

Bundle Full Council Meeting 30 January 2024

Agenda attachments

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 11 December 2023. (in accordance with standing order 12c)
Full Council Minutes 11 Dec23
- 5 Managers Report.
Managers Report FC -- Jan24
- 6 Chairman's Announcements.
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 11 January 2024 (In accordance with Standing Order 6.4.8).
Minutes Finance and General Purpose Committee 11 January 2024
- 8 To agree the budget for 2024/25 and set and inform Hertsmere Borough Council of the Council's precept demand for 2024/25.
Setting the budget and precept -- Ag item 8 -- Jan24
- 9 Financial
- 9.a To authorise the payment of accounts for February.
- 9.b To consider a grant application from Letchmore Heath Village Trust of £750 towards a defibrillator for the village.
LMVT Grant for defibrilator -- Ag item 9b -- Jan24
- 10 The Full Council is asked to receive and adopt the minutes and approve publication on the Council website of the Planning Committee meetings of 4 & 18 December 2023 and 8 January 2024 (In accordance with Standing Order 6.4.8).
Minutes Planning Committee 4 December 2023
Minutes Planning Committee 18 December 2023
Minutes Planning Committee 8 January 2024
- 11 To receive and adopt the minutes and recommendations of the following working parties
- 11.a The Allotments Working Party meeting held on 7 December 2023.
Allotments WP Minutes -- Dec23
- 11.b The Events Working Party meeting held on 11 December 2023.
Events WP Minutes December 23
- 12 To decide the format of the Annual Parish meeting on 13 May 2024
- 13 Items of interest from Minutes of other authorities (for information only) -- including King Georges Fields Radlett Trust meeting 11 December 2023
KGV minutes 11 Dec23

- 14 To receive the tender documents for the 'Cafe Build' part of the Phillimore Recreation Improvements Project -- Phase 1 -- Cafe.
- 15 To receive an update on the complaint against the council

Aldenham Parish Council



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Date: 24 January 2024

To: All members of Full Council

Dear Councillor,

A Meeting of the Full Council will be held on Tuesday 30 January 2024 at The Radlett Centre, 1 Aldenham Avenue, Radlett, WD78HL at 7.30pm.

The Agenda is attached, please note that the Chairman will announce the following resolution after agenda item 13 which will relate to agenda items 14 & 15.

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

Wednesday 31 January 2024 – Access for All Working Party meeting – 1.10pm via zoom

Monday 5 February 2024 -- Planning Committee meeting – 7.30pm in Radlett Centre.

MONDAY 12 FEBRUARY 2024 – EXTRA ORDINARY FULL COUNCIL meeting – 7.00pm in Radlett Centre.

Monday 19 February 2024 -- Planning Committee meeting – 7.30pm in Radlett Centre.

Monday 26 February 2024 – Full Council meeting – 7.30pm in Radlett Centre.

WEDNESDAY 28 February – 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, D Nygate, C Woolf.



DRAFT Minutes Full Council Meeting

Date 11/12/2023
Time 19:30 - 22:00
Location Douglas Hicks Meeting Room
Chair Cllr H Jones
Attendees Cllrs J Graham, S Benjamin, T Butwick, E Samuelson, C Woolf, S Khawaja, D Lambert & C Diskin.
Officers P Evans (Council Manager).

1 Apologies for absence.

Minutes:

Apologies were received from Cllrs S Ali, R Rosehill & D Nygate.

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

3 To adjourn the meeting for members of the public to address the Committee (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 27 November 2023. (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. The Council Manager (CM) also gave an update on the progress of the claim against the council. This report was then noted.

6 Chairman's Announcements.

Minutes:

Cllr H Jones stated that she and Cllr J Graham had met with the ward councillors for Aldenham (Borough & County) to discuss matters affecting the residents of the parish. It was a very useful meeting. She had also visited the Hertsmere Jewish Primary School to present prizes

to the winners of the 'Design a Front Cover for Around Radlett' competition.

Cllr H Jones added that she and several councillors, as well as members of the public and staff had attended an 'Autism Awareness' training given by Radlett Lodge School. This was very informative. As discussed at the last meeting Cllr H Jones had responded to the complaint raised regarding the road closure and other matters on Remembrance Sunday.

Cllr H Jones and Cllr J Graham had also attended one of the evenings where the menorah candle was lit outside the Radlett Centre as part of Hanukkah.

7 To note the annual closure of accesses on to Aldenham Parish Council land.

Minutes:

It was noted that in order to prevent rights of access on to land owned or leased by APC the following were closed for 24 hours on 7 November 2023:

- Gates from properties in Elm Walk to the allotments
- Gates from properties at The Mews onto The Rose Field
- The gate alongside Letchmore Heath Children's Play area leading to the rear of properties in Common Lane.

8 To review the Hertsmere Borough Council Community Strategy and decide any next steps

Minutes:

The strategy had been circulated prior to the meeting, and the action plan tabled. It was then suggested that this is discussed further by the 'Access for All' working party and their recommendations reviewed.

9 To review the terms of reference for committees and working parties and delegations of authority.

Minutes:

This document had been circulated prior to the meeting. It was noted that the 'terms of reference' for each working party and committee had already been reviewed by each group and then passed to the council for adoption. It was then

Resolved to adopt this document.

10 To authorise the payment of accounts for December.

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 & S Khawaja authorising two councillors to pay these on line.

- 11 The Full Council is asked to receive and adopt the minutes and approve publication on the Council website of the Planning Committee meeting on 20 November 2023(In accordance with Standing Order 6.4.8).**

Minutes:

The minutes of the Planning Committee meeting of 20 November 2023 were adopted.

- 12 Items of interest from Minutes of other authorities (for information only)**

Minutes:

Cllr H Jones gave an update on the Aldenham Alms-houses. Cllr J Graham gave a short report on the recent APC/RCT working party meeting which was quite positive.

Date of next meeting TUESDAY 30 January 2024.

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

Chairman Date



Managers' Report – January 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.***

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. – **Alex has raised some queries on the lease which are being discussed. 9/1.**
- a) That the working party meet on Monday 22 January 2023 to open the paper version of the tenders and using the scoring methodology provided by the project manager, score the tenders with a view to having a list of contractors for interview. – **This now 5 February as deadline for submission of tenders has been extended to 29 Jan from 19 Jan.**

To receive a report on the installation of the play equipment at Phillimore Rec tenders and decide the next steps (July23 – Agenda item 17)

- c) That the design is circulated on social media and noticeboards at Phillimore Rec. – **There are some issues with the state of the ground, and the play inspector has still not signed off the installation. 9/1**

Staffing information -- There has been 0 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>
29/11/2023	102/23	Borras Construction	To reinstate allotment track	£73,090.00	Cllrs H Jones & J Graham
01/12/2023	103/23	Arco	Boots for OST	£248.63	P Evans
06/12/2023	104/23	Proludic Ltd	Screed inside castle tunnels	£785.00	P Evans
06/12/2023	105/23	Piggotts	Service of flagpole in P Rec	£550.00	P Evans
11/12/2023	106/23	Metro Cairns	Skip for depot	£288.00	P Evans
12/12/2023	107/23	Arco	6 X litter pickers	£93.00	P Evans



ALDENHAM PARISH COUNCIL

18/12/2023	108/23	Caloo	Outdoor Gym Equipment annual inspection	£534.00	M.Duong
22/12/2023	109/23	Debenhams Ottaway	Legal Advice	£3,000.00	P Evans
24/12/2023	110/23	RGBS	footpath mapx10	£20.00	M.Duong
24/12/2023	111/23	GunnerCooke	Advice for Land South of Shenley Hill appeal.	£500.00	P Evans
05/01/2024	112/23	Borras Construction	To move drain pipe to discharge into soakaway	£5,200.00	Cllrs H Jones & J Graham

Credit Card

07/12/2023	cc/79/23	Amazon	2024 diaries for OST	£14.90	M.Duong
04/12/2023	CC/80/23	Wickes	Hummerite paint and brushes for play equipment	£70.50	P Evans
07/12/2023	CC/81/23	Frogmore Garage	MOT & Service YX59	£649.08	P Evans
08/12/2023	CC/82/23	Perri Tutti	Staff training	£392.26	P Evans
11/12/2023	CC/83/23	Costco	Fuel for YX59ORP	£80.43	P Evans
14/12/2023	CC/84/23	Lilac & Willow	Thank You Gifts	£30.00	P Evans
15/12/2023	CC/85/23	M&S	Thank You Gifts	£25.00	P Evans
21/12/2023	CC/86/23	Post Office	Letter to sols re R Centre mast	£7.35	P Evans
02/01/2024	CC/87/23	RSGB	footpath maps	£20.00	M.Duong
04/01/2024	CC/88/23	Amazon	Office Chair	£105.00	P Evans
08/01/2024	CC/89/23	Wickes	Chains, paint and grass seed	£82.68	P Evans
08/01/2024	CC/90/23	BP Connect	Fuel for AK55YNB & cans	£94.51	P Evans
12/01/2024	cc/91/23	Eflorist	Sympathy flowers	£45.99	M.Duong
18/01/2024	CC/92/23	HertsmereBC	Planning fee to discharge conditions 9,10 & 14 -- Café	£72.50	P Evans
22/01/2023	cc/93/23	Curry's	Replacement mobile phone for CM	£299.00	M.Duong



Draft Minutes Finance and General Purpose Committee

Date 11/01/2024
Time 19:30 - 22:00
Location The Radlett Centre, 1 Aldenham Avenue, Radlett WD7 8HL
Meeting Room 2
Chair Cllr J Graham
Attendees Cllrs H Jones, C Woolf, E Samuelson
Officers M Duong (Deputy Council Manager) , P Evans (Council Manager)

Cllr T Butwick was also present.

1 To receive apologies for absence

Minutes:

Apologies were received from Cllr S Khawaja & D Nygate

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 H Jones declared non-pecuniary interest regarding Agenda item 7a as she is appointed as secretary of FOSW

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 13 November 2023. (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. -- None

7 To receive the following grant applications

7.a Small Community Grant from Friends of Scrubbitts Wood for the amount of £157 to cover their insurance

Minutes:

This grant application had been circulated prior to the meeting. There was some discussion and it was then;

Resolved that a Small Community Grant of £157 be made to Friends of Scrubbitts Wood.

7.b CIL Grant application from Radlett Museum for the amount of £1,604.59 towards digitising 'Radlett Reminiscences'

Minutes:

This grant application had been circulated prior to the meeting. Members asked for some clarification regarding this project and reassurance that the specifications of chosen equipment are meeting the requirements to deliver the proposed project. Councillors also would hope that all the museum records will also be accessible through their website for wider community access and would also welcome an article to promote this in the next edition of Around Radlett. It was then;

Resolved to approve a CiL Grant of £1604.59 in principle subject to further clarification as detailed above

8 To consider the grant funding for the following

8.a The Radlett Centre Trust

Minutes:

Cllr J Graham introduced this item. There was a long discussion and members noted that although the application has been submitted before the meeting, the latest account for 2023/23 accounts were not available. Members were only able to view the accounts dated March 2022. There were some other queries raised which will need some clarification in the future. It was then

Resolved;

a) To approve the grant funding of £120,000 in principle to the Radlett Centre Trust (RCT)

b) To make a request to the RCT to provide APC with the set of their latest accounts for year end March 2023 for the next Full Council meeting on 30 January

8.b Newberries Car Park

Minutes:

There was a long discussion regarding this item as Hertsmere Borough Council is demanding for APC to increase its subsidy from £12,500 to £60,000. Members felt that they are not able to meet this demand as this could have negative effect on some essential services provided by APC due to cost implications and this cannot be justified. It was then;

Resolved that APC informs Hertsmere Borough Council (HBC) that it is not able to accept £60,000 as being the subsidy required by HBC so will no longer be providing any grant to HBC towards reducing the car parking charges for the first hour in Newberries Car Park

8.c Citizens Advice

Minutes:

Minutes:

The report from Citizen Advice Hertsmere had been circulated prior to the meeting and members were impressed how many clients they had seen in the recent months and with the quality of the service provided

There was some discussion regarding use of meeting room 1 in afternoon after 1:00 pm and it was suggested to check with Citizens Advice if they were able to extend their hours and/or to check with the RCT if APC could be invoiced for actual hours used not for the full day if the meeting room is not being used in afternoon. Members agreed that funding Citizen Advice is an excellent use of Council's financial resources. It was then;

Resolved

a) To continue to fund hiring meeting room 1 every week for use by Citizens Advice at the cost of up to £4,000 per annum.

b) To pay a grant of £5,000 in 2024/25 to Citizens Advice to support their work in the parish.

c) To delegate the power to the Council Manager to increase the grant by £500 if the service hours are extended

8.d King George's Playing Field Radlett Trust

Minutes:

Members reviewed this requested and it was then;

Resolved to pay a grant of £8,000 to King George's Playing Field Radlett Trust in 2024/25

9 Financial

9.a To consider budget proposals for 2024/25 and make a recommendation to the Council for a total precept demand for 2024/25 to Hertsmere Borough Council

Minutes:

A report and suggested budget was circulated prior to the meeting. There were some questions regarding aspects of the budget such as contingency, election, asset purchase for Open Spaces and Christmas Lights.

Members noted that In April 2021 after reflecting on the financial position of the Council, APC reduced its precept by 7.35%. The budget for 2021/22 reduced by £49,679 showed APC could deliver the excellent services at a lower cost to residents. Events following that decision have shown in retrospect that this reduction was not sustainable. Costs following the hike in energy costs have been higher than forecast. In addition, on behalf of our residents APC has fought two major planning appeals, the Solar Farm and Shenley Hill together costing the Council £160,000 , which were paid from out of Reserves but those reserves have now reached low levels and there is a need of replenish them which is reflected in the proposed budget .

Members also noted that the proposed budget figure doesn't include any provision of for future asset purchase expenditure for Open Spaces and it was suggested that £12,500 from budget line 4612/10 (Newberries Car Park) is to be transferred to budget line 4405/201 (Asset Purchase - OS) It was then;

Resolved

a) That the committee ask the full council to confirm a budget requirement by APC for 2024/25 of £740,437 net.

b) That the committee ask the full council to confirm a precept requirement to HBC of £740,437 being a suggested band D homes figure of £136.74 an increase of 7.98% (equivalent of £10.11 annual increase for an average band D property)

9.b To review the latest financial statements

Minutes:

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

9.c To agree the bank balances as at 30 November 2023

Minutes:

This report was circulated prior to the meeting

Resolved that the cash books and balances are agreed and that Cllr J Graham signs the report accordingly

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

Minutes:

The full risk report and action plan were circulated prior to the meeting. There was discussion and it was then;

Resolved this committee ask the Full Council to 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.

11 Audit

11.a To receive internal auditors report

Minutes:

The report and proposed actions were circulated prior to the meeting. There was some discussion before it was;

Resolved to approve the actions as recommended.

11.b To review the effectiveness of the internal auditor

Minutes:

The report was circulated prior to the meeting. There was some discussion and it was then;

Resolved

a) Appoint two members of the committee (Cllrs J Graham & C Woolf) to carry out the random checks.

b) Approve the appointment of IAC as internal auditors for 2024/25.

12 Next meeting date - 11 March 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

13 To receive the Council Manager's report

Minutes:

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

Resolved that items a,b,c,d & e in the report are agreed but as these affect individuals this is not reported.

There being no further business the meeting closed at 9.50pm.

Chairman Date

ALDENHAM PARISH COUNCIL

Council Document

To agree the budget for 2024/25, and set and inform Hertsmere Borough Council of the Council's precept demand for 2024/25.

AGENDA item 8

Full Council meeting 30 January 2024

Budget for APC for 2024/25

I attach the budget, which includes the adjustments suggested by the Finance & General Purposes committee at its meeting on 11 January 2024. (appendix a). As highlighted on page 6 the budget required for Aldenham Parish Council (APC) for 2024/25 in order to carry out its duties is £740,437, an increase of £46,386 on the 2023/24 budget of £694,051.

The general principles behind this increase is

- Allowance for inflationary pressures on goods purchased
- Cost of living rises for staff which are negotiated nationally over which APC has no control.
- The decision not to renew the grant to Hertsmere Borough Council (HBC) in order to ensure that the first hour of parking in Newberries Car Park is free, due to the fact that HBC had indicated that this subsidy would need to increase to at least £60,000 from £12,500 in order to replace HBC's lost revenue.
- To ensure that APC replenished the General Reserves to an acceptable level following two years where these reserves had been used to fund planning appeals, as a Rule 6 party on the 'Solar Energy' proposals and 'Land to the South of Shenley Hill' development for housing etc. (approximately £160,000).

The recommendation from the Finance & General Purposes committee is as follows;

- a) **That the committee asks the Council to confirm a budget requirement for APC of £740,437 net for the financial year 2024/25.**

Precept requirement for 2024/25

Once the budget has been agreed, APC needs to consider how this will be funded. This can be from council tax collected by Hertsmere Borough Council (HBC) or partly/fully from reserves (not capital reserves as they have to be spent on capital items). As reported in December the balance of monies held by APC was £1.9m of which £1.3m is either capital reserves or Community Infrastructure Levy which cannot be used to fund the revenue budget.

HBC has informed APC that the tax base figure, which is the number of households it predicts will be charged with a percentage of the precept demand requested by APC is this will be 5415 which, unusually, is a reduction from 5481 due to an administration error at HBC where they included properties within the APC calculation whereas they were actually in Bushey ward. Unfortunately, this means number of council tax properties in the parish, from which the precept required by APC is collected, is less. Please note the final tax base figure will be finalised at the next meeting of HBC which is set for 24 January 2024.

Use of reserves to offset the precept requirements of APC

In 2023, APC made a provision that any asset purchases required would be funded from the reserves. APC could consider this again, but as discussed at the F&GP Committee meeting, the general reserves have been reduced significantly over the last two years, mainly due to the fact that APC have been involved as a 'Rule 6' party in two planning appeals, costing approximately £160,000. It is therefore

- b) Recommended that the Council do not use any reserves to off-set the budget requirements for APC for 2024/25.

Precept demand

So, if you divide the budget required figure of £740,437 (shown as A) below) and divide this by the new tax base of 5415, the amount charged to Band 'D' level council tax payers in Aldenham Parish in 2024/25 will be £136.74 (shown as D) below).

Precept calculation

Income	
Admin	£ 13,300
Parks & Open Spaces	£ 7,900
Comm Development	£ 3,150
Total	£ 24,350

Expenditure	
Admin	£ 468,681
Open Spaces	£ 235,136
Comm Development	£ 60,970
Total	£ 764,787

Net Precept requirement	£ 740,437			
		A)	£ 694,051	B)
			£ 46,386	6.68%

Tax Base (Band D)	5415
Divide Net Precept by Tax Base	£ 136.74

C)	Previous year	difference	percentage
D)	£ 126.63	£ 10.11	7.98%

E) **F)** **G)**

The 2023/24 figure was £126.63 (shown as E) on the above table), this leads to an increase of £10.11 for the year (shown as F in the table above), a percentage increase of 7.98% (shown as G) in the table above). This allows for a £30,000 increase in reserves, as well as other inflationary increases.

The recommendation from the Finance & General Purposes committee is as follows;

- c) That the Council Manager informs HBC (the Council tax collector) that the APC precept demand for 2024/25 will be £740,437.

Members are asked to consider this report.

Peter Evans
Council Manager

11:00

Annual Budget - By Centre (Actual YTD Month 9)
Note: Budget 2024/25 for Full Council -- 30 Jan 2024

	<u>2022/23</u>		<u>2023/24</u>				<u>2024/25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>101 Administration</u>									
1010 Compost Bags Income	1,800	647	1,000	457	800	0	800	0	0
1020 Miscellaneous Income	500	836	500	100,332	0	0	500	0	0
1025 Bank Interest Received	1,200	17,609	7,000	35,116	48,000	0	12,000	0	0
1035 Walks booklet income	0	8	0	11	8	0	0	0	0
1037 Footpath Maps Income	0	30	0	33	15	0	0	0	0
1060 Grants R'ved - HBC Office	0	0	0	104	0	0	0	0	0
1076 Precept	661,495	661,495	694,052	694,051	694,052	0	0	0	0
Total Income	664,995	680,625	702,552	830,104	742,875	0	13,300	0	0
4000 Salaries	124,890	121,195	132,761	98,906	131,488	0	137,442	0	0
4005 Overtime	800	1,716	1,500	1,890	1,500	0	1,800	0	0
4015 ERS NIC&Pension	45,600	40,683	44,000	29,795	42,000	0	42,000	0	0
4030 Travel & other staff expenses	700	523	700	769	800	0	800	0	0
4100 Utilities - Gas,elec & water	10,000	10,794	25,000	8,511	13,000	0	19,000	0	0
4110 Insurance	12,000	13,561	15,000	19,179	15,000	0	20,000	0	0
4120 Telephone	2,000	1,669	2,000	884	1,500	0	1,575	0	0
4135 Office Rental	6,547	6,547	6,547	4,910	6,547	0	6,874	0	0
4140 Professional Fees	4,000	15,625	1,000	19,419	20,000	0	5,000	0	0
4150 Audit & Accountancy	2,705	2,390	2,975	475	2,975	0	3,124	0	0
4200 Office Cost	5,329	5,579	6,800	4,414	6,800	0	7,140	0	0
4225 IT	16,320	15,376	16,400	8,779	16,400	0	18,000	0	0
4240 Training	2,000	1,981	2,500	2,439	3,000	0	3,000	0	0
4300 Agency Services	8,500	7,397	8,200	7,340	8,200	0	9,000	0	0

Continued on next page

Appendix (a)

Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget 2024/25 for Full Council -- 30 Jan 2024

	<u>2022/23</u>		<u>2023/24</u>				<u>2024/25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4405 Asset Purchase	16,500	0	15,000	0	15,000	0	15,000	0	0
4410 R&M Premises	1,000	1,555	2,500	756	1,300	0	2,500	0	0
4490 Miscellaneous Expenditure	500	5,773	500	280	500	0	500	0	0
4495 Compost Bags Costs	1,800	418	1,000	349	500	0	500	0	0
4497 Footpath Maps costs	0	0	0	30	0	0	0	0	0
4510 Subscriptions	2,600	2,482	2,860	2,540	2,600	0	2,800	0	0
4530 Radlett Centre Trust Grant	120,000	120,000	120,000	120,000	0	0	120,000	0	0
4531 RCT life cycle grant	0	0	0	0	120,000	0	0	0	0
4532 KGV Trust Grant	10,000	10,000	7,000	7,000	14,500	0	8,000	0	0
4600 Election Costs	5,000	0	2,500	0	2,500	0	2,500	0	0
4610 Contingency	11,453	10,453	10,453	0	10,453	0	41,126	0	0
4612 Newberries Car Park Grant	10,000	12,000	12,500	9,000	12,500	0	0	0	0
4613 Chairman's Allowance	1,800	2,096	1,800	685	1,000	0	1,000	0	0
4991 Rathbones	0	100,000	0	0	0	0	0	0	0
Overhead Expenditure	422,044	509,813	441,496	348,348	450,063	0	468,681	0	0
101 Net Income over Expenditure	242,951	170,812	261,056	481,756	292,812	0	-455,381	0	0
6001 less Transfer to EMR	0	21,500	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	242,951	149,312	261,056	481,756	292,812		(455,381)		
201 Open Spaces									
1020 Miscellaneous Income	100	5,592	100	1,500	100	0	100	0	0
1070 Grants R'yed - Other	0	2,515	0	0	0	0	0	0	0
1150 Allotments Income	2,800	2,840	2,800	2,820	2,800	0	2,800	0	0
1160 Site Rental	5,500	4,727	5,000	4,851	5,000	0	5,000	0	0

Continued on next page

11:00

Annual Budget - By Centre (Actual YTD Month 9)
Note: Budget 2024/25 for Full Council -- 30 Jan 2024

	<u>2022/23</u>		<u>2023/24</u>				<u>2024/25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Income	8,400	15,674	7,900	9,171	7,900	0	7,900	0	0
4000 Salaries	99,614	94,398	117,000	79,764	109,000	0	128,233	0	0
4005 Overtime	4,000	3,837	4,000	4,490	4,000	0	4,500	0	0
4015 ERS NIC&Pension	21,300	16,324	21,300	13,070	15,000	0	13,000	0	0
4030 Travel & other staff expenses	600	344	600	742	600	0	650	0	0
4100 Utilities - Gas,elec & water	5,500	22,301	15,000	2,682	10,000	0	16,000	0	0
4225 IT	0	0	0	367	0	0	0	0	0
4240 Training	2,000	2,221	2,000	1,417	2,000	0	2,200	0	0
4401 Open spaces	15,000	19,054	15,750	8,676	15,750	0	16,538	0	0
4405 Asset Purchase	9,500	5,820	0	0	0	0	12,500	0	0
4411 Depot	10,500	11,046	9,800	9,823	11,300	0	11,000	0	0
4417 Fleet management	7,452	8,098	7,500	5,065	7,500	0	7,875	0	0
4441 High street	4,500	494	2,000	2,100	2,000	0	2,000	0	0
4451 Tree Management	12,485	17,323	10,000	8,430	10,000	0	12,000	0	0
4460 Protective Clothing	1,500	1,131	1,000	307	600	0	1,000	0	0
4490 Miscellaneous Expenditure	500	524	500	0	500	0	500	0	0
4492 Security	6,800	5,078	7,140	2,010	7,140	0	7,140	0	0
Overhead Expenditure	201,251	207,994	213,590	138,944	195,390	0	235,136	0	0
201 Net Income over Expenditure	-192,851	-192,320	-205,690	-129,773	-187,490	0	-227,236	0	0
6001 less Transfer to EMR	0	2,515	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(192,851)	(194,835)	(205,690)	(129,773)	(187,490)		(227,236)		
301 Community Development									

Continued on next page

11:00

Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget 2024/25 for Full Council -- 30 Jan 2024

	<u>2022/23</u>		<u>2023/24</u>				<u>2024/25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1020 Miscellaneous Income	500	0	500	0	0	0	500	0	0
1021 Winter Fair Income	600	1,292	1,000	1,710	1,600	0	1,500	0	0
1070 Grants R'ved - Other	0	14,185	0	4,000	4,000	0	0	0	0
1240 Newsletter Advertising Income	1,000	1,208	1,000	1,100	1,150	0	1,150	0	0
Total Income	2,100	16,685	2,500	6,810	6,750	0	3,150	0	0
4226 Website Design & Maintenance	900	293	500	461	300	0	500	0	0
4405 Asset Purchase	6,000	0	0	0	0	0	5,900	0	0
4420 Christmas Lights	6,500	10,287	9,000	9,849	9,000	0	10,000	0	0
4433 Event - Summer	6,000	5,805	7,000	7,760	7,749	0	6,500	0	0
4434 Event - Winter Fair	6,000	6,062	6,000	6,459	6,000	0	7,000	0	0
4435 Event - varies	5,000	18,898	11,500	17,097	15,224	0	5,000	0	0
4438 Youth Council Expenditure	260	180	265	150	265	0	270	0	0
4470 Newsletter Delivery	1,040	1,112	1,100	1,048	1,100	0	1,500	0	0
4475 Newsletter Printing	6,500	6,649	8,500	5,254	6,500	0	8,800	0	0
4490 Miscellaneous Expenditure	500	0	500	500	0	0	500	0	0
4519 Grants	13,500	13,032	13,500	9,000	13,500	0	15,000	0	0
Overhead Expenditure	52,200	62,317	57,865	57,577	59,638	0	60,970	0	0
301 Net Income over Expenditure	-50,100	-45,632	-55,365	-50,767	-52,888	0	-57,820	0	0
6001 less Transfer to EMR	0	2,450	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(50,100)	(48,082)	(55,365)	(50,767)	(52,888)		(57,820)		
901 Projects									
4904 Asset Purchase EMR	0	13,870	0	6,415	0	0	0	0	0

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11:00

Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget 2024/25 for Full Council -- 30 Jan 2024

	<u>2022/23</u>		<u>2023/24</u>				<u>2024/25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4907 Events	0	7,240	0	2,450	0	0	0	0	0
4912 Tree Works	0	10,399	0	10,390	0	0	0	0	0
4921 Radlett Centre Improvements	0	1,000	0	0	0	0	0	0	0
4925 Solar Farm Panel	0	89,815	0	70,039	0	0	0	0	0
4926 Capital reserves	0	16,373	0	14,606	0	0	0	0	0
Overhead Expenditure	0	138,697	0	103,900	0	0	0	0	0
plus Transfer from EMR	0	128,114	0	103,900	0	0	0	0	0
Movement to/(from) Gen Reserve	0	(10,584)	0	0	0	0	0	0	0
902 S106/CIL Special Reserve									
1910 S106 income	0	0	0	42,091	0	0	0	0	0
1911 CIL income	0	172,616	0	186,670	0	0	0	0	0
1912 Deposit	0	0	0	7,400	0	0	0	0	0
Total Income	0	172,616	0	236,161	0	0	0	0	0
4923 CIL expenditures	0	18,107	0	88,278	0	0	0	0	0
Overhead Expenditure	0	18,107	0	88,278	0	0	0	0	0
902 Net Income over Expenditure	0	154,509	0	147,883	0	0	0	0	0
6000 plus Transfer from EMR	0	28,006	0	87,853	0	0	0	0	0
6001 less Transfer to EMR	0	172,616	0	228,761	0	0	0	0	0
Movement to/(from) Gen Reserve	0	9,899	0	6,975	0	0	0	0	0

Continued on next page

Aldenham Parish Council

Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget 2024/25 for Full Council -- 30 Jan 2024

	<u>2022/23</u>		<u>2023/24</u>				<u>2024/25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Budget Income	675,495	885,600	712,952	1,082,246	757,525	0	24,350	0	0
Expenditure	675,495	936,928	712,951	737,047	705,091	0	764,787	0	0
Net Income over Expenditure	0	-51,328	1	345,199	52,434	0	-740,437	0	0
plus Transfer from EMR	0	156,120	0	191,753	0	0	0	0	0
less Transfer to EMR	0	199,081	0	228,761	0	0	0	0	0
Movement to/(from) Gen Reserve	0	(94,290)	1	308,191	52,434	0	(740,437)	0	0

✱

✱

Agenda item 9b

Aldenham Parish Council

Full Council
Meeting
30/1/24



SMALL COMMUNITY GRANT APPLICATION FORM

Grant Applicant Details		
Please type into the boxes – they will expand as you type		
1.	Name of applicant	Janet Engels of , Letchmore Heath Village Trust
2.	Name of organisation & address	Letchmore Heath Village Trust c/o Heath Cottage, Common Lane, Letchmore Heath, WD25 8EE
3.	Summary of aims & objectives	Letchmore Heath Village Trust (“LHVT” or the “Society”) is established for the advancement of environmental protection and improvement for the benefit of those living and working in the Letchmore Heath Conservation area. A copy of the Society’s constitution is attached and was adopted and signed on 16 November 2023
4.	Nature of organisation e.g. Registered Charity, non-profit/voluntary	LHVT is an unregistered charity. As the Society has an annual income of less than £5,000, it is not required to register with the Charity Commission. Given the limited nature of the Society’s transactions and the ability of the executive committee to monitor these closely (see attached financial statements for the year ended 30 June 2023) there is not considered to be a cost benefit of having an audit or independent examination.
5.	Registered Charity no. (if applicable)	N/A
6.	Date organisation set up if within the last 2 years	Established in 1971
7.	Estimate of number of people who take part in the organisation’s activities who live in Parish	Circa 350 people in relation to the residents of Letchmore Heath, as well as those who live within a 3 minute drive so will include some residents just outside the village along Grange Lane, Common Lane down to Battlers Green Farm and Aldenham Road so say a further 200 people,
Grant Application Details		

8.	Purpose for which the grant is required	To provide a defibrillator for the village residents and those living immediately outside the Village so as to comply with recommended distance for life saving purposes. Letchmore Heath Village Trust has secured a part funded defibrillator under the Government scheme from DHSC Community AED Grant Team as per their email dated 4 January attached. This is partially funded by them in the sum of £750 and LHVT is required to match this funding ie a further £750 as well as pay for installation, around £450 The unit will be mounted either on the external wall of The Three Horseshoes Public House on The Green or The Aldenham War Memorial Hall on Grange Lane
9.	Describe the benefit to local residents	The defibrillator will assist in life saving of the residents in the event of cardiac arrest
10.	Is this a one-off or on-going project?	One off
11.	Total cost of project	Part government funded £750 , part LHVT funded £750 plus installation £450 so total £1950
12.	Amount requested in this application	£750 please. LHVT are hopeful that the balance of £450 can be raised from the village community and if not can be funded from LHVT's own resources comprising subscriptions from members
13.	Describe what contribution will come from the organisation's own resources (financial or in kind)	See above – in addition LHVT will assume responsibility for overseeing installation, notifications to residents and training
14.	Grants already received from other bodies for this project - give name and amount	See above – this is part funded in the amount of £750 by DHSC Community AED Grant Team
15.	Applications made to other bodies which are awaiting outcome - give name and amount	None save for the DHSC arrangement referred to above.
16.	Date the project/work will start	Installation will take place within 4 weeks of delivery of defibrillator
17.	Expected completion date (if applicable)	February 2024
18.	How will success of the project be measured?	Lives saved as a 5 minute response time to a heart attack is optimum. Defibfinder.uk shows our nearest 24/7 publicly available unit at Church Cottages (Red Lion Close) Aldenham, is a 4 minutes drive time- so an 8 minute round trip
19.	Date funds required	As soon as possible to enable us to proceed
20.	Date of application	4 January 2024

Thank you.

Q.8 -> cost of

Peter Evans

From: JANET ENGELS <janetengels@hotmail.com>
Sent: 04 January 2024 13:08
To: Peter Evans; Monika Duong
Subject: LHVT COMMUNITY GRANT APPLICATION Quote - DHSC Defibrillator Information

Defibrillator and matched funding

Dear Peter

further to my immediately proceeding email I attach confirmation of matched funding from DHSC

Kind regards

Janet

From: hello@defibgrant.co.uk <hello@defibgrant.co.uk>
Sent: 04 January 2024 10:15
To: janetengels@hotmail.com <janetengels@hotmail.com>
Subject: Quote - DHSC Defibrillator Information

Dear JANET ENGELS ON BEHALF OF LETCHMORE HEATH VILLAGE TRUST

Re: Application for a defibrillator Ref. No. 06737

Thank you for your application to the DHSC for match funding under their current Community Defibrillator Scheme.

After the funding has been applied the cost to yourselves for a Fully Automatic Defibrillator and External Heated Cabinet with Keypad lock (for installation on an external wall and cabinet requires a power supply) is only £750 per unit!

The only requirements in obtaining this equipment are:

1. You are based in England
2. Location is not a school/academy (previously eligible under DofE Scheme)
3. Installation on an external wall within 4 weeks of receipt of equipment and a photograph showing installed equipment to be provided by email to the DHSC
4. Once installed the Defibrillator must be registered with the ambulance service via The Circuit online registration.
5. Responsible for ongoing maintenance

There is currently no limit to the number of Defibrillators you wish to obtain.

As per your application please find herewith a quote in respect of the match funding element due from yourselves.

In order to proceed simply click on the 'accept quote' link below and you will thereafter receive a further email with the relevant payment request.

Funding is provided on a first come first served basis and is only secured once your payment has been received by our suppliers, London Hearts.

Please be advised we are currently inundated with requests and we aim to respond within 3 working days.

Regards

DHSC Community AED Grant Team

Telephone: 0300 302 1388

Your Donation Request amount is:

1x - DHSC - Mindray C1A Fully Automatic Defibrillator & External Heated Cabinet with keypad lock - Partially Funded - £750.00 - total £750.00

Total - £750.00

[Accept Quote](#)

This email has been scanned for spam & viruses. If you believe this email should have been stopped by our filters, [click here](#) to report it.

Letchmore Heath Village Trust

Accounts for the year ended 30 June 2023

	£	£
Cash at bank and in hand – 1 July 2022		2,389.27
Income		
Subscriptions	540.00	
Donations – Christmas tree	350.00	
Interest received	3.56	
Total income		893.56
Expenses		
Donation to Radlett Society & Green Belt Association	1,200.00	
Christmas tree	750.00	
Website expenses	227.62	
Interest paid	0.55	
Total expenses		2,178.17
Cash at bank and in hand – 30 June 2023		1,104.66

Notes

1. Letchmore Heath Village Trust ("LHVT" or the "Society") is an unregistered charity established for the advancement of environmental protection and improvement for the benefit of those living and working in the Letchmore Heath Conservation area. As the Society has an annual income of less than £5,000, it is not required to register with the Charity Commission.
2. The LHVT accounts are prepared on a cash basis, such that transactions are only recorded when cash is received or paid. As such the accounts only represent an historical record of the Society's cash transactions and so are not intended to present a true and fair view of it's operations.
3. Subscriptions represent the amounts received by the Society during the financial year. This is not aligned with the calendar year for which subscriptions are made. In accordance with the Society's constitution, subscriptions are treated as being for the calendar year in which the subscription is made, being £335 in relation to 2022 and £205 in relation to 2023.
4. The donation to the Radlett Society & Green Belt Association ("RSGBA") was in connection with the costs incurred by that organization in responding to the planning application for a solar plant on land north of Butterfly Lane, land surrounding Hilfield Farm and land west of Hilfield Lane. A further £6,800 was paid to RSGBA in respect of the onward transmission of funds donated to RSGBA via the LHVT bank account. Such funds are not considered to be part of the Society's funds, so are not included in the accounts above.
5. These accounts were approved by the Letchmore Heath Village Trust Executive Committee on 21 October 2023.

LETCHMORE HEATH VILLAGE TRUST CONSTITUTION

1. Name The name of the Society is Letchmore Heath Village Trust ("**the Society**".)

2. Area of Benefit The Society is established for the advancement of environmental protection and improvement for the benefit of those living and working in the Letchmore Heath Conservation Area ("the Village.")

3. Aims The aims of the Society are to:

3.1 promote high standards of planning, architecture and civic amenities in or affecting the Village and the surrounding countryside and, where planning or other proposals could have an adverse effect on the Village or its residents, the areas beyond the Village and the surrounding countryside

3.2 protect the Green Belt and the preservation, protection, development and improvement of features of historic or public interest in the areas above.

4. Powers To achieve its aims the Society, through its Executive Committee, (the Executive") shall have power to:

(1) promote civic pride

(2) liaise with the parish, borough, county and all other authorities; to comment on their proposals, raise questions and make suggestions and, also, to liaise and co-operate with voluntary organisations, charities and persons having aims similar to those of the Society

(3) undertake projects to enhance, improve and introduce facilities for the benefit of Village life including but not limited to traffic control and visual aspects of the Village

(4) participate in any appeals or judicial review of planning decisions

(5) undertake research and publish papers, reports, surveys, maps and plans and collect and disseminate information in relation to all subjects directly connected with the aims of the Society by way of meetings, lectures, electronic or other communication

(6) raise funds by subscription, donation and otherwise, but the Society shall not undertake any permanent trading activities in raising funds for its aims

(7) acquire, by purchase, gift or otherwise items required to further the Society's aims

(8) do anything else reasonably necessary for the Society to achieve its aims.

5. Liability The liability of members of the Society, including the Executive, will not exceed the amount of their annual subscription unless they have acted fraudulently or illegally.

6. Membership and Voting Membership is per resident or business and is open to all adult Village residents, nearby residents who are interested in furthering the purposes of the Society and any business based in the Village.

Membership carries one vote per member or business.

No member may vote at any meeting of the Society if their subscription is in arrears.

A business member may vote via an appointed representative previously notified in writing to the Secretary.

7. Equal opportunities The Society will not discriminate on the grounds of sex, race (including colour, ethnic or national origin) sexual orientation, disability, gender reassignment, religious or political belief, pregnancy or maternity, marital status or age.

8. Subscription The annual membership subscription to LHVT shall be £10 per household or business, and will apply to the calendar year in which it is made, irrespective of the date of payment.

The annual subscription may be reviewed at an Annual General Meeting (AGM.)

9. AGMs and Special General Meetings (SGM) An AGM will be held in or about November to receive the Executive's report on its activities, the annual statement of account and to elect members of the Executive.

An SGM of the Society shall be held at the request of the Executive, or upon written request made to the Executive by 25% of the fully paid up members, stating the reason for the request.

All members will be notified in writing at least 3 weeks before any AGM or SGM, giving the venue, date and time.

The quorum for any AGM or SGM will be the greater of 10% of the membership or 10 members.

If consensus cannot be reached on any matter discussed at any meeting a vote will be taken and a decision will be made by a simple majority of members present (except for dissolution where the majority required shall be 2/3rds of members.) In the event of an equality in votes cast, the Chair shall have a second or casting vote.

10. The Executive. The business of the Society will be carried out by the Executive of up to 8 members although the Executive may, at its discretion, increase this up to 10 members. The Executive shall have the power to fill up to 2 vacancies occurring among the members of the Executive between AGMs and may co-opt further members in an advisory, non-voting capacity.

The Executive shall meet as necessary and at least 6 times annually. The Secretary shall give at least 7 days' notice of each Executive meeting. The quorum for an Executive meeting shall be 5. Executive meetings will be open to the Executive only and the Chair shall have a casting vote, if required.

Members of the Executive shall be elected annually at the AGM and existing Executive members may be re-elected.

Nominations for election to the Executive shall be made in writing to the Secretary at least 7 days before the AGM, with the consent of the proposed nominee. Nominations shall be seconded by a member. If the nominations exceed the number of vacancies a ballot shall take place. In the event of an equality in the votes cast, the Chair shall have a second or casting vote.

Nominees for election as an Executive member shall declare, at the relevant AGM, any financial or professional interest known or likely to be of concern to the Society.

11. Officers The Officers of the Society shall consist of :

- Chair, who shall chair both general and Executive meetings
- Secretary, who shall take minutes and distribute papers
- Treasurer, who shall maintain accounts and keep a list of members

The Executive shall nominate the Officers and may fill casual vacancies occurring.

12. Declaration of Interest Any member, including Executive members, who are directly or indirectly interested, financially or professionally, in any item discussed at any meeting of the Society which they attend must declare that interest, recuse themselves, if required by the Chair, and will not be entitled to vote on that item.

13. Application of funds. The Society's funds will be applied by the Executive in payment of all proper expenses of administration and management of the Society and then in furtherance of the Society's aims.

Money belonging to the Society shall be held in a current account and any surplus not required for immediate application may be invested by the Executive in an interest bearing account.

An annual statement of account will be presented to the AGM.

14. Amendments This Constitution may be amended by a majority of members of the Executive. Any such amendments will require subsequent ratification by a majority of members present and voting at an LHVT AGM or SGM.

15. Notices Any notice required to be given by these Rules is properly given if left at or sent by prepaid post or email addressed to the address or email address of that member last notified to the Secretary.

16. Dissolution The Society may be dissolved by a two-thirds majority of members at an AGM or SGM.

Any motion to dissolve the Society shall be referred to specifically when notice of the relevant meeting is given.

If the Society is dissolved its funds and records will be transferred to one or more institutions with reasonably similar aims chosen by the Executive and approved by the meeting of the Society at which dissolution is confirmed.

This Constitution was adopted at the Annual General Meeting of the Society held on the 2023]at the Aldenham War Memorial Hall, Grange Lane Letchmore Heath WD25 8DY, as evidenced by the signatures of the Officers, below:

Chair..... Alan Lambert

Secretary.....Alison Rose

October 2023



Minutes Planning Committee

Date 04/12/2023
Time 19:30 - 21:30
Location Meeting Room 2 at The Radlett Centre, 1 Aldenham Avenue, Radlett, Hertfordshire, WD7 8HL
Chair Cllr S Khawaja
Attendees Cllr S Benjamin, C Woolf, S Ali
Officer S Heighton (Admin – OS)

Plus four members of public

1 Apologies for absence

Minutes:

Apologies were received from Cllr E Samuelson.

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.

Minutes:

Cllr C Woolf declared a non-pecuniary interest in agenda item 5.b, 23/1152/FUL The Three Compasses, Pegmire Lane, Aldenham, Watford as he is a neighbour.

3 To confirm the Minutes and appendices of the meeting held on Monday 20th November 2023

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. Three members of public raised concerns regarding agenda item 5.a, 23/1508/OUT Land Rear of Electricity Station, Hilfield Lane, Aldenham. One member of public raised concerns regarding agenda item 5.b, 23/1152/FUL The Three Compasses, Pegmire Lane, Aldenham, Watford and two raised concerns regarding agenda item 5.c, 23/1599/FUL Land Between Orchard House and Laurel Cottage, New Road, Letchmore Heath, Watford. Members asked questions for clarification, before the members of public were thanked for their attendance and standing orders were then resumed.

5 Planning Applications

5.a 23/1508/OUT - Land Rear Of Electricity Station, Hilfield Lane, Aldenham – Proposal: Application for a Battery Energy Storage System (BESS) and associated landscaping and access. Outline Application to include Access. (Appearance, Landscape, Layout & Scale are Reserved)

Minutes:

Object --

A letter from Aldenham Parish Council will be sent to Hertsmere Borough Council.

5.b 23/1152/FUL - The Three Compasses, Pegmire Lane, Aldenham, Watford – Proposal: Erection of an electrical substation with 6 x high-powered DC (rapid) electric vehicle charging hubs and associated electrical equipment (Associated LBC under reference 23/1153/LBC)

Minutes:

Object --

The proposed siting of the substation right next to property, Delside, is a cause of concern. However, if the substation is sited away from Delside we would be minded to support the application.

5.c 23/1599/FUL - Land Between Orchard House And Laurel Cottage, New Road, Letchmore Heath, Watford – Proposal: Construction of new detached, two storey, 3-bedroom dwelling with off street parking, associated landscaping, amenity space, bin store, and installation of

12 x panel solar system to rear garden, accessed via New Road

Minutes:

No Objection - but we would remind the applicant to apply for a dropped kerb.

5.d 23/1646/FUL - 221 Watling Street, Radlett – Proposal: Insertion of ground floor window to front elevation and alterations to front door

Minutes:

No Objection

5.e 23/1654/FUL - Haberdashers Askes School For Girls, Aldenham Road, Elstree, Borehamwood – Proposal: Refurbishment of B Block including facade and roof improvements, alterations to fenestration, and photovoltaic roof panels

Minutes:

No Objection

5.f 23/1663/HSE - 46 Elm Walk, Radlett – Proposal: Enlargement of existing side dormer

Minutes:

Object --

The enlargement of the side dormer would be contrary to Design Guide E - EKP - 4 'Dormer windows should not be centrally located on the roof and should not take no more than 60% of the roof slope.'

5.g 23/1522/HSE - 54 Watford Road, Radlett – Proposal: Retrospective application for alterations to front boundary treatment, including replacement of wooden fence with wall and railings, additional railings to existing wall and replacement vehicular entrance gates

Minutes:

Object --

However, proper evaluation of this retrospective application is not possible, as the original drawings from 20 years ago cannot be seen on the Hertsmere portal.

5.h 23/1465/FUL – 27 The Ridgeway, Radlett – Proposal: Construction of a detached two – storey dwelling to the land rear of 27 The Ridgeway; new crossover to facilitate parking; hard and soft landscape including boundary

treatment; refuse/recycle storage and private amenity space

Minutes:

No Objection

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.

Minutes:

These were noted.

6.a 23/1540/CLE - 27 Shenley Hill Radlett – Proposal: Construction of a detached outbuilding with an AC unit fitted externally sitting on sunken decking with associated soft landscaping. Certificate of Lawful Development (Existing)

6.b 23/1153/LBC - The Three Compasses, Pegmire Lane, Aldenham, Watford – Proposal: Erection of an electrical substation with 6 x high-powered DC (rapid) electric vehicle charging hubs and associated electrical equipment (Associated FUL under reference 23/1152/FUL)

6.c 23/1631/CLE - 39 Watford Road, Radlett – Proposal: Construction of outbuilding to rear of garden. Certificate of Lawful Development (Existing)

7 Planning decisions by Hertsmere Borough Council

Minutes:

These were noted

7.a 23/1413/HSE - 57 The Crosspath, Radlett – HBC decision was Grant Permission – APC comment was Object

7.b 23/1435/HSE - 3 Summerhouse Lane, Aldenham, Watford – HBC decision was Grant Permission – APC comment was No Objection

7.c 23/1383/ADV - 243 Watling Street, Radlett – HBC decision was Grants Consent – APC comment was No Objection

**7.d 23/1009/FUL - 8 Williams Way, Radlett – HBC decision
was Grant Permission – APC comment was Object**

8 Date of next meeting Monday 18th December 2023

Minutes:

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

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



Minutes Planning Committee

Date 18/12/2023
Time 19:30 - 21:30
Location Meeting Room 2
Chair Cllr E Samuelson
Attendees Cllrs C Woolf, S Benjamin, S Ali
Officer S Heighton (Admin – OS)

Plus one member of public

1 Apologies for absence

Minutes:

Apologies were received from Cllr S Khawaja.

2 Declarations of interest on any item on the Agenda

Minutes:

None.

3 To confirm the Minutes and appendices of the meeting held on 4th December 2023

Minutes:

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

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

Minutes:

There was one member of public who did not wish to speak but was interested in two items on the agenda, which were item 6.a, Church Office, Christ Church Hall, Watling Street, Radlett and item 6.l, 29B Loom Lane, Radlett. It was agreed by members of the Committee that agenda item 6.a would be first and then to bring forward agenda item 6.l next.

5 To discuss the proposed telecommunications upgrade - OFF B462, Radlett, WD25 8BN (NGR: 514693, 198658) (EJ/CTIL_136016_38)

Minutes:

No Objection

6 Planning Applications

6.a 23/1652/FUL - Church Office, Christ Church Hall, Watling Street, Radlett - Proposal: Installation of 24 x mounted solar panels. (Associated LBC application under reference 23/1653/LBC) (Revised application)

Minutes:

No Objection -- As it is in a Conservation Area, members asked whether the applicant would consider using a more modern solar panel, which is indistinguishable from the slates on the roof.

6.b 23/1673/HSE - 7 Beech Avenue, Radlett – Proposal: Conversion of garage to habitable space, demolition of garden room, creation of lower ground floor level, two storey front and rear extension. Conversion of loft to habitable space including alterations to roof, insertion of roof lights and rear dormer. Alterations to fenestration

Minutes:

No Objection -- However, Members of the Committee recommend a lowering of the front Velux window in the roof.

6.c 23/1680/HSE - 13 Battlers Green Drive, Radlett – Proposal: Part single, part two storey rear extension. Single storey front extension. Conversion of loft to habitable space including rear dormer and 3 x front roof lights. Construction of garden room to rear. Associated works and landscaping, including dropped kerb to front forecourt. (Revised application).

Minutes:

Object --

a) This revised application does not comply with SADM30 Design Guide E, in terms of scale mass and bulk which contributes to considerable over development of the site.

b) The side wall is too close to the boundary to the neighbouring property.

c) The first floor extension breaches the 45° angle and is not 2m from the boundary.

d) In the loft conversion the rear dormer windows are contrary to Design Guide E - EKP - 4 'Dormer windows should be centrally located on the roof and should not take no more than 60% of the roof slope.' Also, it would create additional floor space, not simply additional light. The east - facing roof lights would give rise to overlooking.

e) The front extension is full width of the house and reduces the front garden, which is not typical of the street scene.

f) The Garden room to the rear of the property should remain incidental

to the property.

g) Parking is a major issue, as a 4 bedroom house requires 3 individual parking spaces and at present they only have 1 shared space. Members of the Committee agree with the comments made by Highways on 30th November.

6.d 23/0849/FUL - 6 Watford Road, Radlett – Proposal: Extension of dropped kerb by 1.2m

Minutes:

No Objection

6.e 23/1681/HSE - 19 The Heath, Radlett – Proposal: Construction of single storey rear extension, first floor front and side extension, and conversion of garage to habitable room including replacement of garage doors with windows. (Revision to previously approved application reference 20/1641/HSE.)

Minutes:

Object -- As this proposal breaches the 45° line. However, if this was rectified members would have no objection.

6.f 23/1703/FUL - 42 Williams Way, Radlett – Proposal: Demolition of existing detached two storey dwelling and construction of replacement detached 4 bed two storey dwelling including accommodation at loft level and associated landscaping

Minutes:

Object --

a) The 45° line has been breached on both sides with the neighbouring properties.

b) Some concerns are raised on the materials being used, which is not in keeping with the street scene and breaches the Radlett Neighbourhood Plan's design code f (Building materials).

6.g 23/1715/HSE - The Crescent, Aldenham, Watford – Proposal: Removal of existing timber single glazed units and installation of replacement timber double glazed units to match existing. Installation of extractor fan vent cover

Minutes:

No Objection

6.h 23/1718/FUL - 11A Beaumont Gate, Radlett – Proposal: Partially retrospective application for an amendment to rear flat-roof dormer to create lower roof central section, forming 2 x full height dormer elevation profiles, with insertion of 4 x front rooflights

Minutes:

Object --

The proposal would be out of keeping and harmful to the visual amenity in the surrounding area, as the addition of 4 x roof lights and 2 x rear dormers to the buildings would form an incongruous addition to the roof scape and would be out of keeping with the uniform terraced buildings along Beaumont Gate.

6.i 23/1719/FUL - 11A Beaumont Gate, Radlett – Proposal: Retrospective application for conversion of loft to create additional office space at 3rd floor level to include rear dormer and insertion of 4 x front rooflights

Minutes:

Object --

The proposal would be out of keeping and harmful to the visual amenity in the surrounding area, as the addition of 4 x roof lights and 2 x rear dormers to the buildings would form and incongruous addition to the roof scape and would be out of keeping with the uniform terraced buildings along Beaumont Gate.

6.j 23/1717/HSE - 48 Newberries Avenue, Radlett – Proposal: Two storey front, first floor side and part single part two storey rear extensions, conversion of loft to habitable space including rear dormer and side roof lights, raised roof ridge level and alterations to fenestration. (Revised application)

Minutes:

No Objection -- subject to a satisfactory arboricultural report.

6.k 23/1623/FUL - Land To The Rear Of 333-367, Watling Street, Radlett – Proposal: Retrospective application for change of use from car park to car showroom

Minutes:

Object --

a) This retrospective application for land next to Newberries Car Park (which is a designated piece of land for possible future development, as per the Radlett Neighbourhood Plan) could have a detrimental effect on any future proposals should a change of use be granted.

b) In 2007 an application was refused re the installation of barriers at the rear of 333-367 as "the development would lead to an increase in the number of occasions vehicles would have to stop and wait on the car park access road resulting in further conflict and interference with vehicle and pedestrian movements on the adjacent highway.' The proposed development would therefore be detrimental to highway safety contrary to Local Plan Policies M2 and M12 of the Hertsmere Local Plan 2003.

- c) The increase in the number of car movements coming in and out would be inappropriate and harmful.
- d) Delivery vehicles are often using the access road on Watling Street to deliver goods to the retail shops in Newberries Parade, as it is difficult to reach the rear of the buildings to off-load. Therefore, this application site needs to remain an open area.
- e) The car park has also been known to flooding in previous years.

6.I 23/1733/FUL -- 29B Loom Lane, Radlett – Proposal: Construction of detached 5 bed house with accommodation at basement level to include access, parking and amenity space. A further subdivision of land at 29B Loom Lane following application 21/0487/FUL.

Minutes:

Object --

- a) This proposal is not in keeping with the street scene which is contrary to Policy HD3 of the Radlett Neighbourhood Plan - Respecting and Enhancing Local Townscape and Landscape Character and Patterns.
- b) Members agree with the concerns from Highways regarding the cars coming in and out of the driveway on the sharp bend of Loom Lane.
- c) The house is now bigger which breaches SADM30 in terms of scale, mass and bulk.
- d) More cars will need to be parked on the front driveway which breaches the Radlett Neighbourhood Plan Design Code D - Front Gardens and Design Code I - Grass Verges and Highway Trees.
- e) If the Officer is minded to approve this application a traffic management plan needs to be considered carefully, due to the location of this proposal.

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

Minutes:

These were noted.

- 7.a 23/1671/LBC - Bhaktivedanta Manor, Dharam Marg, Hilfield Lane, Aldenham, Watford – Proposal: Repair, maintenance and decorations to the painted timber and windows. (Application for Listed Building Consent)**
- 7.b 23/1697/PD280 - Bio Products Laboratory, Dagger Lane, Elstree, Borehamwood – Proposal: Application for Prior Notification of the proposed demolition of 14 cottages**

- 7.c 23/1707/PD42 - 6 Kendals Close, Radlett – Proposal: Demolition of outbuilding and construction of a single storey rear extension. Depth: 6m, Height: 3.95m, Eaves: 3m**
- 7.d 23/1653/LBC - Church Office, Christ Church Hall, Watling Street, Radlett – Proposal: Installation of 24 x mounted solar panels. (Application for Listed Building consent and associated FUL application under reference 23/1652/FUL) (Revised application)**

8 Planning decisions by Hertsmere Borough Council

Minutes:

These were noted.

- 8.a 23/1433/HSE - 10 Links Drive, Radlett – HBC decision was Grant Permission – APC comment was No Objection**
- 8.b 23/1013/VOC - 16 Loom Lane, Radlett – HBC decision was Grant Permission – APC comment was No Objection**
- 8.c 23/1339/HSE - 32 Park Road, Radlett – HBC decision was Grant Permission – APC comment was No Objection**
- 8.d 23/0711/HSE - 1A Loom Lane, Radlett – HBC decision was Grant Permission – APC comment was No Objection**
- 8.e 23/1456/HSE - 31 Christchurch Crescent, Radlett – HBC decision was Refuse Permission – APC comment was Object**
- 8.f 23/1380/HSE - 47A Oakridge Avenue, Radlett – HBC decision was Grant Permission – APC comment was No Objection**

9 Date of next meeting Monday 8th January 2024

There being no further business the meeting closed at 8.58pm.

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



Minutes Planning Committee

Date 08/01/2024
Time 19:30 - 21:30
Location Meeting Room 2 at The Radlett Centre, 1 Aldenham Avenue, Radlett, Hertfordshire, WD7 8HL
Chair Cllr S Khawaja
Attendees Cllrs E Samuelson, C Woolf, S Ali, S Benjamin & G Taylor (Co-Opted Member)
Officer S Highton (Admin – OS)

Plus 25 members of 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 Monday 18th December 2023

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. Thirteen members of the public raised concerns regarding agenda item 5.c, 23/1736/FUL Craigmount, Radlett. Twelve members of the public raised concerns regarding agenda item 5.f, 23/1762/FUL, Land Adjacent to 1 and 3 Thelusson Court, Woodfield Road, 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 5.c, would be spoken about first followed by agenda item 5.f.

5 Planning Applications

5.a 23/1714/HSE - West Greystones, The Warren, Radlett - Proposal: Front boundary works to include removal of existing fence and gate, retention of existing retaining wall and erection of new brick piers, facade, iron railings and entrance gates

Minutes:

No Objection.

5.b 23/1734/VOC - 49 Loom Lane, Radlett – Proposal: Application for variation of condition 2 (plans) to allow for footprint and facade alterations following grant of planning permission 23/0170/FUL

Minutes:

No Objection - pending approval by Place Services and an arboricultural report.

5.c 23/1736/FUL - 1 - 44 Craigmount, Radlett – Proposal: Construction of an additional level to each of the eight blocks creating 8 x additional dwellings (4 x 2-beds, and 4 x 3-beds) with associated refuse storage and car and cycle parking

Minutes:

Object --

a) The timing of this application is considered unsympathetic as it was made just before Christmas. This meant the affected residents did not have much time to get expert opinions on the proposal.

b) The residents of Craigmount were not consulted.

c) There are insufficient parking spaces for the additional dwellings and the public roads surrounding the proposal are in a controlled parking zone (CPZ).

d) This application does not comply with SADM30 Design Guide E, in terms of mass and bulk, and is considered to be an overdevelopment of the site, and the roof will appear out of proportion with the lower two floors.

d) The proposal is not suitable for people with mobility issues or a disability as no lifts have been included in the application and it will be difficult for them to manage at least 3 flights of stairs. This is contrary to Part M para, 3.21 of the building

regulations.

e) The waste management of the site will also have the same concerns with there being no lifts included, as rubbish will need to be brought up and down by hand.

f) The biodiversity of the site would be affected negatively.

g) This application is contrary to the Radlett Neighbourhood Plan Policy GA1 - Walking and Cycling Networks, as the cycle routes will need to be improved.

h) Considering the number of objections and all policy contraventions, APC will be asking the Borough Councillors to call this application into Hertsmere's Full Planning Committee.

5.d 23/1769/HSE - 7 Loom Lane, Radlett – Proposal: Single-storey side and rear extension, first-floor bay window, conversion of loft to habitable space including rear dormer and 9x roof lights, front porch canopy and alterations to fenestration. Erection of front gates, detached garage and single-storey outbuilding in the rear garden

Minutes:

Object -

a) The proposal is in a Conservation Area.

b) The front gates are not in keeping with the street scene which contravenes the Radlett Neighbourhood Plan, Design Code C - Gates and Design Guide D.

c) The proposed treatment of the entrance and removal of the flint stone wall does not support the street scene.

d) The arboricultural survey does not contain a tree constraints plan.

e) No measurements are given for the spacing to the boundary for the proposed office/outhouse.

f) This proposal is contrary to Design Code H - Highway Boundaries, HD3 - Respecting and Enhancing Local Townscape and Landscape Character and Patterns and HD5 - Healthy High-Quality Trees and Hedges of the Radlett Neighbourhood Plan.

5.e 23/1773/HSE – 3 Nightingale Close, Radlett – Proposal: Alterations to fenestration to include enlargement of rear ground floor windows to provide 2x french doors, replacement of existing first floor rear windows, partial infill of door to side elevation, insertion of ground floor side windows and front porch extension

Minutes:

No Objection.

5.f 23/1762/FUL - Land Adjacent To 1 And 3 Thelusson Court, Woodfield Road, Radlett – Proposal: Construction of 4 x 3-bed residential dwellings with habitable loft accommodation to include associated parking, amenity, landscaping and cycle store. (Revised application.)

Minutes:

Object --

a) As there is a loss of amenity between the flats and houses, this would be in breach of SADM30 in terms of scale, mass and bulk.

b) There are insufficient parking spaces for the amount required for this proposal as the garages currently owned by the residents are inadequate and not fit for modern cars. There will also be no visitor/worker spaces available. New residents would not be able to apply for CPZ permits.

c) The loss of biodiversity where there will be loss of trees, will affect the wildlife of the area which is in breach of SADM10.

d) Residents have strong views regarding the biodiversity such as owls, bats and amphibious creatures. A full ecological survey should be carried out before this application is approved.

d) There is a potential flooding risk to the site as there are natural inclines in the land.

e) It is not surplus land as the residents maintain the gardens and have a 999-year lease. The National Planning Policy Framework (NPPF) also makes it very clear that land built up in areas such as private residential gardens should not be built upon and there is no presumption in favour of development on garden land.

f) There has been insufficient consultation with the residents, as this application was made just before Christmas.

g) The proposal is contrary to several policies in the Radlett Neighbourhood Plan, namely -

(i) HD3 - Respecting and enhancing the local townscape and landscape character and patterns

(ii) HD4 - Development of Garden land

- (iii) HD5 - Healthy high-quality trees and hedges
- h) The residents of Thelusson Court have paying for the maintenance of the gardens for years.
- i) Considering the number of objections and considering all policy contraventions, APC will be asking the Borough Councillors to call this application into Hertsmere's Full Planning Committee.

**5.g 23/1758/HSE - 18 The Close, Radlett – Proposal:
Conversion of loft to habitable space with hip-to-gable roof alterations to include rear dormer with 2 x roof lights, insertion of solar panels and 3 x roof lights to front elevation, and internal alterations**

Minutes:

Object -

- a) Considering the additional bulk represented by the hip-to-gable alteration, the proposals would have a significant impact on the street scene. The ridge length is appreciably wider than the attached neighbour's, and the roof-lights are non-symmetrically arranged with the solar panels. The rear dormer appears to be excessive and measures greater than 60% of the proposed roof slope and the drawing misrepresents the existing neighbour's dormer when compared with the satellite aerial view.
- b) Overall, the proposals appear to over-develop this semidetached dwelling with bulk and top-heavy massing, and in a way that could harm the street scene and be out-of-keeping with the area.
- c) These roof proposals could be seen as poor design under the terms of SADM30.

**5.h 23/1340/HSE - 8 Shenley Hill, Radlett – Proposal:
Construction of a part single, part two storey rear extension, first floor side extension and alterations to fenestration. Conversion of loft to habitable space with associated roof alterations to include side and rear dormer windows and insertion of roof lights to both side elevations. Front landscaping works to include installation of glass balustrade with raised entrance area and associated steps**

Minutes:

Object --

- a) This application does not comply with SADM30 Design Guide E, in terms of scale, mass and bulk which contributes to an overbearing development of the site.
- b) The construction is too close to the boundary with both

neighbours.

c) The utility room would be directly on the boundary.

d) The side/rear dormer windows would lead to overlooking the neighbours.

6 Planning decisions by Hertsmere Borough Council

Minutes:

These were noted.

- 6.a 23/0396/HSE - 47 Battlers Green Drive, Radlett – HBC decision was Grant Permission – APC comment was Object**
- 6.b 23/1097/HSE - 19 The Grove, Radlett – HBC decision was Grant Permission – APC comment was No Objection**
- 6.c 23/0570/FUL - 9 Newlands Avenue, Radlett – HBC decision was Grant Permission – APC comment was No Objection**
- 6.d 23/1536/HSE - 7 Beech Avenue, Radlett – HBC decision was Refuse Permission – APC comment was No Objection**
- 6.e 23/1512/HSE - Waterside Lodge , Waterside, Radlett – HBC decision was Grant Permission – APC comment was Object**
- 6.f 23/1505/HSE - 2 Oakridge Avenue, Radlett – HBC decision was Grant Permission – APC comment was No Objection**
- 6.g 23/1517/HSE - 2 Oakridge Avenue, Radlett – HBC decision was Grant Permission – APC comment was No Objection**
- 6.h 23/1152/FUL - The Three Compasses, Pegmire Lane, Aldenham, Watford – HBC decision was Grant Permission – APC comment was Object**
- 6.i 23/0739/HSE - 9 Medow Mead, Radlett – HBC decision was Refuse Permission – APC comment was Object**
- 6.j 23/1574/HSE - 5 Loom Lane, Radlett – HBC decision was Grant Permission – APC comment was No Objection**

7 Date of next meeting Monday 22nd January 2024

Minutes:

The date of next meeting Monday 22nd January.

There being no further business the meeting closed at 9.30pm.

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

ALLOTMENTS WORKING PARTY

Minutes of the meeting of the **ALLOTMENTS WORKING PARTY** held at 10.30am on Thursday 7th December 2023, Douglas Hicks Room, The Radlett Centre

Present: Cllr J Graham (Chairman), P Hordern, R Crosher & G Walton

Officers: S Heighton (Admin – Open Spaces)

1. Welcome & Apologies

Apologies were received from P Evans (Council Manager) and Cllr D Lambert

2. Agree minutes from last meeting – 1 August 2023

These were agreed.

3. To discuss the use of woodchip on the allotments

S Heighton said that she had attended an allotment forum and that woodchip should only be used as a pathway or in mulch to suppress growth.

After some discussion, it was decided that woodchip will only be allowed to be used on paths and to be used on plots underneath fruit bushes to prevent weeds.

S Heighton stated that plot 45L had not removed any of the unnecessary wood chippings from the plot.

It was then decided that if the plot holder does not comply with what we have asked, the Open Spaces Team will clear the plot on the agreed date, and it be offered to the next person on the waiting list.

4. To discuss fruit going missing/stolen from allotment plots

After some discussion it was decided that this is hard to control and an email to go out to all allotment holders to be vigilant.

5. To discuss organising an 'Open Day' for 2024

J Graham suggested that The Horticultural Society or National Garden Scheme do a walkabout of the allotments. P Hordern

ALLOTMENTS WORKING PARTY

stated that this cannot be organised and is not a good idea this year.

G Walton stated that we should not have an Open Day, as there is no value gained from it.

After some discussion, it was decided that there would be no Open Day and if any plot holders need support, they should contact the Working Party.

6. To discuss making full plots into half plots

S Heighton stated that any full plots which come back to us, going forward, they will be split into two half plots. This is because new allotment holders do not realise how big a full plot is and that half plots are more manageable.

After some discussion, it was decided that this was a good idea and for it to also be an option to the existing plot holders who own full plots. The aging generation will still have the opportunity to be part of the allotment community.

J Graham also stated that the rental fee for a half plot should increase to £25 from £20 next season, as there will be more admin involved.

7. Creating a community orchard at the allotments

An idea from the Open Spaces Team was to create a community orchard on the area of land by the apiary.

G Walton asked who would look after it and who would take all the fruit in the end.

After some further discussion, it was decided that although this was a good idea the area should just be left as it is and keep it mown.

8. Any other business

- **Impacts of the last inspection**
- **Letting of plots to new members**
- **Waiting List**

ALLOTMENTS WORKING PARTY

S Heighton stated that there are 2 people on the waiting list and that all plots have been allocated for now.

S Heighton also stated that it takes the Open Spaces Team a lot of time to clear plots when they come back to us and if there is anything we can do to stop this.

After some discussion, it was stated that we invite new plot holders to come and visit the plot in the state that it is in before clearance. Also, to let other plot holders know that the plot is vacant and to take what they wish. This will need to be approved and to put on as an agenda item for the next meeting.

P Hordern mentioned an issue regarding harassment on a current allotment holder. It was stated that there is a harassment policy in place and if any incidents occur to report to the Police.

J Graham announced that the allotment track works will start week commencing 8th January 2024 and will end by mid-March. The only access to the allotments will be by the pedestrian gate and for cars to be left in the Phillimore Recreation Ground car park, as there will be no access.

9. Date of next meeting

Thursday 21st March at 10am, Meeting Room 2 at The Radlett Centre.

There being no further business the meeting closed at 10.30am.

Chairman **Date**

EVENTS WORKING PARTY

DRAFT Minutes of the meeting of the **Events WP** held at 1pm on 12 December 2023, via zoom conferencing.

Present: Councillors H Jones (Chair), C Diskin.

Officers: M Duong (Deputy Council Manager), J Shearman (Admin Officer – Comms).

1. Welcome from Chairmen and apologies.

Cllr H Jones welcomed everyone. Apologies were received from Cllr T Butwick. No apologies received from Cllr R Rosehill.

2. To discuss opening of the PRG Playground following improvements.

Cllr H Jones made comment of how good the park was looking and couldn't wait for completion. There was some discussion on whether something could be put down for people to walk on or have muddy areas fenced off temporarily – we will review next week after inspection. It was agreed that, for now, we should advertise that the park has re-opened but look to do 'grand re-opening'/ribbon cutting in the new year (maybe have Alex present).

3. To receive feedback following Winter Fair.

- Great fair, organised well, flowed well.
- Santa very busy all the time (all ages) – consider setting a break next year, opportunity to walk around crowd / switch on lights.
- Re-think queuing system for Santa and speak to John Amer with regards to queuing system for rides especially carousel and hook a duck.
- Consider increasing prices (suggestion rides £2 / Santas Grotto £3 / budget increase by £1000) for next year.
- Scrap lobby separation, move RYC tombola to the side to open up lobby.
- Look for another ride, consider snow globe, food van – fill space more.
- Test lights in the morning.
- Delivered a better feeling/welcoming for Access For All.

4. To discuss initial ideas for year events 2024/25 and budget implications.

All agreed that the Rec can't be used next year for any events – could we hold Summertime Events elsewhere? Possibly Christ Church? Suggested we have a meeting with Oliver Blease and Peter Windsor. It would be nice to do something – depending on venue, suggested ticket sales rather than just turn up so we know numbers. Agreed to keep budget and put it towards café opening.

EVENTS WORKING PARTY

Autism Awareness – is it beneficial to have Radlett Lodge School attend going forward as it is not a local authority school. Agreed local parents need help, support, resources and guidance. C Diskin to contact C Clapper to see best way forward, which organisations can help – Carers in Herts?

5. Agree next meeting date – January 10 2024 at 1pm

6. AOB

None

There being no further business the meeting closed at 1:55pm

Chairman **Date**



DRAFT Minutes of the meeting of the Trustees of **KING GEORGE'S FIELD, RADLETT**: 1086522 held on Monday 11 December 2023 at 8.21pm in the Douglas Hicks Room, The Radlett Centre, 1 Aldenham Avenue, RADLETT, WD7 8HL.

Present: D Lambert (Chair), H Jones, E Samuelson, J Graham, C Woolf, T Butwick, S Benjamin, C Diskin & S Khawaja

P Evans (Secretary).

There was also one member of the public present.

1.	To receive apologies for absence. – Apologies received from : S Ali, R Rosehill & D Nygate.	
2.	To confirm the minutes of the meeting held on 30 October 2023. Confirmed as a true record and signed by D Lambert.	
3.	Matters arising from previous minutes These had been circulated prior to the meeting.	
No	Agenda item	Action
4.	To receive a request from local residents to 'request a commitment from the Trustees to (i) write to RLTSC revoking the consent in principle previously given and (ii) committing to not make any decisions in the future in respect of allowing heavy construction machinery across the Rose Field in the future without appropriate consultation with the impacted neighbours and users of the site'. The request had been circulated prior to the meeting. As the member of the public present wished to speak on this item, D Lambert allowed him to address the trustees. There was some discussion where trustees asked the secretary for clarification on what had been minuted following the discussion with RLT&SC. Some trustees felt that there were sufficient safeguards in the wording that meant that the trust had not been committed to allowing RLT&SC contractors permission to use the Rose Field. However, it was agreed that	The Secretary writes to RLT&SC to state that with regard to the 'in principle' action agreed in 2022, this will be subject to a full review once an application to build the padle courts has been approved by HertsmereBC.
5.	To receive a request from TabardRFC to use the car park and Rugby Field for the 2024 Annual Firework Display. This request had been circulated prior to the meeting. The trustees were pleased to see that an application had been made early	That permission to use the car park and rugby field for the 2024 firework display is agreed, at no cost, providing the trust receive a satisfactory risk



		assessment, suitable signage is in place prior to the car park being closed off and that the site is left clean and tidy afterwards.
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J Graham left the meeting at 8.45pm after item 4 had been discussed as he had another meeting function to attend.

5. To receive the bank statements and agree payments to be made by BACS.

The following payments were discussed and agreed to be paid.

Name	Description	Amount
Hamilton Site Services	Repairs to KGV Car Park Access Road	£ 7,020.00
Avid Designs	Further architectural work on Cobden Hill planning application.	£ 163.45
Total		£ 7,183.45

Balance as at 29 November 2023	£ 5,068.07
minus BACS debits detailed above	£ 7,183.45
plus, monies to be received from TabardRFC & HertsCC	£ 4,267.62
balance	<u>£ 2,152.24</u>

There are committed purchase orders of £2,250 towards legal works on the leases for Cobden Hill Dell, and the cutting of the grass on all fields.

Meeting finished 8.48pm.

Next meeting Wednesday 24 January 2024 at 7.30pm via zoom.

Chairman

Dated