

Bundle Full Council Meeting 27 February 2023

Agenda attachments

Front sheet for Full Council.doc

- 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 30 January 2023. (in accordance with standing order 12c)
Full_Council_Minutes_30_Jan23.docx
- 5 Managers Report.
Managers Report FC -- Feb23.docx
- 6 Chairman's Announcements.
- 7 To discuss a response to the Govt consultation on the Levelling-up and Regeneration Bill: reforms to national planning policy
- 8 To consider a grant application from Radlett Centre Trust for 2023-24
Grant application from Radlett Centre Trust for 2023-24 -- Ag item 8 -- Feb23.docx
- 9 To receive and adopt the minutes and recommendations of the following working parties
- 9.a RNP Community Projects -- Cycling & Footpaths WP meeting 16 January 2023
RNP Cycling Footpaths WP minutes -- Jan23.docx
- 9.b Access for All WP meeting 8 February 2023
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- 9.c Phillimore Rec Improvements Phase 3 Children's Play Area WP meeting 10 February 2023
Phase 3 Childrens Play Area WP minutes-- Feb23.docx
Spec sheet for tender to Play Companies -- Jan23.docx
- 10 To authorise the payment of accounts for February.
- 11 The Full Council is asked to receive, adopt and approve publication on the Council website of the Planning Committee meetings of 23 January and 6 February 2023 (In accordance with Standing Order 6.4.8).
Minutes_Planning_Committee_23_January_2023.docx
Minutes_Planning_Committee_6_February_2023.docx
- 12 Items of interest from Minutes of other authorities (for information only)
- 13 To review the budget for the Phillimore Rec Improvement Project -- Phase 1 -- Cafe

Aldenhams Parish Council



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Date: 21 February 2023

To: All members of Full Council

Dear Councillor,

A Meeting of the Full Council will be held on Monday 27 February 2023, at the Radlett Centre, 1 Aldenhams Avenue, Radlett, WD7 8HL 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 item 13.

**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

**27 February 2023 -- Radlett Youth Council meeting – 6.00pm in the Radlett Centre.
27 February 2023 -- Full Council meeting – 7.30pm in the Radlett Centre.
28 February 2023 – Allotments Working Party meeting – 10.00am in the Radlett Centre.
6 March 2023 -- Planning Committee meeting – 7.30pm in Radlett Centre
13 March 2023 – Finance & General Purposes Committee meeting in the Radlett Centre.
15 March 2023 -- King Georges Fields Radlett Trust Board meeting – 7.30pm via zoom
20 March 2023 – Planning Committee meeting – 7.30pm in the Radlett Centre.
27 March 2023 – Full Council meeting – 7.30pm in the Radlett Centre.
29 March 2023 – Annual Parish meeting – 8pm in the 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, J Lefton, M Cherry, D Lambert, D Wickham, S Khawaja, J Graham, C Diskin, A Robinson, S Wilson, C Kilhams.



DRAFT Minutes Full Council Meeting

Date 30/01/2023
Time 19:30 - 22:00
Location Douglas Hicks Meeting Room
Chair Cllr H Jones
Attendees Cllrs E Samuelson, D Lambert, C Kilhams, S Wilson, A Robinson, C Diskin & M Cherry.
Officer P Evans (Council Manager)

1 Apologies for absence.

Minutes:

Apologies were received from Cllrs D Wickham, J Lefton, J Graham & S Khawaja.

Cllr C Diskin requested that agenda item 16 is discussed after the minutes have been signed as she needs to leave early for personal reasons. This was agreed by all councillors.

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

Minutes:

None.

2.b Members must also declare any other pecuniary or non-pecuniary interests they have in any matter to be considered at this meeting.

Minutes:

Cllr E Samuelson declared a non-pecuniary interest in agenda item 17 as she has always declared an interest on the subject matter.

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

Minutes:

There were no members of the public present. With the discretion of the chairman, Cllr A Robinson gave an update on the Strategic Rail Terminal.

4 To approve and adopt the minutes of the meeting held 12 December 2022. (in accordance with standing order 12c)

Minutes:

These minutes were signed by Cllr H Jones as a true record of the meeting and adopted by the council.

5 Managers Report.

Minutes:

This had been circulated prior to the meeting. The Council Manager gave further updates on the allotment drive application, with Hertsmere Borough Council (HBC) changing the determination date back to end of February whilst they review the drainage solution further. He had also circulated the legal advice from the APC solicitor regarding the proposed sewage manhole on Radlett Gardens. Members asked that a letter be sent to TLC advising them that APC will not allow the manhole to be placed in Radlett Gardens as this would prejudice any building that may at some point in time be built by APC, so suggest that the TLC plans are amended to incorporate the sewage manhole within their footprint.

6 Chairman's Announcements.

Minutes:

Cllr H Jones stated that she and Cllr E Samuelson had attended the Holocaust Memorial Service hosted by the HBC Mayor Cllr J Graham at the Radlett Centre. This was very well organised and moving.

7 The Full Council is asked to receive the minutes, approve the recommendations and then adopt the minutes and approve publication on the Council website of the Finance & General Purposes Committee meeting held on 16th January 2023 (In accordance with Standing Order 6.4.8).

Minutes:

The minutes of the Finance & General Purposes Committee meeting on 16 January 2023 were adopted.

Re -- Next steps regarding the one-year bond with United Trust Bank which matures in March 2023.

a) To allow the one-year bond with United Trust Bank to mature in March 2023 and be placed in the current account taking into consideration proposed projects in the next 18 months

b) To invest £100,000 with Cambridge and Counties Bank in one-year bond with signatories being any two of Cllrs S Wilson, M Cherry and H Jones.

Re -- Grant funding to the Radlett Centre

- (i) 2023/24 provision for funding will be transferred to APC's contingency budget line until APC have received the appropriate requests and information.
- (ii) Should the application be received the funding will remain at the same level as 2022/23 and will be divided into three elements, grant, rent and shared costs.

Re -- Subsidy paid to HBC re Newberries Car Park -- first hour free

- (i) To inform HBC that APC will not accept £20,000 as being the subsidy until the charges are consistent across the borough. Payment of £12,500 would remain.
- (ii) The £7,500 difference is to be transferred to APC's contingency budget line in 2023/24 until the outcome of negotiations with HBC is concluded.

Re -- Grant funding to Citizens Advice for outreach service at Radlett Centre

- (i) To continue to fund hiring meeting room 1 every week for use by Citizens Advice at the cost of £4,000 per annum.
- (ii) To pay a grant of £5,000 in 2023/24 to Citizens Advice to support their work in the parish.

Re -- Grant funding to King George's Playing Field Radlett Trust for them to maintain and improve KGV Playing Fields

To pay a grant of £7,000 to King George's Playing Field Radlett Trust in 2023/24

Re -- APC 2023/24 fee charges

To keep all the fees at the same level as 2022/23.

Re: -- APC budget proposals for 2023/24 and make a recommendation to the Council for a total precept demand for 2023/24 to HBC.

- a) That the committee ask the full council to confirm a budget requirement by APC for 2023/24 of £701,551 net.
- b) That the committee ask the full council to confirm a precept requirement to HBC of £701,551 being a suggested band D figure of £128 an increase of 2.98% (equivalent of £3.71 for an average band D property)

Re -- To confirm that a full risk assessment has been carried out for the year

That this committee confirms that it has carried out a full risk assessment this year, and meets the criteria set by the audit regulations as stated in the Annual Return Part 2.

To receive the Council Manager report

- a) That item a) in the report is agreed but as it affects an individual this is not reported.
- b) That APC remains in the LGPS scheme (Parish and Town Council Pool) for those staff eligible within their contracts.

8 To agree the budget for 2023/24 and set and inform Hertsmere Borough Council of the Council's precept demand for 2023/24.

Minutes:

A report on this matter had been circulated prior to the meeting. The CM reported that due to pressure from APC and ward councillors for Aldenham, he had received notification that HBC would not request an increased subsidy from APC for Newberries Car Park for 2023/24 so this would remain at £12,500. Councillors also agreed that as there was insufficient evidence supplied by RCT regarding any funding for the Radlett Centre that the budgeted figure will remain at £137,000 with the split between the grant and shared costs/rent to be agreed.

Members then discussed the £7,500 which was in the proposed budget under contingency depending on the decision by HBC regarding the level of Newberries Car Park subsidy to be paid by APC. As HBC had not increased the subsidy level, it was agreed that the budget and precept amount should be reduced by £7,500. It was therefore;

Resolved;

a) That the budget requirement for APC for 2023/24 is £694,051 net.

b) That the Council Manager informs HBC (the Council tax collector) that the APC precept demand for 2023/24 will be £694,051.

9 To receive a request from the Village Institute to revise 'The Schemes and Management Committee' following a change of name of the Radlett Men's Club

Minutes:

A report on this matter had been circulated prior to the meeting. There was a short discussion before it was

Resolved that APC agree the 2023 Scheme and Rules for the Village Institute Management Board and will lodge these with the Charity Commission to replace the current version

10 To receive and adopt the minutes and recommendations of the following working parties

10.a Phillimore Rec Improvements Phase 3 -- Children's Play Area WP meeting -- 12 December 2022 & 20 January 2023

Minutes:

These had been circulated prior to the meeting. Cllr H Jones stated that the working party were pleased with the response to the survey, and as a result it was investigating whether a phased approach to changes to the play area might be a better use of the funds available. There was a long discussion regarding elements of the minutes before it was

Resolved to adopt the minutes and proposed actions.

(i) in tender document ask for separate quotes for footpath and moving equipment, plus creation of a younger children's area.

(ii) P&OS Team to be asked to reduce the hedge that is adjacent to the footpath across Phillimore Rec in height this year.

(iii) A visit to Radlett Lodge School to be arranged to view footpath surface and types of equipment provided for accessibility.

(iv) Members to also visit (in person or virtually) other parks, to look at what is provided and how they are laid out.

10.b Phillimore Rec Improvements Phase 1 -- Cafe WP meeting 13 December 2022

Minutes:

These minutes had been circulated prior to the meeting. Cllr C Kilhams stated that there was nothing further to add. It was then

Resolved to adopt the minutes.

10.c Events WP meeting 22 December 2022

Minutes:

These minutes had been circulated prior to the meeting. Cllr H Jones added that the working party had met again following receipt of costings for the screen to be used. There was some discussion regarding whether to hold an event on the Saturday or Sunday and the conditions of hire

for the screen including cancellation. It was then;

Resolved to adopt the minutes and actions of the working party;

- a) To hire a screen from Inspire All within a budget of £6,828
- b) That APC will hold an event on Coronation day (Saturday 6 May) including live screening of the coronation and films, fun fair and stalls at Phillimore Rec.

10.d Around Radlett WP meeting 9 January 2023

Minutes:

These had been circulated prior to the meeting and were adopted by the council.

11 Financial

11.a To authorise the payment of accounts for January 2023

Minutes:

These had been circulated prior to the meeting. It was then;

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

11.b To receive the financial statements for Quarter 3 -- October -- December 2022

Minutes:

A report had been circulated prior to the meeting which was noted.

12 The Full Council is asked to receive and adopt the minutes and approve publication on the Council website of the Planning Committee meeting 9 January 2023(In accordance with Standing Order 6.4.8).

Minutes:

The minutes of the Planning Committee meeting on 9 January 2023 were adopted.

13 To decide the format for the Annual Parish meeting 29 March 2023

Minutes:

There was some discussion regarding this matter. Members questioned whether the auditorium was still required as well as a speaker. It was then agreed to hire the Douglas Hicks room for the event, with no speaker and to investigate whether it can be live streamed.

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

Minutes:

Cllr E Samuelson updated members on her recent attendance at the Aldenham Country Park Advisory Panel meeting. She added that the planning inspector had agreed that the landowner should open the footpath around the reservoir as a 'Right of Way'.

**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.**

15 To review the tender contract for removing silt from the pond at Letchmore Heath

Minutes:

There was some discussion on the purpose of the pond. It was recognised that de-silting was overdue, however it was unclear as to whether keeping the silt on site was the most cost effective method. It was therefore

Resolved that the Council Manager investigates the cost of removing the silt off site and whether it will definitely be classified as contaminated waste or can a dispensation be obtained.

16 To review the budget for the Phillimore Rec Cafe Project

Minutes:

An updated costing for the project had been obtained following receipt of planning permission. There was a long discussion regarding this document before it was agreed to review the documents fully to ensure that best value is being obtained.

Cllr C Diskin left the meeting after this matter was discussed.

Cllr E Samuelson and the Council Manager left the meeting whilst the following matter was discussed.

17 To review a complaint regarding the council

Minutes:

Cllr H Jones updated members on this complaint. There was some discussion before it was

Resolved to appoint Debenhams Ottaway to correspond with this complainant in future.

Date of next meeting 27 February 2023.

There being no further business the meeting closed at 9.58pm.

Chairman Date



Managers' Report – February 2023

To receive an update on the allotment project (June22 Agenda item 12 & November Agenda item 6)

- b) That once the plans for are produced the project manager is asked to provide an indicative estimate for the costs of such a scheme. – **Fee proposal received.**
- d) That as the Hertsmere Engineering scheme has been proved to be invalid that APC contact Hertsmere Engineering Services to seek compensation for the cost of their and subsequent reports for APC.
- e) That the plans circulated be submitted as a planning application (variation) to Hertsmere Planning Department. – **submitted 6/12/22, First Place have requested a site visit to review the drainage plans submitted 23/2.**

To appoint a surveyor to oversee a third party wall agreement with TLC regarding the boundary at Radlett Gardens (Dec22 Agenda item 13)

- e) That APC look to confirm the position regarding the trees on the border highlighted by the planning condition and whether these works will affect the trees etc.
- f) That APC will not allow a further sewage manhole to be constructed in Radlett Gardens, unless provided by the reasons why this needs to be placed in Radlett Gardens and not on the former petrol site by Thames Water direct. – **Letter received from Thames Water, via TLC stating that sewage manhole must be within Radlett Gardens due to basement in office building, APC solicitor following this up. As a result, TLC to be asked to place manhole within their site. – letter to be sent by APC sols.**

Finance & General Purposes Committee meeting held on 16th January 2023 adoption of minutes and following actions (Jan23 Agenda item 7) (In

Re -- Next steps regarding the one-year bond with United Trust Bank which matures in March 2023.

- a) To allow the one-year bond with United Trust Bank to mature in March 2023 and be placed in the current account taking into consideration proposed projects in the next 18 months
- b) To invest £100,000 with Cambridge and Counties Bank in one-year bond with signatories being any two of Cllrs S Wilson, M Cherry and H Jones. – **Forms to be completed.**

Re -- Grant funding to the Radlett Centre

- (i) 2023/24 provision for funding will be transferred to APC's contingency budget line until APC have received the appropriate requests and information. **RCT advised 2/2 (see agenda).**
- (ii) Should the application be received the funding will remain at the same level



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as 2022/23 and will be divided into three elements, grant, rent and shared costs.

Re -- Grant funding to Citizens Advice for outreach service at Radlett Centre

- (i) To continue to fund hiring meeting room 1 every week for use by Citizens Advice at the cost of £4,000 per annum.
- (ii) To pay a grant of £5,000 in 2023/24 to Citizens Advice to support their work in the parish. – **Citizens Advice advised 16/2.**

Re -- Grant funding to King George's Playing Field Radlett Trust for them to maintain and improve KGV Playing Fields

To pay a grant of £7,000 to King George's Playing Field Radlett Trust in 2023/24.
– **Trust advised 16/2.**

To agree the budget for 2023/24 and set and inform Hertsmere Borough Council of the Council's precept demand for 2023/24 (Jan23 Ag item 8)

- a) That the budget requirement for APC for 2023/24 is £694,051 net.
- b) That the Council Manager informs HBC (the Council tax collector) that the APC precept demand for 2023/24 will be £694,051. – **HBC advised 3/2.**

To receive a request from the Village Institute to revise 'The Schemes and Management Committee' following a change of name of the Radlett Men's Club (Jan23 – Ag item 9)

That APC agree the 2023 Scheme and Rules for the Village Institute Management Board and will lodge these with the Charity Commission to replace the current version. – **Amended scheme drawn up and submitted to VI as they must be lodged by them on line – VI confirmed that this has been lodged with Charity Commission. 14/2.**

Phillimore Rec Improvements Phase 3 -- Children's Play Area WP meeting -- 12 December 2022 & 20 January 2023 (Jan 23 – Agenda item 10a)

- (i) in tender document ask for separate quotes for footpath and moving equipment, plus creation of a younger children's area.
- (ii) P&OS Team to be asked to reduce the hedge that is adjacent to the footpath across Phillimore Rec in height this year.
- (iii) A visit to Radlett Lodge School to be arranged to view footpath surface and types of equipment provided for accessibility.
- (iv) Members to also visit (in person or virtually) other parks, to look at what is provided and how they are laid out. – **See agenda.**

Events WP meeting 22 December 2022 (Dec23 Ag item 10c)



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- a) To hire a screen from Inspire All within a budget of £6,828
- b) That APC will hold an event on Coronation day (Saturday 6 May) including live screening of the coronation and films, fun fair and stalls at Phillimore Rec. – **Completed.**

Agenda item 7 To discuss a response to the Govt consultation on the Levelling-up and Regeneration Bill: reforms to national planning policy.

The consultation response is 50 questions long. A summary has been provided by SLCC and has been circulated. Here is the link to the full document

<https://www.gov.uk/government/consultations/levelling-up-and-regeneration-bill-reforms-to-national-planning-policy/levelling-up-and-regeneration-bill-reforms-to-national-planning-policy>

Staffing information -- There has been 0 day's sickness since the last meeting.

Under the transparency code Councils are encouraged to record the usage of the website

In the last three months there have been over 1300 views of the APC website. Most of these have been through laptops.

The biggest number of views was in January, over 650 views with 279 of these looking at the vacancy that APC have, in November it was the Winter Fair information 34 and over the last three months information on 'Your Councillor' which was 103 views.

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

25/01/2023	137/22	MC Property Services	To fill in pot hole on approach road to P Rec	£430.00	P Evans
25/01/2023	138/22	Viking	Stationery for depot and office	£110.00	P Evans
27/01/2023	139/22	Inspire All	screen for Coronation Event	£6,878.00	H Jones & S Wilson
30/01/2023	140/22	Keep Britain Tidy	Green Flag application	£369.00	M.Duong
30/01/2023	141/22	Longacre	Stamp grinding at Aldenhams Green	£400.00	M.Duong
31/01/2023	142/22	Ruskins	To move three siver birches from by the depot to the avenue of trees in P Rec.	£2,485.00	P Evans
03/02/2023	143/22	Price & Myers Consulting Engineers	Attendance at site meeting with Hertsmere Planning & their consultants Place Services re allotment drive	£300.00	P Evans



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07/02/2023	144/22	Simcross Welding Services Ltd	Replace pedestrian gate in P Rec	£1,960.00	P Evans
15/02/2023	145/22	Hearts First Training Ltd	First Aid at work for all staff	£640.00	P Evans

Credit Card

30/01/2023	cc/115/22	Amazon	heavy duty staples	£5.98	M.Duong
30/01/2022	cc/116/22	DVLA	road tax - AK55YNB	£292.50	M.Duong
01/02/2023	CC/117/22	Frogmore Garage	MOT & replace cam belt AK55YNB	£411.46	P Evans
03/02/2023	cc/118/22	The mobile shop	OST 's mobile phone repair	£55.00	M.Duong
06/02/2023	cc/119/22	Post Office	postage - CCLA bank mandate	£6.85	P Evans
06/02/2023	cc/120/22	Café in the Orchard	staff meeting with lunch	£59.90	M.Duong
09/02/2023	cc/121/22	Post Office	postage - HMRC Vat query	£6.85	M.Duong
20/02/2023	cc/122/22	Amazon	office chair for Admin Comms Officer	£141.49	M.Duong

ALDENHAM PARISH COUNCIL

Council Document To consider a grant application from Radlett Centre Trust for 2023-24.	AGENDA item 8 Full Council Meeting 27 February 2023
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Background

At the January meeting, Aldenham Parish Council (APC) ratified the following decision made by the Finance & General Purposes Committee regarding the funding of the Radlett Centre Trust i.e.

- (i) 2023/24 provision for funding will be transferred to APC's contingency budget line until APC have received the appropriate requests and information.**
- (ii) Should the application be received the funding will remain at the same level as 2022/23 and will be divided into three elements, grant, rent and shared costs.**

On 3rd February 2023 the Chairman of APC received the following from the Chairman of The Radlett Centre Trust .

As agreed at our meeting on 25th October 2022, The Radlett Centre Trust hereby request the sum of £120,000 (one hundred and twenty thousand pounds) to be paid annually , as has been agreed upon and paid for many years, to compensate our charity for providing the full facilities of the Radlett Centre at substantially reduced rates for many local charities, local schools and local community societies.

The last set of audited accounts have been provided.

The projected costs for 2022/2023 and 2023/2024 have been forward to APC.

This did not attach any breakdown regarding where the £120,000 grant for 2022/23 was allocated to.

Recommendations

- a) That APC agree to the grant of £120,000 for 2023/24, but that the Radlett Centre Trust are informed that in future any application for the grant must be made on the grant application form previously used and that this is accompanied by a breakdown of who has benefitted from the reduced hire rates for the auditorium and meeting rooms.
- b) That APC would like to enter into a written document that details the rental arrangements for the APC offices as well as contributions towards maintenance of the building.

Reasons for recommendation

These documents are recommended by the APC internal auditor in order to make the funding of the Radlett Centre transparent for both the board and council, both now and in the future.

Alternative options

To leave the situation as it is, but this has already been criticised by the APC internal auditor.

Financial Implications

APC have made a provision of £137,000 funding towards the Radlett Centre Trust. The grant of £120,000 will be paid six monthly (Apr & Oct) once the precept has been received. The office rental will be paid quarterly once an invoice has been received from the Radlett Centre with any remaining balance being paid in March 2024.

Risk Management Implications

If the recommendations are put into force then the internal auditor should be able to remove any reference to this matter from his report.

Members are asked to consider this report.

Peter Evans,
Council Manager

RNP -- COMMUNITY PROJECTS—CYCLING/FOOTPATHS WORKING PARTY

DRAFT Minutes of the meeting of the RNP -- **COMMUNITY PROJECTS—CYCLING/FOOTPATHS WORKING PARTY** held at 2:00pm on 16 January 2023, in the Radlett Centre, 1 Aldenham Avenue, RADLETT.

Present: E Samuelson (Chairman), A Cole, J Whiting & G Taylor.

Officer: P Evans (Council Manager).

1. Apologies for absence

Apologies were received from D Lambert. A Robinson did not attend the meeting.

Agree minutes of the meeting held on 4 July 2022.

These were agreed and signed by E Samuelson as a true record of what was discussed.

2. Receive updates on matters agreed at the last meeting.

These had been circulated prior to the meeting.

- A27 – A discussion took place regarding whether you can you have a footpath for pedestrians and cyclists, but not horses. It was thought that it is probably not possible, as cyclists are normally included on bridleways, but not footpaths as this can have a bearing on the surface of the footway. As the owner of the land by this footpath is not in favour of the idea to make A27 a bridleway, it was decided not to pursue this any further at present.

3. Next Steps.

It was thought that HertsCC ROW officer should be asked to attend a site visit to consider the following:

- Footpath A9 – Is it the designated 2m wide all along, and should there be a 'kissing' gate on it (as there currently is).
- If this footpath can be improved then there is a link from Harper Lane into Radlett without using the dangerous Watling Street.
- As part of this look to see if A26 can be widened (possible bridleway) to provide a link into Brook Drive.

Other areas to consider

- Can the pathway be widened from Harper Lane junction with Watling Street (south) to link up to railway station and the shops.
- Also increase the footpath width to provide a cycle lane going south on Watling Street from Cobden Hill to link up to footpaths to Elstree/Borehamwood.
- Can the un-adopted footpath that links A31 with A32 be adopted?
Action – photos required, plus map to show where it is and ask for evidence from people who have walked it. Check who owns the land.

RNP -- COMMUNITY PROJECTS—CYCLING/FOOTPATHS WORKING PARTY

The working party also looked at the suggested comments made in the Radlett Neighbourhood Plan (pg63)

- a) Fig 1 -- Would it be possible to get a footpath between The Warren and Harper Lane – **Action – check who owns the land and as it is in the Parish of St Stephens, check that they would not object?**
- b) Fig 2 -- Shenley Rd/Williams Way and Theobald Street – re footpath – do not pursue at the moment as there has been an outline planning permission applied for by a developer, to which there are a number of objections including from APC.
- c) Fig 3 -- This has already been actioned.

4. AOB. – Ask Dawn West (ROW officer) & C Clapper (HertsCC Ward Councillor) to the next meeting.

5. Next meeting.

P Evans will circulate dates for the next meeting.

There being no further business the meeting closed at 3.18pm

Chairman **Date**

ACCESS FOR ALL WORKING PARTY

DRAFT Minutes of the meeting of the **ACCESS FOR ALL WORKING PARTY** held at 1.10pm on 8 February 2023, via zoom conferencing.

Present: C Diskin (Chairman), J Trevesbrown, D Bass & J Lefton.

Officers: M Duong (Deputy Clerk), J Shearman (Admin Officer – comms) & P Evans (Council Manager).

1. Welcome & Apologies

C Diskin welcomed everybody.

Apologies were received from J Maizels. It was noted that R Wilkins had stepped down from the working party.

2. Agree the minutes of the last meeting – 2 November 2022.

These were agreed.

3. Update on actions agreed at last meeting

An update had been circulated prior to the meeting. It was noted and the following items were discussed further:

The Radlett Youth Council had asked why J Trevesbrown wished to attend their meeting. It was noted that this was to discuss with them the potential Youth Club for Radlett. **Action -- will feed this back to RYC and will look to invite J Trevesbrown to the next meeting.**

Dementia awareness

Various posts on social media, website etc during December.

4. Update on 'Accessibility Audit' commissioned by the working party.

An initial draft copy of the audit had been circulated the day before the meeting. Some initial thoughts were that, whilst the working party accept that this is a draft it would be right for the working party to feedback some thoughts in order that the final report is useable. Some thoughts are that;

- The report needs to include the context as to why and what they were appointed to do.
- The group need to add who they are and what qualifications they have to carry out such a report.

ACCESS FOR ALL WORKING PARTY

- What are the actions that can be taken?
- Cross reference to what they were asked to do by the working party, has it been covered.
- A conclusion

Action –

- a) Members to look at the audit and feedback to PE their thoughts by 15 February 2023.**
- b) PE/CD to collate these and feedback to Watford Disability.**

5. Radlett Railway Station

P Evans reported that he had chased Govia/Network Rail following the bid for funding for the lifts made in October last year. He had been told that a decision would be made in Spring 2023. There was a discussion regarding what further action could be carried out.

J Trevesbrown, suggested that a petition is started to put pressure on the owners of the station, but others felt that this might not achieve anything at this time but could be considered in future.

As O Dowden MP had stated that he was in favour of the lifts, the following action was agreed

Action –

- a) Write to O Dowden MP to ask him to speak to his colleague overseeing railways regarding the need for lifts at Radlett Station.**
- b) To ask for a meeting with O Dowden MP at his next constituency surgery.**

6. Carer Survey - next steps/ timings now permission is granted.

Members asked what the group hoped to achieve with this survey. This was discussed further with the consensus being that it was to understand what carers living in Radlett need, once this is ascertained then the group can see how they can help, and also where bridges can be built.

Action – C Diskin to put some initial thoughts which will be circulated by J Shearman.

ACCESS FOR ALL WORKING PARTY

7. Next Awareness Milestone.

M Duong stated that the next date is Autism in April. There was a short discussion regarding this, and it was agreed to involve Radlett Lodge School.

Action – C Diskin to write to Radlett lodge School to ask for input towards an APC plan for Autism Awareness.

J Trevesbrown also asked if the working party was considering holding an event for Disability Awareness in December.

Action – This to be put on the next agenda.

8. Phillimore Rec Improvement Project – Phase 3 – Children's Play Area

Nothing further to report.

9. Phillimore Rec Improvement Project – Phase 1 –The Café.

Nothing further to report.

10. Dementia events.

M Duong reported that APC officers had received training in the past from Hertsmere Borough Council on dementia but nothing further had been carried out. C Diskin stated that there was a class in Borehamwood and she will get more details.

Action –

a)C Diskin to forward details of this group to M Duong.

b)M Duong to contact Communities First to see what they offer.

11. The King's Coronation.

C Diskin updated members on the APC plans for the coronation day at Phillimore Rec especially regarding accessibility, car parks etc.

12. AOB – How do AWP get items put on the agenda.

ACCESS FOR ALL WORKING PARTY

C Diskin added that if anyone had anything for the next agenda to send it to P Evans not her.

J Trevesbrown to write an article for Around Radlett re the Youth Club – **Action – send this to M Duong.**

J Trevesbrown raised concerns that the bus timetable was no longer printed and persons have to go on line or check the electronic boards at the bus stops – but most of those in Radlett are not electronic. –

Action – J Trevesbrown to pass details of those bus stops without electronic timetables to P Evans who will investigate.

13. Next meeting – 30 March 2023 at 1.10pm

There being no further business the meeting closed at 2:33pm

ChairmanDate

PHILLIMORE PARK IMPROVEMENTS – PHASE 3 CHILDREN’S PLAY AREA WORKING PARTY

DRAFT Minutes of the meeting of the **PHILLIMORE PARK IMPROVEMENTS – PHASE 3 CHILDREN’S PLAY AREA WORKING PARTY** held at 10.00am on 10 February 2023, via zoom conferencing.

Present: H Jones (Chairman) & C Diskin.

Officers: P Evans (Council Manager), M Duong (Deputy Clerk), S Heighton (Admin-Open Spaces), J Shearman (Admin—Communications) & D Jenkins (P&OS Team Member).

1. Apologies – everyone was present.

2. Agree minutes from 20 January 2023.

These had been circulated prior to the meeting and were agreed to be a true record of what was discussed. These will be signed by the chairman when she is next in the office.

3. Feedback from visits to other park facilities and how this might influence the tender document for Phillimore Rec – Johanna/Dave

J Shearman showed a power point presentation on the nine parks that she and D Jenkins had visited the previous week. There were a variety of sizes as well as condition and types of equipment in place.

There was also a mixture of materials such as wood and metal, and both D Jenkins and J Shearman reported that wooden equipment, whilst it appears good at first soon fades and then looks tired. D Jenkins added that it was difficult for the Open Spaces Team to obtain wood stain that could be applied to the wooden equipment that APC already have, whereas paint could easily be sourced and then applied by the team.

J Shearman went through each park pointing out the equipment and what she and D Jenkins opinions were. Members asked questions for clarity and also gave some thoughts as to what may work in Phillimore Rec.

J Shearman and D Jenkins were thanked for their presentation. There followed a general discussion before the following were agreed as priorities.

- Yellow entrance gates are key to highlight the entrance/exit
- General signage is key pointing out the rules of the area and the age of children that can use the equipment.
- The pathway around the equipment and to it will be 'Braedon gravel' not tarmac or wet pour.
- Wet pour to be used under the equipment as robust and can be colourful

PHILLIMORE PARK IMPROVEMENTS – PHASE 3 CHILDREN’S PLAY AREA WORKING PARTY

- That the equipment should be segregated by age, with the toddler area being fenced possibly.
- That a dog area within the site is not necessary (no other parks provided them), however, posts should be provided near the café with clear signage that shows that is what they are for.
- Look to place the swings together – see what play manufacturers think. Also use bucket/basket seat types.
- Look to install more benches/seats to designate a picnic area with recycle bins nearby.

It was also requested that the play manufacturers are asked to show what sensory activities they provide as a separate item.

4. Feedback from Radlett Lodge School visit – Peter/Monika Feedback on Survey – J Shearman

M Duong showed some pictures of the school’s equipment. She added that the school visit Phillimore Rec a lot because the children can run around a lot as the play area is so large.

The school equipment tends to be swings of the basket/log type as this helps with sociability as more than one person can use it at a time. She added that the school’s feedback is that there is not enough equipment for the older children, and are looking forward to seeing the café in place as it will mean they can stay at Phillimore Recreation Ground longer, as they can provide drinks and snacks.

5. Next Steps.

P Evans stated that the Open Spaces Team had started to reduce the hedge alongside the pathway that looks into the Children’s Play Area. It is now level in places to the top of the wire fence. This has made quite a difference to visibility and everyone was asked to visit the area.

There was a short discussion regarding external funding, it was agreed that it will be easier to apply for these once some plans are in place.

P Evans stated that he will amend the tender document to reflect the actions and circulate this for comment before the full council.

6. Date for next meeting. TBA after full council.

There being no further business the meeting closed at 10.59am

Chairman

Date



ALDENHAM PARISH COUNCIL

PHILLIMORE RECREATION GROUND

CHILDRENS PLAY AREA IMPROVEMENTS

DESIGN BRIEF AND SPECIFICATIONS

1. Introduction and Preliminaries

The purpose of the brief is to obtain an overall plan that will update the play equipment with new and replacement surfacing at Phillimore Recreation Ground, Gills Hollow, RADLETT, WD7 8DA. The idea is to provide a budget for the overall concept as well as each element so that this could be either carried out as a whole or in a phased manor.

2. Project Summary and Budget

The Council is inviting proposals for the following works:

- a) Provide an overall plan for the children's play area which will segregate the area by age and will include
- b) Removal of two pieces of equipment and dispose off site. (see attached sheet)
- c) Replace existing surfacing under current equipment as stated on the attached sheet.
- d) Provide new equipment and surfacing to include:
 - DDA flush roundabout to replace the current one.
 - sensory equipment
 - small trampoline
 - one set of swings for younger and one set for older users (basket/tyre /tandem swing)
 - multiply equipment for younger users , designated area for toddlers
 - consideration of barrier around swings to reduce possibilities for accidents

An itemised quotation is required to identify all costs together with an illustrated layout for design purposes which will be assessed on a quality / play value basis as well as on price.

A final local public review/presentation to be carried out by the chosen bidder to ensure it meets with local user expectations.

A funding ceiling of £100,000 (exclusive of vat) has been set initially, and this includes for all design work, supply of new equipment, surfacing (new and replacement), the removal of some existing equipment (including surfacing), and security fencing needed for the duration of the work. Please see the *Appendix 1, Work specification* and *Appendix 2, Actions needed* for further details.

3. Phillimore Park Design Specification Brief

- Aim – to provide play equipment which is inclusive for all and maximise the play experience. The equipment should incorporate the play values of adventure, imagination, excitement and physical dexterity, with the junior area containing some challenging equipment.
- All works and equipment must comply with all requirements of British and European standards guidelines BSEN1176 and BSEN1177.

Aldenham Parish Council has held various public consultation events including surveys etc from these, the following equipment were favoured:

- Roundabouts – these to be inclusive.
- Swings – inclusive bucket swings particularly popular
- Long climbing frame/adventure trails incorporating tunnels and slides
- Tunnels - but positioned off the floor because of drainage and set in concrete/steel/grass mound
- Slides – not as high as current ones
- Sensory equipment for young people particular those with disabilities.
- Trampoline. But drainage must be considered
- Benches - space to be left for benches, to be provided by Aldenham Parish Council, possibly installed by the successful contractor.

The council will not consider:

- Sand pits or splash parks.

Consideration must be given to the effect of the play equipment installed on the adjacent residential properties.

4. General Specification Considerations

4.1 The Site

The suitability of the site upon which the play area is constructed is the single most important design criterion. It should provide a safe and pleasant environment and equipment should be located in an appropriate position to allow efficient and effective use of the site.

The current site has a miss-match of equipment suitable for different age groups, this project will try to start to address this by placing age related equipment together in one area.

4.2) The General Layout

There are a number of criteria to be considered when determining the layout of the site, some of which will be affected by the location of the site. The play area must be laid out in such a manner as to ensure:

- a). Recommended Minimum Use Zones are provided around all equipment. All approved manufacturers should make provision for recommended areas for each piece of equipment they produce.

- b) Adequate space be allowed between all Minimum Use Zones and walls, fences and other equipment.
- c) Equipment should be positioned to ensure that desire lines (i.e. the shortest distance between benches, entrances and other pieces of equipment) do not run under swings etc. Moving equipment should generally be sited away from entrances.

5. Equipment

A range of equipment should be provided to suit 1. Toddler aged children and 2. Junior aged children.

Equipment shall conform to the following general requirements:

- a) Installed by an approved contractor or competent person in accordance with the manufacturer's instructions.
- b) Manufactured in accordance with the requirements of British Standard BSEN1176 and BS5696.
- c) Swings shall be of a compact design to reduce the area of safety surfacing required.

Equipment shall conform to the following specific requirements:

- d) Slide chutes shall be manufactured in one continuous piece, with no joints.
- e) Equipment incorporating slides shall provide platforms with adequate space to allow children to stand or queue.

6. Surfacing

On site there will be a discussion regarding surfacing, but anything suggested must be permeable in nature. It must also be impact absorbing material where provided under all moving equipment and any static equipment from which a fall of 600mm or more is possible. The use of tarmac and concrete will not be allowed, including the surrounding pathway.

- a) Installed to the minimum areas specified in BS5696 and BSEN1177: Impact absorbing playground surfacing: safety requirements and test methods.
- b) Be of a material, type and a thickness to meet critical fall height testing requirements of BS7188.

7. Site visits

Aldenham Parish Council will be holding site visits on Thursday 23 and Friday 24 March by arrangement only for bidders interested in submitting a bid. Please email Johanna Shearman admincomms@aldenham-pc.gov.uk to request a site visit. At this visit APC would also like to discuss as a separate matter;

- Cost of providing a pathway from the entrance around and leading to each piece of play equipment (this will be a separate price)

- To look at the existing zip wire and cost of replacement or improvements requested during recent surveys
- Cost of relocation of some pieces of existing pieces of play equipment (again separate quote required).

8. Requirements of quote

The plan/quote will be on a fixed price basis and itemised between equipment, supply and installation. The submission is to include: -

- Itemised quote, pricing schedule, payment phasing
- Layout plans at A3, area used and overall dimensions
- 3-D layouts to show all equipment proposed at A3
- Recommended safety surfacing
- Recommended fencing
- Equipment by age grouping
- Landscaping proposals
- Programme of work
- Method statement describing sequence of operations
- Final local consultation with play area users

N.B. With regard to layout plans and 3-D layouts these will be required in A3 format. No large-scale plans required at this stage.

(The successful bidder will be required to display an A1 size information board showing the selected design throughout the construction phase.)

The tender should also cover:

- Assumptions and exclusions
- Appropriate warranties for the equipment and installation
- Spares availability
- Site restrictions and requirements of the Bidders during the works
- Company capabilities in providing similar installations
- Key contact details

9. Costs

All costs, expenses and liabilities incurred by bidders in connection with the preparation and submission of any quotation shall be borne by the bidders.

10. Quotation submission

The deadline for submitting **hard copy** quotations and plans is **5pm on Friday 28 April 2023**. All documents to also be supplied on a USB flash drive to be delivered with the quotation. Any quotations received after this date will not be considered. Plans and quotations to be sent to:

Peter Evans
Council Manager
Aldenham Parish Council
First Floor, The Radlett Centre
1 Aldenham Avenue
RADLETT
WD7 8HL

Please note: the packaging containing the plans/quotations tender must be clearly marked **“Plans for new play areas at Phillimore Recreation Ground”** on the outside. This is in the interests of fairness, to ensure all plans/quotations are opened at the same time.

11. Next steps

The working party will consider all plans and estimates within one month of the tender submission date and will then approach those companies that they wish to consider further.

DRAFT



Minutes Planning Committee

Date 23/01/2023
Time 19:30 - 21:30
Location Meeting Room 2
Chair Cllr M Cherry
Attendees Cllr E Samuelson, S Khawaja, A Robinson & G Taylor (co-opted member)
Officer S Heighton (Admin – OS)
Also present were 3 members of the public

1 Apologies for absence.

Minutes:

All members were present

2 Declarations of interest on any item on the Agenda.

Minutes:

None

3 To confirm the Minutes and appendices of the meeting held on 9th January 2023

Minutes:

The minutes of the meeting on 9th January were confirmed and signed by Cllr M Cherry 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:

Cllr M Cherry suspended standing orders so that members of the public could address the committee. 2 members of the public raised concerns regarding agenda item 5.b, 22/2127/FUL - Elstree Aerodrome, Hogg Lane and 1 member of the public raised concerns regarding agenda item 5.i, 23/0025/VOC - 10 Aldenham Avenue. Members asked questions for clarification, before the members of public were thanked for their attendance and standing orders were then resumed. Cllr M Cherry suggested that agenda item 5.b, was considered next and agenda item 5.i after, which was agreed

5 Planning Applications

5.a 22/2136/HSE - 22 Cobden Hill Radlett – Proposal: Demolition of existing detached garage, construction of part single/part two storey rear extension, and alterations to fenestration. Internal re-configuration to existing annexe, with new mezzanine floor and insertion of dormer windows to create additional habitable accommodation. Revised application to 22/1610/HSE

Minutes:

No Objection

5.b 22/2127/FUL - Elstree Aerodrome Hogg Lane Elstree – Proposal: New internal access road connecting to permitted highway access off Aldenham Road

Minutes:

Object

a) This application is the third application made on this proposal, all under different pretences for this development. The previous application 22/0225 was under the pretence of an emergency access road needed for emergency vehicles to service the aerodrome and have direct access to the runway. This no longer appears to be necessary and the applicant no longer needs it for this specific purpose.

b) The proposal is for a new tarmac road for emergency vehicles, which is in the Green Belt. Very Special Circumstances have not been justified.

c) The NPPF states that development in the Green Belt is inappropriate except in very special circumstances. This proposal is deemed as inappropriate and harmful to the Green Belt, so should not be approved as expressed in the framework.

d) The SADM Policies plan - 6.16 states that "When considering proposals for new development it is important that the Council has regard to their compatibility with the future operation of the Aerodrome". The future planning of the aerodrome has not been provided, so this application should be refused.

e) SADM41 – The Council will consult with the Elstree Airport Licensee on relevant proposals for development. It will only permit development proposals which (i) will not compromise the Aerodrome's operational integrity and general safety and (ii) are compatible with the continued use of the site as an aerodrome. The road is no longer going to the runway and there are no details of future plans, so these conditions are no longer met.

f) SADM 24 - shows the key Green Belt sites for infill purposes. A small blue hatched area is included in the drawings for infill development. This application is not near that area, as it is on the opposite side of the runway. Therefore, inappropriate.

g) The design and access statement as part of the material supporting this application identifies the real reason for this road and that it is to service land they believe has permitted development rights.

h) Policy SADM 16 is also in breach as the new road is in a flood zone area. It states that the scheme 'should achieve the greenfield run off rate, or as close to it as practical.'

i) There is no assessment or safety to footpath users in which should be screened to improve environmental quality as stated in SADM 26. There is also no reference to the footpaths in this application.

j) SADM41 – The Council will consult with the Elstree Airport Licensee on relevant proposals for development. It will only permit development proposals which (i) will not compromise the Aerodrome's operational integrity and general safety and (ii) are compatible with the continued use of the site as an aerodrome. The road is no longer going to the runway and there are no details of future plans, so these conditions are no longer met.

k) The aerodrome has been running with very few incidents occurring. There have only been 2 fire call outs in the past 8 years. This therefore shows that there are no very special circumstances to build a road on the Green Belt.

l) This application has many negative impacts on the area, so members believe that this application should therefore be called into Full Planning Committee.

5.c 22/2155/HSE - 6 Meadow Mead Radlett – Proposal: Conversion of garage to form habitable space, part two storey part single storey rear extension, two storey front extension and alterations to fenestration

Minutes:

No Objection

5.d 22/2151/HSE - Oakleigh Willow Way Radlett – Proposal: Single storey rear extension and front porch

Minutes:

No Objection

5.e 22/2144/HSE - 25 The Ridgeway Radlett – Proposal: Conversion of garage to habitable space, construction of single storey front extension, single storey rear extension to include enlargement of existing balcony at first floor level and alterations to fenestration. Roof alterations to include insertion of dormer to both side elevations and 2 x dormers to rear elevation to provide additional loft accommodation

Minutes:

No Objection - although Members questioned whether there is too much overlooking from the balcony.

- 5.f 23/0019/HSE - 37 Gills Hill Radlett – Proposal: Single storey front extension with pitched roof, 4 x front roof lights, 1x roof light to each side, porch canopy and relocation of front entrance; insertion of doors to rear elevation**

Minutes:

No Objection

- 5.g 22/1449/HSE - Greenlands, Common Lane, Radlett – Proposal: Removal of existing windows and installation of replacement new double-glazed windows to front elevation**

Minutes:

No Objection in principal - APC acknowledge that Hertsmere will take their own heritage advice.

- 5.h 22/1465/HSE - Greenlands, Common Lane, Radlett – Proposal: Demolition of existing outbuilding and erection of new detached, garden room with basement level to rear garden**

Minutes:

No Objection

- 5.i 23/0025/VOC - 10 Aldenham Avenue Radlett – Proposal: Application for variation of condition 14 (plans) to allow for erection of new integral garage to 3 x detached dwellings following grant of planning permission 21/0932/FUL and 22/0011/VOC**

Minutes:

Object

a) The proposal is in breach of the boundary spacing, as the dwelling should be at least 1m from the boundary. It is already a very tight and overbearing development which is in contradiction to SADM30.

b) The Radlett Neighbourhood Plan has been breached in regards to policy HD3 - 'Respecting and enhancing local townscape and landscape character and patterns - 'Development proposals are required to reflect and respond positively to local townscape and landscape character. Development within the settlement of Radlett should have regard to the Radlett Character Assessment and Radlett Design Code. All development must respect local character and residential amenity.'

c) The houses already have poor amenities and the garages promote further openness.

d) The description of the proposal is incorrect, as the garages are not integral, as the new buildings are not part of the existing building,

- 5.j 22/1708/HSE - 89 Gills Hill Lane – Proposal: Single storey front extension, part single/part two-storey side and rear extensions. Conversion of loft to habitable room with hip to gable roof alterations, rear dormer with Juliet balcony, and front roof light, and construction of outbuilding to rear garden. (Amended Plans Received 16/12/22) (Amended Plans Received 12/01/2023) Amended Description 12/01/2023)**

Minutes:

Object -- APC objected to this application previously and our comments still stand:

- a) The new proposal does not maintain the building line at the front which is not compliant with SADM30.
- b) The proposal is contrary to the Radlett Neighbourhood Plan, in regards to the verdant nature at the front garden and not being maintained. Design code 3.46 (d) 'Ensuring that new homes are designed such that spaces in front of them contribute to the verdant character of the area. Ensuring that hard surface coverage within housing plots be limited and hard surfacing be permeable.'
- c) It is in breach of Design Guide EKP-4 'Dormer windows should be as small as possible, providing light from the room rather than enabling a large amount of floorspace in the roof to be used. In most cases the dormer, should not take no more than 60% of the roof slope. Dormers should be located within the rear roof slope'.
- d) The proposal for the gable ended roof would balance up the appearance of the two semis, although there would be an extended ridge line.
- e) The proposal does not comply with the Design Guide being 1m from the boundary.
- f) The 2 - storey extension also does not comply with the 2m rule.

6 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.

- 6.a 22/1447/LBC - Greenlands, Common Lane, Radlett – Proposal: Removal of existing windows and installation of replacement new double-glazed windows to front elevation (Application for Listed Building consent)**
- 6.b 22/1459/LBC - Greenlands, Common Lane, Radlett – Proposal: Demolition of existing outbuilding and erection of new detached, garden room with basement level to rear garden (Application for Listed Building consent)**

7 Planning decisions by Hertsmere Borough Council

Minutes:

These were noted.

7.a 22/1058/HSE - 12 Manor Court , Common Lane, Radlett – HBC decision was Grant Permission – APC comment was No Objection

8 Date of next meeting Monday 6th February 2023

Minutes:

There being no further business the meeting closed at 8.30pm.

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



Minutes Planning Committee

Date 06/02/2023
Time 19:30 - 21:30
Location Meeting Room 2
Chair Cllr M Cherry
Attendees Cllr E Samuelson, S Khawaja & G Taylor (Co-opted member)
Officer S Heighton (Admin – OS)
Also present was 1 member of the public

1 Apologies for absence.

Minutes:

Apologies were received from Cllr A Robinson

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

Minutes:

None

2.b Members must also declare any other pecuniary or non-pecuniary interests they have in any matter to be considered at this meeting.

Minutes:

Cllr E Samuelson declared a non - pecuniary interest in agenda item 5.f, 23/0104/HSE as the applicant is known to her

3 To confirm the Minutes and appendices of the meeting held on Monday 23rd January 2022

Minutes:

The minutes of the meeting on 23rd January were confirmed and signed by Cllr M Cherry 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:

Cllr M Cherry suspended standing orders so that the member of public could address the committee. The member of public raised concerns regarding agenda item 5.h, 23/0089/VOC - 39 Watford Road. Members asked questions for clarification, before the member of public was

thanked for their attendance and standing orders were then resumed. Cllr M Cherry suggested this application was considered next which was agreed.

5 Planning Applications

5.a 23/0052/ADV - 82 Watling Street, Radlett – Proposal: Replacement of existing signage with 3 x externally illuminated fascia signs and 1 x externally illuminated projection sign (Application for Advertisement consent).

Minutes:

No Objection

5.b 23/0081/HSE - 11 Folly Close Radlett – Proposal: Replacement of existing balcony with new pitch roof to front elevation, replacement of existing balcony door with window

Minutes:

No Objection

5.c 23/0049/HSE - 19 Cragg Avenue Radlett – Proposal: Construction of single storey side and rear extension and front porch extension

Minutes:

No Objection

5.d 22/2099/FUL - 103 Gills Hill Lane Radlett – Proposal: Redevelopment of site to include two storey front extension, first floor side extension, conversion of loft to form habitable space including roof alterations and rear dormer and alterations to fenestration to provide 3 x 2 bed flats

Minutes:

Object --

a) The proposal is in breach of the Radlett Neighbourhood Plan Design Codes D, H and I

(i) Front Gardens - 'Ensuring that new homes are designed such that spaces in front of them contribute to the verdant character of the area. Ensuring that hard surface coverage within housing plots be limited and that hard surfacing be permeable. Achieving biodiversity gains and actions to prevent flood risk.

(ii) Highway boundaries - 'Ensuring that boundary treatments reflect the prevailing character of boundaries, with special attention to retaining open character and green hedges, and avoiding boundaries that appear unduly dominant'.

(iii) Grass verges and highway trees - 'Respecting grass verges and street trees.

- b) The drawings do not show adequate bin or cycle provisions, which is in breach of the Design Guide.
- c) The parking arrangements do not work as highlighted by the Highways, as one vehicle cannot exit the site, unless another vehicle is moved.
- d) The dormer windows are 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. This therefore, lends itself to overlooking into the gardens of Spencer Court and Loom Lane.

5.e 23/0087/HSE - 45 Battlers Green Drive Radlett – Proposal: Single storey rear extension

Minutes:

No Objection - but it does breach SADM30 Design Guide with the 45° line from the next door dwelling. Members also suggested it would be better for the boundary wall to be made of glass than brick, to allow light through into next door.

5.f 23/0104/HSE - Shenley Cottage Waterside Radlett – Proposal: Single storey rear extension, installation of external insulated render and alterations to fenestration

Minutes:

No Objection

5.g 22/1576/HSE - 14 Beech Avenue, Radlett – Proposal: Part single, part two storey rear extension and alterations to fenestration. (Amended Plans received 19/01/2023).

Minutes:

No Objection - as long as the arboriculturist is satisfied.

5.h 23/0089/VOC - 39 Watford Road Radlett – Proposal: Application for variation of condition to allow for removal of condition 3 (removal of glass balustrade) following grant of planning permission 22/0403/HSE.

Minutes:

Object --

- a) The glass balustrade should have never been constructed as it breaches the planning consent
- b) The proposal is in breach of Design Guide D, in terms of privacy and overlooking. This would be intrusive on the privacy of the neighbours and would have a negative impact on the enjoyment of their amenity space
- c) The application is contrary to the SADM30 design principles
- d) The proposal is in contravention to Design Guide EKP- 6 Window and door design 'The design, position and size of windows and doors on

front and rear extensions should reflect the existing windows and doors. To avoid direct overlooking of neighbouring properties , windows and doors should only be placed in the rear wall of the extension.'

e) Members of the committee ask that the applicant should not be allowed an extension of time.

5.i 23/0101/HSE - 7 Hawthorne Road Radlett – Proposal: Single storey front, first floor side, part single part two storey rear extension including new basement level with swimming pool, insertion of chimney stack to rear, alterations to fenestration and rear terrace at ground floor level

Minutes:

Object --

a) The rear of the terrace and screening will breach the 45° rule with next door.

b) There will be considerable overlooking from the juliet balconies.

c) The 2m rule at first floor level is breached and also the 1m and 2m rule in the Design Guide, in terms of separation from the boundary.

d) This proposal is also contrary to the Radlett Neighbourhood Plan Design Code E - Spacing between building and boundary 'Providing sufficient space between dwellings'.

5.j 23/0106/HSE - 32 The Avenue Radlett – Proposal: Construction of part single, part two storey side extension, first floor front infill extension linking existing garage to main dwelling, conversion of garage to habitable space and alterations to fenestration

Minutes:

Object --

a) There are no drawings to show that there will be adequate car parking, following the loss of the garage.

b) The proposal is in breach of the Radlett Neighbourhood Plan Design Code E - Spacing between building and boundary 'Providing sufficient space between dwellings', in terms of the 1st and 2nd floor with the neighbouring properties.

c) There needs to be some air space within the 2 buildings, so the 2nd floor should be brought in.

d) The 2m rule at the front of the building is also in breach.

5.k 23/0095/FUL - Lychgate The Warren Radlett – Proposal: Demolition of existing house and construction of a detached 7 bedroom dwelling to include habitable accommodation in the roof space and at basement level. Associated hard and soft

landscaping, with the creation of a carriage driveway and electronic security gates

Minutes:

Object --

- a) The proposal appears to have a crown roof which is in contravention to Design Guide D
- b) The application does not comply with SADM30, Design Guide E in terms of mass, scale and bulk as there is considerable over development
- c) The 2 balconies and terraces will cause considerable overlooking, which is in breach of Design Guide E and D.
- d) The boundary spacing of 2m at 1st floor is in breach of the Design Guide.
- e) The Radlett Neighbourhood Plan Design Code has been breached in terms of:
 - (i) Gates - 'Ensuring that gates and entrances requiring planning permission respect local character and do not dominate their surroundings
 - (ii) Spacing between building and boundary - 'Providing sufficient space between dwellings'
 - (iii) Front gardens - ' Ensuring that new homes are designed such that spaces in front of them contribute to the verdant character of the area. ensuring that hard surface coverage with housing plots be limited and that hard surfacing be permeable. Achieving biodiversity gains and actions to prevent flood risk.'

6 Planning decisions by Hertsmere Borough Council

Minutes:

These were noted

- 6.a 22/1913/HSE - The Fourtrees, Common Lane, Letchmore Heath, Watford – HBC decision was Grant Permission – APC comment was No Objection**
- 6.b 22/1914/LBC - The Fourtrees, Common Lane, Letchmore Heath, Watford – HBC decision was Grants Consent**
- 6.c 22/1400/FUL - 243 & 243A Watling Street, Radlett – HBC decision was Grant Permission – APC comment was No Objection**
- 6.d 22/1293/CLE - Little Simpsons, New Road, Letchmore Heath – HBC decision was "Grant Lawful Certificate (existing) – APC comment was No Objection**

- 6.e 22/1975/HSE - 13 Homefield Road, Radlett – HBC decision was Grant Permission – APC comment was No Objection**
- 6.f 22/1824/HSE - 2 Penne Close, Radlett – HBC decision was Grant Permission – APC comment was No Objection**
- 6.g 22/1601/FUL - 6 Hawtrees, Radlett – HBC decision was Grant Permission – APC comment was No Objection**
- 6.h 22/2007/HSE - 37 Gills Hill, Radlett – HBC decision was Grant Permission – APC comment was No Objection**

7 Date of next meeting Monday 20th February 2023

Minutes:

There being no further business the meeting closed at 8.50pm.

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