

Bundle Full Council Meeting 25 March 2024

Agenda attachments

Agenda Full Council Meeting 25 Mar24

Front sheet for Full Council

- 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 26 February 2024. (in accordance with standing order 12c)
Full Council Minutes 26 Feb24
- 5 Managers Report.
Managers Report FC -- Mar24
- 6 Chairman's Announcements.
- 7 To consider placing a pathway linking the play equipment in the Children's Play Area in Phillimore Rec
Pathway in Childrens Play Area -- Ag item 7 -- Mar24
- 8 To review the allotment track project
Allotment track review -- Ag item 8 -- Mar24
- 9 To decide any action that is to be taken on the judicial review requested by the developer of the 'Land to the South of Shenley Hill'.
Land South of Shenley Hill Appeal -- Ag item 9 -- Mar24
- 10 To authorise the payment of accounts for March.
- 11 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).
- 11.a Planning Committee meeting 4 March 2024.
Minutes Planning Committee 4th March 2024
- 11.b Finance & General Purposes Committee meeting 11 March 2024.
Draft Finance and General Purpose Committee Minutes 2024-03-11
- 12 To receive and adopt the minutes and recommendations of the RNP -- Community Projects—Cycling/Footpaths working party meeting 26 February 2024.
RNP Cycling Footpaths WP minutes -- Feb24
- 13 Items of interest from Minutes of other authorities (for information only)
- 14 To declare a vacancy on the council which will be filled by co-option.
- 15 To discuss a complaint regarding the planning committee minutes of 19 February 2024
- 16 To receive an update on the Phillimore Rec Improvements -- Cafe Project.
Verbal report on the night



ALDENHAM PARISH COUNCIL

Agenda Full Council Meeting

Date 25/03/2024
Time 19:30 - 22:00
Location Douglas Hicks Meeting Room The 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 25 March 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.**
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- 8 To review the allotment track project**
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 - 13 Items of interest from Minutes of other authorities (for information only)**
 - 14 To declare a vacancy on the council which will be filled by co-option.**
- 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.
- 15 To discuss a complaint regarding the planning committee minutes of 19 February 2024.**
 - 16 To receive an update on the Phillimore Rec Improvements -- Cafe Project.**

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: 19 March 2024

To: All members of Full Council

Dear Councillor,

A Meeting of the Full Council will be held on Monday 25 March 2024 at The Radlett Centre, 1 Aldenham Avenue, Radlett, WD78HL at 7.30pm.

The Agenda is attached, please note that after Agenda item 14 has been concluded that the Chairman will make the following announcement which will relate to agenda items 15-16.

**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

TUESDAY 2 April 2024 -- Planning Committee meeting – 7.30pm in Radlett Centre.

Monday 8 April 2024 – Full Council meeting – 7.30pm in Radlett Centre.

THURSDAY 11 APRIL 2024 – APC EASTER EVENT -- Phillimore Recreation Ground – 1.30pm – 3.30pm.

Monday 15 April 2024 -- Planning Committee meeting – 7.30pm in Radlett Centre.

WEDNESDAY 17 April – King Georges Fields Radlett Trust Board meeting – 7.30pm – via zoom.

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, C Diskin , S Ali, S Benjamin, R Rosehill, T Butwick, C Woolf.



ALDENHAM PARISH COUNCIL

DRAFT Minutes Full Council Meeting

Date 26/02/2024
Time 19:30 - 22:00
Location Douglas Hicks Meeting Room. The Radlett Centre, 1 Aldenham Avenue, RADLETT.
Chair Cllr H Jones
Attendees Cllrs J Graham, S Benjamin, E Samuelson, C Woolf, S Ali, R Rosehill, S Khawaja & T Butwick.
Officers P Evans (Council Manager)
Also attending was one member of the public.

1 Apologies for absence.

Minutes:

Apologies were received from Cllrs D Lambert & C Diskin.

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 C Woolf declared a non-pecuniary interest in agenda item 9 as he is a member of the Patchetts Green Residents Association.

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

Minutes:

Cllr H Jones suspended standing orders so the member of the public could address the council. As the item that he wished to speak on was not on the agenda, Cllr H Jones used her discretion.

The member of the public spoke about the council decision not to support the petition served by him and others to have a public right of way added to the KGV Playing Fields. He asked the council to

reconsider its decision. The member of the public was informed that per the councils standing orders this could be carried out in April. The member of the public stated that this could be too late. He was thanked for his comments and standing orders were then resumed.

4 To approve and adopt the minutes of the extra ordinary meeting held 19 February 2024. (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 report, which was an update on progress on previous resolutions had been circulated prior to the meeting.

6 Chairman's Announcements.

Minutes:

Cllr H Jones stated that she had received a letter of resignation from Cllr D Nygate so Hertsmere Borough Council (HBC) will be informed to start the process of advertising the vacancy.

She added that, due to the weather the 'Grand Opening' of the Children's Play Area at Phillimore Rec was postponed. It is hoped that there will be an event during the Easter holidays.

Cllr H Jones also reported that Aldenham Parish Council (APC) had been informed that the developer of the 'Land to the South of Shenley Hill' has lodged an appeal (judicial review) on the decision made by the planning inspector. Councillors did discuss this and asked the Council Manager (CM) to inform Rt Hon Oliver Dowden MP of this.

7 To consider forming a working party to investigate possible implementation of policy RV2 -- Medical Services of the Radlett Neighbourhood Plan

Minutes:

A report on this matter was circulated prior to the meeting. Councillors agreed that this should be a priority bearing in mind that this was mentioned during the planning appeal regarding the 'Land to the South of Shenley Hill'. After further discussion it was

Resolved

a) That APC form the RV2 –Medical Facilities working party

with at least two APC councillors who will be Cllrs E Samuelson & T Butwick.

b) That APC advertise for volunteers from within the parish to join the working party.

c) That APC approach the developer of Regency House regarding their current plans for the site.

8 To consider the erection of two benches in the parish in recognition of past Chairman of the council

Minutes:

A report on this matter was circulated prior to the meeting. Councillors agreed that to honour these former members of the council who had given much to the parish. It was also recognised that the benches on the High Street were in a poor state of repair, and HBC had stated that they will remove them, but will not replace. Councillors added that this service will need to be provided by APC going forward, when funds are available. It was then;

Resolved

a) That a bench is purchased, which is placed on the High Street, outside Silvermans butchers, with a plaque recognising N Payne.

b) That a picnic bench is purchased and placed in Phillimore Rec, with a plaque recognising J Howley.

c) That funding for these is allocated from CiL receipts.

d) That APC review annually whether it can add to the number of benches in the High Street which will be dedicated to other former chairman of the council who have been very active within the parish.

9 To receive a request from Patchetts Green Residents Association for a defibrillator for the area.

Minutes:

A report on this matter had been circulated prior to the meeting. Councillors discussed this report and agreed that if this is provided then there will be one in all the larger villages within the parish. After a short discussion it was

Resolved

a) That APC purchases a defibrillator which will be provided for Patchetts Green and located on the external wall of the Three Compasses Public House.

b) That APC apply for a grant towards the purchase of the defibrilator from the government scheme.

- c) That APC approaches the HBC ward councillors for funding of £200 each if possible from their WIIS.
- d) That APC fund any shortfall of funding to purchase and install the defibrillator.

10 To consider the letter received from Cornerstone solicitors regarding their request for a site investigation at Phillimore Rec for a possible phone mast.

Minutes:

A report on this matter was circulated prior to the meeting. Councillors were concerned that yet again this company were aggressively investigating the placement of a telecoms mast in Phillimore Rec. After a long discussion it was

Resolved

- 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.
- 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.
- 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.

11 To consider the Herts County Council consultation on a proposed 20MPH speed limit within Letchmore Heath

Minutes:

The consultation letter and map had been circulated prior to the meeting. Councillors were concerned that the 20MPH limit did not include Aldenham School as this has been a reason for introducing these restrictions in other areas. The CM was asked to point this out to HertsCC.

12 The Full Council is asked to receive and adopt the minutes and approve publication on the Council website of the Planning Committees meeting 19 February 2024 (In accordance with Standing Order 6.4.8).

Minutes:

Cllr E Samuelson asked if under minute number 5e d) the words 'Building Materials' are added after 'Code F'. These amended minutes of the Planning Committee meeting of 19 February 2024 were then adopted

13 To receive and adopt the minutes and recommendations of the following working parties.

13.a Access for All working party meeting -- 31 January 2024

Minutes:

Cllr C Diskin was not available to introduce these minutes. However, councillors recognised the work of the working party and these minutes were then adopted.

13.b Events working party meeting -- 6 February 2024

Minutes:

These minutes were introduced by Cllr H Jones. These were then adopted.

14 Finance.

14.a To receive a financial performance report for Qtr 3 (Oct -- Dec 2023).

Minutes:

This report had been circulated prior to the meeting. There were some questions for clarification before this report was then noted.

14.b To authorise the payment of accounts for February.

Minutes:

These had been circulated prior to the meeting. There were some questions asked for clarification, before 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 & J Graham authorising two councillors to pay these on line.

15 Items of interest from Minutes of other authorities (for information only) – None.

**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.**

16 To consider the appointment of the contractor to build the cafe as part of the Phillimore Rec Improvements Project -- Phase 1 Cafe.

Minutes:

A report on this matter had been circulated prior to the meeting. Councillors recognised that although the tender price was important the scoring of the tender submissions included performance at the interview stage as well as quality of the tenders submitted, all of which were designed to ensure that APC had confidence in the quality of any contractor appointed as this was a significant project for APC. After a long discussion it was

Resolved

a) That Life Build Solutions Ltd are appointed as the contractor for the build part of the Phillimore Rec Improvements Cafe project, using the JCT Standard Building Contract.

b) That the budget for the build part of the project is £839,432.

c) That, recognising the obligations of the JCT contract regarding the payment of invoices, that the Council Manager in conjunction with at least two members of the F&GP Committee are delegated to authorise stage payments within the approved budget/contract and paid immediately. Such payments will be reported to the Council at the next possible council meeting.

d) Should there be additional costs/work, these cannot be authorised or paid without Full Council approval before commencing.

e) That the increased overall budget of £29,342 is funded from temporary Earmarked Reserve which will be replenished through future CiL funds received.

Date of next meeting MONDAY 25 March 2024.

There being no further business the meeting closed at 9.08pm.

Chairman Date



Managers' Report – March 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 application made by the trust – Feb24.***

To receive an update regarding the Phillimore Rec Cafe Project (Sept23 Ag item 14 & Nov23 – Ag item14)

- a) That the CM asks Debenhams Ottaway provide a fee proposal to draw up a 10 year lease for the whole café area. – **HoT agreed in principle, sols working out final details 19/3.**

To consider forming a working party to investigate possible implementation of policy RV2 -- Medical Services of the Radlett Neighbourhood Plan (Feb24 – Ag item 7)

- a) That APC form the RV2 –Medical Facilities working party with at least two APC councillors who will be Cllrs E Samuelson & T Butwick.
- b) That APC advertise for volunteers from within the parish to join the working party.
- c) That APC approach the developer of Regency House regarding their current plans for the site.

To consider the erection of two benches in the parish in recognition of past Chairman of the council (Feb24 –Ag item 8)

- a) That a bench is purchased, which is placed on the High Street, outside Silverman's butchers, with a plaque recognising N Payne.
- b) That a picnic bench is purchased and placed in Phillimore Rec, with a plaque recognising J Howley.
- c) That funding for these is allocated from CiL receipts.
- d) That APC review annually whether it can add to the number of benches in the High Street which will be dedicated to other former chairman of the council who have been very active within the parish.

To receive a request from Patchetts Green Residents Association for a defibrillator for the area (Feb24 – Ag item 9)

- a) That APC purchases a defibrillator which will be provided for Patchetts Green and located on the external wall of the Three Compasses Public House.
- b) That APC apply for a grant towards the purchase of the defibrillator from the government scheme. – **application made.**
- c) That APC approaches the HBC ward councillors for funding of £200 each if possible from their WIIS. – **request made, funds allocated from HBC Cllrs B Rosehill & D Lambert and from locality budget from County Cllr C**



ALDENHAM PARISH COUNCIL

Clapper.

d) That APC fund any shortfall of funding to purchase and install the defibrillator.

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. – **TDC have approached Cornerstone for undertaking – no reply so far 15/3.**

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.

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 consider the appointment of the contractor to build the cafe as part of the Phillimore Rec Improvements Project -- Phase 1 Café (Feb24 – Ag item 16)

a) That Life Build Solutions Ltd are appointed as the contractor for the build part of the Phillimore Rec Improvements Cafe project, using the JCT Standard Building Contract.

b) That the budget for the build part of the project is £839,432.

c) That, recognising the obligations of the JCT contract regarding the payment of invoices, that the Council Manager in conjunction with at least two members of the F&GP Committee are delegated to authorise stage payments within the approved budget/contract and paid immediately. Such payments will be reported to the Council at the next possible council meeting.

d) Should there be additional costs/work, these cannot be authorised or paid without Full Council approval before commencing.

e) That the increased overall budget of £29,342 is funded from temporary Earmarked Reserve which will be replenished through future CiL funds received.

Staffing information -- There has been 2 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

<u>Date</u>	<u>Order number</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount</u>	<u>Authorised by</u>
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ALDENHAM PARISH COUNCIL

26/02/2024	139/23	Brunel Engraving	King Charges Coronation tree plaque replacement	£237.20	M.Duong
26/02/2024	140/23	Viking	office supplies	£112.89	M.Duong
28/02/2024	141/23	Allen Concrete	barrel posts for LH x15	£410.90	M.Duong
05/03/2024	142/23	SDE Signs	various signs for P Rec gates	£927.80	P Evans
05/03/2024	143/23	London Hearts	defibrillator for Patchetts Green	£750.00	M.Duong
05/03/2024	144/23	Dor-2Dor	AR delivery	£512.00	M.Duong
08/03/2024	145/23	LifeBuild Solutions Ltd	Initial orders for café project such as electricity line and timber frame etc	£45,000.00	Clrs H Jones & C Woolf
14/03/2024	146/23	Hansards	New gates at P Rec to replace kissing gates	£6,425.00	Cllr J Graham & H Jones
15/03/2024	147/23	Metro Cairns	Skip for depot	£290.00	P Evans
15/03/2024	148/23	HAPTC	Planning training for Cllr C Woolf	£17.00	P Evans

Credit Card

21/02/2024	C/102/23	St John Ambulance	First Aid boxes for Depot & Office	£166.74	M.Duong
26/02/2024	C/103/23	Budgens	RYC supplies	£5.33	M.Duong
28/02/2024	c/104/23	Wickes	trimming knives	£8.30	M.Duong
28/02/2024	c/105/23	Tesco	milk for coffee morning event	£1.55	M.Duong
29/02/2024	c/106/23	Plants Direct	Compost for hanging baskets	£234.00	M.Duong
29/02/2024	c/107/23	Wickes	postcrete for fixing posts at Letchmore Heath	£16.13	M.Duong
04/03/2024	C/108/23	bp Mount	fuel YX590RP	£87.74	M.Duong
04/03/2024	c/109/23	Tesco	crisps for staff meeting	£1.75	M.Duong
04/03/2024	c/110/23	Wentzel's	sandwiches for staff meeting	30.15	M.Duong

ALDENHAM PARISH COUNCIL

Council Document To consider placing a pathway linking the play equipment in the Children's Play Area in Phillimore Rec	AGENDA item 7 Full Council Meeting 25 March 2024
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Background

The working party for 'Phillimore Rec Improvements - Phase 3 - Children's Play Area' recommended that, in order to improve accessibility to the play equipment in the area, a footpath should be installed linking the equipment to the entranceway near the car park.

Hertsmere Borough Council (HBC) advised that, due to the length of the proposed pathway (180m), that it would need planning permission. Because, this would have held up the project to improve the play area, and also the siting of the equipment was unknown, plus the costs, it was agreed to install the new equipment etc first and review the pathway at a latter stage.

The equipment was installed over the winter and a new gate installed at a new entrance, which is opposite the site for the proposed café.

Avid Designs were asked to produce a map of the proposed route for a pathway at the car park end of the children's play area (attached). This will be forwarded to HBC to obtain planning permission, and to prospective manufacturers for indicative costs to install the pathway should permission be granted. The pathway will have a bonded rubber surface which is suitable for wheel and push chair use.

Recommendations

- a) That APC apply for planning permission from HBC to install a footpath as detailed in the attached plans.
- b) That the Council Manager obtains estimates for installing the pathway (approx. 180m) with a bonded rubber surface.
- c) That the Council Manager investigates the availability of grant funding towards the project.

Reasons for recommendation

Re (a) - as stated before APC need planning permission before it can consider installing the path. The pathway will also meet APC's 'Access for All' criteria, by making the equipment installed easier to access rather than across grass, which becomes difficult to cross when wet and muddy.

Re (b) -- APC will need to know the costs of installation in order to budget for this, either from CIL receipts or Earmarked Reserves. Planning permission, once granted is normally for a three year period so this allows for budgeting.

Re (C) - This type of project may meet third party grants criteria such as Landfill Tax. The availability of such grants could determine when the project starts.

Alternative options

That the council wait until funding is available before embarking on the scheme. Planning takes on average three months to obtain, plus by submitting this, APC will know whether it is likely to be granted, and what objections there might be. It is also part of the Phillimore Rec Improvement project commitments so this would need to be amended if the recommendations were rejected.

Financial Implications

£750 has been allocated to drawing up the plans, and there will be a further fee of approximately £280 for planning permission.

Risk Management Implications

Due to the recent weather it has been necessary to shut this play area off as access has been impaired. This provision may reduce the instances where this may happen. APC have provided some accessible equipment such as a roundabout and swings, visitors may question why this has been supplied if access to them from the main footpath adjacent to the play area is difficult at times.

Members are asked to consider this report.

Peter Evans,
Council Manager



Appendix 1a)



ALDENHAM PARISH COUNCIL

Council Document To review the allotment track project	AGENDA item 8 Full Council Meeting 25 March 2024
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Purpose

The purpose of the Post Project Review (PPR) is to review the completed project and find lessons learnt on what went well and what could be done better.

This review is not a process or session to apportion blame for any issues affecting the project. It is intended to promote collaboration and agreement on what and why there were advantages and disadvantages to doing things a certain way.

Background

The allotment track connects the allotment site at Phillimore Recreation Ground with Gills Hill Lane. This project was to ensure that the allotment access track height was reduced from that previously installed to an acceptable level as directed under the Hertsmere Borough Council (HBC) permission under planning number 21/1337/FUL agreed in July 2023.

Project Manager

In order to follow the project manager process policy, Beacon Surveying Services were appointed project managers to oversee the works and ensure that Aldenham Parish Council (APC) met all the conditions set by HBC.

Beacon Surveying Services drew up the tender documents for implementing the works and these were approved by APC at its meeting on 11 September 2023. Per APC's Financial Regulations, this tender was advertised on the 'Government Contract Finder' portal, as well as sent to companies who had previously shown interest in this project and on the APC website.

The project manager received all the tenders, and checked them for any discrepancies and cross matching them to the tender requirements. One learning point from the project manager on review was that the finished surface could have been made clearer in the documentation.

The project manager then circulated a schedule to the appointed APC working party to view, and then recommendations were made to the full council as to the contractor that met the criteria/scoring set. This scoring mechanism and risk assessment was carried out by the Project Manager and was very comprehensive, and useful, especially as there was a large range of contract prices received.

After further clarifications on the tenders received Borrás were appointed as the main contractor in November 2023. Cllrs J Graham & S Khawaja worked with the project manager to ensure all questions received at the council meeting were answered.

Once a contractor was appointed the Project Manager agreed with them a start date as well as interim site visits and a schedule of when valuations would be carried out. As this was a scheduled six week project there would be only two payments made, approximately halfway and then at the end.

Communication

Borrás commenced work in January 2024.

- All neighbours affected were informed when the works would commence by letter and e-mail. Borrás also delivered separate letters with their contact details included. Two

neighbours of the track had gates that lead onto the track and they were informed that these would be shut off during construction works as this was a H&S risk to them and the contractors.

- The working hours were agreed with no working at weekends.
- Notices were put up at all entrances to the track stating that the area would be closed.
- Notices were also placed on noticeboards and on the APC website.
- All allotment holders were also informed, adding that access to the allotment site was still possible, just not by vehicle.

Construction

As stated by HBC, the enforcement officer was kept informed by the project manager regarding the process. An initial site meeting was requested by the enforcement officer in December 2023 to look at the site. This was attended by representatives from Borrás, the architect, the project manager, the Council Manager (the working party were unable to attend). The enforcement officer wished to agree the final height of the track. This was difficult to ascertain as there was a lot of soil around the edge of the trackway. One of the neighbours also interrupted the meeting with concerns regarding the track height adjacent to their fence. It was agreed at the meeting that a further site meeting would be called when the track was removed, at which point the height of the revised track surface would be agreed by the enforcement officer.

At that meeting it was also agreed, that

- A French drain should be installed at the point where the current gate was in order to catch any rainwater that may collect at this point where the two slopes meet.
- That the contractor would move the entrance gate to the allotments to nearer the car park, asked for by the neighbour (noise of gate closing) and users of the allotments (increased visibility).
- To redirect water from drainpipe to under the track rather than egress straight onto the trackway.
- That the increased height of the soil on the recreation ground side of the track would be levelled out to leave a gradual slope. This would reduce the costs of removing the soil from site.

Construction commenced on time and all necessary checks on the soil that was under the track surface to ensure it was not contaminated (which it was not). There was an incident where the vehicle delivering the welfare unit caught some branches of a tree overhanging the track, other than that no other concerns were raised by visitors to the area,

Site visits were undertaken by the project manager at various times. This included one with the enforcement officer to agree the height of the finished track, these were pegged out and photos taken.

Towards the end of construction, the project and council manager attended a site meeting. At that point a finished surface had been laid. This was totally unacceptable to the project and council manager as it was unable to allow traffic to drive on it, even whilst walking those on the visit were sinking through it. The project manager made a note regarding this, and the installation of the fence which was incorrect. He followed this up with a snagging list. This surface was removed and a final loose surface, more suited to the area laid, at no cost to APC.

It is noted that during construction, that there was a significant amount of soil that needed to be regraded by Borrás on the Phillimore Rec side of the track. This soil included a lot of stones and the Open Spaces Team spent over a week raking and removing this area in order to be

able to sow grass seed and then allow it to return to something like its former self. The area near the Bowls Club hedge is still cordoned off until this does recover, and also a new gate is installed at the footpath end.

HBC involvement

At the HBC Planning Committee meeting in July 2023, the Head of Planning gave an assurance to the committee that his department would ensure that the planning permission given by them to APC would be adhered to. His enforcement officer would be involved during the implementation.

APC ensured that HBC were aware when the build would start, the project manager was tasked with ensuring that all the conditions attached to the planning permission were addressed either before or during construction.

Prior to commencement of work HBC were supplied with a Construction and Environmental Management Plan as well as drawing showing the final height of the track.

As stated above there was an initial site visit called by the enforcement officer, and then once the existing track had been removed a subsequent meeting was called to agree the proposed levels of the new surface. The enforcement officer agreed the levels as pegged out, and he was invited to return once the track was in place.

Subsequent visits were delayed when an incorrect surface was laid by the contractor, but apparently, he did visit as requested by a neighbour who had concerns re the final height. Following that visit he raised concerns with APC and the project manager, and both asked for a subsequent meeting (which should have happened when the track was initially finished) in order to ascertain the points, he raised. At the subsequent meeting the concerns were addressed and a follow up e-mail issued to HBC.

Budget

The project costs for the re-instatement of the track are as follows;

<u>Description</u>	<u>Cost</u>
Tree reports for planning	£ 960
Architects plans and site visits	£ 950
Project Management	£10,350
HBC Fees	£ 116
Security/CCTV	£ 1,653
Construction	£79,892.11
Total	£93,921.11

This expenditure is within the budget allocated from capital reserves.

Conclusions

The purpose of this review is only to look at this part of the project, a review of the initial track, its height etc was carried out in November 2017 and that saw the adoption of the project management process policy.

1. The main lesson learnt is the policy decision to appoint a project manager on works of this nature and size. Beacon Surveying were able to navigate the planning conditions process as well as some tough conversations with the contractor, as they knew the questions to ask and the technical knowledge that APC could not expect their council manager to have.

2. The scoring mechanism used was sound and made for easier comparisons. A proposal going forward is that the project manager attends the council meeting when the tenders are discussed to provide any technical information required by the council.
3. A lesson to learn is that any materials to be supplied should be specified in the tender document.
4. A gesture of goodwill would be to offer to replace those neighbouring fences where the track was above their gravel boards and may have been affected by the weather.

Members are asked to consider this report.

Peter Evans,
Council Manager

ALDENHAM PARISH COUNCIL

Council Document To decide any action that is to be taken on the judicial review requested by the developer of the 'Land to the South of Shenley Hill'.	AGENDA item 9 Full Council Meeting 25 March 2024
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Background

The applicant 'Fairfax Acquisitions Ltd' requested a planning appeal on a development they sought on 'Land to the South of Shenley Hill'. This was heard by the planning inspector in August & September 2023. Hertsmere Borough Council (HBC) were represented as they planning authority as well as Aldenham Parish Council as a 'Rule 6' party. Also attending were several members of the public organised by 'Save Hertsmere' pressure group.

The planning inspector's decision was received in January 2024, and he dismissed the appeal. APC have now been informed that the appellant has lodged a request with the Secretary of State for a 'Judicial Review' of the Planning Inspectors decision, which the government department has stated that it is minded to defend.

APC have asked for initial thoughts of its legal team who state

That APC may wish to do is file an acknowledgement of service ("AoS"), or perhaps write to the Court in order to put forward its position that:

- (1) APC contests the claim;
- (2) APC supports the reasons given by SoS/HBC for contesting the claim (assuming they both file an AoS, but we expect the SoS to do so as a minimum); and
- (3) APC does not intend to file summary grounds or take an active role in the proceedings due to costs considerations.

The benefits of doing so are that we would then continue to be served with all of the papers and so have knowledge of how the claim was proceeding and what the outcome was. The costs of filing an AoS/writing to the court are going to be about £1,500 (already £400 has been incurred on advice to date).

One point of clarification, is that if APC don't file summary grounds of resistance it would still be entitled to file detailed grounds if the claim were granted permission, but we would not be entitled to take part in the permission stage of proceedings (i.e. the question of whether the matter should proceed to a full hearing which would initially be dealt with on the papers). However, if the claim were granted permission to proceed and there is a hearing in due course we would still be entitled to file detailed grounds in respect of that hearing if APC wished to do so.

Members are asked to consider this report.

Peter Evans,
Council Manager



Minutes Planning Committee

Date 04/03/2024
Time 19:30 - 21:30
Location The Radlett Centre, 1 Aldenham Avenue, Radlett WD7 8HL
Meeting Room 2
Chair Cllr S Khawaja
Attendees Cllrs E Samuelson, S Benjamin, C Woolf & G Taylor (Co-Opted Member)
Officer S Highton (Admin – OS)

There were also 3 members of the public present

1 Apologies for absence

Minutes:

Apologies were received from Cllr S Ali.

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 19th February 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:

Cllr S Khawaja suspended standing orders so that members of the public could address the Committee. One member raised concerns about agenda item 6.a, 24/0196/HSE, 9 Aldenham Avenue, Radlett and one member of the public raised concerns about agenda item 6.e, 16 Loom Lane, Radlett. Members asked questions for clarification before the members of the public were thanked for their attendance and standing orders were then resumed. It was then decided that agenda item 6.a would be spoken about first and agenda item 6.e next.

5 To discuss the following Consultation

- 5.a To discuss the proposed telecommunications site upgrade located at Blackbirds Sewage Treatment Works, Oakridge Lane, Radlett, Watford, WD25 8BT (NGR: 514885, 200036). Vodafone has identified a requirement for an upgrade to improve network coverage within the surrounding area**

Minutes:

Members of the Committee approved this upgrade, as the change will have zero impact on the surrounding area.

6 Planning Applications

- 6.a 24/0196/HSE - 9 Aldenham Avenue, Radlett – Proposal: Conversion of loft to habitable space with roof alterations to include an increase in ridge height, insertion of 3 x rear dormer windows, insertion of roof lights to front and both side elevations, and chimney stack removal**

Minutes:

Object --

- a) The rear dormers will cause overlooking to the neighbours of Christchurch Crescent and loss of amenity space.
- b) The ridge height has substantially increased which is contrary to The Radlett Neighbourhood Plan, Design Code B - Ridge Height.
- 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.

- 6.b 24/0198/HSE - 18 Craigweil Avenue, Radlett – Proposal: Retention of 2x air conditioning units on the side wall**

Minutes:

No Objection pending approval by the Environmental Protection Officer.

- 6.c 24/0217/HSE - 10 Folly Close, Radlett – Proposal: Construction of single-storey front porch extension with canopy to include alterations to fenestration and insertion of 1x roof light**

Minutes:

No Objection

- 6.d 24/0219/VOC - 21 Newlands Avenue, Radlett – Proposal: Application for variation of condition 2 (plans) to allow for elevation changes following the grant of planning permission 23/0449/FUL**

Minutes:

No Objection

- 6.e 23/1205/HSE - 16 Loom Lane, Radlett – Proposal: Part single, part two-storey side, rear and front extension following part demolition of existing rear extension, with roof alterations to include increased ridge height, additional accommodation at loft level, front and rear dormer, insertion of side and rear roof lights and addition of solar panels. Single-storey side extension, two-storey front extension and porch canopy. Alterations to fenestration. AMENDED DRAWINGS RECEIVED 07/02/2024**

Minutes:

Object --

- 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.

7 Planning decisions by Hertsmere Borough Council

Minutes:

These were noted.

- 7.a 23/1015/FUL - 3 Loom Place, Radlett– HBC decision was Grant Permission – APC comment was Object**
- 7.b 23/1791/HSE - 48 Aldenham Avenue, Radlett – HBC decision was Grant Permission – APC comment was Object**
- 7.c 24/0046/HSE - 1 The Heath, Radlett – HBC decision was Grant Permission – APC comment was No Objection**

**7.d 23/1804/FUL - Lychgate , The Warren, Radlett – HBC
decision was Refuse Permission – APC comment was
Object**

**7.e 23/1642/HSE - 4 Newlands Avenue, Radlett – HBC
decision was Grant Permission – APC comment was No
Objection**

8 Date of next meeting Tuesday 19th March 2024

Minutes:

There being no further business the meeting closed at 8.20pm.

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



Draft Minutes Finance and General Purpose Committee

Date 11/03/2024
Time 19:30 - 21:30
Location The Radlett Centre, 1 Aldenham Avenue, Radlett WD7 8HL
Meeting Room 2
Chair Cllr J Graham
Attendees Cllrs H Jones, S Khawaja, C Woolf, E Samuelson
Officers M Duong (Deputy Council Manager) , P Evans (Council Manager)

1 To receive apologies for absence

Minutes:

Everyone was present.

2 Declarations of interest on any item on the Agenda

Minutes:

None.

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.

4 To approve and adopt the minutes of the meeting held 11 January 2024 (in accordance with standing order 12c)

Minutes:

These minutes were signed by the Cllr J Graham as true record of that meeting and adopted by the committee

5 Deputy Council Manager's Report.

Minutes:

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

6 Chairman's Announcements.

Minutes:

None

7 To review the effectiveness of the internal auditor

Minutes:

This report was circulated prior to the meeting. The Deputy Council Manager introduced the report. There was some discussion and

members confirmed that they are satisfied with the effectiveness of the current internal auditor.

8 To review the effectiveness of the internal controls

Minutes:

This report was circulated prior to the meeting.

The Deputy Council Manager presented her written report to the Committee .

Members agreed that there is a very good level of internal controls already in place, however, it was noted that the random spot check has not yet been carried out and it was then ;

Resolved that the random spot check to be carried out by Cllrs H Jones and J Graham before 31.03.24

9 Financial

9.a To review the latest financial statements

Minutes:

This report was circulated prior to the meeting. There was some discussion and it was suggested to create a separate nominal for a receipt of 2 year bond as this is currently recorded as Miscellaneous income which is confusing. The report was then noted.

9.b To agree the bank balances as at 31 January 2024

Minutes:

This report was circulated prior to the meeting. There was some discussion before it was then;

Resolved that the bank balances are agreed and that Cllr J Graham signs the report accordingly.

9.c To review the debtors and creditors accounts for 2023/24

Minutes:

It was noted that there are no long-term outstanding debtors or creditors.

9.d To review APC's asset register 2023/24

Minutes:

The draft list of 2023/24 assets were circulated prior to the meeting. There was a long discussion and members suggested that they would like to see a summary report attached to the list and a bit more information regarding APC's assets valuation method it was then;

Resolved to carry this agenda item be forward to the Full Council meeting in April.

9.e To discuss Rathbones investment

The portfolio fact sheet was circulated prior to the meeting. There was some discussion and officers advised that as at 31.01.24 the market value was £103,632 (£99,026 as at 31.01.23). It was also noted that the annual presentation will take place before the next meeting in June. I was then;

Resolved that this investment be reviewed on regular basis

10 To review and adopt the following policies

10.a Investment Strategy

Minutes:

This policy was circulated prior to the meeting with suggested track changes. Members reviewed the amendments and suggested one small change page 3 to replace the word "likelihood 2 with "possibility " and it was then;

Resolved to adopt the policy as amended.

10.b Data Protection

Minutes:

This policy was circulated prior to the meeting with suggested track changes. There was some discussion before and it was then;

Resolved to adopt the policy as amended.

10.c Whistleblowing

Minutes:

This new policy was circulated prior to the meeting. There was some discussion and members were informed that the policy was recommended and checked by the APC HR consultant. It was then;

Resolved to adopt the policy.

11 Next meeting Tuesday 11 June 2024

**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 Council's Manager report

Minutes:

This report was circulated prior to the meeting. There was some discussion about the report and items where they affect individual staff were agreed but not named in the minutes. It was then;

Resolved that;

a) item a is agreed

b) from 1 January 2024 , staff members contracts are amended to reflect the two statutory days holidays , and that these are taken between the Christmas and New Year break

c) the Council Manager just reports to APC when the office will be closed over the Christmas/New Year period which would normally start on the last working day before Christmas Day with staff returning the nearest working day after New Year's Day.

d) items d & e are agreed

e) item f is agreed with a small increase from £20 to £50

f) items g & h are not agreed but the principles agreed in d & e can be applied

There being no further business the meeting closed at 9.20pm.

Chairman Date

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 26 February 2024, in the Radlett Centre, 1 Aldenham Avenue, RADLETT.

Present: E Samuelson (Chairman), A Cole, J Whiting, L Selby, D Lambert & D Hougie.

Officer: P Evans (Council Manager).

1. Apologies for absence.

All members were present.

2. Agree minutes of the meeting held on 16 January 2023.

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

3. Updates on actions from previous meeting.

- A Cole has forwarded photos to Council Manager clearly showing where footpaths A31 & A32 are joined by a separate (well walked footpath). He was asked why APC were waiting before applying for the footpath which was explained. A Cole was asked to start compiling the evidence that this footpath has been used without interruption for some time as there is a back-log of applications for footpath designation at HertsCC.
- County Cllr C Clapper had been asked to attend this meeting, but she was unable to, but had sent a report that the footpaths mentioned in the last meetings minutes had been brought to the attention of HertsCC.
- Cllr L. Selby has spoken to the Planning Officer re Medburn Farm to see why a Sec.106 agreement had not been implemented, this planning application is on-going.
- J Whiting has placed an article in Around Radlett an article regarding bridleways that people can officially use to cycle on, and the difference between a designated footpath and bridleway, so that the public were more aware.

4. General Discussion

It was suggested that the article written by John Whiting is also put on social media. There was further discussion regarding cyclists and it was suggested that better signage may help.

There was also a discussion regarding the RS&GBA footpath map for Aldenham Parish which is now nearly thirteen years old. In general, though it was agreed that the map is sound with some minor alterations.

The footpaths around Harper Lane and connecting to The Warren, with many feeling that a more direct connection would be preferable.

RNP -- COMMUNITY PROJECTS—CYCLING/FOOTPATHS WORKING PARTY

The working party then looked at the routes suggest for cycling/walking within the Radlett Neighbourhood Plan. It was surprising that Herts ROW had not investigated these bearing in mind that this was part of their feedback when the RNP went out to consultation.

One of these routes is Shenley Hill, and it was suggested that the Council Manager contacts Herts Highways to ask them to remove the hedges and scrub encroaching on the footpath making walking/cycling difficult. It was also questioned as to why anyone walking that route between Radlett and Shenley has to cross the road at a very dangerous bend.

There was also a discussion regarding possible sites for the 'Beryl Bikes' should the project be rolled out to Radlett. Sites suggested were corner of Craigweil/Theobalds St, Radlett Station, Phillimore Rec.

As there is currently an initiative called 'Local cycling and walking infrastructure plans' (LCWIPs) in Hertfordshire, it was suggested that a member of the group is invited 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 3.10pm

ChairmanDate