



ALDENHAM PARISH COUNCIL

Notice is hereby given of the **April** meeting of the **FULL COUNCIL**.

This is to be held using zoom video conferencing meeting ID:857 2743 4433

Passcode: 374415 on **Monday 26th April 2021** at **2.30pm**.

Members are hereby summoned to this meeting and reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item.

Peter Evans
Parish Council Manager
20th April 2021

AGENDA

1. To receive apologies for absence.
2. Cllrs C Diskin & J Graham to sign their acceptance of office forms.
3. Declarations of interest on any item on the Agenda.
 - a) Disclosable pecuniary interests they or their spouse/partner have in any matter which is to be considered at this meeting.
 - b) Members must also declare any other pecuniary or non-pecuniary interests they have in any matter to be considered at this meeting.
4. To adjourn the meeting for members of the public to address the Council (in accordance with Standing Order 3e).
5. To approve and adopt the minutes of the meeting held 22nd February 2021 (in accordance with standing order 12c).
6. Managers' Report.
7. Chairman's Announcements.
8. To receive the plans for the allotment drive project and confirm submission to HertsmereBC planning department.
9. To agree the May meeting schedule for the council following the end of legislation that allowed meetings to be held remotely.
10. To authorise the payment of accounts for April.
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).



ALDENHAM PARISH COUNCIL

- a) Planning Committee meeting 15th March 2021.
- b) Planning Committee meeting 6th April 2021.
- c) Finance & General Purposes Committee meeting 12th April 2021.

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

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

13. To appoint cost consultant for the Phillimore Rec Improvement Project.

Date of and any items for the next meeting. **Monday 24th May 2021.**

Meetings scheduled for the next month.

Friday 23rd April 2021 – 2.30pm -- Planning Committee
Tuesday 4th May 2021 – 2.30pm (via zoom) – Planning Committee
Monday 10th May 2021 – TBA – Open Spaces Committee
Monday 17th May 2021 – TBA – Planning Committee
Monday 24th May 2021 – 7.30pm – Annual Meeting of the Council
Monday 24th May 2021 – 8.15pm – Full Council meeting.

All members of the Public & Press are welcome to view the meeting via <https://zoom.us/> the details are at the top of this agenda. You will need to download <https://zoom.us/> to your device that you wish to view the meeting on. If you wish to speak during the session titled, *to adjourn the meeting for members of the public to address the Council*. Please again let the Parish Council Manager. 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, there will not be a formal discussion, and the Council will decide either to put the matter on a further agenda (of the Council or a Committee) or ask the Parish Council Manager to write to you.



ALDENHAM PARISH COUNCIL

DRAFT Minutes of the meeting of the **FULL COUNCIL** using video conferencing at 2.30pm on 22nd March 2021.

Present: Councillors J Lefton (Chairman), E Samuelson, M Cherry, D Lambert, C Kilhams, A Robinson, H Jones & D Wickham.

Officer: P Evans (Council Manager).

Also present were nine members of the public.

Cllr S. Khawaja was not present and no apologies were received.

226. Apologies for absence – none.

227. Declarations of interest on any item on the Agenda.

a) Disclosable pecuniary – none

b) Other pecuniary or non-pecuniary interests.

Cllr E Samuelson declared a non-pecuniary interest in agenda item 7 as she has had no prior involvement in this project so is unable to form a decision.

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

Cllr J Lefton suspended standing orders and asked the members of the public if they wished to make any comment. The members of the public did not wish to speak so standing orders were then resumed.

229. To approve and adopt the minutes of the Full Council meeting held on 22nd March 2021.

These minutes were signed as a true record by Cllr J Lefton, and adopted by the council.

230. To receive the Manager's report (for information only).

This had been previously circulated and is attached for reference purposes. The council manager (CM) added that the steps into Scrubbitts Wood from Gills Hill had been replaced and the War Memorial in Radlett had been cleaned.

231. Chairman's announcements.

Cllr J Lefton thanked the CM and M Duong for their work during the staff review. The council also wanted to thank M Kotecha for all her work over nearly five years as she will be leaving her role as Community Development



ALDENHAM PARISH COUNCIL

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contracts, and had this had been recommended by the council solicitor.

It was also noted that to pass the income from the mast to the RCT was contrary to previous resolutions regarding funding of the RCT which will now be a once only payment per year. After further discussion it was;

Resolved;

- a) That APC enter into a contract with Russell-Cooke Solicitors to act on behalf of APC in this matter.***
- b) That APC enter into a contract with Arc Partners to carry out a survey regarding the potential rent for the mast.***
- c) That as this is a new lease, and that APC have now agreed to pay RCT one payment per year, that any rent received remains the income for APC.***

235. Finance

a) To authorise the payment of accounts for March.

A list of payments had been circulated prior to the meeting. There were some questions regarding the costs at the Radlett Centre. The PCM explained that these were in the car park which was still an APC expense. It was then;

Resolved;

- (i) That all payments appended to these minutes are approved, and that the BACS list is signed by Cllrs M Cherry & J Lefton to authorise the PCM to complete these transactions.***

- (ii) That an adjustment of £109.69 is made to the RCT contra account.***

b) To receive the latest financial statements.

A report had been circulated prior to the meeting. There was some discussion and the report was noted.

236. 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).

Resolved to adopt the following minutes and recommendations;



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- a) Planning Committee meetings of 15th February & 1st March 2021.**
b) Community Development Committee meeting 8th March 2021.

Re: — Winter Lights for 2021/2022

- (i) To service and display in 2021/22 season the Council's currently owned winter lights in Watling Parade.*
- (ii) To dress the Christmas Tree at the Radlett Centre using already purchased lights and baubles.*
- (iii) To investigate if there is another company that can maintain the lights to make sure the Council is getting the best value for its money.*

Re -- 100 Year Celebration of Phillimore Recreation Ground

- (iv) That should the 100 Year Celebration event goes ahead in September 2021 APC will instruct Inspire All to run both days (Saturday and Sunday)*

Re – Possible Council Events for 2021

- (v) That the Asst Manager contacts Apex to find out if they are able to run some Children activities in Phillimore Recreation Ground at the end of August subject to government guidelines.*
- (vi) Subject to government guidelines to have Winter Fair in November 2021*

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

Cllr H Jones stated that the Aldenham Alms-houses has a new trustee. Cllr E Samuelson updated members on the work of the Radlett Youth Council. Cllr J Lefton gave a report on the Platt Subsidiary Foundation.

238. To receive an update from the RNP Steering Group and agree a strategy for the referendum in May.

Cllr E Samuelson gave an update on the work of the RNP steering group. They are producing leaflets which will be distributed to residents in Radlett highlighting the referendum and its benefits and encouraging a yes vote. She added that as there are rules regarding expenses incurred during the referendum period, the steering group have managed to obtain funding from the Radlett Society & Green Belt Association. However, as the steering group do not hold a bank account, APC will receive the grant.

APC note that these referendum restrictions mean that APC can only highlight the election. After further discussion it was

Resolved that APC conducts a social media campaign to encourage Radlett residents to vote in the referendum including a countdown to the May 6th and uses all its other advertising outlets.



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239. To consider candidates for co-option to the council for the Aldenham West ward casual vacancy.

Cllr J Lefton stated that there had been six residents who had put themselves forward for consideration by the council at the meeting in February. Five had already addressed the council, so as there was still one candidate who would be eligible to speak to the council she proposed to hear them in a closed session as there may be data protection matters discussed. All other members of the public were then placed in the waiting room whilst the individual addressed the council in a closed session.

All members of the public were then invited back into the meeting and the council then voted individually for the candidate they thought would be best placed to fulfil the vacancy. The votes were recorded as J Graham 4 votes, C Diskin 3 votes and J McGowan 1 vote, the remaining candidates had nil votes. It was then

Resolved that J Graham is co-opted to fulfil the Aldenham West ward vacancy on Aldenham Parish Council.

240. To consider candidates for co-option for the Aldenham East ward casual vacancy.

Cllr J Lefton stated that the five remaining residents who had put themselves forward for the Aldenham East ward vacancy, had indicated that they wished to also be considered for this vacancy as well. There were also two applications from residents that had been received once this vacancy was declared in February. Only one of those applicants was present, so again the public were placed in the waiting room so that the one new candidate present could address the council privately as there may be data protection matters discussed. This was carried out and then all members of the public were brought back into the meeting. The council then voted individually for the candidate they thought would be best placed to fulfil the vacancy. The votes were recorded as S Wilson 1 vote, C Diskin 6 votes and J McGowan 1 vote, the remaining candidates had nil votes. It was then

Resolved that C Diskin is co-opted to fulfil the Aldenham East ward vacancy on Aldenham Parish Council.

Cllr J Lefton thanked all the candidates for applying and stated that it had been a difficult choice.

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.

241. To receive an update from the Phillimore Rec Improvement Project.

Cllr C Kilhams gave an update on the project. She stated that there had



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been a lot of progress with the architects and it was hoped that the basic design could be signed off very soon. Members agreed that an indication on the budget would be required before progressing any further so it was

Resolved;

- a) That IID obtain three quotes for a cost consultant for the whole project which will be passed to APC for approval.***
- b) That the cost consultant supplies a cost for the café element of the project which will be considered and approved by the council prior to any public consultation.***

242. To discuss future projects on APC assets.

Cllr M Cherry introduced this item regarding employing an architect to draw up some initial ideas which can be discussed with third parties before proceeding any further. It was then

Resolved to employ Avid Designs to draw up initial plans for the APC asset at a cost of £850 which will be debited from the professional fees budget.

Date of next meeting 26th April 2021 – 2.30pm

There being no further business the meeting closed at 4.18pm

Chairman Date



Managers' Report – January 2021

To review the proposed lease for the booster station on top of The Radlett Centre (see minute 191)

Resolved that the PCM seeks advice from the Council solicitors on these points and reports back at the next meeting. – Company have been advised 6/1, have sent this year's rent whilst negotiations are on-going.

To discuss the impact of the Strategic Rail Terminal at Park Street (see minute 192)

- a) That the PCM writes to Helioslough asking for an update on their intentions re the site.*
- b) That the PCM contacts 'STRiFE' for an update on their campaign.*
- c) That the PCM writes to the local MPs supporting their stand on the Strategic Rail Terminal proposal and asks that they keep the Council informed of progress. – All emails sent 7/1.*

To receive an update on the Allotment Drive reinstatement project (see minute 196)

Resolved that the PCM asks the project manager to prepare plans for submission to HertsmereBC which include the drainage option but replaces the fencing as shown on the map with hedging where overlooking of neighbours may be an issue. – Project Manager instructed 4/1, awaiting plans.

Re: PC Manager Report

That APC adopt items (i) to (iv) in the report, with effect from 1st January 2021. As they affect specific staff members the specifics will not be recorded.

Re: Around Radlett

That the council gives 3 months' notice to the contractor to terminate the contract. – completed.

Re: Safeguarding Policy. -- That APC adopt the safeguarding policy.

Re: 100-year Celebration of Phillimore Recreation Ground – Sept21

Recommended that the Finance and General Purpose Committee release £7,000 from the events earmarked reserves to be put towards the event.

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

Agenda 10 -- To declare a casual vacancy for the Aldenham East Ward.

As there was no election called for the vacancy that was caused by the resignation of B Evans, APC can now co-opt an elector of Aldenham East ward to fulfil the vacancy.



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The normal procedure is that

1. At this meeting APC declare a casual vacancy
2. Posters are placed on the noticeboards around the ward, on the APC website and on social media asking people to apply or get in contact with the council asking about the role and what is involved.
3. APC may like to consider what skills it lacks and so would prefer applicants to have i.e. accountancy etc
4. Any one applying will be asked to submit to the PCM a CV and letter detailing why they would like to become a councillor.
5. Applicants will then be asked to attend the next full council meeting to 'pitch' to the council their application.
6. APC will then consider if the applicant(s) are suitable (there is no obligation to elect anyone.
7. If there are more than two applications, there is a vote with the person with the lowest votes being eliminated until one is left.
8. If elected the person will become a councillor at the next meeting. Before that they will be asked to complete an acceptance of office form and ask what committees they would like to join.

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Council Document To receive the plans for the allotment drive project and confirm submission to HertsmereBC	AGENDA item 8 Full Council meeting 26th April 2021
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Background

At the council meeting in March 2021 it was agreed

That Cllrs J Lefton & M Cherry review the current plans to ensure that they address the neighbours' concerns as well as investigating alternative solutions to ensure best value is obtained, and to report these findings to the next meeting in order to ensure there is no unnecessary delay.

This has been carried out and the architect has been asked to revise the plans to include an extra speed hump near the entrance with Gills Hill Lane and removal of proposed hedging but increase heights to neighbouring fences. The four neighbours to the road have been supplied copies of the plans.

It is recommended that

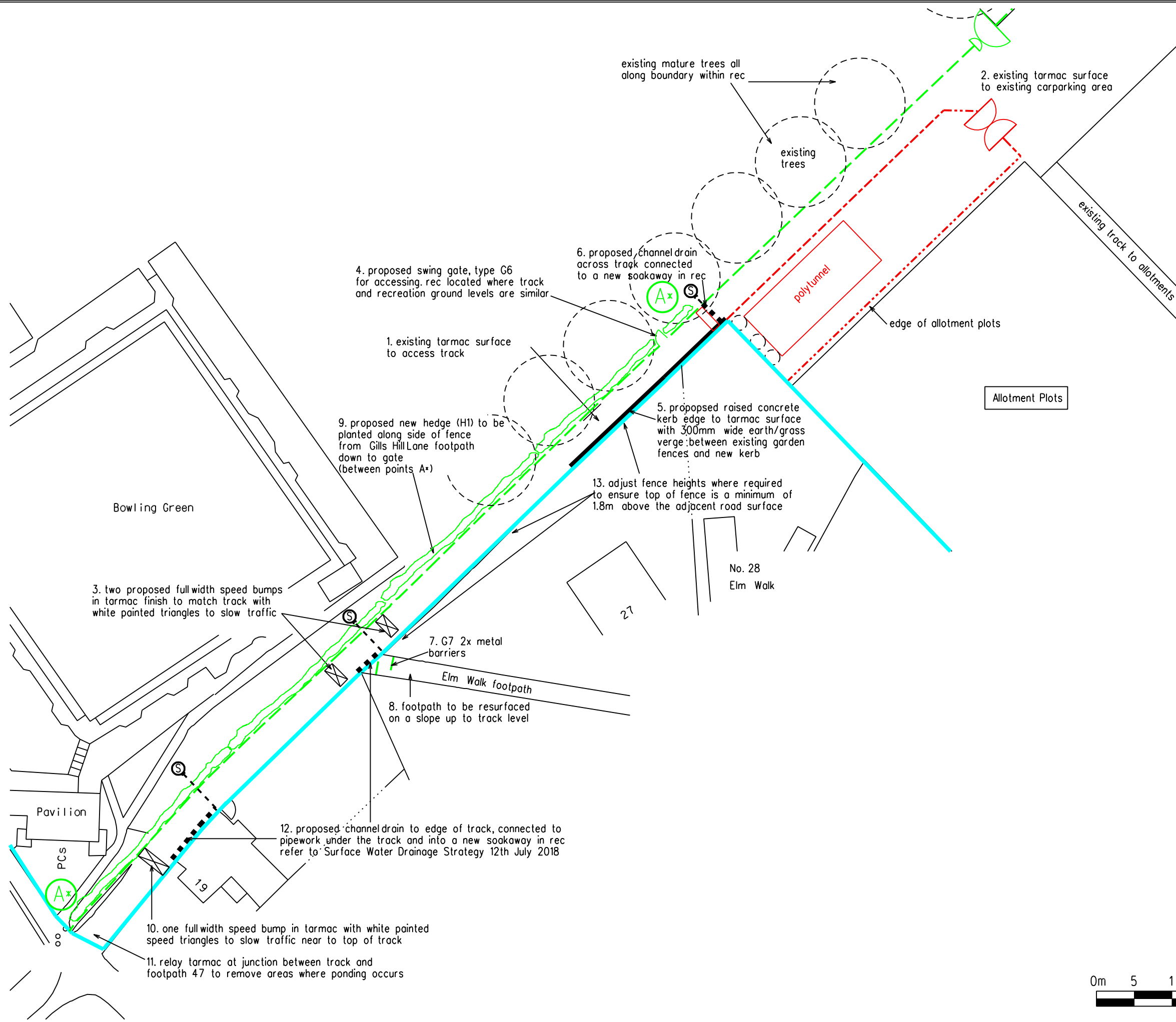
- a) **The attached plans are submitted to Hertsmere Borough Council**
- b) **That the costs of these submissions and the architect's fees are met from the Earmarked Reserves - Allotment Project.**

Alternative options

That the council investigate further removing the road and replace it with a 'type 1' alternative surface. This may reduce the overall costs, but will need to be robust enough to withstand the weight of skip lorries and tractors that use the road and take into account the gradient of the road as it falls from Gills Hill Lane to the allotment entrance

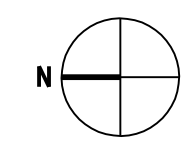
Members are asked to consider this report and proposals.

Peter Evans
Parish Council Manager



Notes

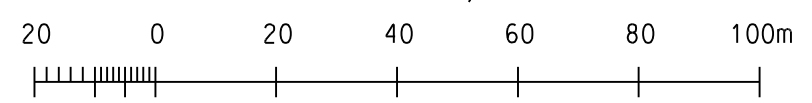
- APC land demise
- existing surface currently installed along track will remain
 - tarmac to carpark will not be painted green
 - two full width speed bumps in tarmac with white painted speed triangles to slow traffic near to Elm Walk Footpath
 - swing gate G6 proposed between rec and track. pedestrian manual gate 1.5m ht x 1m wide, to be green steel mesh to match existing fence either side Manufacturer: Paramount Steel Fence
 - raised concrete kerb to edge of tarmac surface with 300mm wide earth/grass verge between existing garden fences and new kerb
 - drainage channel across bottom of track connected to new soakaway in rec
 - 2no. staggered metal barriers G7 to Elm Walk footpath. pedestrian metal barrier fitted to slow pedestrian access onto track (refer to Planning Statement for image)
 - Junction between Elm Walk footpath and track to be resurfaced on a slope
 - new hedge (H1) planted along edge of existing fence to rec between points A*
 - one full width speed bump in tarmac with white painted speed triangles to slow traffic near to top of track
 - relay tarmac at junction between track and footpath 47 to remove areas where ponding occurs
 - proposed channel drain to edge of track, connected to pipework under the track and into a new soakaway in rec refer to Surface Water Drainage Strategy 12th July 2018
 - adjust fence heights where required to ensure top of fence is a minimum of 1.8m above the adjacent road surface



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ALLOTMENTS PROJECT, PHILLIMORE RECREATION GROUND, RADLETT, HERTS



Date	Reason for Issue	Rev
26.01.21	client issue	06
29.01.21	client issue	07
01.02.21	client issue	08
14.04.21	client issue	09
25/01/21	1:500	A3
PROPOSED SITE PLAN		
ALLOT/PA/003		revision no. 09



PLANNING STATEMENT

Works to Aldenham Parish
Council Allotments

Radlett

April 2021 (rev 09)

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1

Introduction

Introduction

This planning statement should be read in conjunction with drawing number ALLOT/PA/003 (rev 09) and is submitted as part of the planning application to assist planning officers and other consultees in reaching a decision on the proposals.

The existing allotments are located adjacent to the Phillimore recreation ground in Radlett, Herts.

The allotments are well used by members of the public and Aldenham Parish Council is proposing to improve the facilities and security for the allotments.

This application is for the following, including drainage proposals prepared by Hertsmere Borough Council Engineering Services (refer to separate report, *Phillimore Allotment Access Road Surface Water Drainage Strategy*, 12th July 2018) :-

- 3no. traffic speed bumps
- A new pedestrian gate to the recreation ground
- Concrete kerbs to edge of track for drainage
- Drainage channels and soakaways
- Metal barriers across Elm Walk footpath
- Resurfacing the Elm Walk footpath at junction to track
- New hedge along edge of fence between track and rec

2

Context



Existing access track looking towards the allotments

3

Gates and barriers

Gates and Barriers

Refer to drawing ALLOT/PA/003 for locations for fence types and gates



Gate – Type G6; green 1.5m height to match with fence

Gates and Barriers

Refer to drawing ALLOT/PA/003 for locations for fence types and gates



Metal barriers – Type G7 – two of these are proposed at the junction between Elm Walk footpath and the allotment track

4

Hedge

Hedge (H1)

Aldenham Parish Council will plant hedgerows along the sides of the track upon completion of the Works.

These are shown as item H1 on the proposed plans:

Hedge H1 will be planted from the corner with the footpath on Gills Hill Lane, and run along the edge of the new track between points A*.

A number of options are being considered and the final hedgerow will comprise a combination of some or all of the following:

Laurel Hedging

Sorbus aria 'Lutescens' 20-25cm girth

Prunus rotundifolia 100-200cm tall

Holly Hedging

Sorbus aria 'Lutescens' 20-25cm girth

Ilex aquifolium 100-200cm tall

Holly and Beech Hedging

Sorbus aria 'Lutescens' 20-25cm girth

Combination of Ilex aquifolium and Fagus sylvatica 100-200cm tall

Holly and Hornbeam Hedging

Sorbus aria 'Lutescens' 20-25cm girth

Combination of Ilex aquifolium and Carpinus betulus 100-200cm tall

Beech and/or Carpinus Hedging

Sorbus aria 'Lutescens' 20-25cm girth

Combination of Fagus sylvatica and Carpinus betulus 100-200cm tall

Yew Hedging

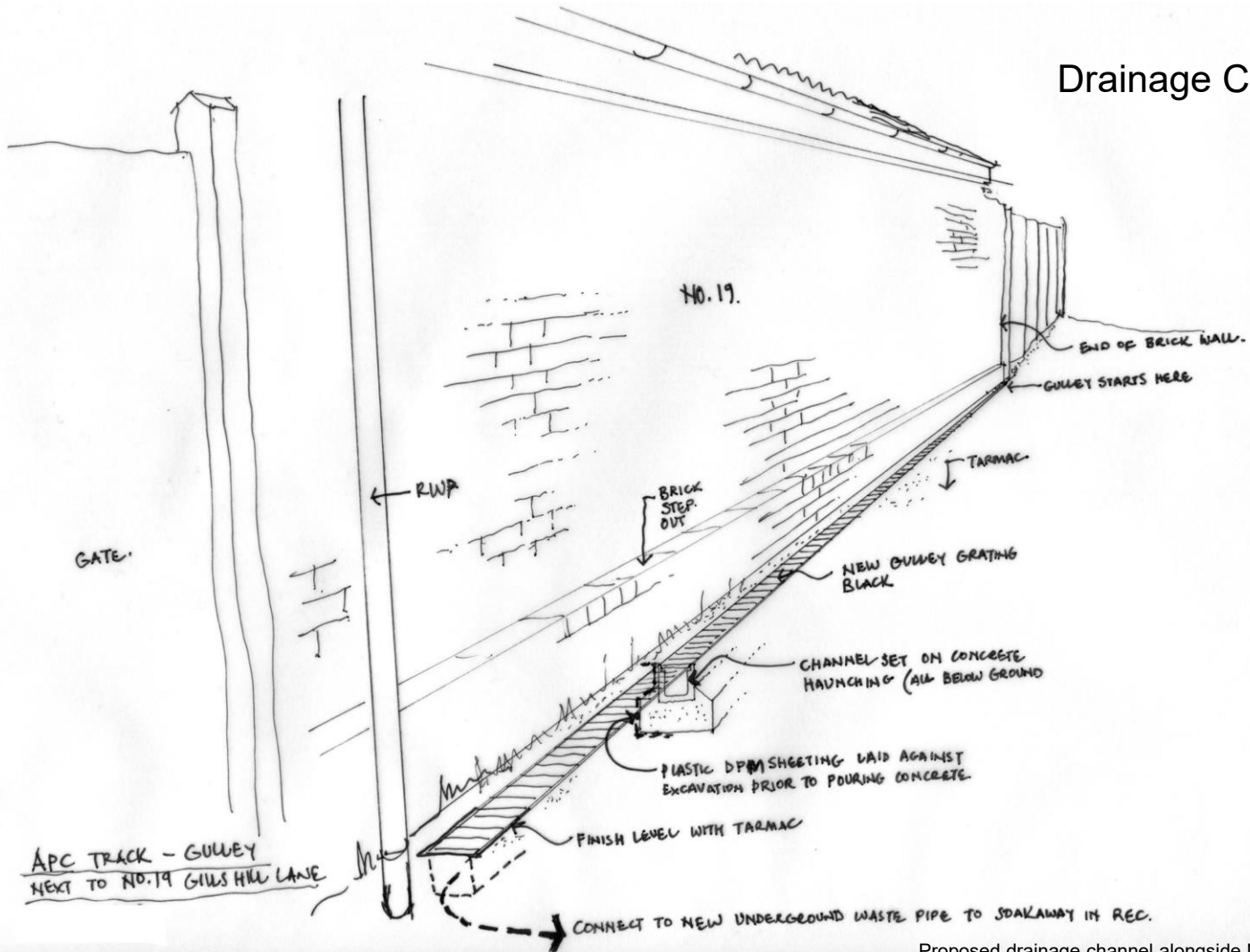
Sorbus aria 'Lutescens' 20-25cm girth

Taxus baccata 100-200cm tall

5

Drainage Channel

Drainage Channel



Proposed drainage channel alongside No.19 Gills Hill Lane