

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 19 June 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 22 May 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 on:
 - (i) Hertsmere Borough Council advice on CIL usage, CIL fund and reporting of top sliced receipts;
 - (ii) Proposal for Street Furniture usage; and

(iii) Community engagement strategy.

7. Allotments: To consider:

- (i) grass cutting equipment;
- (iii) Grounds Team grass cutting programme for the Summer months (and grass cutting equipment); and
- (iv) 2018 Committee site visit.

8. Street Furniture and Notice Boards: To receive update report.

9. Close of Meeting: To close meeting.



H R O Jones
Town Clerk
12 June 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 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.....

**ELSTREE AND BOREHAMWOOD TOWN COUNCIL
 ENVIRONMENT AND PLANNING COMMITTEE: 19 June 2018
 Planning Applications from Hertsmere Borough Council**

- | | |
|--------------|---|
| 18/1024/VOC | 47 Brook Road WD6 5HJ
Single storey rear extension |
| 18/0988/HSE | 99a Theobald Street, Borehamwood WD6 4PT
Single storey front and side extension and two storey rear extension |
| 18/0850/HSE | 6 Delamere road, Borehamwood WD6 5AG
Erection of part single part two storey side and rear extension, conversion of loft to habitable room with hip to gable roof alterations, Juliet balconies and three front roof lights |
| 18/0999/HSE | 6 Barham Avenue, Elstree WD6 3PN
Retrospective application for the erection of a children's timber climbing frame, new timber fence along boundary and a surface water sump chamber under trampoline |
| 18/1005/HSE | Lindum Potters Lane Borehamwood
Single storey side and rear extensions, alterations to openings and conversion of loft into habitable room with side dormers, rooflights and Juliet balcony |
| 18/1068/DOC | 1 Beech Drive, Borehamwood WD6 4QU
Application for approval of details reserved by conditions 2 (Construction Method Statement) and 3 (Boundary Treatment) of permission 18/0217/FUL |
| 18/0994/HSE | 197 Cowley Hill Borehamwood WD6 5ND
Part single part two storey side and rear extension |
| 18/1072/PD42 | 21 Gateshead Road, Borehamwood WD6 4NH
Single Storey rear extension |
| 18/1015/VOC | Former Gasworks Station Road Borehamwood
Variation of condition 12 (Drainage Assessment), 13 (Drainage Scheme) and 16 (Contamination) of Planning Permission 16/1932/FUL to amend the drainage strategy to incorporate additional requirements |
| 18/0987/HSE | 14 Park Crescent Elstree WD6 3PU
Conversion of garage to habitable room, single storey front extension and part single part 2 storey rear extension |
| 18/1016/HSE | 40 Cranes Way Borehamwood WD6 2ES
Single storey rear extension |

ELSTREE AND BOREHAMWOOD TOWN COUNCIL
ENVIRONMENT AND PLANNING COMMITTEE: 19 June 2018
Planning Applications from Hertsmere Borough Council continued

- 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 & conversion of loft into habitable space with 3 dormers to create 1 x studio flat and 2x1 bed flats with cycle parking, refuse storage and communal amenity area
- 18/1022/FUL As above (Application for Listed Building Consent)
- 18/117/CLP Scratchwood House, Barnet Lane, Elstree
Construction of new detached outbuilding as well as the construction of a rear extension (prior notification pending 18/0918/PD42)
- 18/1040/HSE 74 Hartforde Road Borehamwood WD6 5JT
Erection of a single storey outbuilding in rear garden to be used as ancillary to the main dwelling
- 18/1042/FUL 34A Shenley Road Borehamwood WD6 1DR
Conversion of part of existing HMO into second floor self-contained studio flat
- 18/1045/HSE 106 Rossington Ave Borehamwood WD6 4LD
First floor side extension and single storey rear extension
- 18/1088/HSE 77 Torworth Rd Borehamwood WD6 4ES
Reduction and retention of existing single storey rear extension
- 18/0979/HSE 118 Tempsford Ave Borehamwood WD6 2NU
Conversion of loft to habitable room with insertion of 2 rooflights
2 storey side extension and single store rear extension
- 17/2496/FUL Car Park Rear of 91-125 Shenley Rd Borehamwood
Redevelopment and reconfiguration of car park comprising erection of 2/3 storey building (adjoining the flank wall of 91-125 Shenley Rd 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)
- 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

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ENVIRONMENT AND PLANNING COMMITTEE: 19 June 2018
Planning Applications from Hertsmere Borough Council continued

- 18/0503/FUL Unit 10 Hamilton Business Park, Stirling Way Borehamwood
WD6 2FR
Creation of first and second floors to be used as showroom and office
space (amended plan received 5.6.18)18
- 18/1043/HSE Little Orchard Barnet Lane Elstree
Extension to the existing basement to provide ancillary residential
space
- 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
- 18/1030/FUL 143-147 Shenley Road Borehamwood WD6 1AH
Installation of new shop front
- 18/1032/ADV 143-147 Shenley Road Borehamwood WD6 1AH
Installation of 2 internally illuminated fascia sign, 2 internally
illuminated projecting sign and awnings to shop front (Application
for Advertisement Consent)
- 18/1151/PA1 Former Garage site south of 77 Eldon Ave, Borehamwood
Demolition of existing derelict garages and redevelopment of the site
to provide 11x2 bed residential apartments and associated parking
spaces (pre-application advice)

Notifications of Planning Decisions from Hertsmere Borough Council

Application No	Decision	Description
17/1010/FUL	Grant Permission	Land at 1 & 1A Drayton Road, Borehamwood and neighbouring premises at 48,50,51 & 51A Shenley Road, Borehamwood Conversion of first floor of existing building and construction of a second floor with eleven dormer windows, rooflights to accommodate 10 new residential units (1 studio apartment and 7 x 1 bed apartments, 2 x 2 bed apartments) with second floor roof terrace; associated refuse and cycle storage, demolition of existing garages at the rear and new parking layout

