

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 March 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 13 February 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.
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 March 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 13 February 2018** at 7.00pm.

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

In attendance: H R O Jones – Town Clerk

51. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

There were none.

52. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

53. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of the Environment and Planning Committee held on 16 January 2018 were signed as a true record by the Chairman.

54. PLANNING APPLICATIONS

A total of 33 applications received from the Borough Council were examined, on 24 of which the Committee had no specific objections to make, subject to the views of neighbours.

18/0027/PD56 - National Westminster House, 225 Shenley Road, Borehamwood
 Change of use from office (B1) to residential (C3) to provide 93 units

Observation: At its meeting on 13 February 2018 the Environment and Planning Committee considered the application to be gross overdevelopment and raised further concerns over parking and the need for family sized dwellings (3 to 4 bedroom) in the Community in line with Hertsmere Borough Council's Core Strategy 2.47-2.50;9.9. The Committee could also not support the size of units (e.g. bedroom sizes) which appeared to be too small for reasonable habitation.

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

18/0091/FUL - BBC Elstree Centre, Clarendon Road, Borehamwood
 Erection of new scenery trolley canopy (revised application to 17/1475/FUL)

Observation: At its meeting on 13 February 2018 the Environment and Planning Committee supported applications which promoted the local film and TV industry.

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

18/0102/HSE - 9 Todd Close, Borehamwood WD6 1FT

Conversion of garage to habitable room with new window and brick infill

Observation: At its meeting on 13 February 2018 the Environment and Planning Committee raised concerns over the loss of parking as a result of garage conversion.

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

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 entrance to existing second floor flats and sectional metal gate to Clarendon House car park, accessed via Clarendon Road

Observation: At its meeting on 13 February 2018 the Environment and Planning Committee raised concerns that the proposal was not compliant with Hertsmere Borough Council's Local Plan in terms of parking provision.

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

17/2099/FUL - 101 Deacons Hill Road, Elstree WD6 3JF

Conversion of existing house to create 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 roof lights (amended received 26.1.18 re parking)

Observation: At its meeting on 13 February 2018 the Environment and Planning Committee raised concerns that the application was out of keeping with the surrounding area.

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

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

Observation: At its meeting on 13 February 2018 the Environment and Planning Committee raised concerns that there was sufficient existing provision of fast food outlets in the local area.

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

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)

Observation: At its meeting on 13 February 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].

18/0217/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 roof lights 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

Observation: At its meeting on 13 February 2018 the Environment and Planning Committee raised concerns that the application was overdevelopment and out of keeping with the surrounding area.

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

18/0239/HSE - 33 Stainer Road, Borehamwood WD6 4TS

Conversion of garage to habitable room and alterations to fenestration (part retrospective application)

Observation: At its meeting on 13 February 2018 the Environment and Planning Committee raised concerns over the loss of parking as a result of garage conversion.

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

55. PLANNING DECISIONS

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

56. CIL RECEIPTS AND BIDS

It was understood that as yet, no CIL monies had been deployed by Hertsmere Borough Council. As yet no clarification, previously sought, had been received from Hertsmere Borough Council Planning Department concerning CIL related matters.

Members received a report on a proposal to use CIL top sliced monies on a project to install a permanent band stand at Meadow Park (similar in design to the Aldershot model). It was noted that prior to recommending to Full Council, the Environment and Planning Committee would seek clarification from Hertsmere Borough Council on costs, timescale and ongoing responsibilities. Clarification would also be sought on the eligibility of the scheme for top sliced expenditure based on the Hertsmere Borough Council guidance issued in 2015.

57. ALLOTMENTS

It was noted that an application had been submitted to Hertsmere Borough Council for s.106 monies (£20,148.80 via the varied s.106 agreement for application ref. 17/2028/VOC) to assist the Town Council in building the locker shed(s) at Stapleton Gardens and to complete the perimeter fencing and beekeeping area.

58. STREET FURNITURE, CHURCH CLOCKS AND NOTICE BOARDS

It was noted that the new Town Council notice board at the Brook Road side of the Council's carpark would be installed before the end of March 2018. At the time of the meeting, no further information was available about the possibility of a notice board at or near All Saints Church.

It was AGREED that:

- (i) Smiths of Derby be asked to provide a detailed review of the annual maintenance requirements for the Church Clock at All Saints and to indicate whether the quotations submitted in November 2017 could be reduced by combining works; and**
- (ii) representatives of All Saints Church be notified of (i) above and advised to make a, no guarantee, community grant application should the works be deemed necessary in the 2018/19 Council Year.**

59. ABERFORD PARK COMMUNITY CENTRE

It was noted that the Town Clerk and Entertainments Officer had carried out a site visit together with Hertsmere Borough Council Officers to Aberford Community Centre on 5 February 2018. It was further noted that another meeting would take place to consider any possible future involvement by the Town Council in connection with the site. Those present were reminded of the Town Council's recent contribution of £60,000 (top sliced CIL monies) towards the cost of an artificial surface bowling green adjacent to the Community Centre.

60. 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 24 April 2018 at 7.00 pm in the Meeting Room, Town Council Offices.

Date:.....

CHAIRMAN.....

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

- | | |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 18/0271/HSE | 24 Links Drive, Elstree WD6 3PS
Erection of two storey side and rear extension following demolition of existing garage; insertion of 2 new pitched roof front dormers and conversion of existing front dormer to pitched roof; erection of new front porch canopy |
| 18/02076/VOC | Yavneh College, Hillside Ave, Borehamwood
Variation of condition 1 (consent period) attached to planning permission 16/0669/FUL – to extend the time period for the temporary units for a further 12 months until 23 September 2019 |
| 18/0160/FUL | Elstree Hill service Station, Elstree Hill South, Elstree
Demolition of existing car wash and erection of single storey drive through units (classes A1 / A3 / A5) with circulatory routes, associated car parking, landscaping and other associated works |
| 18/0278/HSE | 34 Carrington Ave, Borehamwood WD6 3HA
Erection of two storey side and single storey front and rear extension following removal of existing detached garage; installation of four rear rooflights |
| 18/0292/HSE | 92 Bullhead Road, Borehamwood, WD6 1HU
Erection of part single, part two storey side and rear extension |
| 18/0190/HSE | 4 Woodlands Close, Borehamwood WD6 1SX
Erection of single storey side extension; enlargement of existing single storey rear extension and erection of first floor rear extension. conversion of loft to habitable room including hip to gable alteration and rear dormer; alteration to front porch |
| 18/0270/HSE | 20 Thornbury Gardens, Borehamwood WD6 1RF
Erection of two storey side extension and part single, part two storey rear extension |
| 18/0136/FUL | 34A Shenley Road, Borehamwood WD6 1DR
Retrospective application for retention of self-contained studio flat within the loft space |
| 18/0303/HSE | 38 Lodge Avenue, Elstree WD6 3ND
First floor side and rear extension |
| 18/0318/HSE | 58 Bullhead road, Borehamwood WD6 1HT
Single storey rear extension following removal of existing conservatory |
| 18/0285/CLP | 68 Kenilworth Drive, Borehamwood WD6 1QN
Insertion of window to side elevation at ground floor level |

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

- 18/0149/HSE 5 Redwood Rise, Borehamwood WD6 5LB
Conversion of garage to habitable room (retrospective)
- 18/0267/HSE 108 Bullhead Road, Borehamwood WD6 1HU
erection of part single part two storey rear extension following
removal of conservatory and enlargement of front porch
- 18/0327/HSE 10 Farriers Way, Borehamwood WD6 2SQ
Conversion of loft to habitable room with rear dormer and front
porch extension
- 18/0334/HSE 3 May Gardens, Elstree WD6 3RZ
Single storey rear extension and new dormer to rear
- 17/2530/HSE 38 Elmwood Avenue, borehamwood WD6 1SZ
Demotion of detached outbuildings and construction of single storey
side and rear extension (amended plans received 26.2.18)
- 18/0087/FUL 174 Balmoral Drive, Borehamwood WD6 2QS
Construction of 2 storey side extension to facilitate subdivision of
property to create 2 x 2 bed flats adjacent to existing dwelling
- 18/0251/HSE 11 Lullington Garth, Borehamwood WD6 2HD
Erection part single part two storey rear extension & new front porch
- 18/0369/HSE 106 Gateshead Road, Borehamwood WD6 5EF
Erection of single storey front extension, two storey side extension
and part single, part two storey side extension
- 18/0019/HSE 30 Stevenage Crescent, Borehamwood WD6 4NR
Erection of single storey front, side and rear extensions; erection of
rear outbuilding for use as gym/office following removal of two
existing outbuildings
- 18/0407/PD56 Elstree Tower, Elstree Way, Borehamwood
Change of use from office B1 to residential C3 to provide 142 units
- 18/0409/PD42 4 Mildred Avenue, Borehamwood WD6 1ET
Extension to existing single storey rear extension
- 18/0376/HSE 78 Furzehill Road, Borehamwood WD6 2EB
Single storey front extension with part conversion of garage to
habitable room, 2 storey side extension and new dormer to rear
elevation

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

- 18/0382/HSE 3 The Rise, Elstree WD6 3JR
Erection of two storey rear extension; two first floor side extensions;
conversion of garage to habitable room; conversion of loft to
habitable room to include two side and one rear dormers following
removal of 3 chimney stacks. Erection of new front entrance porch
- 18/0258/HSE 102 Ashley Drive, Borehamwood WD6 2JD
Single storey rear extension
- 18/0353/HSE 35 Wetherby Road, Borehamwood WD6 4LH
Single storey front extension, part single part two storey side
extension and single storey rear extension

Notifications of Planning Decisions from Hertsmere Borough Council

Application No	Decision	Description
17/1950/FUL	Grant Permission	Crown Rd Garages, Crown Rd, Borehamwood Erection of 18x2 bed units and 10 x 1 bed units with associated parking, cycle storage, refuse storage and landscaping in 2 storey modular units for people with urgent housing need
17/2401/FUL	Refuse Permission	58 Nicoll Way, Borehamwood WD6 2PS Conversion of existing dwelling into 2 x 1 bed flats (Revised Application)

Our Ref: H/5244/PBS/BP
Date: 27 February 2018

Mr H R O Jones – Town Clerk
Elstree and Borehamwood Town Council
Fairway Hall
Brook Close
Borehamwood
Herts
WD6 5BT



Dear Mr Jones

Borehamwood: All Saints Church – Tower Clock

I am in receipt of your letter dated 21 February 2018 and I take it that you require my response to point (1) making reference to our company and relevant to the work quoted to your colleague Tracey Malton in November last year and quite recently accepted, with particular reference to quotations 1 and 2.

I would deal firstly with the question of routine servicing:

Your clock system comprises of a mechanism upgraded to electric operation, which drives the vertical connecting rod to a 4-way bevel set which in turn drives out to the 4 clock dials. The electric mechanism is controlled by an electronic unit for continuous operation during all normal power cuts and this unit is also designed to clock alter automatically for BST/GMT changes at the appropriate weekend each year.

The hour strike is achieved by a DC Toller Unit linked to the original gravity drop hammer on the bell that strikes the hour and this toller is in turn controlled by a C200 Unit which provides for automatic hour strike and programmable night silencing. The clock dials are manufactured from colour impregnated GRP, finished black on gold.

During the service operation we clean through all moving and non-moving parts, make all necessary adjustments and apply light clock oil to all areas that require lubrication. We also check the output voltages on all the electronic equipment to ensure that the driving/memory batteries are fully operational. We check the condition of the synchronous motor that drives the electric movement and should, during the service visit, it be found that the motor or the batteries are beginning to show signs of deterioration, then these would be changed *at no additional cost* over the annual agreed service visit charge.

Another key factor relevant to our service work is that we also check for any safety issues that need to be brought to your attention for immediate or future action.

Following the most recent visit carried out by our regional engineer Mike Tomlinson he reported 2 areas of concern that resulted in the quotation referred to above and these can be summarised as follows:

Continued



- Mike was concerned that 2 of the 4 dials (the accessible ones) were loose with clear evidence that the fixings were no longer achieving their objective
- He was also concerned that despite cleaning the dial motion work wheels to which the hands are fixed there was evidence of an immediate build-up of further dust coming in through the louvres and from the church walls

This was duly reported, a quotation was submitted and, as previously stated, has been subsequently accepted. This work is nothing to do with the routine servicing and it was our recommendation that upon completion of the work you should employ the services of a local joiner to box in the dial motion work wheels to give them better protection against the build-up of dust etc;

I think the above represents a reasonable assessment of the situation and hopefully confirms the professional service we offer and as regards cost I would point out that quotation #2 was offered at a lower value if carried out in conjunction with the work referred to in quotation #1.

The annual service visit is normally carried out towards the end of each year and it is highly likely that this work will be carried out during the early Summer months, but if the contract was brought forward so that the service was carried out at the time of carrying out the work then whilst there would be no saving on the quoted price for the two jobs but we would waive the cost of the annual service visit for 2018.

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.

I remain.....

Yours sincerely



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Technical Sales Consultant

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