



# 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 17 March 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 18 February 2020.

**- 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. **VE Day Bench:** To receive report and proposal from Town Clerk for a VE Day Commemorative Bench near Borehamwood War Memorial (approval obtained from Hertsmere Borough Council – awaiting approval from Hertfordshire County Council).

- Attached

8. **CIL Expenditure:** To consider:

- (i) recommendation to Full Council to release up to £59,500 of Top Sliced (15%) CIL monies to purchase and install Band Stand on Meadow Park (see Item 11 below);
- (ii) update on Aberford Park Bowling Green (previously supported by Town Council with CIL funding); and
- (iii) matters for discussion with Hertsmere Borough Council at meeting on 24 March 2020 at 12.00 noon at the Civic Offices, Hertsmere Borough Council.

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

10. **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 preliminary competitive quotes and contractors for provision of goods and services are discussed.

**Part 2 Agenda**

11. **Band Stand Project:** To consider correspondence relating to competitive quotes for works for erection of permanent Band Stand on Meadow Park.

- Attached

12. **Close of Meeting:** To close meeting. The next meeting of the Environment and Planning Committee is scheduled for Tuesday 17 March 2020 at 7.00pm in the Council Offices, Fairway Hall, Brook Close, WD6 5BT.



H R O Jones  
Town Clerk  
9 March 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 18 February 2020** 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: H R O Jones – Town Clerk

**72. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

There were none.

**73. DECLARATIONS OF COUNCILLORS' INTERESTS**

There were none.

**74. MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting of the Environment and Planning Committee held on 21 January 2020 were signed as a true record by the Chairman.

**75. PUBLIC PARTICIPATION**

There was none.

**76. PLANNING APPLICATIONS**

A total of 28 applications received from the Borough Council were examined, on 20 of which the Committee had no specific comments to make, subject to the views of neighbours.

20/0054/FUL - 134 Stanborough Ave Borehamwood WD6 5LR

Conversion of existing 3 storey dwelling into 3 x self-contained flats (1x2 bed and 2 x 1 bed) to include access, parking and bin store

Observation: At its meeting on 18 February 2020 the Environment and Planning Committee raised concerns about the loss of a family dwelling and felt that the application was inappropriate for the area.

*[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].*

18/2269/FUL - Land Adjacent Haven Court Glenhaven Ave Borehamwood WD6 1BB

Demolition of existing buildings and erection of part 5 storey, part single storey building to provide 27 affordable housing units comprising 9 x 1 bed flats, 1 x 2 bed, 3 x 2 bed duplexes and 2 x 3 bed flats. Provision of 25 car parking spaces and 36 cycle spaces. Provision of refuse of refuse and recycling storage. Upgrade of existing unmade road

Observation: At its meeting on 18 February 2020 the Environment and Planning Committee felt that the application was overdevelopment raised concerns about parking provision and stated that 36 cycling spaces was possibly an unrealistic expectation.

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

20/0057/OUT - Former Police Station Elstree Way Borehamwood

Demolition of former police station and construction of 1 seven storey and 1 eight storey building containing 96 flats with associated bin & bike storage and car parking (outline application to include access, appearance, layout & scale with landscaping matters reserved)

Observation: At its meeting on 18 February 2020 the Environment and Planning Committee felt that the application was overdevelopment, raised concerns about an 8 storey tall building (querying whether this was in line with the Elstree Corridor policy) and felt that parking provision was insufficient.

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

20/0176/FUL - 67 Thornbury Gardens Borehamwood WD6 1RD

Construction of two storey 1 bed house adjacent to 67 Thornbury Gardens to create an end of terrace dwelling. Revised application to 19/1683/FUL

Observation: At its meeting on 18 February 2020 the Environment and Planning Committee re-emphasised the comments made on 26 November 2019 that it considered the application to be overdevelopment and raised concerns about lack of amenity space and parking.

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

19/1531/FUL - Former day Care Centre Grosvenor Road Borehamwood

Demolition of the derelict structure of the former day care centre and unused toilet block. Erection of 15 x 2 bed (4 person) apartments in 2 x 2/3 storey blocks with 15 x car parking spaces, bin storage and amenity space (Planning Meeting 20.2.20)

Observation: At its meeting on 18 February 2020 the Environment and Planning Committee felt that the application was overdevelopment and an inappropriate location for the type of envisaged service.

*[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].*

19/2017/FUL - Gasworks Cottage 2 Station Rd B/wood WD6 1DF

Demolition of existing cottage and erection of 4 storey building comprising 2 x 3 bed dwellings & 7 flats (1 x 3 bed, 1 x 1 bed) (Planning Meeting 20.2.10)

Observation: At its meeting on 18 February 2020 the Environment and Planning Committee felt that the application was overdevelopment and stated that there was lack of amenity space.

*[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].*

20/0164/FUL - Churchill House Stirling Way Borehamwood

Erection of two storey roof extension with a stepped-back third storey providing 36 residential units (26 x 1 bed & 10 x 2 bed) with associated amenity space, Car and cycle parking and refuse provision (Revised)

Observation: At its meeting on 18 February 2020 the Environment and Planning Committee considered the application to be overdevelopment, raising concerns about residential development in an employment zone 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].*

20/0153/FUL - Land East of Rowley Lane Borehamwood

Enabling works including site levelling, removal of existing structures. erection of 2 substations, 1 switching room and 1 gas housing, stripping of topsoil formation of a temporary bridge and the temporary

Observation: At its meeting on 18 February 2020 the Environment and Planning Committee considered the application to be positive in helping to enable a development that could increase the wealth and prosperity of Elstree and Borehamwood by providing employment and enhancing the local film and TV heritage and industry.

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

**It was RESOLVED that:**

**all Members of the Hertsmere Borough's Planning Committee receive notification of Town Council planning application recommendations by email (unless they request not to do so).**

## **77. PLANNING DECISIONS**

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

## **78. CIL EXPENDITURE**

It was noted that a further meeting with Hertsmere Borough Council Officers in connection with CIL was scheduled to take place on 24 March 2020 at 12.00 noon at the Civic Offices, Hertsmere Borough Council (all Committee Members were encouraged to attend, if available).

Whilst not a matter for the Town Council, it was noted that some residents had complained about the 'comfort' of the yellow bar seats at certain bus stops.

**It was RESOLVED that:**

**the Transport and Road Safety Forum be notified that residents had complained about the 'comfort' of certain bus shelters (yellow bar seating), in particular at Rossington Avenue, Borehamwood.**

**79. CLOSED CEMETERIES UPDATE**

It was noted that a further meeting with Rev. T Warr in connection with the future management of All Saints closed churchyard was scheduled to take place on 24 February 2020 at 11.30 am (all Committee Members were encouraged to attend, if available).

It was further noted that the notice board at All Saints Churchyard had been installed. Members would be considering (subject to church approval) the installation of a 'golden gravel' bath in the cemetery. Advice from NALC concerning the powers of Local Authorities to 'maintain' plots on closed churchyards was anticipated before the March Committee meeting.

**80. BAND STAND PROJECT**

It was noted that quotes for the purchase and installation of a Band Stand at Meadow Park were in the process of being sought. A further update report would be available at the Committee meeting scheduled for 17 March 2020.

**81. CLOSE OF MEETING**

The Meeting closed at 7.50pm.

It was noted that the next Environment and Planning Committee was scheduled to take place on 17 March 2020 at 7.00 pm in the Meeting Room, Town Council Offices.

Date:.....

CHAIRMAN.....



ELSTREE AND BOREHAMWOOD TOWN COUNCIL  
**ENVIRONMENT AND PLANNING COMMITTEE: Tuesday 17 March 2020**  
**Planning Applications from Hertsmere Borough Council**

- |               |  |
|---------------|--|
| 20/00223/PD56 | Old Barn House St Marys Terrace High Street Elstree<br>Change of use from office (B1) to residential (C3) to create 2 studio apartments  |
| 19/1777/OUT   | Edgwarebury House Farm Elstree Hill South Elstree<br>WD6 3DE<br>Demolition of existing buildings, relocation of access and erection of up to 25 dwellings at Edgwarebury House Farm. (Outline application to include access with all other matters reserved) |
| 20/0143/HSE   | Old St Marys House High Street Elstree<br>Single storey rear extension (revised application to 19/1326/HSE)  |
| 20/0144/LBC   | Old St Marys House High Street Elstree<br>Single storey rear extension (revised application to 19/1317/LBC) Listed Building Consent  |
| 20/0224/FUL   | 18 Caishowe Road Borehamwood WD6 5JA<br>Subdivision of existing single dwelling into 2 x 2 bed flats with parking, amenity space and bin store   |
| 20/0261/HSE   | 37 Clydesdale Close Borehamwood WD6 2SD<br>Conversion of loft to habitable room with rear dormer   |
| 20/0235/ADV   | Doubletree by Hilton Barnet By-pass Borehamwood<br>Installation of 4 x illuminated fascia signs and 39 x non illuminated fascia signs (Advertisement Consent)  |
| 20/0244/ADV   | Unit 2 Chester Road Borehamwood<br>Installation of 2 internally illuminated fascia signs, 2 freestanding signs & 2 flag pole signs (Advertisement Consent)   |
| 20/0138/HSE   | 45 Links Drive Elstree WD6 3PP<br>conversion of loft to habitable room with rear dormer and associated roof alterations to include increase in ridge height (Revised)  |
| 20/0281/FUL   | 21 Elstree Hill North Elstree WD6 3EL<br>Single storey side extension to main building to create new lobby for Synagogue and erection of detached ancillary building containing admin office and study space to include a basement containing Mikvah         |

ELSTREE AND BOREHAMWOOD TOWN COUNCIL  
 ENVIRONMENT AND PLANNING COMMITTEE – Tuesday 17 March 2020 2020  
 Notifications of Planning Decisions from Hertsmere Borough Council

Application No	Decision	Description
20/0003/PD56	<b>PD56 Prior Approval</b>	Churchill House Stirling Way Borehamwood WD6 2HP Change of use from Office (B1) to Residential (C3) to create 50 studio apartments (amended plans received 15.1.2020 & 22.1.2020, revised contaminated land assessment received 22.1.2020 & revised flood risk assessment received 17.2.2020
19/1531/FUL	<b>Grant Permission</b>	Former Day Care Centre, Grosvenor Road Borehamwood Demolition of the derelict structure of the former day care centre and unused toilet block. Erection of 15 x 2 bed (4 person) apartments in 2 x 2/3 storey blocks with 15 car parking spaces, bin storage and amenity space
19/2017/FUL	<b>Grant Permission</b>	Gasworks Cottage, 2 Station Road, Borehamwood WD6 1DF Demolition of existing cottage and erection of a 4- storey building comprising 2 x 3 bed dwellings & 7 flats (1x3 bed, 5 x 2 bed, 1 x 1 bed)
19/1491/FUL	<b>Refuse Permission</b>	37 Brook Road Borehamwood WD6 5HJ Conversion of existing single dwelling to provide 2 x 2 bed apartments to include widening of existing crossover

AGENDA ITEM 7



# Quotation form

DATE:

10/03/2020

*(Valid for 60 Days)*

Please choose which std colour you require from the following options. If you require a non std colour please contact us.

BLACK (RAL 9005)  
YELLOW (BS 363)  
RED (BS538)  
DARK GREEN (RAL 6005)  
LIGHT GREEN (RAL 6018)  
DARK BLUE (RAL 5005)  
LIGHT BLUE (RAL 5012)

# DAVID OGILVIE

# ENGINEERING

COMPANY NAME & ADDRESS

E1street & Borehamwood Town Council  
Huw Jones  
clerk@ebtc.org.uk  
0208 207 1382

PRODUCT	QTY	COLOUR	PRICE PER ITEM	TOTAL
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W2 bench seat, c/w feet	1	BIK/Whit	£896.00	£ 896.00
Bolt on underground leg extensions for soft surface fixing	1	-	£27.00	£ 27.00
Stainless steel plaque 120x80mm (40-45 words)	1	s/s	£49.00	£ 49.00
				£ -
				£ -
				£ -
				£ -
				£ -
				£ -
				£ -
				£ -
				£ -

Underground leg extensions are charged at £27 + VAT per item if required

Bolt Down Kits are charged at £9.50 + VAT per item if required

Delivery Charges are calculated based on location and quantity required. Min Charge's apply

Stainless steel engraved plaques are charged at £49 + VAT at a size of 120x80mm if required

£ 972.00	SUBTOTAL
£ 105.00	DELIVERY CHARGE
£ 1,077.00	TOTAL EX VAT
£ 1,292.40	TOTAL INC VAT

ALL PRICES ARE EXCLUSIVE OF VAT. ERRORS AND OMISSIONS EXCEPTED. Items are made to order. Order est. time 4-6 weeks unless specified.

Goods will be released on receipt of full payment. Goods remain the property of David Ogilvie Engineering. Ltd until paid in full as per Terms & Conditions.

Please see reverse page

DEL NAME & ADDRESS

Borehamwood  
Hertfordshire  
TBC

Our Additional Quotation Information

8 Balmoral Road, Kilmarnock, KA3 1HL  
Tel: 01 563 570061 Fax: 01 563 570130  
email: enquiries@davidogilvie.com web: www.davidogilvie.com  
Registered no: SC165185 SCOTLAND

**All items are delivered by our articulated lorry and delivery addresses must be able to accommodate large HGVs.**

If you require any additional requirements/information to be added to quotation please complete box below

Quoted by: Aaron  
Contact no: 01563 570061  
Email: [aaron@davidogilvie.com](mailto:aaron@davidogilvie.com)  
Fax no: 01563 570130

Official Use Only

On Account  Account Ref:   
Credit Terms  Invoice   
Pro-forma

order completed by \_\_\_\_\_  
Date \_\_\_\_\_

