

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

**ENVIRONMENT AND PLANNING COMMITTEE**

**MINUTES** of a meeting held in the Meeting Room of Elstree & Borehamwood Town Council Offices, Fairway Hall, Brook Close, Borehamwood on **Tuesday 22 May 2018** at 7.00pm.

Present: Cllr G Franklin (Chairman) (in the Chair)  
Cllr Mrs S Parnell  
Cllr E Silver  
Cllr Mrs P Strack

In attendance: H R O Jones – Town Clerk

**01. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Apologies for absence were received from Cllr C Butchins (Other Business).

**02. DECLARATIONS OF COUNCILLORS' INTERESTS**

There were none.

**03. MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting of the Environment and Planning Committee held on 24 April 2018 were signed as a true record by the Chairman.

**04. PLANNING APPLICATIONS**

A total of 44 applications received from the Borough Council were examined, on 32 of which the Committee had no specific objections to make, subject to the views of neighbours.

18/0747/HSE - 7 Whitehouse Ave, Borehamwood WD6 1HA

Conversion of garage to habitable room and single storey front, side and rear extension

Observation: At its meeting on 22 May 2018 the Environment and Planning Committee commented that the loss of a garage could have a negative impact on parking provision.

*[Post Meeting Note: Comments were submitted online through the Consultee comments facility].*

18/0845/FUL - Former Day Care Centre, Grosvenor Road, Borehamwood

Demolition of the derelict structure of former Day Care Centre and an unused toilet block to allow the redevelopment of the site to introduce a new build 2/3 storey residential building, comprising 11x2 bed, 4 person apartments with associated parking spaces and an area of green open space (revised application)

Observation: At its meeting on 22 May 2018 the Environment and Planning Committee raised concerns over the potential impact upon traffic flow and stated that there was lack of parking provision.

*[Post Meeting Note: Comments were not submitted online as “Case not available for consultation”].*

18/0837/HSE - 37 Tallis Way, Borehamwood WD6 4TQ

Conversion of garage to habitable room

Observation: At its meeting on 22 May 2018 the Environment and Planning Committee commented that the loss of a garage could have a negative impact on parking provision.

*[Post Meeting Note: Comments were submitted online through the Consultee comments facility].*

18/0866/HSE - 7 Clare Close, Elstree WD6 3NJ

Conversion of garage to habitable room with new front window, replacement roof and new side door

Observation: At its meeting on 22 May 2018 the Environment and Planning Committee commented that the loss of a garage could have a negative impact on parking provision.

*[Post Meeting Note: Comments were submitted online through the Consultee comments facility].*

18/0750/FUL - A1 Shooting Ground, Barnet by Pass, Borehamwood EN5 3GZ

Demolition of existing buildings with the shooting ground and erection of hall of remembrance, new access ways, improved access from A1, new access across land at golf driving range, lawn graves areas and car parking for 30 cars for a change of use from shooting ground/driving range to burial ground

Observation: At its meeting on 22 May 2018 the Environment and Planning Committee raised concerns over the potential impact upon traffic flow and stated that the proposed location was a poor site for a burial ground.

*[Post Meeting Note: Comments were submitted online through the Consultee comments facility].*

18/0908/FUL - Land to rear of 52 Stratfield Rd/Badminton Close, Borehamwood

Construction of detached, two storey 4 bed dwelling with associated parking, landscaping, bin & cycle storage.

Observation: At its meeting on 22 May 2018 the Environment and Planning Committee considered the application to be overdevelopment.

*[Post Meeting Note: At the time of the meeting, no facility was available to submit online Consultee comments].*

18/0881/HSE - 58 Chandos Road, Borehamwood WD6 1UX

Erection of two storey side extension following demolition of existing garage

Observation: At its meeting on 22 May 2018 the Environment and Planning Committee commented that the loss of a garage could have a negative impact on parking provision.

*[Post Meeting Note: Comments were submitted online through the Consultee comments facility].*

18/0739/FUL - 72 Stanborough Ave, Borehamwood WD6 5LP

Erection of detached outbuilding for childcare business operating Mon-Fri, 8am-6pm, to accommodate 12 children

Observation: At its meeting on 22 May 2018 the Environment and Planning Committee raised concerns over the potential impact upon traffic flow and stated that the proposed residential location was a poor site for a daytime child care business.

*[Post Meeting Note: Comments were submitted online through the Consultee comments facility].*

18/0828/FUL - The Stables Allum Lane, Elstree

Erection of open fronted car barn to plot 7 and new entrance lodge with electric gates. Retrospective application

Observation: At its meeting on 22 May 2018 the Environment and Planning Committee raised concerns that retrospective applications were outside the 'spirit' of planning legislation.

*[Post Meeting Note: Comments were submitted online through the Consultee comments facility].*

18/0829/VOC - The Stables Allum Lane Elstree

Application for variation of condition 16 to amend the plans to allow for minor changes to the development following grant of planning permission 14/1550/FUL

Observation: At its meeting on 22 May 2018 the Environment and Planning Committee commented that it would be helpful to include a brief description of the nature of "condition 16" in the planning application submitted to the Town Council for comment.

*[Post Meeting Note: At the time of the meeting, no facility was available to submit online Consultee comments].*

18/0896/HSE - 10 Melrose Ave Borehamwood WD6 2BJ

Conversion of garage to habitable room with insertion of new window to front elevation

Observation: At its meeting on 22 May 2018 the Environment and Planning Committee commented that the loss of a garage could have a negative impact on parking provision.

*[Post Meeting Note: Comments were submitted online through the Consultee comments facility].*

18/0909/HSE - 21 Wordsworth Gardens Borehamwood WD6 2AB

Retrospective application for conversion of existing garage into habitable room replacing garage door with window

Observation: At its meeting on 22 May 2018 the Environment and Planning Committee raised concerns that retrospective applications were outside the 'spirit' of planning legislation.

*[Post Meeting Note: Comments were submitted online through the Consultee comments facility].*

## **05. PLANNING DECISIONS**

Details were received of decisions by the Borough Council relating to applications on which the Committee had submitted comments.

## **06. CIL RECEIPTS AND BIDS**

### **(i) Hertsmere Borough Council advice on CIL usage, CIL fund and reporting of top sliced receipts**

It was noted that the Planning Department was yet to provide definitive advice concerning the use of CIL receipts for Fairway Hall extension purposes. The matter would be referred to the joint Borough Council and Town Council liaison meeting. Incorporating the April 2018 receipt and taking account of Town Council expenditure (£60,00 towards artificial bowling green in Aberford Park) the balance at the time of the meeting was £385,546.79. It was further noted that the Town Council sought remittance advices and a breakdown of applications contributing to 'top-sliced' CIL receipts.

- (ii) Proposal for Street Furniture usage

**It was RESOLVED that:**

**A quote for works be obtained for upgrading Town Council street furniture (benches and noticeboards) for a sum up to £30,000 with the issue being reconsidered in light of this information at a future Environment and Planning Committee meeting.**

- (iii) Community Engagement Strategy: CIL

**It was RESOLVED that:**

**a Community Consultation exercise take place by way of the forthcoming Town Crier magazine (two page central pull out) to set out the Town Council's responsibilities regarding CIL monies (top sliced) for the use of infrastructure improvements and to capture ideas and suggestions for suitable expenditure (cut out questionnaire and email).**

## **07. ALLOTMENTS**

- (a) Fee Scale for Allotment rents for the year commencing 1 October 2018

**It was RESOLVED that:**

**the allotment fee scale for 2018/19 be set at £5.00 per pole per year with the concessionary fees (50% reduction for Senior Citizens i.e. 60+).**

- (b) Report on Stapleton Gardens site

Members received an update report noted that the Town Council had submitted a planning application to Hertsmere Borough Council for two storage containers at Stapleton Gardens. The s.106 monies from Hertsmere Borough Council recommended in November 2017 had yet to be received by the Town Council (with August 2018 as the new timescale suggested by the Planning Department).

- (c) Grounds Team grass cutting programme for the Summer months (and grass cutting equipment)

**It was RESOLVED that:**

- (i) **the Town Clerk be authorised to employ casual grass cutting assistance in July, August and September (as appropriate) to support the work of the Council Warden on the same terms as those in operation during the 2016/17 Council Year;**
- (ii) **three quotes be obtained for a semi-domestic ride on mower suitable for grass cutting large areas at Stapleton Gardens and Allum Lane allotment sites.**

(d) 2018 Committee site visit

**It was RESOLVED that:**

**the 2018/19 Environment and Planning Committee site visit take place at Stapleton Gardens on Tuesday 19 June 2018 at 6.00pm (i.e. immediately prior to the Committee meeting).**

**08. STREET FURNITURE AND NOTICE BOARDS**

There were no matters to report at the meeting.

**09. WORKING GROUPS AND SUB-COMMITTEES**

It was noted that no new Working Groups or Sub-Committees had been proposed for the Environment and Planning Committee.

**It was RESOLVED that:**

**Liaison Meetings between the Borough and Town Council be recommended to be held at alternative locations (Civic Offices and Town Council) with the first of 2018/19 to be proposed at the Town Council on 5 June 2018 at 3.30pm (Committee Members and Planning Officers/Portfolio Holder).**

**10. CLOSE OF MEETING**

The Meeting closed at 8.20pm.

It was noted that the next Environment and Planning Committee was scheduled to take place on 19 June 2018 at 7.00 pm in the Meeting Room, Town Council Offices.

Date:.....

CHAIRMAN.....