



ELSTREE and BOREHAMWOOD TOWN COUNCIL

Fairway Hall, Brook Close, Borehamwood, Herts. WD6 5BT
Tel: 020 8207 1382 Fax: 020 8953 7645



All Committee Members are hereby summoned to attend a meeting of the
ENVIRONMENT AND PLANNING COMMITTEE
which will be held on
Tuesday 18 June 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 21 May 2019.

- Attached
4. **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 a later part of the agenda.
5. **Planning Applications:** To consider Planning Applications from Hertsmere Borough Council.

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

- Attached

7. **Allotments:** To consider fee scale for Allotment rents for 2019/20.

- Attached

8. **Groundwork Update:** To note Groundworks programme report and to agree on priorities/amendments/actions, as required.

- Attached

9. **Projects Update:** To receive update report on:

(i) Benches and Notice Boards;

- Attached

(ii) CIL report (subject to update since previous meeting being available); and

(iii) Committee Site Visit report (Autumn 2019) – Chairman to update.

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



H R O Jones
Town Clerk
11 June 2019

Distribution List:

Name	Organisation	post	e-mail	courier
Cllr S Rubner – Brookmeadow (Town Mayor)	EBTC		X	
Cllr Mrs S Parnell – Hillside (Deputy Mayor)	EBTC - Committee Vice Chairman		X	X
Cllr C Butchins - Hillside	EBTC – Committee Chairman		X	X
Cllr Rebecca Butler - Shenley Road	EBTC		X	
Cllr Richard Butler - Cowley Hill	EBTC		X	
Cllr A Collins - Cowley Hill	EBTC		X	X
Cllr V Eni – Brookmeadow	EBTC		X	
Cllr P Kaza - Kenilworth South	EBTC		X	X
Cllr S Lawrence - Kenilworth North	EBTC		X	
Cllr J Newmark - Kenilworth South	EBTC		X	
Cllr Mrs P Strack – Hillside	EBTC		X	X
Cllr Mrs F Turner - Elstree	EBTC		X	
Cllr M Vince - Cowley Hill	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 21 May 2019** at 7.00pm.

Present: Cllr C Butchins (Chairman) (in the Chair)
 Cllr Mrs S Parnell (Vice Chairman)
 Cllr A Collins
 Cllr P Kaza
 Cllr Mrs P Strack

In attendance: 2 Members of the Public
 H R O Jones – Town Clerk

01. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

There were none

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 16 April 2019 were signed as a true record by the Chairman.

04. PUBLIC PARTICIPATION

There was none.

05. CIL REQUEST FOR SUPPORT

(i) CIL update report

CIL balances were noted:

May 19	£	265,190.13	£	2,347.40	Benches / Notice Board Project #10
May 19	£	263,097.93	£	2,092.20	Benches / Notice Board Project #11
May 19	£	262,785.48	£	312.45	Benches / Notice Board Project #12

**Committed
Expenditure**

	Up to	
28-Nov-18	£ 59,000.00	Benches / Notice Boards
16-Jan-19	£ 25,000.00	Stapleton Container / Fencing
12-Jun-19	£ 15,000.00	Jewish Life Centre

It was noted that Full Council would consider approval of the Jewish Life Centre item on 12 June 2019 and that this was recommended by the Committee at this stage.

(i) Request from Communities First

It was noted that the speaker scheduled to attend the meeting to support the application/request had been unable to do so because of sickness. The Committee raised a number of preliminary queries including issues surrounding the scope of the project, contingency arrangements in the event of the organiser being unable to manage and evidence of community need. On balance, it was felt the item should be deferred pending further information.

It was RESOLVED that:

Communities First be invited to resubmit its request with further information by way of a presentation at a mutually convenient date of the Environment and Planning Committee.

06. PLANNING APPLICATIONS

A total of 28 applications received from the Borough Council were examined, on 24 of which the Committee had no specific comments to make, subject to the views of neighbours.

19/0503/FUL - 174 Balmoral Drive, Borehamwood WD6 2QS

Construction of first floor side extension to create 2 x 1 bed flats adjacent to existing dwelling
(Revised Application)

Observation: At its meeting on 21 May 2019 the Environment and Planning Committee considered the application to be overdevelopment, raising concerns about lack of amenity space, lack of parking provision, lack of access to public transport 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 comment submission, no facility was available to provide online consultee comments. Comments were emailed to the Planning Department].

19/0652/HSE - 3B Arundel Drive Borehamwood WD6 2LE

Conversion of garage to habitable room to include new window to front elevation

Observation: At its meeting on 21 May 2019 the Environment and Planning Committee raised concerns over loss of parking due to a garage conversion.

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

19/0321/FUL - Land at Windsor Close 1-15 Windsor Close and 80-104 Gateshead Road and 1-15 Stannington Path Borehamwood

Demolition of existing 39 dwellings. Redevelopment of site to provide 43 affordable residential units comprising 11 two-storey, three bed houses and 26 two bed flats within two and three storey blocks plus the provision of 57 car parking spaces

Observation: At its meeting on 21 May 2019 the Environment and Planning Committee welcomed the provision of affordable units.

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

19/0728/HSE - 42 Alban Crescent Borehamwood WD6 5JF

Retention of side gate and outbuilding to rear of garden (Retrospective)

Observation: At its meeting on 21 May 2019 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].

07. PLANNING DECISIONS

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

08. COMMITTEE PROJECTS UPDATE

(a) Band Stand Project

The Town Council hoped to receive an update in due course from Hertsmere Borough Council on any actions to help to progress this initiative. A series of concerts had been planned using the temporary shelters commencing on 30 June 2019 (details to be supplied in forthcoming Town Crier magazine).

(b) Benches and Notice Boards

The Committee noted progress in implementing the benches and notice board rejuvenation project. A written report would be submitted to the next meeting.

09. ALLOTMENTS UPDATE

It was noted that written reports would be submitted to the next meeting for consideration of the Fee scale for Allotment rents for the year commencing 1 October 2019, the Stapleton Gardens site and the Grounds Team grass cutting programme for the Summer months.

It was RESOLVED that:

subject to logistical arrangements being satisfactory, the 2019 Environment and Planning Committee site Visit take place in Autumn/Winter 2019 comprising of a tour of the new benches/notice boards and Allum Lane Allotments site (minibus to be hired).

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 18 June 2019 at 7.00 pm in the Meeting Room, Town Council Offices.

Date:.....

CHAIRMAN.....

ELSTREE AND BOREHAMWOOD TOWN COUNCIL
ENVIRONMENT AND PLANNING COMMITTEE: 18 June 2019
Planning Applications from Hertsmere Borough Council

- | | |
|-------------|---|
| 19/0767/ADV | Unit 710 Centennial Park, Centennial Ave Elstree
Installation and retention of 1 x flat board panel and 2 “V” configuration board panels (Application for Advertisement Consent) |
| 19/0731/HSE | 69 Hartforde Road Borehamwood WD6 5HY
Demolition of existing conservatory and construction of part single, part two storey side and rear extension. Single storey front extension to include change in access |
| 19/0780/HSE | 16 Edulf Road Borehamwood WD6 5AD
Single storey rear extension and first floor side extension |
| 19/0778/HSE | 43 Barham Ave Elstree WD6 3PW
Conversion of loft to habitable room to include two rear dormers and three rear roof lights |
| 19/0793/FUL | 7-9 Leeming Road Borehamwood WD6 4EB
Alterations to front elevation to include redecoration of shop front windows, entrance doors and pilasters and soffits, installation of new trolley bay railings and 3 cycle rack railings to front of store and new gate to the rear |
| 17/0795/FUL | Kumud Darshan Barham Avenue Elstree
Demolition of existing house and construction of replacement 2 storey, 6 bed house to include accommodation in the roof space, parking provision and ancillary external works |
| 17/0799/HSE | 46 Ranskill Road Borehamwood WD6 5ET
Single storey front, side and rear extensions following demolition of existing conservatory |
| 19/0802/HSE | 4 Markham Close Borehamwood WD6 4PG
Demolition of existing garage and construction of a part single/part 2 storey side extension and single storey rear extension |
| 19/0817/HSE | 11 Cowley Hill Borehamwood WD6 5LE
Two storey side and rear extension to include new front porch |
| 19/0781/FUL | Land to rear of 52 Stratfield Road/Badminton Close
Change of use of adjacent land to an allocated parking area associated with approved dwelling under applications 16/2117/OUT & 18/1804/REM |

ELSTREE AND BOREHAMWOOD TOWN COUNCIL
ENVIRONMENT AND PLANNING COMMITTEE: 18 June 2019
Planning Applications from Hertsmere Borough Council continued...

19/0840/PD56	99-101 & 111-125 Shenley Rd Borehamwood Change of use from office (B1) to residential (C3) to create 14 residential flats at first floor level
19/0841/FUL	99-101 & 111-125 Shenley Rd Borehamwood External alterations to include replacement windows and doors to match existing (aluminium to front and side elevations & UPVC to the rear), solid insulated aluminium panels, installation of kitchen & bathroom extract, removal of existing first floor air conditioning. Reconfiguration of car park to provide 10 unallocated car parking spaces, two of which are disabled spaces Refuse and recycling bins with
19/0848/HSE	59 Furzehill Rd Borehamwood WD6 2DJ Construction of part single, part two storey rear extension and single storey front extension
19/0820/ADV	81 Shenley Road Borehamwood WD6 1BU Installation of 1 internally illuminated fascia sign, 1 halo illuminated tablet, 1 internally illuminated projecting sign and door signage (Application for advertisement consent)
19/0852/HSE	47 Wordsworth Gardens Borehamwood WD6 2AB Single storey rear extension
19/0843/FUL	The Arch Restaurant 195 Shenley Rd Borehamwood Relocation of existing open kitchen and take away counter and internal alterations
19/0833/HSE	20 Carrington Avenue Borehamwood WD6 2HA Construction of a two storey front extension, first floor side extension, and conversion of loft to habitable room with rear dormer and roof lights to front, side and rear elevation
19/0818/HSE	64 Masefield Ave borehamwood WD6 2HQ Demolition of existing garage and construction of single storey side and rear extension to include removal of chimney stack and alterations to rear fenestration
19/0854/HSE	49 Drayton Road Borehamwood WD6 2DA Erection of a part single part two storey rear extension to include side dormer
19/0644/HSE	140 Croxdale Rd borehamwood WD6 4QB Construction of single storey front and rear extensions and hard landscape to front garden (amended plans received 10.6.19)

**ELSTREE AND BOREHAMWOOD TOWN COUNCIL
ENVIRONMENT AND PLANNING COMMITTEE: 18 June 2019
Planning Applications from Hertsmere Borough Council continued...**

- | | |
|-------------|---|
| 19/0874/FUL | Old Barn House St Marys Terrace High St Elstree
WD6 3HA
Conversion of existing roof space to provide 2 duplex residential units to include installation of 4 roof lights.
Revised application from 19/0172/FUL |
| 19/0636/HSE | 2 Robeson Way Borehamwood WD6 5RY
Conversion of garage to habitable space (part retrospective application) |
| 19/0819/FUL | Gasworks Cottage 2 Station Road Borehamwood
WD6 1DF
Demolition of existing cottage and erection of 4 storey building comprising 2 x 3 red dwellings & y flats (1 x 3 bed, 5 x 2 bed, 1x 1 bed) with 6 parking spaces and associated refuse & cycle stores |
| 19/0860/LBC | The Granary Theobald St Borehamwood
Installation of replacement windows and doors (Listed Building Consent) |
| 19/0865/HSE | The Corner House 2A Sullivan Way Elstree
Conversion of loft to habitable space to include hip to gable roof alterations, rear dormer, four front roof lights and one side window |

ELSTREE AND BOREHAMWOOD TOWN COUNCIL
ENVIRONMENT AND PLANNING COMMITTEE – 18 June 2019
Notifications of Planning Decisions from Hertsmere Borough Council

Application No	Decision	Description
19/0501/CLP	Grant Lawful Certificate	13 Catterick Way Borehamwood WD6 4QS Conversion of loft to habitable room with rear dormer and two front roof lights and single storey rear extension. Certificate of Lawful Development (Proposed)

Allotment Fees Report

Environment and Planning Committee: 16 June 2019

For the Allotment year commencing 1 October 2018, the Town Council set the fees as follows:

“...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+) ...”

The Council manages 201 plots as follows:

Site	Managed	Occupied	Occupancy
Allum Lane	47	42	89%
Melrose Avenue	99	98	99%
Stapleton Gardens	54	52	96%
Total	201	193	96%

Neighbouring Authorities charge:

Aldenham Parish Council: £18 for a 5 pole plot and £35 for a 10 pole plot

Shenley Parish Council: £16 for a 5 pole plot and £32 for a 10 pole plot

The last increase was in 2017/18 from £4.00 to £5.00 per pole per plot (with senior citizen reduction). This was seen to be a significant increase (above RPI) and challenged at the time by some plot holders.

An allotment is traditionally measured in rods (perches or poles), an old measurement dating back to Anglo-Saxon times. 10 poles is the accepted size of an allotment, the equivalent of 250 square metres or about the size of a doubles tennis court.

The lion's share of Council plots are 5 poles (all 5 poles at Stapleton Gardens), however the Council operates 3, 5, 7 and 10 pole plots (a small number of tenants have 20 poles).

The Council's income for plots in 2018/19 was: £4,382

The Committee is recommended to agree a nil increase fee scale for 2019/20 in line with the intentions of the Committee to keep the service affordable for residents wishing to take up the positive activity of growing their own fruit and vegetables.

Members are asked to set the fee scale from 1 October 2019 accordingly.

AGENDA ITEM 8

MAINTENANCE SCHEDULE ALL SITES SUMMARY - AS AT 11.6.19

DESCRIPTION	SCHEDULE	SITE	NOTES	SIGN
GRASS CUTTING	Begins 15 th March - Oct	All Saints	One cut per month (April and May completed, June in process)	<i>AKL</i>
	Begins 15 th March - Oct	St Nicholas	One cut per month (May completed, June scheduled)	<i>AKL</i>
	April - October	Melrose	One cut per month (April and May completed, June scheduled)	<i>AKL</i>
	April - Oct	Allum Lane	One cut per month (April and May completed, June scheduled)	<i>AKL</i>
	April - Oct	Stapleton	One cut per month (April and May completed, June scheduled)	<i>AKL</i>
COOPERS EXTRA CUT	May; June; July; Oct	Stapleton; Allum Lane	Stapleton boarders; Allum Lane meadow plus area around shed and back strip (Allum and Stapleton completed May -- next scheduled July)	<i>AKL</i>
PRUNE BACK; TREE WORK; WATERING	February	All Saints; St Nicholas; Melrose; Stapleton	From time to time tree/shrub work all year; including watering at Stapleton secure locker trellis planting (Tree work completed April/May, shrubs scheduled June/July/August)	<i>AKL</i>
WATER ON/OFF	April & November	Melrose; Stapleton		
SECURITY PLANTING	March & Sept	Melrose	Annually review with Allotment Committee at Melrose Allotment AGM (completed April)	<i>AKL</i>
BONFIRES	15.9 - 15.2	Melrose	Allum & Stapleton all year round	
ALLOCATE PLOTS	Starting February	Melrose; Allum Lane; Stapleton	All year round	
PLOT INSPECTION	April; July; October	Melrose; Allum Lane; Stapleton	Three inspections each site -- April completed	<i>AKL</i>
SKIPS	April & Nov	Melrose	Two skips per year	<i>AKL</i>
TREE INSPECTION	October; November	Melrose; Allum Lane; Stapleton; St N & All S	All Saints safety works March '19 completed	<i>AKL</i>
CHIPPINGS	On-going	Melrose / Allum		
SITE INSPECTION	Jan-Dec	All Sites	12 + site inspections per year: trees; paths; roads; fences; security; miscellaneous	

MAINTENANCE SCHEDULE ALL SITES SUMMARY - AS AT 11.6.19

Notes: as at 11.6.19

EQUIPMENT ISSUES

- Van break-in Dec 2018, strimmer and mower stolen – strimmer retrieved, mower damaged and replaced 2019.
- Van break in 5th April 2019, strimmer stolen – currently seeking quotes for suitable replacement
- Honda mower in Universal repairs, awaiting parts
- Van door repairs and extra security locks installed - completed April 2019

NB: Currently only one mower and one strimmer active – awaiting strimmer replacement and Honda mower return.

SITE SPECIFIC ISSUES

All Saints - grey water issue. Contact with HBC and Forest Care nursing home re grey water flooding path and grass area April 2018 – drain clearance undertaken however HBC advised it will be a recurring problem due to drain position and vulnerability to overload during very wet weather. No issues reported or noted this year. Action – to inform HBC when flooding issue reoccurs.

EVENTS: INSPECTION AND WORKS (incomplete list)

- All Saints & St Nicholas: pre Mother's & Father's Day grass cut
- Allotment Open Day grass cut and day facilitation at Melrose Allotments
- Fireworks at Meadow Park - set up and clear up
- Remembrance Sunday – inspect/repairs to lettering on stone monuments at Elstree and Borehamwood sites, preparation and lighting beacon
- Schools Arts Show – collect, deliver and set up display boards

NOTICE BOARDS

Inspected and information kept up to date

AGENDA ITEM 9(i)

Borehamwood Completion Schedule

Job 21236 (Sample bench)

Benches

Sch. no.	Location	Status	Double	Single	Installed	Invoice date	Invoice no.
8	Sample	Removed	1	7		31/07/2018	
Totals installed			1	1			

Installed at Shenley Road - 132 Golden Place

Job 21445

Benches

Sch. no.	Location	Status	Double	Single	Installed	Invoice date	Invoice no.
1	Shenley Road - War Memorial	Remain					
2	Shenley Road - Mac Donald's	Remain					
3	Shenley Road - 211 Spice Garden	Replace	1		19/04/2019	24/04/2019	14828
4	Shenley Road - 211 Spice Garden	Replace		1	13/03/2019	15/03/2019	14747
5	Shenley Road - 175 Dallas	Replace		1	18/03/2019	19/03/2019	14756
6	Shenley Road - Borehamwood Nails	Replace		1	18/03/2019	19/03/2019	14756
7	Shenley Road - 133-135 Wishing Well PH	Replace	1		09/05/2019	10/05/2019	14858
8	Shenley Road - 132 Golden Place	Removed					
9	Shenley Road - 122-129 Savers	Replace	1		07/05/2019	10/05/2019	14857
10	Shenley Road - 121 Toni & Guy	Replace	1		07/05/2019	10/05/2019	14857
11	Shenley Road - 91-97 Peacocks	Replace					
12	Shenley Road - All Saints Church	Remain					
13	Shenley Road - 90 Spa & Beauty	Remain					
14	Shenley Road - 75-77 Nandos	Replace					
15	Shenley Road - 43 Piazza	Removed					
16	Shenley Road - 35 Piazza	Removed					
17	Furzehill Road Green/Jnct Shenley Rd	Removed					
18	Furzehill Road opp Arundel Drive	Replace		1	01/04/2019	08/04/2019	14804
19	Furzehill Road outside 96/98	Replace		1	13/03/2019	15/03/2019	14747
20	Theobald St 2 Gateshead (corner)	Replace		1	10/04/2019	12/04/2019	14816
21	Allum Lane Allum Hall bus stop	Replace		1	13/03/2019	15/03/2019	14747
22	Allum Lane opp Nicoll Farm bus stop	Replace		1	20/03/2019	28/03/2019	14775
23	Elstree Hill North War Memorial front	Remain					
24	Elstree Hill North War Memorial rear	Replace		1	20/03/2019	28/03/2019	14775
25	Barnet Lane Jnct with High St	Replace		2	18/03/2019	19/03/2019	14756
26	Coates Rd Nr Jnct with Beethoven Rd	Replace		1	20/03/2019	28/03/2019	14775
27	Aycliffe Road opp Leeming Rd	Replace					
28	Aycliffe Road opp Belford Rd	Replace		1	01/04/2019	08/04/2019	14804

(See jobs 21236 & 21911)

Double - (yet to be installed)

Double - (yet to be installed)
Double - (yet to be installed)

Single - (yet to be installed)

Other

Extra plaques for benches 11 & 26	08/04/2019	20/05/2019	14871
Bollard & Installation	09/05/2019	10/05/2019	14859
Repairs to Station Rd noticeboard	Done under guarantee		

Job 22062

Noticeboards

Sch. no.	Location	Status	Installed	Invoice date	Invoice no.
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Brook Road by Meadow Park

Replace

Extra board (not yet installed) ordered as original installed at wrong location

Other

Bollard & installation

Not yet installed

Summary

	Ordered	Installed	Outstanding
Benches (Double)	14	4	10
Benches (Single)	29	24	5
Noticeboards	9	8	1
Bollards	2	1	1

Only 3 locations remaining (11, 13 & 14)
 Only 4 locations remaining (27, 41 (x2) & 42)