to include increased ridge height to include additional accommodation at loft level, former dormer, insertion 2no, side roof lights and addition of solar panels, alterations to fenestrations – AMMENDED DRAWINGS RECEIVED.

Minutes:

Object:- These amended plans do not address the issues raised by APC in 2023 i.e.

- a) This is an original 'Arts and Crafts' style house. Its replacement is out

of keeping with Loom Lane and the Conservation Area.

b) The plot is over-dominant which is contrary to The Radlett Neighbourhood Plan Design Code A - Plot Coverage and Design Code E - Spacing between building and boundary.

c) The application does not comply with SADM30 Design Guide E, in terms of scale, mass and bulk and is considered an overdevelopment of the site.

**5.h 24/0704/Ful -- 42 Goodyers Avenue Radlett – Proposal:
Demolition of existing dwelling and erection of replacement detached two storey 5x bed dwelling with accommodation at loft level. (AMENDED PLANS RECEIVED: design of dormer amended to match the main house, garage width increased and alterations to rear fenestration).**

Minutes:

Object:- These amended plans do not address the issues raised by APC previously i.e.

a) Members note that this will be another loss of a chalet bungalow and want to preserve the bungalow housing stock in Radlett, so there is a mix of houses for as long as possible.

b) This is the last plot which anchors Links Drive. The ridge height will be considerably higher than the neighbour next door which contravenes the Radlett Neighbourhood Plan (RNP), Design Code B - Ridge height.

c) The loss of vegetation in the front garden breaches the RNP Design Code D - Front Gardens.

d) The ground floor and first floor level extension is too close to the boundary with No 44.

e) The large rear dormer window is in breach of Design Guide E - EKP - 4 'Dormer windows should be as small as possible and should not take no more than 60% of the roof slope'.

**5.i 24/0923/Ful – 18 Goodyers Avenue, Radlett – Proposal:
Demolition of existing dwelling and erection of three storey detached 5x bed dwelling including accommodation at loft level, with solar panels, new vehicular access and front boundary wall alterations with automated gate.**

Minutes:

Object:-

a) The boundary spacings with neighbours is insufficient and breaks the 2m rule outlined in RNP Design Code e and Hertsmere Planning and Design Guide Part E. (k) Guidance for residential extensions and alterations -- 2 metres distance to boundary at first floor.

b) Front Dormers -- not compliance with Hertsmere Planning and Design Guide E -- Part E. Section 6g Guidance for residential extensions and

alterations -- The Council will resist dormers within the front roof face unless they are a dominant or original feature of the street scene.
c) Contrary to RNP Design Guide b -- Ridge Height -- higher than neighbouring properties.

5.j 24/0946/VOC – 24 Loom Lane, Radlett – Proposal: Application for variation of condition 2 (Plans) to allow for fenestration changes following grant of planning permission 24/0339/HSE.

Minutes:

No objection, depending on comments made by the conservation officer.

5.k 24/0730/HSE – 45 Newlands Avenue, Radlett – Proposal: Single storey side and rear extension with part pitched roof, conversion of loft to habitable space with rear dormer and 2x rooflights, and associated roof alterations, including removal of chimney stack; demolition of existing detached single garage, car port and shed followed by construction of detached double garage with pitched roof. AMENDED PLANS

Minutes:

Object:- This is one of the protected bungalows in the Radlett Neighbourhood Plan so is contrary to policy HD7 - The Radlett Bungalows.

6 Planning decisions by Hertsmere Borough Council

6.a 24/0718/HSE - 4 Stables End, Aldenham, Watford – HBC decision was Grant Permission – APC comment was Object

6.b 24/0306/HSE - 18 Craigweil Avenue, Radlett – HBC decision was Grant Permission – APC comment was Object

6.c 24/0626/HSE - 7 Beech Avenue, Radlett – HBC decision was Grant Permission – APC comment was Object

6.d 24/0737/HSE - 17 Rendlesham Avenue, Radlett – HBC decision was Grant Permission – APC comment was Object

6.e 24/0041/FUL - Memorial Hall, Grange Lane, Letchmore Heath, Watford – HBC decision was Grant Permission – APC comment was No Objection

6.f 24/0707/HSE - 17 Craigweil Avenue, Radlett – HBC decision was Grant Permission – APC comment was No Objection

7 Date of next meeting -- MONDAY 19th AUGUST 2024

There being no further business the meeting finished at 8.37pm.

Chairman.....Date.....



ALDENHAM PARISH COUNCIL

Minutes Planning Committee

Date 19/08/2024
Time 19:30 - 21:30
Location Meeting Room 2, The Radlett Centre, 1 Aldenham Avenue, Radlett WD7 8HL
Chair Cllr S Khawaja
Attendees Cllrs E Samuelson, S Howard, W Susman and G Taylor (Co – Opted Member)
Officer S Heighton (Admin OS & Planning)

1 Apologies for absence

Minutes:

Apologies were received from Cllrs C Woolf & S Benjamin.

2 Declarations of interest on any item on the Agenda

Minutes:

None.

3 To confirm the Minutes and appendices of the meeting held on Monday 5th August 2024

Minutes:

The minutes of the meeting were confirmed and signed by Cllr S Khawaja as a true record of that meeting.

4 To adjourn the meeting for members of the public to address the Committee (if any) in accordance with Standing Order 1 d

Minutes:

There were no members of the public present.

5 To discuss the following consultation

5.a To discuss the Proposed telecommunications upgrade - Wall Hall Estate, Berry Grove Lane, Aldenham, Hertfordshire, WD25 8AE (NGR: 513077 , 198009) (PG/CTIL_137782 26)

Minutes:

This was noted.

6 Planning Applications

6.a 24/0981/HSE – St Pierre Hilfield Lane Aldenham - Proposal: Single storey front, side and rear extensions

Minutes:

No Objection.

6.b 24/0834/HSE – 5 The Grove, Radlett – Proposal: Demolition of existing detached garage and shed followed by construction of part single, part two storey side and rear extension with integral garage and pitched roof, and alterations to fenestration

Minutes:

No Objection - pending approval by the Conservation Officer.

6.c 24/0683/HSE - 8 Park Road, Radlett – Proposal: Part single part two storey rear extension and alterations to fenestration

Minutes:

Object --

The proposal is to be built on the boundary which is contrary to the Radlett Neighbourhood Plan Design Code E - Spacing between building and boundary (set - in).

6.d 24/1002/VOC - The White House , Waterside, Radlett – Proposal: Application for variation of condition 2 (plans) to allow for retention of existing garage, room above and link to main house, addition of masonry piers to rear extension, insertion of 2x front rooflights to garage and house roofs, and alterations to fenestration following grant of planning permission 23/0285/HSE

Minutes:

No Objection.

6.e 24/1005/HSE - 8 The Drive, Radlett – Proposal: First floor side extension, conversion of garage to habitable space, new front door & canopy, ground and first floor rear extension, conversion of loft to habitable space including roof extension and 6x dormers

Minutes:

Object --

a) Front dormers are not normally allowed by Hertsmere Borough Council and is contrary to HD3 of the Radlett Neighbourhood Plan - Respecting and enhancing local townscape and landscape character and patterns. They are not typical of the street scene.

b) The first-floor side extension is too close to the boundary with No.6, which contravenes Design Guide E and the Radlett

Neighbourhood Plan Design Code E - Spacing between building and boundary (set - in).

- 6.f 24/1010/HSE - 31 Christchurch Crescent, Radlett – Proposal: Part single, part two storey front and rear extensions; conversion of loft to habitable space with roof alterations to include insertion of 3 x side roof lights (2 x and 1 x to each side elevation respectively)**

Minutes:

No Objection - pending approval from the planning officer of the 45° sightline from the front window.

- 7 For information: Planning Applications of the following type: - Certificate of Lawful Development (Existing) CLE, Certificate of Lawful Development (Proposed) CLP and Listed Building Consent LBC.**

Minutes:

These were noted.

- 7.a 24/0980/LBC - Little Patchetts, 72 Hilfield Lane, Aldenham, Watford – Proposal: Replacement of existing wooden framed and strutted double glazed windows and conservatory doors with exact replicas**
- 7.b 24/1034/LBC - The Cat And Fiddle, 14 Cobden Hill, Radlett – Proposal: Insertion of dormer to side elevation, alterations to fenestration to include lowering of front door threshold, replacement of rear entrance and replacement of existing casement windows with sash windows. (Application for Listed Building Consent)**

8 Planning decisions by Hertsmere Borough Council

Minutes:

These were noted.

- 8.a 24/0633/HSE - 2 Gills Hill Lane, Radlett – HBC decision was Grant Permission – APC comment was No Objection**
- 8.b 24/0580/HSE - Hillock, The Warren, Radlett – HBC decision was Grant Permission – APC comment was Object**
- 8.c 24/0697/VOC - 38 Newlands Avenue, Radlett – HBC decision was Grant Permission – APC comment was No Objection**

- 8.d 24/0796/HSE - 73 Newberries Avenue, Radlett – Application has been withdrawn**
- 8.e 24/0771/HSE - 21 Folly Close, Radlett – HBC decision was Grant Permission – APC comment was No Objection**
- 8.f 24/0761/HSE - 4 Christchurch Crescent, Radlett – HBC decision was Grant Permission – APC comment was No Objection**
- 8.g 24/0268/HSE - 8 The Crosspath, Radlett – HBC decision was Grant Permission – APC comment was Object**
- 9 Date of next meeting Monday 2nd September 2024**

Minutes:

There being no further business the meeting finished at 8.26pm.

Chairman.....Date.....



DRAFT Minutes of the meeting of the Trustees of **KING GEORGE'S FIELD, RADLETT**: 1086522 held on Thursday 29th August 2024 at 7.30pm via zoom Meeting ID: 825 3032 0508 Passcode: 949250.

Present: D Lambert (Chair), J Graham, H Jones, C Woolf, S Ali, R Rosehill, S Khawaja, E Samuelson & S. Howard.

P Evans (Secretary).

1.	Election of Chairman for 2024/25. D Lambert was nominated by J Graham and seconded by H Jones. As no other nominations were made and D Lambert was prepared to stand again, D Lambert was duly elected.	
2.	To receive apologies for absence. – Apologies received from T Butwick & W. Susman. S Benjamin was not present and no apologies were received.	
3.	To confirm the minutes of the meeting held on 22 May 2024. Confirmed as a true record and will be signed by D Lambert when he is next in the offices.	
4.	Matters arising from previous minutes These had been circulated prior to the meeting. The secretary was given some names of people that may be able to independently examine the accounts.	
No	Agenda item	Action
5.	To receive estimates for repairing the pot holes on the access road to the King Georges Fields Radlett car park from Cobden Hill. The secretary had circulated details from three companies who had quoted to repair the road. All three had either carried out this work for the trust before or, had worked for APC. After a further discussion regarding the merits of the quotes the secretary was given the following instructions. There was also a discussion regarding funding of the works, as under the lease arrangements both TabardRFC and RadlettCC are obliged to contribute towards upkeep of the road and car park. Previously this has been one third the trust, one third RadlettCC and one third TabardRFC. In this instance the trust has agreed to pay half the net costs with RadlettCC and TabardRFC being ask to contribute one quarter each.	a) That Hansards are appointed as the contractor for the works with a budget of £2,590, but asked if they can seal the edges of each pothole repaired. b) That the Secretary informs RadlettCC and TabardRFC that the repairs will be made and ask for a contribution from each club of £647.50 towards these works.



6.	<p>To receive a report from RadlettCC on improvements they propose for the second pitch, and authorise this as per the lease between RadlettCC and the Trust.</p> <p>The report had been circulated prior to the meeting. Members of the trust were pleased to see that the club is proposing improvements both to the ground and the pavilion. They look forward to receiving a more detailed proposal re the pavilion in due course as permission will need to be obtained from the trust.</p>	<p>That the Secretary thanks RadlettCC for the report, and asks that they forward to the trust the more detailed proposals for the pavilion so these can be discussed by the trust.</p>
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7. To receive the up to date accounts for the Trust.

Balance as at last meeting (May24)	£ 3,254.99
plus, annual grant monies received from APC	£ 8,000.00
plus, grant monies received for Cobden Hill Dell fencing	£ 21,000.00
balance	<u>£ 32,254.99</u>

There are committed purchase orders of £1,950 towards legal works on the leases for Cobden Hill Dell, and £21,000 for the fencing at Cobden Hill Dell.

These figures were noted.

Meeting finished 8.10pm.

Next meeting Thursday 10th October 2024 at 7.30pm via zoom.

Chairman

Dated