



ALDENHAM PARISH COUNCIL

Notice is hereby given that a meeting of the **Open Spaces Committee** is to be held on **Monday 10th May 2021** at 7.30pm
in the Radlett Centre, Aldenham Avenue, Radlett.

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
4th May 2021

AGENDA

1. To receive apologies for absence.
2. 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.
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 8th February 2021. (in accordance with standing order 12c)
5. Chairman's Announcements.
6. To receive Officer's Report.
7. To receive Open Spaces Team Report
8. Finance
 - a) To receive the latest financial reports.
 - b) To set the allotment charges for 2021/22.
9. To review various requests from allotment holders for polytunnels on their plots as per clause 9 of the allotment agreement.
10. To consider whether to ask Hertsmere Borough Council to introduce Public Spaces Protection Orders regarding dogs



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Next meeting – August 9th 2021 – 7.30pm

All members of the Public & Press are welcome to view the meeting via <https://zoom.us/>. Please contact the Parish Council Manager Peter Evans on manager@aldenham-pc.gov.uk or on 07833 251115 for details. If you wish to speak during the session titled, *To adjourn the meeting for members of the public to address the Committee*. Please again let the Parish Council Manager. You may address the Committee 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 Committee 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.



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DRAFT Minutes of the meeting of the **OPEN SPACES COMMITTEE** using www.zoom.us at 2.30pm on Monday 8th February 2021.

Present: Cllrs D Wickham (Chair), C Kilhams, A Rubinson & S Khawaja.

Officer: W McLean (Open Spaces Officer) & P Evans (Council Manager)

16 members of the public were also present.

86. Apologies for absence

Apologies were received from Cllr H Jones.

87. Declarations of interest on any item on the Agenda - none

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

Cllr D Wickham suspended standing orders so that members of the public present could address the committee.

Three members of the public spoke about agenda item 8.

The members of the public were thanked for their comments and standing orders were then resumed. Cllr D Wickham then asked if agenda item 8 could be brought forward which was agreed.

89. To approve and adopt the minutes of the meeting held on 25th November 2020

These minutes were adopted by the Open Spaces Committee, and will be signed as a true record by Cllr D Wickham when the office is open.

90. To review allotment policy for 2021

A report had previously been circulated prior to the meeting. Following discussion, it was

Resolved:

- a) To amend the allotment policy to allow the planting of dwarf root stock fruit trees on 25% of the plot. Trees should be positioned so that they do not encroach on neighbouring plots. Allotment tenants are to be requested to send details of any trees to be planted to the Open Spaces Officer.***
- b) To amend the allotment procedure when a plot is vacated. They will now be tidied and strimmed by the Open Spaces Team and the new tenant will be asked if they would like to retain the trees (if any) on the plot.***
- c) To adopt the Allotment Code of Conduct.***



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Cllr D Wickham then spoke regarding the proposed Allotment Liaison Group. He stated that it is the council's responsibility to manage and run the allotments. Individual or groups of allotment holders could raise specific issues in the public section of the Open Spaces Committee meetings held each quarter but it should not become a forum to micro-manage allotments.

91. Chairman's Announcements – None.

92. To receive the Officer's Report (for information only)

This had been previously circulated and was noted.

93. To receive the Open Spaces Team Report (for information only)

This had been previously circulated and was noted.

94. To consider an extension to Radlett Bowls Club pavilion

A report had been previously circulated. Following discussion, it was:

Resolved that the request be approved in principle, subject to amendments to the lease incorporating separate meters for the utilities which Radlett Bowls Club would pay direct to the companies and an increase in rent to reflect the increase in insurance charges made for the extra buildings.

95. To note closures on Aldenhams Parish Council Land

In order to prevent rights of access the following were closed for 24 hours on 28th – 29th January 2021:

- Gates from properties at Elm Walk to the allotments
- Gates from properties at The Mews onto The Rose Field and access path at rear of properties on Cobden Hill
- The gate alongside Letchmore Heath Children's Play area

These dates were noted.

96. To receive the financial reports

A report had been circulated prior to the meeting. Following discussion, the report was noted.

Next meeting 10th May 2021 – 2.30/7.30pm (time to be confirmed)

There being no further business the meeting closed at 3.20pm.

Chairman Date



Open Spaces Officer's Report - May 2021

To review the bike tracks in The Piggeries (see minute 22).

A report regarding the formation of a club at the Piggeries had been circulated prior to the meeting.

Resolved:

- b) That the Council's solicitor be asked to formulate a 5-year lease at a peppercorn rent between APC and the Radlett Trails Club- **sent to Radlett Trails Trustees to sign 23/4.***

To decide on the next steps regarding the Radlett Report Centre (see minute 293).

Members discussed both options as well as the possibility of allowing the 'Friends of group to use the facility for storage of equipment if only the repairs were carried out.

Resolved:

*That once repaired APC enter into discussions with the 'Friends of Scrubbitts Wood' group to use it for possible storage of equipment. - **meeting with Friends of Scrubbitts Wood held September 2019 they would like to use building for storage– Solicitor has been instructed to draw up lease/agreement, electricity has been installed and is being connected. PCM chased lease with solicitor 30/4.***

To receive a report on the Scrubbitts Wood Management Plan (see minute 33)

A report had previously been circulated providing the background of the management plan for Scrubbitts Wood. Cllr H Jones explained in more detail the work of the Friends of Scrubbitts Wood (FOSW) and the committee discussed the use of the proposed noticeboards. It was then:

Resolved to agree in principle to a noticeboard at the entrances at each end of the wood at a budget of £1,100 each for the years 2020/21 and 2021/22. The type and location of the noticeboards is to be agreed between APC and the FOSW. –

Completed (4/2021)

To consider a request from Radlett Trails (RTC) to fund bird boxes and rebuilding of structures at The Piggeries (see minute 46)

A report had been previously circulated detailing the request. Following discussion, it was

Resolved:

- b) That RTC will work with the Officer for APC to understand what is needed to ensure that the structures are safe and provide resources within a budget of £850. **See (c)***
- c) That £850 is vired from the salaries budget to Open Spaces in order to fund b) above.*

Completed (3/2021)

To consider the next steps on the Scrubbitts Wood Management Plan (see Minute 33)

A report had been previously circulated. After discussion it was then

Resolved:

- a) To install one handrail*
- b) To repair the damaged steps and fit non-slip strips to the step-edges*



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c) £3,000 has been allowed from the Open Spaces budget for this work
Completed (3/2021)

To update progress of Green Flag application for Phillimore Recreation Ground (see Minute 83)

A report had been previously circulated. Following discussion, it was Resolved:

- a) To adopt the Phillimore Recreation Ground Management Plan - **adopted**
- b) To apply for Green Flag accreditation when the 2020/21 applications open – **awaiting visit date (anticipated May/June 2021)**
- c) To purchase an information board for Fir Spring Wood at a budget of £2,000 to be vired from salaries – **completed (3/2021)**

To receive tenders for 2020/2021 tree works at King George V Playing Fields and Car Park (see Minute 85)

A report had been circulated prior to the meeting. Following discussion, it was resolved:

- a) For the Open Spaces Team to undertake the work they have identified they can safely undertake – **completed (3/2021)**
- b) To appoint Longacre to complete the remaining work at a budget of £8,048 to be vired from salaries – **work commenced 3/2021, completion due 4/2021**

To review allotment policy for 2021 (see Minute 90)

A report had previously been circulated prior to the meeting. Following discussion, it was resolved:

- a) To amend the allotment policy to allow the planting of dwarf root stock fruit trees on 25% of the plot. Trees should be positioned so that they do not encroach on neighbouring plots. Allotment tenants are to be requested to send details of any trees to be planted to the Open Spaces Officer - **completed (2/2021)**
- b) To amend the allotment procedure when a plot is vacated. They will now be tidied and strimmed by the Open Spaces Team and the new tenant will be asked if they would like to retain the trees (if any) on the plot. – **completed (2/2021)**
- c) To adopt the Allotment Code of Conduct. – **completed (2/2021)**

To consider an extension to Radlett Bowls Club pavilion (see Minute 94)

A report had been previously circulated. Following discussion, it was:

Resolved that the request be approved in principle, subject to amendments to the lease incorporating separate meters for the utilities which Radlett Bowls Club would pay direct to the companies and an increase in rent to reflect the increase in insurance charges made for the extra buildings - Bowls club advised (2/2021) Radlett Bowls Club have applied for a premises licence to see alcohol to members and visiting teams only.

For your information:

- We continue to work with the Environmental Health Officer to reduce rats in the area of Radlett Gardens (inspections have been reduced from weekly to fortnightly)
- Daisy's in the Park have rented part of Radlett Gardens from April to October to be able to offer outside dining (Rent £120).



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- Signage to Phillimore Recreation Ground has been partly installed – Officer continues to monitor and chase HCC for sign at junction of Gills Hill/Gills Hill Lane (lamppost is being replaced). RS&GBA have approached County Cllr C Clapper and APC as they wish to purchase more direction signs to Phillimore Rec.
- Following a fallen tree at Tykeside, believed to be due decay – 2 trees removed (3/2021) a further tree is to be removed after bird nesting season in the summer
- Unauthorised gate installed in Elm Walk fence of allotment boundary has been blocked on APC side to prevent unauthorised entry to the site.
- Allotment water has been recommissioned for the season.
- Unauthorised gate installed in fence at Fir Spring Wood – residents have been advised this is trespass if used, so have been asked to remove,
- Following the return of one allotment plot and the creation of an additional plot these were re-let by the officer in April 2021.
- The officer has attended accessible Excel training
- Since approval of trees on 25% of plots one notification of 6 dwarf trees (on 1 plot) has been received by the officer



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Open Spaces Team Report - May 2021

Staffing

The Open Spaces team continue to be staffed with one full time member of staff and four part-time. They are working within the Covid19 guidelines, for two months this was as two separate teams.

Work

The OST and CM continue to use a summary of the task assessments to complete a weekly work allocation schedule and add monthly and new tasks to the schedule.

The team are now preparing for the summer. The work has included:

- Washing of play equipment in children's play areas at Phillimore Rec and Letchmore Heath per Covid19 risk assessment.
- Cleaning toilets at Phillimore Rec twice daily per Covid19 risk assessment.
- Both of these tasks only carried out Monday to Friday when staff are in, toilets closed at weekends.
- Carry out risk assessments with COSH requirements, production of data sheets for all fuels, paints, chemicals and cleaning products.
- Carry out fire alarm tests weekly, emergency lighting monthly and a full fire evacuation.
- Maintenance of five noticeboards including replacement of noticeboard at Letchmore Heath which had become damaged and was letting in water.
- Litter pick daily at Phillimore Rec, empty all dog and litter bins weekly in Phillimore Rec, Radlett Gardens, Tykeside, Scrubbitts Wood, KGV Playing Fields (including Wellhouse and Cobden Hill Dell), Aldenham Green and Letchmore Heath. There has been an increasing amount of litter, probably due to more people using the open space, but it does mean we are ordering a skip every three weeks, was five to six weeks.
- Rotovate and clear vacant plots, including creation of a new plot near bee compound.
- The grass cutting season has started in Phillimore Rec, Radlett Gardens, Tykeside, Letchmore Heath and Aldenham Green.

Phillimore Rec

- Maintenance work in Phillimore Rec – pressure wash the MUGA railings surround and surface, litter/dog bins and benches. Also paint the MUGA goals. Use slitter on tractor to aerate main field to improve grass coverage and drainage.
- Fir Spring Wood – plant whips of Hawthorn and Field Maple per the Fir Spring Wood Management Plan.
- Following receipt of annual play inspection, carry out minor repairs on low risk items.

KGV Playing Fields

- Plant more whips of Hawthorn, Cherry, Field Maple in hedgerow near the Picnic Field entrance gate. Also installed a larger dog bin which was much appreciated.
- Rose Field -- cut back overgrown wild Roses
- Tabard Field – install four signs to remind dogs owners to clean up faeces and keep dogs off first eleven pitch.
- Radlett Centre – plant spring bulbs in beds and apply bark mulch to the shrub beds. Also, weekly clean up of car park and removal of bird muck from under cedar tree.
- Radlett Gardens – repair work to level up block paving areas causing possible trip hazard.
- Letchmore Heath – pressure wash play equipment.

- Community Partnerships – Visits by Fair Field School to Phillimore Recreation Ground to



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see bulbs planted in Autumn and OST visited school to help and advise on their wildlife garden.

Recycling figures for the period Jan – April 2021 – OST have collected over 15 tons comprising of 8 tons branches, 6 tons of hedging etc and 1 ton of grass. The grass has been placed on the compost heap and used by allotment holders, the pruning cuttings and branches have been chipped and reused in Phillimore Rec as mulch around the trees and whips.

INCOME							
Code	Description	Received	Budget YTD	Variance	U/F	Received YTD 2019/20	Reasons
1070	Grants Recd other	841	-00	841	F	1,000	Grant from HertsCC towards new directional sign for L Heath Play Area.
1150	Allotments Income	2,506	2,200	306	F	2,488	Extra tenants this year.
1160	Site Rental	4,394	6,500	-2,106	U	6,367	No film hire in 2020 due to Covid19.
EXPENDITURE							
Code	Description	Spend	Budget YTD	Variance	U/F	Spend YTD 2019/20	Reasons
4000	Salaries	91,209	105,814	14,605	F	87,370	Reduction in staff number by 1.62FTE for first 3 months so less salary costs.
4005	Overtime	625	3,000	2,375	F	2,659	Weekend overtime did not start until August (normally March) due to lockdown meaning no toilets open.
4015	ERS NI & Pension	14,020	31,283	17,263	F	16,672	See comment above re salaries.
4030	Travel	106	600	494	F	352	Only weekend travel costs paid so far
4100	Utilities	3,889	4,750	861	F	4,622	Credit note received from company for electricity 2019/20.
4240	Training	726	1,000	274	F	375	Some training on tractors has taken place in year, and on-line courses for Open Spaces officer.
4401	Open Space	12,931	9,500	-3,431	U	10,437	Various open spaces risk assessments plus usual maintenance as per works schedule. New noticeboard for L Heath.
4405	Asset Purchase	5,960	10,000	4,040	F	7,340	Only new flooring in depot and fencing at Wellhouse Dell purchased so far.
4411	Depot	11,341	9,400	-1,941	U	10,931	New batteries and electric power tools purchased as well as equipment required following H&S review.
4417	Fleet Management	5,383	7,163	1,780	F	8,042	Less servicing required as ride-on and tractor not used as much in 2020.
4441	High Street	2,587	3,000	413	F	1,593	Cleaning of Radlett War Memorial (£1,800) main expenditure here.

4451	Tree Management	7,512	16,048	8,536	F	11,050	KGV, Tykeside works carried out but not finished so invoice not issues in 2021.
4460	Protective clothing	679	1,600	921	F	738	OST fully kitted out.
4492	Security	5,281	8,500	3,219	F	8,850	No lock ups being carried out at weekends, evening lock ups started in July 2020.

F = Favourable Variance
U = Unfavourable Variance

Detailed Income & Expenditure by Phased Budget Heading 30/04/2021

Month No: 12

Cost Centre Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>201</u> <u>Open Spaces</u>								
1020 Miscellaneous Income	261	100	(161)	100			261.0%	
1070 Grants R'ved - Other	841	0	(841)	0			0.0%	
1150 Allotments Income	2,506	2,200	(306)	2,200			113.9%	
1160 Site Rental	4,394	6,500	2,106	6,500			67.6%	
	<u>8,002</u>	<u>8,800</u>	<u>798</u>	<u>8,800</u>			<u>90.9%</u>	<u>0</u>
Open Spaces :- Income								
4000 Salaries	91,029	105,814	14,785	105,814	14,785		86.0%	
4005 Overtime	625	3,000	2,375	3,000	2,375		20.8%	
4015 ERS NIC&Pension	14,020	31,283	17,263	31,283	17,263		44.8%	
4030 Travel & other staff expenses	106	600	494	600	494		17.7%	
4100 Utilities - Gas,elec & water	3,889	4,750	861	4,750	861		81.9%	
4120 Telephone	0	0	0	0	0		0.0%	
4225 IT	0	0	0	0	0		0.0%	
4240 Training	726	1,000	274	1,000	274		72.6%	
4401 Open spaces	12,931	9,500	(3,431)	9,500	(3,431)		136.1%	
4405 Asset Purchase	5,960	10,000	4,041	10,000	4,041		59.6%	
4411 Depot	11,341	9,400	(1,941)	9,400	(1,941)		120.7%	
4417 Fleet management	5,383	7,163	1,780	7,163	1,780		75.1%	
4441 High street	2,587	3,000	413	3,000	413		86.2%	
4451 Tree Management	7,512	16,048	8,536	16,048	8,536		46.8%	
4460 Protective Clothing	679	1,600	921	1,600	921		42.4%	
4490 Miscellaneous Expenditure	0	500	500	500	500		0.0%	
4492 Security	5,281	8,500	3,219	8,500	3,219		62.1%	
	<u>162,066</u>	<u>212,158</u>	<u>50,092</u>	<u>212,158</u>	<u>0</u>	<u>50,092</u>	<u>76.4%</u>	<u>0</u>
Open Spaces :- Indirect Expenditure								
Net Income over Expenditure	<u>(154,064)</u>	<u>(203,358)</u>	<u>(49,294)</u>	<u>(203,358)</u>				

Detailed Income & Expenditure by Phased Budget Heading 30/04/2021

Month No: 12

Cost Centre Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	8,002	8,800	798	8,800			90.9%	
Expenditure	162,066	212,158	50,092	212,158	0	50,092	76.4%	
Net Income over Expenditure	<u>(154,064)</u>	<u>(203,358)</u>	<u>(49,294)</u>	<u>(203,358)</u>				
Movement to/(from) Gen Reserve	<u>(154,064)</u>							

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Council Document To set the allotment charges for 2021/22.	AGENDA item 8b Open Spaces Committee Meeting 10th May 2021
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Background

The present allotment fees were agreed in July 2017 following the installation of water at the site.

In 2019, as a result of low take up leading to a number of vacant plots the policy was amended to allow applications from residents of Hertsmere. However, as at the start of the current, 2020/21 season all plots were allocated with seven applicants remaining on the waiting list (now closed) and many more enquiries received.

The OS officer carried out research to ascertain the charges from other local councils, Aldenham Parish Council (APC) was seen to be at the lower end with most charging £40-50 and £26-30+ per full/half plot for the same or even inferior facilities.

Recommendations

To increase the fees to £40 per full plot and £20 per half plot for the year 2021/22. New allotment holders to continue to pay a £100 deposit.

Reasons for recommendation

- The demand for plots currently exceeds the number of plots available.
- The proposed fees which have not been increased for 4 years remain competitive with other local allotment sites.
- There is currently a waiting list for new tenants.
- Interest continues to be shown in renting plots.

Alternative options

To maintain the fees at the present level.

Financial Implications

- Possible loss of income if plots that are handed back because fees are increased and cannot be re-let
- If plots become vacant they require maintenance by APC Open Spaces Team.
- The costs of maintaining the allotments is more than the income received.

Risk Management Implications

Potentially un-let plots will require maintaining by the council looks untidy and could lead to low uptake in allotment holders, loss of Green Flag status.

Members are asked to consider this report.

Wendy McLean
Open Spaces Officer

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Council Document To consider whether to ask Hertsmere Borough Council to introduce Public Spaces Protection Orders regarding dogs	AGENDA item 10 Open Spaces Committee Meeting 10th May 2021
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Background

Possibly due to Covid 19 but the Open Spaces in the parish are being visited more. This has led to questions being asked of the council regarding dogs, in particular dogfaeces left on the ground and the number of dogs under the control of one person at any time, and when is this more that 'dogs should be under the owners' control'.

Recommendations

That this council asks Hertsmere Borough Council to consider imposing a boroughwide Dog Public Protection Order for the following;

1. All persons must ensure that they remove all dog fouling for the dog(s) they are walking.
2. A person must not walk more than four (4) dogs in the restricted area at any time.
3. A person walking more than two dogs at the same time must only allow a maximum of two (2) dogs off the lead at any one time.
4. All professional dog walkers must ensure they have public liability insurance and are carrying a copy of their certificate of insurance so that it can be presented to police or council officer upon request.

Exemptions: the order does not apply to service dogs such as guide dogs for the disabled, deaf or registered blind.

Reasons for recommendation

It is unfortunate that the actions of a minority spoil the use of the countryside by the majority. Dog fouling is especially a problem on the sports pitches at King George V Playing Fields which are used by young children who are susceptible to the diseases that are contained within dog faeces.

As Three Rivers and Barnet Councils have put in place these orders regarding 'professional dog walkers' they have moved into this area to avoid the need for certification or limits on number of dogs being walked at the time.

Alternative options

That the status quo is maintained. APC could lobby the MP Oliver Dowden to get the law changed to allow Town & Parish Council to make their own orders, as was the case with the previous dog control order which were replaced by public protection orders.

Financial Implications

None as the order will be made by HertsmereBC as they have the power.

Risk Management Implications

None.

Members are asked to consider this report.

Peter Evans
Council Manager