

# 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 15 January 2019 at 7.00pm**  
in the Meeting Room at Fairway Hall,  
Brook Close, Borehamwood, WD6 5BT  
[Meeting Open to Press & Public]

## Part 1 Agenda

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 meetings held on:
  - (a) 27 November 2018 (Ordinary Meeting); and  
- Attached
  - (b) 5 December 2018 (Special Meeting).  
- 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 Update:** To consider update report from Town Clerk on applications and queries regarding top sliced CIL funding, noting:
- (a) Health Hub and CCTV - as per Chief Executive's (Hertsmere Borough Council) letter of 30 November 2018;  
**- Attached**
  - (b) The Chai Centre (Jewish Life Centre) - verbal/tabled update, if available;  
and
  - (c) Stapleton Gardens rejuvenation in lieu of s.106 being unavailable - verbal update.
7. **Public Participation:** To receive questions/statements from the public in relation to items on the agenda (one 3 minute slot for up to 3 Members of the Public). At the Chairman's discretion, this item may be considered at the beginning of the agenda.
8. **Exclusion of Press and Public:** The Chairman to move the following resolution: That under the Public Bodies (Admission to Meetings) Act 1960 s.1 (2), the press and public be excluded from the meeting whilst competitive quotes for goods and services are discussed.

**Part 2 Agenda**

9. **Town Council Benches and Noticeboards Replacement Project:** To receive update report from Town Clerk and to agree contractor for CIL expenditure project (threshold agreed by Full Council on 28 November 2018).

**- Attached for Members Only (CONFIDENTIAL REPORT)**

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



H R O Jones  
Town Clerk  
7 January 2019

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 Cour Offices, Fairway Hall, Brook Close, Borehamwood on **Tuesday 27 November 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

**43. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

There were none.

**44. DECLARATIONS OF COUNCILLORS' INTERESTS**

There were none.

**45. MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting of the Environment and Planning Committee held on 2 October 2018 were signed as a true record by the Chairman.

**46. PLANNING APPLICATIONS**

A total of 58 applications received from the Borough Council were examined, on 54 of which the Committee had no specific objections to make, subject to the views of neighbours.

18/2020/FUL - 32 Grantham Green Borehamwood WD6 2JJ

Retrospective application for demolition of existing bungalow and erection of replacement two storey two bedroom end of terrace dwelling including rear extension, front porch and rear dormer (revised to 16/1062/FUL).

Observation: At its meeting on 27 November 2018 the Environment and Planning Committee raised concerns that retrospective applications were outside the ‘spirit’ of planning legislation and called for enforcement to take place in this case. The Council also called for any revised CIL monies owed resulting from the development to be factored into the retrospective nature of the application.

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

18/2039/PD56 - Churchill Hse, Stirling Way, Borehamwood WD6 2HP

Partial change of use of building from Office (B1) to Residential (C3) to create 31 dwellings.

Observation: At its meeting on 27 November 2018 the Environment and Planning Committee queried whether residential properties were suitable in an industrial site such as this one.

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

18/2055/HSE - 5 Retford Close Borehamwood WD6 5QL

Single storey rear extension (Retrospective Application).

Observation: At its meeting on 27 November 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].*

18/2166/FUL - 6 Barham Ave Elstree WD6 3PN

Retention of existing detached house (not built in accordance with permission granted under 16/1223/FUL and retrospective application for detached outbuilding, new paving and tiling to pool area, changing room, Jacuzzi, dwarf wall & installation of zip wire and new A/C enclosure.

Observation: At its meeting on 27 November 2018 the Environment and Planning Committee commented that it would be preferable for the house to be made compliant with the earlier conditions and the 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].*

#### **47. PLANNING DECISIONS**

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

#### **48. BAND STAND PROJECT**

It was noted that no update report from Hertsmere Borough Council in relation to the Band Stand Project was available at the time of the meeting, although it was noted that in a letter dated 21 August 2018 that the Parks & Amenities Manager had confirmed that the project would meet the spending criteria for the Town Council's use of CIL funding. It was noted that the Committee sought answers to the following questions:

- The amount of funding Hertsmere Borough Council sought from Elstree and Borehamwood Town Council;
- The timescale for the transfer of funds;
- The amount of funding Hertsmere Borough Council intended to spend on the project (if any); and
- The anticipated timescale for the completion of the project.

#### **49. STAPLETON GARDENS PLANNING APPLICATION AND S.106 APPLICATION**

It was noted that Hertsmere Borough Council had received a revised Planning Application from the Town Council relating to the installation of a container at the above site.

It was also noted that since the last meeting, emergency works (under Clerk's delegated authority) were carried out to repair the kerbing to Stapleton Gardens Allotment site. The work was deemed as an emergency action (under section 11.1a of the Financial Regulations) due to reports of damage to

cars entering and leaving the site with the risk of claims against the Council ensuing and the fact that, on reflection, the initial proposed solution (“grass-crete”) was deemed to be insufficient and unlikely to provide anything but very short term relief.

#### **50. TOWN COUNCIL BENCHES AND NOTICEBOARDS REPLACEMENT PROJECT**

**It was RESOLVED that:**

- (i) the bench installed on Shenley Road (outside Golden Plaice) be approved as part of the refurbishment project and the status of the bench be reviewed by the Committee at its meeting on 12 February 2019;**
- (ii) Full Council on 28 November 2018 be asked to approve up to £59,000 of top sliced CIL receipts to be utilised on the benches and noticeboards replacement project.**

#### **51. CIL QUESTIONNAIRE**

**It was RESOLVED that:**

**a further CIL questionnaire be published in the next edition of the Town Crier magazine.**

#### **52. CLOSED CHURCHYARDS**

It was noted that a request had been received for the Council to install a water tap at the churchyard. It was also noted that the Council had dealt with queries concerning “rough sleepers” at the churchyard. Appropriate referrals had been made to Social Services.

**It was RESOLVED that:**

**a response be issued to the member of the public calling for a water tap to be installed at All Saints Churchyard noting that this was deemed to be undesirable and the possibility of a water butt/watering cans would be investigated.**

#### **53. LOCAL PLAN - PLANNING FOR GROWTH**

A copy of the draft response to Hertsmere Borough Council on the above consultation was received and comments made by Members regarding a revised draft. These were duly noted and incorporated into the response.

#### **54. CLOSE OF MEETING**

The Meeting closed at 9.00pm.

It was noted that the next Environment and Planning Committee was scheduled to take place on 15 January 2019 at 9.00 pm in the Meeting Room, Town Council Offices.

[Post Meeting Note: The Committee Chairman called a Special Meeting of the Environment and Planning Committee on 5 December 2018 in order to consider further the Town Council's response to the Local Plan consultation - minute 53 above.]

Date:.....

CHAIRMAN.....

**ELSTREE AND BOREHAMWOOD TOWN COUNCIL**

**ENVIRONMENT AND PLANNING COMMITTEE**

**MINUTES** of a Special meeting held in the Meeting Room of Elstree & Borehamwood Town Council Offices, Fairway Hall, Brook Close, Borehamwood on **Wednesday 5 December 2018** at 7.00pm.

**Present:** Cllr G Franklin (Chairman) (in the Chair)  
 Cllr Mrs A Mitchell (Substitution)  
 Cllr Mrs S Parnell  
 Cllr Mrs P Strack  
 Cllr Mrs F Turner (Substitution)

**In attendance:** Cllr C Barker  
 Cllr R Butler  
 H R O Jones – Town Clerk

**55. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Apologies were received from Cllr C Butchins (Vice Chairman) (Cllr Mrs F Turner substituted) and Cllr E Silver (Cllr Mrs A Mitchell substituted).

**56. DECLARATIONS OF COUNCILLORS' INTERESTS**

There were none.

**57. MINUTES OF THE PREVIOUS MEETING**

It was noted that the Minutes of the meeting held on 27 November 2018 would be approved at the next ordinary meeting on 15 January 2018.

**58. LOCAL PLAN - PLANNING FOR GROWTH**

It was noted that a revised response tabled at the meeting (to incorporate comments, as far as this was possible, made at the previous meeting) would be submitted in relation to Hertsmere Borough Council's Local Plan Consultation.

**59. CLOSE OF MEETING**

The Meeting closed at 8.30pm.

It was noted that the next Environment and Planning Committee was scheduled to take place on 15 January 2019 at 9.00 pm in the Meeting Room, Town Council Offices.

Date:.....

CHAIRMAN.....



ELSTREE AND BOREHAMWOOD TOWN COUNCIL  
ENVIRONMENT AND PLANNING COMMITTEE: 15 January 2019  
Planning Applications from Hertsmere Borough Council

- 18/2180/HSE 15 Gables Avenue Borehamwood WD6 4SP  
Single storey front extension and part single part two storey side and rear extension – Revised Application
- 18/2223/HSE 75 Furzehill Road, Borehamwood WD6 2DL  
Single storey side and rear extension. Conversion of detached garage into habitable room to be incorporated into main dwelling
- 18/2222/HSE 71 Wordsworth Gardens Borehamwood WD6 2AB  
Conversion of garage to habitable room with insertion of window to front elevation
- 18/2231/HSE 17 Thornbury Gardens Borehamwood WD6 1RB  
Single storey front, side and rear extensions  
Retrospective Application
- 18/2248/PD42 6 Stretton Way Borehamwood WD6 4AW  
Single storey rear extension
- 18/2276/PD42 60 Whitehouse Ave Borehamwood WD6 1HD  
Single storey rear extension
- 18/2253/HSE 240 Gateshead Rd Borehamwood WD6 5LL  
Demolition of existing conservatory and erection of single storey rear extension. Raised front hard standing and access lift/stairs to front of property
- 18/2270/HSE 3 Carrington Ave Borehamwood WD6 2EZ  
Demolition of existing garage and construction of a single storey front extension with repositioned front access, two storey side extension and part single, part 2 storey rear extension
- 18/2262/ADV Wellington Public House 4 Theobald St Borehamwood  
Installation of 3 x fascia signs (1 internally illuminated) & 1 internally illuminated projecting sign (Application for Advertisement Consent)
- 18/2269/FUL Land adjacent Haven Court, Glenhaven Ave Borehamwood  
Demolition of existing buildings and erection of part 5 storey, part single storey building to provide 27 affordable housing units comprising 9x1 bed flats, 13x 2 bed flats, 3x2 bed duplexes and 2 x 3 bedroom flats. Provision of 25 car parking spaces and 36 cycle spaces. Provision of refuse and recycling storage. Upgrading of existing unmade road

ELSTREE AND BOREHAMWOOD TOWN COUNCIL  
ENVIRONMENT AND PLANNING COMMITTEE: 15 January 2019  
Planning Applications from Hertsmere Borough Council – continued

18/2280/FUL	Imperial Place Maxwell Rd Borehamwood Erection of an additional storey to buildings IP1, IP2 & IP3 to provide additional office floorspace (B1a use) with roof-top amenity space, new plant with extension to roof plan screening and associated surface car parking and cycle storage
18/2199/FUL	34 Kimbolton Green Borehamwood WD6 2NQ Single storey front extension, part single part 2 storey side extensions to facilitate conversion of single dwelling to 2 x 3 bed flats
18/2288/FUL	316 Shenley Road Borehamwood WD6 1TT Demolition of existing dwelling and construction of a pair of semi-detached dwellings (2 x 4 bed) with associated car parking (revised application)
18/2278/FUL	Flat 1 Jasmine Court Whitehouse Ave Borehamwood Conversion of garage to habitable room and internal alterations to existing ground floor flat
18/2087/FUL	6 Parsonage Court Cranes Way Borehamwood Conversion of loft to habitable room with rear dormer and insertion of 2 front roof lights
18/2300/PD42	98 Sullivan Way Elstree WD6 3DJ Single story rear extension
18/2295/HSE	4 Hampton Close Borehamwood WD6 2DT Demolition of existing conservatory and construction of single storey side and rear extension
18/2322/FUL	West View Court, High Street Elstree Construction of a single storey side and rear extension
18/2341/PD42	72 Kensington Way Borehamwood WD6 1LQ Single storey rear extension
18/2335/HSE	173 Bullhead Road Borehamwood WD6 1RQ Single storey rear extension
18/2329/HSE	99 Arundel Drive Borehamwood WD6 2LN Demolition of existing conservatory and construction of single storey rear extension. First floor side extension
18/2309/FUL	99 to 1010 & 111 to 125 Shenley Rd Borehamwood External alterations to include replacement windows and doors, installation of solid insulated panels, kitchen & bathroom extract & removal of all first floor air-conditioning units

ELSTREE AND BOREHAMWOOD TOWN COUNCIL  
ENVIRONMENT AND PLANNING COMMITTEE: 15 January 2019  
Planning Applications from Hertsmere Borough Council – continued

- 18/2218/FUL 6-7 Deacons Close Elstree  
Erection of 2 storey side extensions and part single part two storey rear extensions and single storey front extension to number 6, conversion of loft space to habitable rooms to both properties with roof lights to front, side and rear elevations
- 18/2318/FUL Land at Coleridge Way Borehamwood  
Erection of apartment block containing 18 x 2 bed apartments to include parking, access, amenity and landscaping
- 18/2126/FUL Land at Chapel Hall Farm – formerly known as Twin Oaks or Green Valley Farm, Summerswood Lane, Borehamwood  
Alteration of levels by up to 1 metre
- 18/2365/HSE 1 Warenford Way Borehamwood WD6 5EJ  
Two storey side extension and single storey rear extension
- 18/2359/HSE 306 Shenley Rd Borehamwood WD6 1TT  
Single storey rear extension and new front porch
- 18/2384/HSE Parr House Barnet Lane Elstree  
Single storey rear extension
- 18/2375/ADV Borehamwood Shopping Park, Theobald Street  
Installation of 1 internally illuminated fascia sign, 2 non-illuminated fascia signs, 2 illuminated poster board signs and 2 illuminated totem signs  
(Application for Advertisement Consent)
- 18/2371/HSE 14 Furzehill Road, Borehamwood WD6 2DF  
Single storey side extension

ELSTREE AND BOREHAMWOOD TOWN COUNCIL  
ENVIRONMENT AND PLANNING COMMITTEE – 15 January 2019  
Notifications of Planning Decisions from Hertsmere Borough Council

<b>Application No</b>	<b>Decision</b>	<b>Description</b>
18/1718/HSE	<b>Grant Permission</b>	6 Barham Ave Elstree WD6 3PN Construction of timber climbing frame and new timber fence along left hand side boundary. Surface water sump chamber under existing trampoline (part retrospective application)
18/2039/PD56	<b>Prior approval refused</b>	Churchill House, Stirling Way, Borehamwood Partial change of use of building from Office (B1) to residential to create 31 dwellings
18/2020/FUL	<b>Grant Permission</b>	32 Grantham Green, Borehamwood WD6 2JJ Part retrospective application for demolition of existing bungalow and erection of replacement two storey, three bedroom end of terrace dwelling including
18/1710/HSE	<b>Grant Permission</b>	4 Markham Close Borehamwood WD6 4PQ Demolition of existing garage & erection of two storey side extension & single storey rear extension



**Chief Executive: Dr Donald Graham BA, MA, CIH**

Mr H Jones  
Town Clerk  
Elstree and Borehamwood Town Council  
Brook Close  
Borehamwood  
WD6 5BT

Your ref:  
Our ref: DG/ab  
Direct line: 020 8207 7474  
Ext: 2101  
Email: donald.graham@hertsmere.gov.uk  
Date: 30 November 2018

Dear Mr Jones

**Re: CIL**

I am pleased to inform you that after many months the CCG has now confirmed its commitment to the development of a health hub adjacent to the Civic. I am alerting you to this as they intend to submit a CIL bid for infrastructure support and the Town Council had previously indicated its support for such a development. The bid will come to the Town Council and if this is agreed then the funds can be treated as "match funding" for a bid to this Council thereby providing much needed capital to both deliver the project and enable a long term lease to be negotiated.

On another subject the Hertfordshire CCTV partnership – of which this Council is a member- is seeking to expand its provision to public sector agencies. It may be that the Town Council has considered areas of priority that would benefit from such 24/7 oversight. The lead officer for the partnership is Mike Read who can be contacted at 01438 242814, [mike.read@stevenage.gov.uk](mailto:mike.read@stevenage.gov.uk) . I am sure there could be a mutually beneficial dialogue between both parties that could enhance community safety in the Town.

Yours sincerely

**Donald Graham**  
Chief Executive

**Cc:**  
Cllr Pat Strack, Leader of EBTC