

# ELSTREE and BOREHAMWOOD TOWN COUNCIL

Tel: 020 8207 1382  
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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 17 July 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 19 June 2018.

**- Attached**
4. **Band Stand Project:** To receive update report from Cllr Mrs P Strack (invitation to meeting to N Shuker and A Grady - project co-ordinators) and to clarify Town Council's involvement in project (including funding threshold).

**- Attached**
5. **Planning Applications:** To:
  - (i) consider Planning Applications from Hertsmere Borough Council; and

**- Attached**
  - (ii) consider joint meeting dates with Hertsmere Borough Council.

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

- Attached

7. **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; and

(ii) Proposal for Street Furniture usage; and

8. **Allotments:** To consider Clerk's report.

9. **Street Furniture and Notice Boards:** To receive update report.

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



H R O Jones  
Town Clerk  
9 July 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 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 2<sup>nd</sup> 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.....



J

# ELSTREE and BOREHAMWOOD TOWN COUNCIL

Admin Office  
Tel: 020 8207 1382  
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Fairway Hall,  
Brook Close,  
Borehamwood,  
Herts. WD6 5BT

AGENDA ITEM 4

Steve Burton  
Head of Waste & Street Scene  
Hertsmere Borough Council

BY HAND

25 May 2018

Dear Steve

## **CIL Expenditure on Proposed Meadow Park Permanent Band Stand**

With reference to my letter to you of 21 February 2018 (copy attached) regarding the above project, please would it be possible to have an update on the points on which clarification was required so that this matter can proceed.

I look forward to hearing from you.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Huw Jones'.

Huw Jones  
Town Clerk

Enc(.)

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Steve Burton  
Head of Waste & Street Scene  
Hertsmere Borough Council

BY HAND

21 February 2018

Dear Steve

## **CIL Expenditure on Proposed Meadow Park Permanent Band Stand**

Further to your discussions with Cllrs Pat Strack and Sandra Parnell, at the Environment and Planning Committee on 13 February 2018 Members were highly supportive of the above scheme.

Before proceeding, however, clarification is requested on the following points:

- What is the estimated cost of the item and installation (and, therefore, Elstree and Borehamwood Town Council's proposed contribution)?
- Will Hertsmere Borough Council assume full responsibility for costs of ongoing maintenance, repair and insurance?
- What is the envisaged timescale for completion?
- Will Hertsmere Borough Council confirm that the Town Council's use of top sliced CIL monies (as previously deployed for the bowling green at Aberford Park) meets the correct spending criteria as set out in the Hertsmere Borough Council document "Guidelines In Relation To The Distribution Of The Community Infrastructure Levy (CIL) Funds to Parish and Town Councils" August 2015 – attached?

The preferred model of band stand was stated as the Aldershot design (picture attached).

I look forward to hearing from you.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Huw Jones'.

Huw Jones  
Town Clerk

Enc(,)s

# Parsons Gardens

aldershot bandstand - Google Search



Search for Parsons Gardens



ELSTREE AND BOREHAMWOOD TOWN COUNCIL  
**ENVIRONMENT AND PLANNING COMMITTEE: 17 July 2018**  
**Planning Applications from Hertsmere Borough Council**

- |               |   |
|---------------|---|
| 18/1131/HSE   | 47 Cowley Hill Borehamwood WD6 5LQ<br>Single storey front extension   |
| 18/1169/HSE   | 4 Woodlands Close, Borehamwood WD6 1SX<br>Demolition of existing rear extension and construction of replacement single storey side and rear extension, and alterations to front porch – revised application   |
| 18/1245/PD42  | 28 Grove Road, Borehamwood WD6 5DS<br>Single storey rear extension  |
| 18/1222/HSE   | 1 Shepperton Close Borehamwood WD6 5NT<br>Single storey rear extension  |
| 18/1208/HSE   | 47 Penscroft Gardens Borehamwood WD6 2QZ<br>Single storey rear extension  |
| 18/1155/PD560 | Telecom equipment at Junction Croxdale R and Theobald St<br>Borehamwood<br>Installation of 1 x 15m telecom street pole with 3 shrouded antennas, 2 x 0.6m dishes and 2 street cabinets  |
| 18/1241/VOC   | 19 Deacons Hill Rd, Elstree WD6 3HY<br>Variation of condition 3 (plans) attached to planning permission 18/0153/HSE – to amend the approved plans to reduce the size of the ground floor extension, insert a full length opaque/frosted window to side elevation and square off loft dormer |
| 18/1162/VOC   | Land south of Elstree & Borehamwood Station & adjacent to Coleridge Way & Byron Avenue, Borehamwood<br>Variation of condition 26 (Arboricultural Report) of planning permission 17/2028/VOC – to replace Report with Arboricultural Impact Assessment                                       |
| 18/1178/FUL   | National Westminster House 225 Shenley Road, Borehamwood<br>Proposed change of use of part ground floor office (use class B1a) and associated car park to vehicle rental premises incorporating external vehicle storage, vehicle wash bay, car parking and associated office (sui generis) |
| 18/1224/HSE   | 38 Alexandra Road, Borehamwood WD6 5PB<br>Demolition of existing conservatory & erection of single storey rear extension with lantern roof light  |
| 18/1212/FUL   | The Cannon Public House, Thirsk Road, Borehamwood<br>Change of use from Public House (use class A4) to Dance School (use class D1)  |

ELSTREE AND BOREHAMWOOD TOWN COUNCIL  
ENVIRONMENT AND PLANNING COMMITTEE: 17 July 2018  
Planning Applications from Hertsmere Borough Council continued

- 18/1153/HSE 19 Lullington Garth, Borehamwood WD6 2HD  
Single storey front extension, two storey side extension following demolition of existing detached garage, part two storey rear extension
- 18/1143/HSE 15 Spring Close, Borehamwood WD6 5HD  
Conversion of garage to habitable room following infill extension connecting detached garage to existing property
- 18/1050/HSE 41 Hartfield Avenue, Elstree WD6 3JJ  
Conversion of loft into habitable room with rear dormer and 3 front roof lights
- 18/1249/HSE 15 Oddesey Road Borehamwood WD6 5HZ  
Single storey side extension linked to existing outbuilding converted into habitable room
- 18/1005/HSE Lindum, Potters Lane, Borehamwood WD6 5NY  
Single storey side and rear extension, alterations to openings and conversion of loft into habitable room with side dormers, rooflights and Juliet balcony (amended plans 29.6.18 – alterations to dormer windows and rooflights)
- 18/1257/HSE 42 Links Drive, Elstree WD6 3PS  
First floor rear extension with associated roof alterations
- 18/1286/HSE 24 Links Drive, Elstree WD6 3PS  
Erection of two storey side and part single, part 2 storey 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 (revised)
- 18/1315/PD42 102 Ashley Drive, Borehamwood WD6 2JD  
Single storey rear extension
- 18/1343/PD42 399 Shenley Road Borehamwood WD6 1TW  
Demolition of existing conservatory and reconstruction of a single storey rear extension
- 18/0827/FUL Hitchcock Court, Korda Close, Borehamwood  
Creation of additional vehicular access for emergency vehicles
- 18/1258/OUT 316 Shenley Road, Borehamwood WD6 1TT  
Demolition of existing dwelling and construction of a new building to provide five flats (4x2 bed & 1 x 1 bed) with associated car parking (outline application for access, appearance, layout and scale with landscaping reserved)

ELSTREE AND BOREHAMWOOD TOWN COUNCIL  
ENVIRONMENT AND PLANNING COMMITTEE: 17 July 2018  
Planning Applications from Hertsmere Borough Council continued

18/1268/FUL	90 Rossington Ave Borehamwood WD6 4LD Construction of 3 bed end of terrace dwelling & 2 new vehicle crossovers
18/1308/PD42	64 Masefield Ave Borehamwood WD6 2HQ Single storey rear extension
18/1309/PD42	56 Masefield Ave, Borehamwood WD6 2HQ Single storey rear extension
18/1361/MPO	Isopad House Shenley Road Borehamwood Application to modify a planning obligation varied and dated 29.9.16 (to remove the obligation for the owner to provide a cash-in-lieu of equity share unit payment) pursuant to planning application TP/13/1307 demolition of Isopad House & Hertsmere House & erection of new building to provide 150 residential units, private balconies & podium deck community amenity area, basement and and ground floor parking, cycle parking, refuse/recycling stores with new access from Brook Close
18/1301/VOC	37 Lexington Close, Borehamwood WD6 1XA Variation of condition 3 (approved plans) of 17/2519/HSE to replace new front porch flat roof with pitch roof
18/1300/HSE	27 Alexandra Road, Borehamwood WD6 5PB Single storey rear extension
18/1273/FUL	Boreham Wood Football Club Meadow Park Broughinge Rd Installation of new irrigation water tank with screening to serve the existing grass football pitch
18/1041/FUL	Allotment site, Stapleton Rd, Borehamwood Installation of 2 x 40ft converted steel containers set on oak beams for the purpose of housing lockers and gardening equipment
18/1052/PD42	63 Allerton Road, Borehamwood WD6 4AJ Single storey rear extension
18/1322/HSE	16 Sinderby Close, Borehamwood WD6 4JZ Part single, part 2 storey front extension, 2 storey side and single storey rear extension
18/1316/FUL	113 Stratfield Road, Borehamwood WD6 1UD Erection of two bedroom end of terrace dwelling
18/1325/HSE	13 Elmwood Ave, Borehamwood WD6 1SY Construction of part single, part 2 storey rear extension

**ELSTREE AND BOREHAMWOOD TOWN COUNCIL**  
**ENVIRONMENT AND PLANNING COMMITTEE: 17 July 2018**  
**Planning Applications from Hertsmere Borough Council continued**

- 18/1328/VOC                      Yavneh College Hillside Ave Borehamwood  
Removal of condition 3 (construction work shall be carried out in accordance with the recommendations in para 5.21-5.26 and Appendix 2 of the approved Air Quality Assessment (BWB Transport & Infrastructure Planning June 2017, received 26 June 2017) of planning permission 17/0767/FUL
- 18/1109/HSE                      24 Todd Close Borehamwood WD6 1FT  
Conversion of garage to habitable room

Notifications of Planning Decisions from Hertsmere Borough Council

<b>Application No</b>	<b>Decision</b>	<b>Description</b>
17/2495/FUL	<b>Refuse Permission</b>	Car Park rear of 91-125 Shenley Rd Borehamwood Redevelopment & reconfiguration of car park comprising the erection of a 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 second floor; installation of new entrance to existing second floor flats and sectional metal gate to Clarendon House car park, accessed via Clarendon Road (amended plans 17/05/ 2018)
18/0837/HSE	<b>Grant Permission</b>	37 Tallis Way, Borehamwood WD6 4TQ Conversion of garage to habitable room
18/0363/FUL	<b>Grant Permission</b>	11 Brodewater Rd Borehamwood WD6 5AJ Retention of 2 storey side and rear extension to facilitate creation of 2 bed dwelling (Retrospective)
18/0881/HSE	<b>Grant Permission</b>	58 Chandos Rd, Borehamwood WD6 1UX Erection of two storey side extension following demolition of existing garage
17/2333/HSE	<b>Refuse Permission</b>	Scratchwood House, Barnet Lane, WD6 3QU Two storey front, side & rear extensions, increase ridge height and internal remodelling (revised 12.6.18)
18/0739/FUL	<b>Withdrawn</b>	72 Stanborough Ave, Borehamwood WD6 5LP Erection of detached outbuilding for childcare business operating Mon-Fri 8am – 6pm to accommodate 12 children