



# 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 21 January 2020 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, there are none.
  
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 26 November 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. **CIL Expenditure:** To note:

- (i) update report following meeting with Hertsmere Borough Council Officers on 13 November 2019; and
- (ii) inclusion of CIL questionnaire in Spring 2020 Town Crier.

8. **Closed Cemeteries Update:** To receive update report.

9. **Band Stand Project:** To receive update report.

10. **Close of Meeting:** To close meeting. The next meeting of the Environment and Planning Committee is scheduled for Tuesday 18 February 2020 at 7.00pm in the Council Offices, Fairway Hall, Brook Close, WD6 5BT.



H R O Jones  
Town Clerk  
13 January 2020

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 26 November 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: S Alford (EBRA)  
 H R O Jones – Town Clerk

**51. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

There were none.

**52. DECLARATIONS OF COUNCILLORS' INTERESTS**

The following declarations of Councillors' interests were made:

<b>Committee Member</b>	<b>Minute Number</b>	<b>Nature of Interest</b>
Cllr A Collins	57(ii)	Disclosable Pecuniary Interest (DPI)

Members declaring an Interest left the room and refrained from taking part in any discussion or decision-making processes relating to that item.

**53. MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting of the Environment and Planning Committee held on 22 October 2019 were signed as a true record by the Chairman.

**54. PUBLIC PARTICIPATION**

There was none.

**55. PLANNING APPLICATIONS**

A total of 23 applications received from the Borough Council were examined, on 18 of which the Committee had no specific comments to make, subject to the views of neighbours.

19/1683/FUL - 67 Thornbury Gardens Borehamwood WD6 1RD

Construction of two storey, 2 bed house adjacent to 67 Thornbury Gardens to create an end of terrace dwelling

Observation: At its meeting on 26 November 2019 the Environment and Planning Committee commented that the application was overdevelopment and raised concerns about lack of amenity space and parking.

*[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].*

19/1737/REM - Former J Sainsbury Distribution Depot Units 3&4 York Crescent Borehamwood  
Application for approval of reserved matters relating to Access, (b) Appearance, (c) Landscaping, (d) Layout and (e) scale in relation to the development of Units 3 & 4 following approval of 19/0401/OUT for the demolition of existing buildings and erection of new employment units for flexible use within Use Classes B1 (c) (light industry), B2 (general industrial) and B8 (storage & distribution), including ancillary offices and open air storage, plus alterations to and creation of new accesses from the highway; provision of car parking, service yards and external plant; means of enclosure, acoustic screens, landscaping and lighting

Observation: At its meeting on 26 November 2019 the Environment and Planning Committee commented that the Town Council supported applications that promoted a thriving local economy such as this one.

*[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].*

19/1760/FUL - 7 Clarendon Road Borehamwood WD6 1BD

Change of use of ground floor from offices (B1) to residential (C3) to reconvert back to one single dwelling (Retrospective Application)

Observation: At its meeting on 26 November 2019 the Environment and Planning Committee commented that the Town Council supported the creation of family accommodation but noted that retrospective applications were outside the 'spirit' of planning regulations.

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

19/1829/PD56 - Churchill House Stirling Way Borehamwood

Change of use from Office (B1) to residential (C3) to create 57 studio apartments

Observation: At its meeting on 26 November 2019 the Environment and Planning Committee commented the application was inappropriate development in an employment zone and could have a negative impact on the nearby Farriers Way Estate.

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

19/1794/FUL - Unit 1CA (Aldi Stores Ltd) Borehamwood Shopping Park Theobald Street WD6 4PR  
Installation of plant equipment to rear (Retrospective Application)

Observation: At its meeting on 26 November 2019 the Environment and Planning Committee commented that the Town Council supported the application provided it caused no noise nuisance to neighbouring properties at the rear of the store. However, it noted that retrospective applications were outside the 'spirit' of planning regulations.

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

## **56. PLANNING DECISIONS**

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

## **57. CIL EXPENDITURE**

The Committee received an update report following a meeting with Hertsmere Borough Council Officers on 13 November 2019. It was noted that clarity would be provided on the 5% administration cost associated with 'top sliced' CIL monies.

**Cllr A Collins left the room.**

The Committee then considered a referral from the General Management Committee meeting of 7 November 2019 (Minute 54 (vii)) – Community Grant).

**It was RESOLVED that:**

**at its meeting on 27 November 2019, Full Council be recommended to approve CIL expenditure for the St Michael and All Angels Church of £5,046.56 to contribute towards the cost of heat retention double glazing, windows blinds and other works as detailed in the grant application submitted to the General Management Committee on 7 November 2019.**

**Cllr A Collins returned to the meeting.**

## **58. CLOSED CEMETERIES UPDATE**

It was noted that a meeting with Rev. T Warr in connection with the future management of All Saints closed churchyard was scheduled to take place on 2 December 2019 (all Committee Members were encouraged to attend, if available).

## **59. EXCLUSION OF PRESS AND PUBLIC**

**It was RESOLVED that:**

**under the Public Bodies (Admission to Meetings) Act 1960 S1 (2) the press and public be excluded from the meeting whilst preliminary competitive quotes and contractors for provision of goods and services were discussed.**

## **60. BAND STAND PROJECT**

It was noted that the Town Council had been granted a licence to obtain quotes for works in connection with the above topic by Hertsmere Borough Council.

**It was RESOLVED that:**

**the Town Clerk be authorised to seek three independent quotes from the companies submitted to the meeting (threshold of £59,000) for submission to Full Council for approval (subject to prior approval of design by Hertsmere Borough Council) for CIL ‘top sliced’ expenditure to carry out the installation of a permanent Band Stand at Meadow Park, Borehamwood.**

**61. CLOSE OF MEETING**

The Meeting closed at 7.45pm.

It was noted that the next Environment and Planning Committee was scheduled to take place on 21 January 2020 at 7.00 pm in the Meeting Room, Town Council Offices.

Date:.....

CHAIRMAN.....



ELSTREE AND BOREHAMWOOD TOWN COUNCIL  
**ENVIRONMENT AND PLANNING COMMITTEE: Tuesday 21 January 2020**  
**Planning Applications from Hertsmere Borough Council**

- |               |   |
|---------------|---|
| 19/1271/FUL   | Organ Hall Farm Theobald St WD6 4PH<br>Demolition of existing buildings and erection of new office complex and associated facilities, parking and landscaping (Amended)   |
| 19/1885/FUL   | 24 Theobald Street, Borehamwood WD6 4SE<br>Erection of a 3m wall and retractable aw(n)ing to enclose rear seating area and installation of front porch canopy   |
| 19/1874/HSE   | 16 Sinderby Close Borehamwood WD6 4JZ<br>Construction of single storey side infill extension and construction of detached rear garage and storage facility  |
| 19/1893/HSE   | 53 Pinewood Close Borehamwood WD6 5NP<br>Conversion of garage to habitable room with single storey side extension linking garage to main dwelling   |
| 19/1897/HSE   | 22 Wetherby Road Borehamwood WD6 4LH<br>Construction of a single storey front extension to include new canopy roof. Revised application to 19/1138/HSE  |
| 19/0989/FUL   | Lupa House York Way Borehamwood WD6 1PX<br>Demolition of existing buildings and erection of new discount food store (class 1A) and employment unit (class B2/B8) with associated car parking and new vehicular access off Elstree Way |
| 19/1923/E12   | Land East of Rowley Lane Borehamwood<br>Request for scoping opinion (Environment Impact Assessment)   |
| 19/1930/HSE   | 1 Shakespeare Drive Borehamwood WD6 2FD<br>Construction of single storey rear extension, single storey side extension and insertion of new front porch following demolition of existing rear conservatory                             |
| 19/1931/PD56S | Former Bowls Club Broughinge Rd Borehamwood<br>Change of use from former bowls club (class D2) to Children's Day Nursery (Class D1)   |

ELSTREE AND BOREHAMWOOD TOWN COUNCIL  
ENVIRONMENT AND PLANNING COMMITTEE: Tuesday 21 January 2020  
Planning Applications from Hertsmere Borough Council Continued

19/1941/FUL	Telecommunications Equipment on land at Furzehill Road, Borehamwood Replacement of existing 12m monopole with 20m monopole supporting 12 x antenna apertures to include installation of ground-based equipment cabinets and ancillary development
19/1952/HSE	12 Todd Close Borehamwood WD6 1FT Single storey side and rear extensions and conversion of garage to habitable space
19/1884/FUL	5 Leeming Road Borehamwood WD6 4EB Construction of single storey rear extension
19/1957/HSE	17 Redwood Rise Borehamwood WD6 5LB Single storey side and rear extension
19/1972/FUL	Prestige House Station Road Borehamwood Demolition of office building and erection of a five storey residential building comprising 8 x 2 bedroom flats (Revised)
19/1933/FUL	94 Sullivan Way Elstree WD6 3DJ Construction of 1 bed dwelling to rear of property to include parking and new access from Fox Close (Revised)
19/1961/HSE	2 Water End Close Borehamwood WD6 4PW Part single/part two storey rear extension, conversion of garage to habitable space, and conversion of loft to habitable space to include rear dormer
19/1989/HSE	20 Barham Ave Elstree WD6 3PN Construction of part single, part two storey side and rear extension. Conversion of loft to habitable room with associated roof alterations to include an increase in ridge height, insertion of dormers and roof lights to front and rear elevations, front boundary works to include new access and installation of hardstanding
19/1990/VOC	6 – 8a Shenley Road Borehamwood Application for variation of condition 10 (plans) to allow for creation of 2 x 1 residential units at ground floor level following grant of planning permission 17/1343/FUL and 18/0864/VOC

ELSTREE AND BOREHAMWOOD TOWN COUNCIL  
ENVIRONMENT AND PLANNING COMMITTEE: Tuesday 21 January 2020  
Planning Applications from Hertsmere Borough Council Continued

19/2017/FUL	Gasworks Cottage 2 Station Road Borehamwood WD6 1DF Demolition of existing cottage and erection of 4 storey building comprising 2 x 3 bed dwellings & 7 flats (1x 3 bed, 5 x2 bed) with 8 parking and associated refuse and cycle stores. Revised application to 19/0819/FUL
19/2027/HSE	32 Caishowe Road Borehamwood WD6 5JA Part single, part two storey rear extension
20/0003/PD56	Churchill House Stirling Way WD6 2HP Change of use from Office (B1) to residential (C3) to create 50 studio apartments
19/2037/HSE	181 Balmoral Drive Borehamwood WD6 2QP Single storey rear extension
19/2041/HSE	188 Bullhead Road Borehamwood WD6 1RJ Construction of a single store side extension, part Single/part two storey rear extension and new front porch
19/1812/FUL	Land adjacent to 58 and 74 Leeming Road and 2 Barnsdale Close Borehamwood Redevelopment of site to provide a three-storey block of flats with 9 residential units (3x1 bed and 6x2 bed) and associated parking
19/1737/REM	Units 3&4 former J Sainsbury Distribution Depot, York Crescent Borehamwood WD6 1SN Application for approval of reserved matters relating to a) Access, b) appearance, c) landscaping, d) layout and e) scale in relation to the development of units 3 & 4 following approval of 19/0401/OUT for the demolition of existing buildings and erection of new employment units for flexible use within Use Classes B1(c) (light industry) B2 (general industrial) and B8 storage and distribution), including ancillary offices and open air storage, plus alterations to and creation of new accesses from the highway, provision of car parking, service yards and external plant, means of enclosure, acoustic screens, landscaping & lighting
19/1275/FUL	Elstree Film & TV Studios, Shenley Road WD6 1JG Proposed two linked sound stages with ancillary workshops and vehicle delivery areas

**ELSTREE AND BOREHAMWOOD TOWN COUNCIL  
ENVIRONMENT AND PLANNING COMMITTEE: Tuesday 21 January 2020  
Planning Applications from Hertsmere Borough Council Continued**

20/0009/HSE	11 Milland Court Borehamwood WD6 5RX Construction of single storey rear extension, first Floor side extension and conversion of loft to habitable space to include rear dormer and front and rear roof Lights
20/0007/HSE	Greenways House Elstree Hill South Elstree Additional crossover for vehicular access
20/0017/HSE	36 Anthony Road Borehamwood WD6 4NG Construction of first floor rear extension with Associated roof alterations and insertion of new side windows
19/2011/HSE	51 Furzehill Road Borehamwood WD6 2DJ Construction of rear outbuilding for use as a Beauty Salon
20/0027/HSE	10 Goodwood Path Borehamwood WD6 1UN Construction of single storey rear extension

ELSTREE AND BOREHAMWOOD TOWN COUNCIL  
 ENVIRONMENT AND PLANNING COMMITTEE – Tuesday 21 January 2020  
 Notifications of Planning Decisions from Hertsmere Borough Council

Application No	Decision	Description
19/1287/FUL	<b>Grant Permission</b>	136 Shenley Road Borehamwood WD6 1EF Alterations to existing single dwelling to include second floor rear extension and creation of third floor level to provide 3 x 1 bed apartments with new pedestrian entrance to Shenley Road
19/1683/FUL	<b>Refuse Permission</b>	67 Thornbury Gdns Borehamwood WD6 1RD Construction of two storey 1 bed house adjacent to 67 Thornbury Gardens to create an end of terrace dwelling (Amended Description)
18/2318/FUL	<b>Grant Permission</b>	Land at Coleridge Way Borehamwood Erection of two link detached apartment blocks (three and four storeys) containing 18 x 2 bed apartments (of) to include parking, access, amenity and landscaping (amended plans received 25.6.19)
19/1532/REM	<b>Grant Permission</b>	Former J Sainsbury Distribution Depot York Cresc Application for approval of reserved matters relating to a) access b) appearance c) landscaping d) layout e) scale in relation to the development of Unit 1 following approval of 19/0401/OUT for demolition of existing buildings and erection of new employment units for flexible use within Use Classes B1c (light industry), B2 (general industrial) & B8 (storage & distribution) including ancillary offices and open air storage, plus alterations to and creation of new accesses from the highway, car parking, service yards and external plant, means of enclosure, acoustic (ends)
19/1760/FUL	<b>Grant Permission</b>	7 Clarendon Road Borehamwood WD6 1BD Conversion of ground floor office premises (use Class B1) to residential use (C3) to form an enlargement of the existing residential unit (retrospective application)
19/1271/FUL	<b>Grant Permission</b>	Organ Hall Farm, Theobald Street WD6 4PH Demolition of existing buildings and erection of new office complex and associated facilities, parking and landscaping (Amended Plans received)

ELSTREE AND BOREHAMWOOD TOWN COUNCIL  
ENVIRONMENT AND PLANNING COMMITTEE – Tuesday 21 January 2020  
Notifications of Planning Decisions from Hertsmere Borough Council continued

17/2475/FUL

**Grant Permission**

Majestic House 16-18 Shenley Rd WD6 1DL  
Demolition of existing building & construction of a  
4 storey detached building comprising A1 retail at  
ground floor with residential units above comprising  
11 x 1 bed and 2 x 2 bed flats