

ELSTREE and BOREHAMWOOD TOWN COUNCIL

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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 13 February 2018 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 16 January 2018.

- 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. **CIL Receipts and bids:** To receive update report and Committee strategy and to consider scheme to support Band Stand project proposed by Cllr Mrs P Strack and joint meeting with Hertsmere Borough Council Officers and Members.

7. **Allotments:** To receive update report.
8. **Street Furniture and Notice Boards:** To receive update report and to consider proposal for improvements to All Saints Clock.
- Attached
9. **Aberford Park Community Centre:** To consider options for Town Council involvement in improving Aberford Park following bowling green CIL support.
10. **Close of Meeting:** To close meeting.



H R O Jones
Town Clerk
5 February 2018

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 16 January 2018** at 7.00pm.

Present: Cllr G Franklin (Chairman) (in the Chair)

Cllr C Butchins
 Cllr V Eni (Substitution)
 Cllr Mrs S Parnell
 Cllr Mrs P Strack

In attendance: H R O Jones – Town Clerk

42. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr E Silver (Other Business) (Cllr V Eni substituted).

43. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

44. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of the Environment and Planning Committee held on 28 November 2017 were signed as a true record by the Chairman.

45. PLANNING APPLICATIONS

A total of 45 applications received from the Borough Council were examined, on 36 of which the Committee had no specific objections to make, subject to the views of neighbours.

17/2448/VOC -102 Shenley Road, Borehamwood WD6 1EB

Removal of condition 4 (Restricted Trading Hours) of planning permission TP/07/0620 to enable premises to trade 24 hours a day Monday to Sunday.

Observation: At its meeting on 16 January 2018 the Environment and Planning Committee raised concerns about the possible negative social and health effects of extending gambling provision.

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

17/2333/HSE - Scratchwood House, Barnet Lane, Elstree

Two storey front, side and rear extensions, increase in ridge height, new basement and internal remodelling.

Observation: At its meeting on 16 January 2018 the Environment and Planning Committee raised concerns over the potential impact on the water table by basement development.

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

17/2344/FUL - Meadow Park, Brook Road, Borehamwood

Installation of new play area & associated footpath to include tree lined greenway route

Observation: At its meeting on 16 January 2018 the Environment and Planning Committee, Members applauded the development of amenity spaces in this area of Borehamwood and noted that assurances had been received that the Town Council Fireworks Display would not be affected.

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

17/2349/FUL - 15 Oddesey Road, Borehamwood WD6 5HZ

Proposed attached two storey, 2 bed dwelling house with associated parking and landscaping

Observation: At its meeting on 16 January 2018 the Environment and Planning Committee raised concerns that the application contributed to "infilling".

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

17/2401/FUL - 58 Nicoll Way, Borehamwood WD6 2PS

Conversion of existing dwelling to 2 x 1 bed flats (Revised)

Observation: At its meeting on 16 January 2018 the Environment and Planning Committee raised concerns over the loss of a family home 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: At the time of the meeting, no facility was available to submit online Consultee comments].

17/2352/FUL - Jasmine Court, Whitehouse Avenue, Borehamwood

Conversion of garage and internal alterations at ground floor level to provide additional bedroom & living area to existing flat; second floor extension and internal alterations to create additional 1x1 bed flat; conversion of loft to provide 1x1 bed flat

Observation: At its meeting on 16 January 2018 the Environment and Planning Committee raised concerns over parking and the loss of a family home 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: At the time of the meeting, no facility was available to submit online Consultee comments].

17/2475/FUL - Majestic House, 16-18 Shenley Rd, Borehamwood

Demolition of existing building & construction of 4 storey detached building comprising A1 retail at ground floor with residential units above comprising 11 x 1 bed and 3 x 2 bed flats

Observation: At its meeting on 16 January 2018 the Environment and Planning Committee considered the application to be overdevelopment and raised concerns over parking and the loss of a family home

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].

17/2498/FUL - Rear Backlot, Elstree Film & TV Studios, Shenley Rd Borehamwood
Temporary permission for a period of up to 10 years for the erection of building facades, associated structure, storage, areas of hard and soft landscaping & associated works, in connection with the existing use of the site for film and tv production

Observation: At its meeting on 16 January 2018 the Environment and Planning Committee welcomed the development of the local film and tv industry.

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

17/2493/OUT - Land off Cowley Hill, Borehamwood

Outline planning application or the provision of a 2 form entry primary school to include access (all other matters reserved)

Observation: At its meeting on 16 January 2018 the Environment and Planning Committee, voting 4 in favour and 1 against, Members approved of the application on the basis that this could protect Maxwell Community Centre (Cllr G Franklin asked for his vote against to be recorded).

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

46. PLANNING DECISIONS

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

It was AGREED that:

Hertsmere Borough Council be asked to provide information on what enforcement measures were in place in connection with the following application:

17/1938/HSE	Refuse Permission	34 Alban Crescent, Borehamwood WD6 5JF
		Single storey rear extension (retrospective)

47. CIL RECEIPTS AND BIDS

It was noted that at the time of the meeting Town Council CIL receipts were £318,892.84. It was understood that as yet, no CIL monies had been deployed by Hertsmere Borough Council. Clarification had been sought from the Planning Department concerning CIL related matters.

It was RESOLVED that:

at its meeting on 17 January 2018, Full Council be recommended to approve the following CIL expenditure from the Town Council's receipts of top sliced (15%) monies:

- **£60,000 for match funded project to be arranged by Hertsmere Borough Council for Bowling Green in Aberford Park (artificial surface with "off the street" availability for use).**

48. ALLOTMENTS

Stapleton Gardens

It was noted that whilst Hertsmere Borough Council had indicated that s.106 monies (c.£20,000) might be available to assist the Town Council in building the locker shed(s) at Stapleton Gardens and to complete the perimeter fencing and beekeeping area, no update had as yet been received.

49. STREET FURNITURE AND NOTICE BOARDS

It was AGREED that:

- (i) the notice board proposed at the Brook Road side of the Council's car park be approved for installation (to be in keeping with design of item at Railway Station); and**
- (ii) the Committee be updated on any response from All Saints Church in connection with the possibility of a suitable notice board being installed at that site.**

50. CLOSE OF MEETING

The Meeting closed at 8.30 pm.

It was noted that the next Environment and Planning Committee was scheduled to take place on 13 February 2018 at 7.00 pm in the Meeting Room, Town Council Offices.

Date:.....

CHAIRMAN.....

ELSTREE AND BOREHAMWOOD TOWN COUNCIL
ENVIRONMENT AND PLANNING COMMITTEE: 13 February 2018
Planning Applications from Hertsmere Borough Council

- 18/0025/HSE The Pharmacy, High Street Elstree
Conversion of loft to habitable room with new front dormer and
insertion of 2 new roof lights, and first floor rear infill extension
- 18/0026/HSE The Pharmacy, High Street, Elstree
Erection of garage to the side elevation and installation of patio doors
to rear elevation
- 18/0035/HSE 123 Whitehouse Ave, Borehamwood WD6 1HB
Single storey rear extension (amended plan received 5.2.18 – depth
reduced to 3 metres)
- 18/0041/HSE 8 Organ Hall Road, Borehamwood WD6 4TH
Erection of part single part 2 storey rear extension (revised)
- 17/2530/HSE 38 Elmwood Ave, Borehamwood WD6 1sz
Demolition of detached outbuildings and construction of single storey
side and rear extension
- 18/0027/PD56 National Westminster House, 225 Shenley Road, Borehamwood
Change of use from office (B1) to residential (C3) to provide 93
units
- 17/2123/HSE 197 Cowley Hill, Borehamwood WD6 5ND
Erection of part single part 2 storey rear extension and first floor side
side extension
- 17/2511/FUL 143-147 Shenley Road, Borehamwood WD6 1AH
Subdivision of existing A1 Unit to provide an additional unit of
mixed A1/A3 use
- 18/0048/FUL Units 2-3 Warwick Place, Warwick Road, Borehamwood
Removal of two parking spaces and installation of an external oil
storage tank, together with new surrounding timber fencing
- 18/0091/FUL BBC Elstree Centre, Clarendon Road, Borehamwood
Erection of new scenery trolley canopy (revised application to
17/1475/FUL)
- 18/0036/HSE 45 Oberon Close, Borehamwood WD6 5RU
Conversion of loft into habitable room with rear dormer and 2
front roof lights
- 18/0094/ADV 63 Shenley Road, Borehamwood WD6 1AE
Installation of 2 illuminated fascia signs and 2 illuminated wall menus
(Advertisement Consent)
- 17/2517/HSE 35 Barton Way, Borehamwood WD6 1PQ
Erection of two storey side extension and single storey rear extension

new front porch

ELSTREE AND BOREHAMWOOD TOWN COUNCIL
ENVIRONMENT AND PLANNING COMMITTEE: 13 February 2018
Planning Applications from Hertsmere Borough Council continued

- 18/0102/HSE 9 Todd Close, Borehamwood WD6 1FT
Conversion of garage to habitable room with new window and brick infill
- 18/0124/HSE 19 Lodge Avenue, Elstree WD6 3NA
Single storey rear extension, alterations to roof to facilitate increased internal space with 2 rear dormers, repositioning front door, creation of porch and alterations to windows
- 17/2495/FUL Car Park rear of 91-125 Shenley Road, Borehamwood
Redevelopment and reconfiguration of car park comprising erection of 2/3 storey building (adjoining flank wall of 91-125 Shenley Road on NE elevation) creating 4 flats (1x1 bed & 3x2 bed) to include parking/storage/refuse/recycling & cycle storage on the ground floor and outdoor amenity space on second floor. Installation of new new entrance to existing second floor flats and sectional metal gate to clarendon House car park, accessed via Clarendon Road
- 17/2099/FUL 101 Deacons Hill Road, Elstree WD6 3JF
Conversion of existing house to crease 3 x 3 bed and 2 x 2 bed flats with part single part two storey rear extension, conversion of loft to habitable rooms including side and rear dormers and three front rooflights (amended received 26.1.18 re parking)
- 18/0153/HSE 19 Deacons Hill Road, Elstree WD6 3HY
Conversion of garage to habitable room, first floor side extension, part single part 2 storey rear extension, hip to gable roof alterations with enlarged rear dormer and insertion of additional front roof light
- 18/0145/FUL 134 Aycliffe Road, Borehamwood WD6 4DY
Subdivision of existing unit Class A3 to create additional unit to be used as Class A5
- 18/0173/VOC Chess House Studio Way Borehamwood
Variation of condition 2 (plans) and 16 (communal areas) following grant of planning permission 16/1035/FUL)
- 18/0183/HSE 67 Cardinal Avenue, Borehamwood WD6 1EN
Part single, part two storey rear extension and new front porch
- 18/0185/HSE 254 Theobald Street, Borehamwood WD6 4PF
Single storey front extension
- 18/0178/FUL Land to the rear of 52 Stratfield Rd/Badminton Close, Borehamwood
construction of 2 storey residential unit comprising 1x2 bed and 1x3 bed dwellings with associated parking, landscaping, bin & bike storage (revised)

ELSTREE AND BOREHAMWOOD TOWN COUNCIL
ENVIRONMENT AND PLANNING COMMITTEE: 13 February 2018
Planning Applications from Hertsmere Borough Council continued

18/0181/HSE	75 the Champions, Borehamwood WD6 5QG Amendment of roof to single storey element of two storey side extension (retrospective ref 17/1250/HSE)
18/0223/PD42	34 Hartforde Road, Borehamwood WD6 5JT Single storey rear extension
18/0217/FUL	1 Beech Drive, Borehamwood WD6 4QU Erection of two storey rear extension with first floor balcony to facilitate the conversion of single dwelling house to 2 x 2 bed and 2 x 3 bed flats. Installation of 2 additional rooflights to side roof slope; repositioning of main front entrance; removal of existing detached garage and shed; remodelling of existing driveway, installation of entrance/exit gate and increase in car parking spaces from 3 to 8
18/0221/HSE	89 Sullivan Way, Elstree WD6 3DG Demolition of existing garage and construction of 2 storey side extension (Revised Application)
18/0235/HSE	40 Elmwood Ave Borehamwood WD6 1SZ Construction of part single part two storey rear
18/0239/HSE	33 Stainer Road, Borehamwood WD6 4TS Conversion of garage to habitable room and alterations to fenestration (part retrospective application)
10/0244/HSE	6 Barham Avenue, Elstree WD6 3PN Erection of rear canopy
18/0261/ADV	177 Shenley Road, Borehamwood WD6 1AW Installation 1 externally illuminated fascia sign including internally illuminated KFC letters, 1 internally illuminated projecting sign, 1 internally illuminated other (Colonel Box) sign (Advertisement Consent)
18/0260/FUL	177 Shenley Road, Borehamwood WD6 1AW Installation of new entrance door, new tiling to column, new awning and external seating. Redecoration of existing shopfront
18/0238/HSE	49 Stanborough Ave, Borehamwood WD6 5LX Construction of part single part 2 storey rear extension

Notifications of Planning Decisions from Hertsmere Borough Council

Application No	Decision	Description
17/2254/FUL	Grant Permission	33 Gateshead Road, Borehamwood WD6 4NH Conversion of single family dwelling into 2 x 2 self contained units (revised application following withdrawal of 17/1795/FUL)
17/2252/FUL	Grant Permission	191-195 Shenley Road, Borehamwood Erection of first floor infill extensions, alterations to existing flats, enclosure of external staircase and creation of an additional 1 bed flat (Revised application following refusal of 17/1477/FUL)
17/2344/FUL	Grant Permission	Meadow Park, Brook Road, Borehamwood Installation of new play area & associated footpath to include a tree lined Greenway route

Our Ref: H/5244/PBS/BP
Date: 29 November 2017

tmalton@elstreeborehamwood-tc.gov.uk

Tracey Malton

Dear Ms Malton

Borehamwood: All Saints Church – Tower Clock

When our regional engineer Mike Tomlinson attended on site to carry out routine servicing of the above clock he carried out the necessary service work and left everything in good working order. He did however take the opportunity to gain access to the bottom of each dial to determine their condition.

He was extremely concerned to see that with regard to the North and West Dials, which face the prevailing weather, many of the fixings on each dial were no longer actually keeping the clock dials in place.

Obviously we have no way of knowing in reality how insecure the fixings are generally but the fixings that Mike Tomlinson was able to check did cause him great concern and they were so ineffective that he was able to actually move the dial easily away from the wall to which it should be securely fixed.

It would be our strongest recommendation therefore that serious consideration be given to re-securing these dials and this is the subject of quotation #1 below.

I believe Mike discussed this with Kathy Foster on site and also drew to her attention the concerns he had in respect of the stone dust that was coming in through the louvres and effectively wearing out the dial motion work wheels and bevels prematurely. Mike, I believe, again made a serious recommendation that the dial works and bevel equipment be cleaned and then boxed in for future protection against continued deterioration and the additional cost associated with this work is shown in quotation #2 below.

Mike is of the opinion that if the second element of the work is not carried out *sooner rather than later* then within the next 5 years the equipment may not work at all and will require replacing rather than merely cleaning.

Please be aware that we would propose to carry out this work from our swing seat and rope tackle but under Health and Safety legislation we need to send 2 engineers, both suitably qualified, one of whom must be trained to IRATA3 level, so that a rescue plan can be instigated *should it be required*.

Quotation #1

To attend on site with 2 suitably qualified engineers; to rig up 2 sets of swing seat and rope tackle and to approach the North and West facing dials and re-secure both dials using new stainless steel fixings. To set up and leave in good order, would cost **£1,996 (One Thousand, Nine Hundred and Ninety Six Pounds)** net plus VAT

Quotation #2

To approach all 4 clock dials using the same equipment as referred to in quotation #1. To remove 4 sets of hands and to withdraw the dial motion work wheels and remove the bevel equipment. In situ to dismantle all equipment down to component level; to wipe through all moving and non-moving surfaces; to polish all



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pivots and bushes; to clean the outer ends of the dial motion work wheels. To reassemble and lubricate; to grease the outer ends. Reinststate the equipment, refit the hands, balance the hands against the dial motion work wheels. Set up and leave in good working order, would cost an *additional £2,741 (Two Thousand, Seven Hundred and Forty One Pounds)* net plus VAT – if carried out in conjunction with the work referred to in quotation #1

Points to Note

- These quotations are separate and quotation #2 is given as an additional cost if carried out in conjunction with the work referred to in quotation #1 and therefore the total cost should you decide to proceed with both options would be the summation of two values
- These quotations are submitted subject to our standard Terms and Conditions, requiring a 30% deposit with order
- This quotation will remain valid until 31 December 2017 although the work would not be carried out until Spring of 2018 when the weather is more suitable for work of this type
- It would be our strongest recommendation that if you decide to proceed with the work, relevant to quotation #2, that the equipment subsequently be boxed in for future protection but no cost for this particular activity has been allowed for within these quotations

I hope this information meets with your requirements but please do not hesitate to contact me should you require further clarification of any of the points raised.

Yours sincerely



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