

# ELSTREE and BOREHAMWOOD

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## TOWN COUNCIL



Fairway Hall,  
Brook Close,  
Borehamwood,  
Herts. WD6 5BT

All Committee Members are hereby summoned to attend a meeting of the  
**ENVIRONMENT AND PLANNING COMMITTEE**

which will be held on

**Tuesday 22 November 2016 at 7.00pm**

in the Meeting Room at Fairway Hall,  
Brook Close, Borehamwood, WD6 5BT

[Meeting Open to Press & Public]

1. **Apologies:** To receive and accept apologies for absence. At the time of agenda despatch, no apologies have been received.
2. **Declarations of Interest:** To:
  - a) receive declarations of interest from Councillors on items on the agenda;
  - b) receive written requests for dispensations for declarable interests; and
  - c) grant any requests for dispensation as appropriate.
3. **Minutes:** To confirm and sign the Minutes of the meeting held on 20 September 2016 and the comments submitted to Planning Department in October 2016.

**- Attached**
4. **Planning Applications:** To consider Planning Applications from Hertsmere Borough Council.

**- Attached**
5. **Planning Decisions:** To receive any decisions reached on applications upon which the Committee submitted comments.

**- Attached**
6. **Core Strategy Working Group:** To receive working group update report following meeting with Hertsmere Borough Council.

7. **Consultation Documents:** To note Council's response to consultation documents submitted since the last meeting:

- Consultation on Revisions to Planning Design Guide Part D: Guidelines for High Quality Sustainable Development

8. **Street Furniture and Civic Memorials:** To receive update report on:

- Benches
- Notice Boards
- Film Plaques
- Church Clocks
- War Memorials

9. **Allotments:** To consider all sites update report.

10. **Close of Meeting:** To close meeting.



H R O Jones  
Town Clerk  
15 November 2016

Distribution List:

Name	Organisation	post	e-mail	courier
Cllr C Barker	EBTC		X	
Cllr C Butchins	EBTC		X	X
Cllr R Butler	EBTC		X	
Cllr A Coleshill	EBTC		X	
Cllr V Eni	EBTC		X	
Cllr G Franklin	EBTC		X	X
Cllr Mrs A Mitchell	EBTC		X	
Cllr Mrs S Parnell	EBTC		X	X
Cllr S Rubner	EBTC		X	
Cllr E Silver	EBTC		X	X
Cllr G Silver	EBTC		X	
Cllr Mrs P Strack	EBTC		X	X
Cllr Mrs F Turner	EBTC		X	
Library	Agenda only	X		
Borehamwood & Elstree Times	Agenda only	X		

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 20 September 2016** 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

**39. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

There were none.

**40. DECLARATIONS OF COUNCILLORS' INTERESTS**

There were none.

**41. MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting of the Environment and Planning Committee held on 19 July 2016 were signed as a true record.

**42. PLANNING APPLICATIONS**

A total of 62 applications received from the Borough Council were examined, on 53 of which the Committee had no specific objections to make, subject to the views of neighbours.

The Committee made the following observations on the remaining applications:

16/1324/FUL - The Synagogue, Croxdale Road

Erection of a temporary portacabin for a period of five years within the grounds of the synagogue to be used as additional office space.

Observation: The Environment and Planning Committee on 20 September 2016 stated that whilst it raised no objection to the application, it felt that the word “temporary” was inappropriate for a 5 year structure.

*[Post Meeting Note: On 21 September 2016 the above comment was not uploaded onto the Hertsmere Borough Council website as there was no facility to do so - the period being deemed to be ended.]*

16/1380/FUL - 25 Micklefield Way, Borehamwood WD6 4LG

Erection of two storey side extension and part single, part two storey rear extension to facilitate the conversion of the existing 3 bed dwelling to 2 x 3 bed self-contained flats

Observation: The Environment and Planning Committee on 20 September 2016 considered the application to be over development.

*[Post Meeting Note: The application was uploaded on 21 September 2016]*

16/1149/OUT - Land to the rear of 52 Stratfield Road/Badminton Close, Borehamwood

Outline application for the erection of 2 x 2 bed dwellings (access arrangement including parking provision, layout and scale to be determined at this stage).

Observation: The Environment and Planning Committee on 20 September 2016 considered the application to be over development.

*[Post Meeting Note: On 21 September 2016 the above comment was not uploaded onto the Hertsmere Borough Council website as there was no facility to do so - the period being deemed to be ended.]*

16/1259/FUL - Wellwood House, Fairway Avenue, Borehamwood

Change of use of first floor from mixed use pharmacy and D1 to residential to provide 2 apartments (1x1 bed & 1 studio); Raise ridge height and creation of second floor to provide a further 2 studio apartments with dormers to all elevations; installation of new external steel staircase to serve all apartments.

Observation: The Environment and Planning Committee on 20 September 2016 considered the application to be over development and raised concerns about parking provision.

*[Post Meeting Note: On 21 September 2016 the above comment was not uploaded onto the Hertsmere Borough Council website as there was no facility to do so - the period being deemed to be ended.]*

16/1525/FUL - 1 Shenley Road, Borehamwood WD6 1AA

Basement extension to create a gymnasium (class D2) with associated ground floor access & fire escape & 20 cycle parking spaces.

Observation: The Environment and Planning Committee on 20 September 2016 raised concerns over parking adequacy, subterranean development (with possible effects on water displacement) and poor siting of the proposed gymnasium.

*[Post Meeting Note: On 21 September 2016 the above comment was not uploaded onto the Hertsmere Borough Council website as there was no facility to do so - the period being deemed to be ended.]*

16/1608/HSE - 19 Essex Road, Borehamwood WD6 1BP

Single storey side and rear extension

Observation: The Environment and Planning Committee on 20 September 2016 considered the application to be over development with possible "land-locking" of No.17.

*[Post Meeting Note: On 21 September 2016 the above comment was not uploaded onto the Hertsmere Borough Council website as there was no facility to do so - the period being deemed to be ended.]*

16/1266/HSE - 26 Drayton Road, Borehamwood WD6 2BX

Retrospective application for single storey rear extension (amended plans 24.8.16)

Observation: The Environment and Planning Committee on 20 September 2016 felt that retrospective applications were outside of the spirit of planning law.

*[Post Meeting Note: On 21 September 2016 the above comment was not uploaded onto the Hertsmere Borough Council website as there was no facility to do so - the message "case not for consultation" was listed as the reason.]*

16/1605/FUL - 117 Theobald Street, Borehamwood WD6 4PT  
Erection of detached 3 bed bungalow in rear garden of existing property  
Observation: The Environment and Planning Committee on 20 September 2016 raised concerns about access and egress resulting from the proposed application.

*[Post Meeting Note: The application was uploaded on 21 September 2016]*

16/1670/FUL - 87 Linton Avenue, Borehamwood WD6 4QY  
Retrospective application for continued use of property as a house of multiple occupation (class C4) (HMO) comprising 9 bedrooms

Observation: The Environment and Planning Committee on 20 September 2016 commented that retrospective applications were outside the spirit of planning law and raised concerns about the adequacy of parking and the suitability of the premises for multiple occupation (citing possible over occupation).

Observation: The Environment and Planning Committee on 20 September 2016

*[Post Meeting Note: The application was uploaded on 21 September 2016]*

#### Hertsmere Borough Council's requirements for the submission of planning comments by Town and Parish Councils

Members noted the requirements from 1 September 2016 from Hertsmere Borough Council's for the submission of planning comments by Town and Parish Councils; these were to be uploaded individually on the HBC website. It was suggested that the Committee review the effectiveness of this process at the next meeting and bring any concerns to the joint Town/Borough planning liaison meetings. It was noted that other Clerks in the Hertsmere area would be asked to provide an update on the user experience regarding the procedures for providing consultee planning comments.

#### Core Strategy working group membership and representation.

**It was RESOLVED that:**

**the following Members be appointed as a Working Group of the Environment and Planning Committee to meet with Hertsmere Borough Council Officers and Members to provide input into the wording and formation of the upcoming Core Strategy document for planning (with the first meeting to be arranged by Hertsmere Borough Council in October 2016):**

**Cllr Mrs P Strack  
Cllr Mrs S Parnell  
Cllr C Butchins**

**Standing Deputies:**

**Cllr E Silver  
Cllr G Franklin  
(no Town Council Officer attendance)**

#### 43. PLANNING DECISIONS

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

#### 44. COMMUNITY INFRASTRUCTURE LEVY (CIL)

Members noted the revisions to the August 2016 edition of the Hertsmere Borough Council guidelines in relation to the distribution of the Community Infrastructure Levy (CIL) funds to Parish and Town Councils. It was now understood that projects involving revenue expenditure could not be the subject of bids to the Borough Council. However, providing other criteria were met, top-sliced (15%) CIL monies to Parish and Town Councils could be used for revenue cost projects.

It was noted that at the current time the Town Council did not have designated projects for top sliced CIL monies received thus far. In addition, no CIL bids were currently planned for the next Borough Panel meeting.

#### 45. COMMITTEE BUDGET 2017/18

It was **RESOLVED** that the following items be included in the **DRAFT Environment and Planning Committee Budget 2017/18**:

- **Teddy's Trails (New Budget) £500**
- **Stapleton Gardens £17,469\***

\* It was noted that the £17,469 sum would represent the total year budget with the remaining £10,952 balance being rolled over at year end 2016/17 (i.e. £6,517 new budget monies) and that the total cost of the project would be met from the 2017/18 Budget (2155/201) and the EMR - Stapleton Project (9015/901). It was further noted that £10,000 of the anticipated costs were for a locker building which was subject to a future planning application (if required).

#### 46. COUNCIL BENCHES AND NOTICE BOARDS

##### Benches

It was **RESOLVED** that:

**the Town Council bench outside Peacocks be designated for a Borehamwood Women's Institute plaque (to be purchased by the Town Council (2646/206) and a Mayoral opening event be arranged in late October / early November 2016 for this purpose.**

##### Notice Boards

It was noted that Rev T Warr had been in consultation with Cllr Mrs P Strack regarding the possibility of installing a Town council notice board near All Saints Church and that the issue would be raised again for further discussion.

The Committee welcomed the opportunity to advertise Town Council services and events on a patient widescreen television at Fairbrook Medical Centre noting that the arrangement would be for a one year

trial period for a 20 second advert every 5 minutes over a 52 week period. It was further noted that an average of 250 patients visited the Centre each day with an average waiting time of 10-15 minutes. The advert would be updated on six occasions during the course of the year (and include environmental as well as entertainment services) and was in effect an electronic noticeboard for the authority.

**It was RESOLVED that:**

**£780 be utilised from the 2016/17 notice board budget (2647/206) to cover the cost of a 1 year electronic advertising notice at Fairbrook Medical Centre.**

#### **47. ALLOTMENTS**

It was noted that all allotment rent requests had been issued in September 2016 together with a plot holder satisfaction and comments questionnaire and updated shed policy for the Melrose Avenue site.

It was further noted that the Committee Chairman, Town Clerk and Council Grounds Team met with the project co-ordinators for the Stapleton Gardens rejuvenation project at Fairway Hall on 15 September 2016 where the revised costs for implementing the scheme were considered. It was noted that the new completion date was 1 May 2017 and that the delay was due to the extent of work entailed with terracing the ground.

#### **48. CHURCHYARDS**

It was noted that the Council Grounds Team were currently undertaking work to a pine (or similar) tree at St Nicholas closed churchyard.

#### **49. CENTENARY PLACE**

Members considered possible options for Town Council involvement in the management of the surrounding site at Centenary Place (including possible laurel replacement and the addition of bench seating). After a thorough and wide ranging discussion, with reference being made to Hertfordshire County Council's "Working Together" programme, it was felt that consideration of the topic should be made at a future time taking into account any future plans for the Town Council's environment and planning services.

It was noted that the Council would be preparing a Parish Plan setting out the service area targets for the forthcoming 5 years. Some Members felt that any proposal for devolution of services from County to Town and Parish Councils should come in the form of a detailed plan, including assurances as to the transfer of funds to cover increased costs to be prepared by County Council Officers.

The overarching conclusion was that such devolved services should be considered against the background of all the Town Council's service areas with all options being presented before agreeing to any individual item.

As such, Members would continue to be notified of County Council programmes and feed the opportunities into the decision making framework of the Town Council for consideration by the appropriate Committee or for inclusion into the Parish Plan as appropriate.

**50. CLOSURE**

The Meeting closed at 8.40pm.

It was noted that the next meeting was scheduled for Tuesday 22 November 2016 at 7.00 pm.

Date:.....

CHAIRMAN.....

**37. ALLOTMENTS**



**Planning Applications from Hertsmere Borough Council (since 12 October 2016)**

- 16/1896/FUL 30a Barham Avenue, Elstree WD6 3PN  
Demolition of existing dwelling and erection of 2 storey building to include habitable loft accommodation with front, side and rear dormer windows, front and side rooflights and first and second floor terraces comprising 3 x 3 bed flats with associated amenity space and parking
- 16/1968/FUL Borehamwood Christian Fellowship, Manor Way, B/Wood  
Construction of two storey side extension and first floor level including new roof with side dormer. Amendments to ground floor glazing. Addition of 9 new car parking spaces and cycle parking. Inclusion of air source heat pump to a new place of worship.
- 16/1976/FUL 136-138 Stanborough Ave, Borehamwood  
Single storey front extensions; roof alterations to increase ridge height, first floor rear extensions and conversion of lofts into habitable rooms with rear dormers and front roof lights (revised application)
- 16/1996/FUL Borehamwood Industrial Park, Rowley Lane, Borehamwood  
Retrospective Application for retention of acoustic screen constructed along part of northern boundary of site
- 16/1810/HSE 21 Welbeck Close Borehamwood WD6 1UG  
Conversion of garage to habitable room replacing door with a window and erection of single storey front infill extension
- 16/1693/HSE 23 Catterick Way, Borehamwood WD6 4QS  
Single storey rear extension (Retrospective Application)
- 16/2020/FUL 8 Wilcox Close, Borehamwood WD6 5PY  
Conversion of existing 3 bed dwelling into 2 x 1 bed self-contained flats
- 16/2043/HSE 55 Cowley Hill, Borehamwood WD6 5LQ  
Single storey front extension
- 16/1959/FUL The Fortune, Fortune Lane, Elstree  
Erection of four x 5 bed, 3 storey detached dwellings to include basement level with below ground garage and parking lift
- 16/2045/HSE 8 Shakespeare Drive, Borehamwood WD6 2FD  
Erection of single storey rear extension following removal of existing conservatory

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**Planning Applications from Hertsmere Borough Council (since 12 October 2016) con t'd....**

- 16/2063/FUL                      The Field House, Barnet Lane, Elstree  
Demolition of existing dwelling and erection of 1x5 bed, two storey, detached dwelling with basement level, integral double garage and habitable loft accommodation with side rooflights and 1 x 4 bed, two storey, detached dwelling with habitable loft accommodation and side rooflights
- 16/2065/ADV                      Unit 610 Centennial Park, Elstree  
Installation of one non-illuminated lettering fascia sign (Application for Advertisement Consent)
- 16/2049/FUL                      Mcdonalds Restaurant, Shenley Road, Borehamwood  
Single storey front extension; small single storey side extension to facilitate new drive "thru" booths, new glazing at ground floor level; new sliding entrance door & aluminium fascia panels. Extension to existing patio area & additional furniture & barriers to match existing
- 16/2075/HSE                      18 Beech Drive, Borehamwood WD6 4QU  
First floor side extension; part single, part two storey rear extension and new front porch
- 16/2039/HSE                      73 Linton Avenue, Borehamwood WD6 4QY  
Single storey rear extension, two storey side extension and new front porch
- 16/2051/ADV                      213 Shenley Road, Borehamwood WD6 1TE  
Erection of 1 non-illuminated banner sign (Application for Advertisement Consent)
- &  
16/2050/ADV                      Application for retention of 1 illuminated fascia sign and erection of 2 additional illuminated fascia signs (Application for Advertisement Consent)
- 16/2089/HSE                      25 Beech Drive, Borehamwood WD6 4QU  
First floor side extension (Revised)
- 16/0337/HSE                      49 Whitehouse Avenue, Borehamwood WD6 1HA  
Variation of condition 4 attached to planning permission to allow the approved plans to be amended to alter the eaves height at first and second floor levels and the roof pitch from 40 degrees to 38 degrees
- 16/2099/FUL                      Land rear of 32 Grantham Green, Borehamwood  
Erection of 2 storey terrace, comprising 4 x 3 bed houses to include access, parking and landscaping

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**Planning Applications from Hertsmere Borough Council (since 12 October 2016)**

16/2119/HSE	50 Stapleton Rd, Borehamwood WD6 5BW
16/2116/CLP	Single storey side and rear extensions and Loft conversion to provide habitable living accommodation to include insertion of a front rooflight and rear dormer
16/2121/HSE	Lakeview, 5 Lands End, Elstree Increase in ridge height to creat a 2 storey dwelling to include dormer windows to the front and rear elevations and an and additional roof light to each side
16/2096/HSE	18 Park Crescent, Elstree WD6 3PU Erection of single storey front extension to garage; first floor side extension over existing garage and single storey rear extension
16/1974/HSE	11 Grantham Green, Borehamwood WD6 2JQ Erection of two storey rear extension to include insertion of new window at first floor level. Insertion of rear dormer window
16/2110/HSE	8 Willow Green, Borehamwood WD6 2JS Single storey front extension
16/2129/HSE	5 Todd Close, Borehamwood WD6 1FT Proposed single storey rear extension
16/1949/HSE	3 Grantham Green, Borehamwood WD6 2JQ Erection of front porch
16/2155/HSE	64 Cardinal Avenue, borehamwood WD6 1ER Retrospective application for the retention of 1.5m black metal railings, rendered brick pillars and electric gates
16/2117/OUT	Land to rear of 52 Stratfield Road/Badminton Close Borehamwood Erection of 2 storey, detached, 2 bed dwelling (outline application)
16/2185/HSE	60 Lullington Garth, Borehamwood WD6 2HF Single storey rear extension; hip to gable roof conversion; conversion of loft into habitable room with rear dormer incorporating Juliet balcony and new front porch
16/2123/FUL	50 – 52 Cardinal Avenue, Borehamwood Erection of two storey front extension to number 52; first floor front extension to number 50 and first floor rear extension to both properties

ELSTREE AND BOREHAMWOOD TOWN COUNCIL  
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**Planning Applications from Hertsmere Borough Council (since 12 October 2016)**

16/2203/FUL

2 Lands End, Elstree WD6 3DL  
Demolition of existing house and construction of a replacement 6 bed dwelling with detached outbuildings, associated access and landscaping. Revised application following approval 16/0569/FUL

16/2169/HSE

34 Grosvenor Road, Borehamwood WD6 1BT  
Part single, part two storey rear extension and insertion of new dormer in side roof slope

Notifications of Planning Decisions from Hertsmere Borough Council

<b>Application No</b>	<b>Decision</b>	<b>Description</b>
16/1203/LBC	<b>Refuse Consent</b>	9 High Street, Elstree WD6 3BY Change of use from office (A2) to 1 bed dwelling (C3) (Application for Listed Building Consent)
16/1380/FUL	<b>Grant Permission</b>	25 Micklefield Way, Borehamwood WD6 4LG Erection of two storey side extension and part single, part two storey rear extension to facilitate the conversion of the existing 3 bed dwelling into 2 x 3 bed self contained flats (amended and additional plans received 14.9.16)
16/1258/FUL	<b>Grant Permission</b>	Wellswood House, Fairway Avenue, Borehamwood WD6 1PU Change of use and conversion of first floor from mixed use pharmacy and D1 to residential to provide two apartments (1x1 bed and 1 studio); raising of the ridge height and conversion of the second floor/loft to provide a further 2 studio apartments (studio flats) with dormers to all elevations; the installation of new external steel staircase to serve all apartments (amended description)
16/1289/FUL	<b>Grant Permission</b>	10 Deacons Hill Road, Elstree WD6 3LH Erection of new detached 5 bed house adjacent to main dwelling following demolition of existing detached garage (as amplified by plan received 14.8.16 and tree report received 24.8.16)
16/1608/HSE	<b>Grant Permission</b>	19 Essex Rd, Borehamwood WD6 1BP Single storey side extension
16/1670/FUL	<b>Refuse Permission</b>	87 Linton Avenue, Borehamwood WD6 4QY Retrospective Application for continued use of property as a house of multiple occupation (HMO) comprising 9 bedrooms
16/1058/FUL	<b>Grant Permission</b>	Elstree & Borehamwood Railway Station, Station Road, Borehamwood WD6 3LS Retrospective application for change of use of station kiosk (A1) to Sui Generis to be used as a taxi office

**Notifications of Planning Decisions from Hertsmere Borough Council**

<b>Application No</b>	<b>Decision</b>	<b>Description</b>
14/1766/FUL	<b>Grant Permission</b>	Hertswood Academy, Cowley Hill WD6 5LG Demolition of the existing school and sport centre in a phased manner and the erection of a new Academy (use Class D1) covering 12,005 sqm floor area, incorporating a new theatre and Sports Centre fronting Cowley Hill. The proposal includes access from Cowley Hill and Potters Lane, provision of two car parks, landscaping and three protection measures, as required. Temporary school classrooms and the provision of a site compound for the duration of the construction period.
14/1767/FUL	<b>Grant Permission</b>	Hertswood School, Thrift Farm Lane WD6 1TS Demolition of existing school buildings (use Class D1), Ark Theatre (use Class Sui Generis) and 2 residential dwellings (use Class C3) and erection of residential units comprising 68 x 3 bed houses, 81 x 4 bed houses, 39 x 1 bed flats and 113 x 2 bed flats with new vehicular access, open space, parking and landscaping (Amended Plans received 15.7.15 and 16.7.15)