

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 19 June 2018** at 7.00pm.

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

In attendance: H R O Jones – Town Clerk

11. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

There were none.

12. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

13. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of the Environment and Planning Committee held on 22 May 2018 were signed as a true record by the Chairman.

14. PLANNING APPLICATIONS

Letter to Head of Hertsmere Borough Council Planning

Members considered the wording of a draft letter on nine outstanding planning and CIL matters to Hertsmere Borough Council Head of Planning (to be dated 20 June 2018).

It was AGREED that:

the letter to Head of Hertsmere Borough Council Planning (as set out before Members of the Environment and Planning Committee) be sent on 20 June 2018 covering the following topics:

- (1) Planning Application Summaries: Conditions**
- (2) Planning Decision Refusals**
- (3) Retrospective Applications : costs**
- (4) CIL receipts: remittance advices**
- (5) CIL receipts : breakdown of receipts by applications**
- (6) CIL receipts : administration costs**
- (7) CIL usage : “mis-spending”**

- (8) **CIL usage : list of non-joint initiative items**
- (9) **CIL usage : Fairway Hall extension proposal**

Planning Applications

A total of 35 applications received from the Borough Council were examined, on 27 of which the Committee had no specific objections to make, subject to the views of neighbours.

17/1005/HSE - Lindum Potters Lane Borehamwood

Single storey side and rear extension, alterations to openings and conversion of loft into habitable room with side dormers, roof lights and Juliet balcony

Observation: At its meeting on 19 June 2018 the Environment and Planning Committee considered the application to be overdevelopment, felt that there was lack of amenity space in the proposal, raised concerns over privacy of neighbouring properties and considered there to be inadequate parking provision.

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

18/1021/FUL - Old Barn House St Mary's Terrace High Street Elstree

Conversion of existing first floor flat, erection of first floor rear extension and conversion of loft into habitable space with 3 dormers to create 1 x studio flat and 2 x 1 bed flats with cycle parking, refuse storage and communal amenity area

Observation: At its meeting on 19 June 2018 the Environment and Planning Committee considered the application inappropriate in a conservation area and commented that family sized dwellings (3 to 4 bedroom) were needed in the Community in line with Hertsmere Borough Council's Core Strategy 2.47-2.50;9.9.

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

18/1022/FUL - As above (Application for Listed building Consent)

Observation: At its meeting on 19 June 2018 the Environment and Planning Committee considered the application inappropriate in a conservation area and commented that family sized dwellings (3 to 4 bedroom) were needed in the Community in line with Hertsmere Borough Council's Core Strategy 2.47-2.50;9.9.

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

17/2495/FUL - Car Park Rear of 91-125 Shenley Rd Borehamwood

Redevelopment and reconfiguration of car park comprising erection

2/3 storey building (adjoining the flank wall of 91-125 Shenley Road on the NE elevation) creating 4 flats (1x1 bed 3x2 bed) to include parking/storage/refuse/recycling & cycle storage on ground floor and outdoor amenity space on 2nd floor. Installation of new entrance to existing second floor flats and sectional metal gate to Clarendon House Car Park, accessed via Clarendon Rd (amended plans received 17.5.18)

Observation: At its meeting on 19 June 2018 the Environment and Planning Committee noted that the application had been refused by Hertsmere Borough Council and, therefore, was not required to comment.

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

17/2260/MPO - Borehamwood Shopping Park, Theobald Street Borehamwood

Application to modify planning obligation dated 18.8.86 (to amend clause 9D relating to car parking charges) pursuant to planning application TP/86/0091 for demolition of existing building and erection of class 1 retail development with associated parking pedestrian servicing and landscaped area inc. no more than 60,000sq ft. retail food use

Observation: At its meeting on 19 June 2018 the Environment and Planning Committee considered the application inappropriate because there was a genuine need for free of charge car parking spaces in the shopping park to promote a thriving local economy.

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

18/1043/HSE - Little Orchard Barnet Lane Elstree

Extension to the existing basement to provide ancillary residential space

Observation: At its meeting on 19 June 2018 the Environment and Planning Committee considered the application inappropriate because of the potential negative impact on the water table by way of basement development.

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

18/1006/FUL - Land Adjacent to the Wellington PH Theobald Street, Borehamwood

Erection of two storey building to accommodate 2x1 & 7x2 bed self-contained residential flats

Observation: At its meeting on 19 June 2018 the Environment and Planning Committee considered the application overdevelopment, raised parking concerns and commented that family sized dwellings (3 to 4 bedroom) were needed in the Community in line with Hertsmere Borough Council's Core Strategy 2.47-2.50;9.9.

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

18/1151/PA1 - Former Garage Site south of 77 Eldon Ave, Borehamwood

Demolition of existing derelict garages and redevelopment of the site to provide 11 x 2 bed residential apartments and associated parking spaces (pre-application advice)

Observation: At its meeting on 19 June 2018 the Environment and Planning Committee felt that a better mix of family sized and smaller units would be preferable.

[Post Meeting Note: Comments were not submitted online through the Consultee comments facility as there was no search facility for the (pre-application advice PA1 status)].

15. PLANNING DECISIONS

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

16. 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 outstanding queries to Hertsmere Borough Council Planning Department were covered in the agreed letter to Head of Planning (Minute 14 above refers).

(ii) Proposal for Street Furniture usage

It was noted that following the decision by the Committee in May 2018 for a quote for works to be obtained for upgrading Town Council street furniture (benches and noticeboard with the intention to fund the project from CIL receipts), a meeting had been arranged with the Council's most recent street furniture supplier for July 2018 (with comparable quotes being obtained once the initial specification had been agreed).

(iii) Community Engagement Strategy: CIL

It was noted that a Community Consultation exercise would be taking 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).

17. ALLOTMENTS

(i) Grass Cutting Equipment

Three quotes had been received for a ride on Mower. Prior to coming to a decision on a preferred item, the Chairman agreed to inspect a second hand item that had been proposed by Cllr Mrs P Strack.

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

Following the resolution at the May 2018 meeting, it was noted that casual grass cutting assistance had been employed until 1 October 2018 (14 hours per week).

(iii) 2018 Committee site visit: Stapleton Gardens

The 2018/19 Environment and Planning Committee site visit took place at Stapleton Gardens on Tuesday 19 June 2018 at 6.00pm (i.e. immediately prior to the Committee meeting). Matters arising included:

- Non cultivated plots (tenancies to be terminated)
- Plans for containers and fencing remainder of site
- Poly tunnels and locker sizes
- Bee keeping
- Fruit orchard area at rear of site
- Site security, padlocks and notice boards
- Water supply
- Parking and access to site

It was noted that the Civic Festival Allotment Open Day was taking place at the Melrose Avenue site on Wednesday 20 June 2018 between 12.00 to 2.00pm. All interested residents were welcome to attend.

The Committee acknowledged the hard work of the Council Warden in keeping the Allotment Sites well managed and maintained.

18. STREET FURNITURE AND NOTICE BOARDS

There were no matters to report at the meeting.

19. CLOSE OF MEETING

The Meeting closed at 8.00pm.

It was noted that the next Environment and Planning Committee was scheduled to take place on 17 July 2018 at 7.00 pm in the Meeting Room, Town Council Offices.

Date:.....

CHAIRMAN.....