



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 15 September 2020 at 7.00pm

which will be held under the powers contained within the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (“the 2020 Regulations”) which came in to force on 4 April 2020. The regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May 2021. The 2020 Regulations apply to local council meetings, committee and sub-committee meetings in England.

The link is as follows (no registration required):

<https://us02web.zoom.us/j/82459348125>

Webinar ID: 824 5934 8125

Save where Part 2 items are on the agenda, the meeting is open to the press and public.

The Chairman has agreed a 3 Minute public participation slot, if required and applicable.

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 17 March 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. **Neighbourhood Plan:** To consider options for preparing for a Neighbourhood Plan for Elstree and Borehamwood.

8. **Community Infrastructure Levy:** To receive update report from the Committee Chairman following liaison meeting with Hertsmere Borough Council on 18 August 2020.

9. **Allotment:** To receive:

(i) update report on rents 2020/21 (Renewal Pack sample attached) and fee scale for 2021/22; and

- Attached

(ii) report on water leak at Allum Lane.

10. **Band Stand Project:** To receive update report following Hertsmere Borough Council advice that Meadow Park project is suspended for Covid-19 Risk Assessment purposes.

11. **Budget 2021/22:** To consider Headline Items proposed by Committee for Draft Budget.

12. **Close of Meeting:** To close meeting. The next meeting of the Environment and Planning Committee is scheduled for Tuesday 20 October 2020 at 7.00pm (Zoom Webinar).

A handwritten signature in black ink, appearing to read 'H R O Jones', written in a cursive style.

H R O Jones
Town Clerk
7 September 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 Challice - 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 17 March 2020** at 7.00pm.

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

In attendance: H R O Jones – Town Clerk

82. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies for absence were received from Cllr A Collins (Self Isolating – Coronavirus Pandemic).

83. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

84. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of the Environment and Planning Committee held on 18 February 2020 were signed as a true record by the Chairman.

85. PUBLIC PARTICIPATION

There was none.

86. PLANNING APPLICATIONS

A total of 31 applications received from the Borough Council were examined, on 28 of which the Committee had no specific comments to make, subject to the views of neighbours.

20/0224/FUL - 18 Caishowe Road Borehamwood WD6 5JA

Subdivision of existing single dwelling into 2 x 2 bed flats with parking, amenity space and bin store
Observation: At its meeting on 17 March 2020 the Environment and Planning raised concerns about the loss of a family dwelling and commented that these (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].

20/0315/FUL - Land East of Rowley Lane Borehamwood

Development of film/production studios (Use Class B1b) and ancillary floorspace, new access arrangements, car parking, landscaping, infra-structure and associated works

Observation: At its meeting on 17 March 2020 the Environment and Planning supported the application which would promote the local Film and TV industry, support employment and a thriving local economy and approved of the shuttle bus element to the plans.

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

20/0331/FUL - 5 Badminton Close Borehamwood WD6 1UL

Conversion of garage to habitable room, single storey front and rear extensions and conversion to a House of Multiple Occupation (Class C4)

Observation: At its meeting on 17 March 2020 the Environment and Planning raised concerns about insufficient parking and the loss of a family dwelling and commented that these (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].

87. PLANNING DECISIONS

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

88. VE DAY BENCH

It was RESOLVED that:

the Town Clerk be authorised (with the appropriate Hertfordshire County Council and Hertsmere Borough Council permissions) to take necessary actions to replace the wooden bench near the Jim Henson film plaque (green by Borehamwood War Memorial) with a WW2 bench seat (£1,077 +VAT) to commemorate VE Day (supplied by David Ogilvie Engineering Quote 10/03/2020).

89. CIL EXPENDITURE

It was noted that the joint HBC/EBTC CIL Liaison meeting scheduled for 24 March 2020 was unlikely to take place and that the Committee would be informed of alternative arrangements once these were known.

It was RESOLVED that:

- (i) Full Council be recommended to approve up to £59,500 of Top Sliced CIL (15%) monies held by the Town Council to meet the costs of the erection of a Permanent Bandstand at Meadow Park (to be funded entirely by the Town Council and gifted to the Park – with Hertsmere Borough Council taking responsibility for ongoing maintenance costs but the Town Council taking responsibility for bookings of the Band Stand); and**
- (ii) a letter be issued to Communities First asking for an update report on the Artificial Bowling Green at Aberford Park in terms of usage and maintenance in order for the Town Council to assess the success of the project in light of previous Top Sliced CIL**

funding by the Authority and on receipt of the reply, to send a letter to Hertsmere Borough Council explaining the Committee's concerns.

90. 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 had taken place on 24 February 2020.

Details had been (or were in the process of being) provided to the Church for the purposes of progressing "Faculty" permissions by the Church of England for on site improvements (including a survey of headstones and the laying of a "golden gravel" path throughout the site).

The Committee would be kept informed of developments and asked to approve works, as appropriate.

91. EXCLUSION OF PRESS AND PUBLIC

It was RESOLVED 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 the provision of goods and services were considered.

92. BAND STAND PROJECT

It was RESOLVED that:

- (i) Lightmain (quote £58,421.43 +VAT) be appointed as the contractor responsible for carrying out the installation of the band stand along the lines of the specification submitted and subject to Minute 89 (i) above (with camera design pinnacle being installed if agreed by Hertsmere Borough Council and on the understanding that holes in the metalwork posed no significant finger trap risks); and**
- (ii) any additional costs for on site works (e.g. Heras security fencing) not supplied by Hertsmere Borough Council be met from the remaining threshold of approval at Minute 89 (i) above or existing Committee Budgets if over and above this sum.**

93. CLOSE OF MEETING

The Meeting closed at 8.00pm.

It was noted that the Town Clerk would advise the Committee of the arrangements for the next Committee meeting as the scheduled April meeting was unlikely to take place at Fairway Hall because of the national Coronavirus emergency.

Date:.....

CHAIRMAN.....

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

Environment and Planning Committee – 15 September 2020 – Planning Applications

- | | |
|---------------|--|
| 20/1308/LBC | The Hollybush High Street Elstree
Internal alterations to first floor (Listed Building Consent) |
| 20/1309/LBC | The Hollybush High Street Elstree
Installation of new double glazed windows to rear elevation to include en-suite and built in wardrobe with associated works (Listed Building Consent) |
| 20/1296/HSE | 28 Park Crescent Elstree WD6 3PU
Conversion of garage to habitable room |
| 20/1037/PD560 | Telecom equipment at Canterbury House Stratfield Road
Removal of rooftop antennae and installation of six updated antennae fixed to bespoke steelwork tripod; 2 x 600mm dishes fixed to support poles; installation of cabinet and associated ancillary development |
| 20/1292/HSE | 4 Tinwell Mews WD6 3EG
Construction of two storey rear extension and first floor side extension to include insertion of rooflights to front and rear elevation and alterations to fenestration |
| 20/1325/HSE | 46 Ranskill Road WD6 5ET
Demolition of garage and erection of single storey rear extension with one roof light |
| 20/1252/HSE | 30 Park Crescent Elstree WD6 3PU
Conversion of garage to habitable room to include bay window and side windows |
| 20/1242/HSE | 33 Cowley Hill WD6 5LQ
Construction of single storey front porch extension |
| 20/1243/HSE | 33 Cowley Hill WD6 5LQ
Erection of detached, self contained annexe adjacent to main dwelling |
| 20/1273/HSE | 3 Summer Hill Elstree WD6 3JA
Conversion of loft to habitable room with two side dormers, 1 rear dormer, two front roof lights and 4 side roof lights |
| 20/1271/HSE | 200 Gateshead Road WD6 5LL
Single storey side and rear extensions |
| 201277/HSE | 39 Rossington Ave WD6 4JX
Single storey front extension |
| 20/1232/HSE | 8 Coates Road Elstree WD6 3DS
Installation of hard landscaping to front of property in include new crossover and dropped kerb |

- 20/1270/HSE 3 Aberford Road WD6 1PG
Conversion of loft to habitable room with hip to gable roof alterations to include rear dormer and three front roof lights
- 20/1287/HSE 37 Penscroft Gardens WD6 2QZ
Retrospective application for single storey rear extension with pitched roof
- 20/1188/FUL 21 Elstree Hill North WD6 3EL
Change of use of existing first floor ancillary residential accommodation to ancillary office and study rooms
- 20/1181/HSE 41 Ayot Path WD6 5BL
Conversion of garage to habitable space with office/gym and games room to include raising the ridge height to create additional accommodation at first floor level, installation of hard landscaping to rear elevation and alterations to fenestration
- 20/1136/HSE 224 Gateshead Road WD6 5LL
Removal of timber veranda to side elevation and replace with timber supports with brick piers to rear veranda
- 20/1026/HSE Greenways House Elstree Hill South WD6 3DE
Demolition of existing garage and construction of mixed use rear annexe to main property
- 20/1196/HSE 92 Deacons Hill Road WD6 3JQ
Conversion of garage to habitable room including changes from door to window, part ground floor extension with new pitched roof, patio doors
- 20/1203/HSE 41 Bullhead Road WD6 1HP
Alterations to front and rear including single storey rear, porch to front, 2 roof lights to rear and window alterations
- 20/1189/PA1 16 Allum Lane Elstree WD6 3NS
Demolition of existing building and erection of a new building forming 31 apartments with associated landscaping (Pre Application Advice)
- 20/1220/HSE 39 Rossington Avenue WD6 4JX
First floor rear extension
- 20/1218/FUL Belhaven Court, Leeming Road
Internal reconfiguration to reduce number of flats from 44 to 37, external elevation works to include external cladding and alterations to fenestration. Removal of existing conservatory and new refuse store and associated landscaping

20/1140/FUL	1-3 Manor Point, Manor Way Installation of additional boundary fencing and gates to enclose Manor Way frontage main car park and substation in Chester Road to include pedestrian access and associated landscaping
20/1142/HSE	18 Shelley Close WD6 2AU Single storey rear extension
20/1079/HSE	39 Wordsworth Gardens WD6 2AB Change from front garden to driveway and dropping of kerb
20/1145/PD42	58 The Champions WD6 5QE Single storey rear extension
20/1165/HSE	62 Alban Cresc WD6 5JF Retention of front porch
20/1163/HSE	68 Deacons Hill Road WD6 3JG Single storey extension to front porch
20/1167/PD42	114 Gateshead Road WD6 5EF Single storey rear extension
20/1176/HSE	119 Furzehill Road WD6 2DP Single storey rear extension
20/1036/HSE	5 Bishop's Ave Elstree WD6 3LZ Construction of outbuilding for use as a gym
20/1114/HSE	92 Stratfield Rd WD6 1UR Single storey rear extension
20/1115/PD42	5 Stevenage Crescent WD6 4NS Single storey rear extension
20/1116/PD42	10 Sinderby Close WD6 4JZ Single storey rear extension
20/1118/PD42	30 Micklefield Way WD6 4LG Single storey rear extension
20/1119/PD42	25 Stevenage Crescent WD6 4NS Single storey rear extension
20/1126/PD42	186 Bullhead Road WD6 1RJ Single storey rear extension
20/1128/HSE	186 Bullhead Road WD6 1RJ two storey rear extension & alterations to fenestration

(see also 20/1127/CLP - 186 Bullhead Road - loft conversion
Certificate of Lawful Development)

- | | |
|--------------|---|
| 20/1143/PD42 | 4 Ayot Path WD6 5BL
Single storey rear extension |
| 20/1002/HSE | 77 Masefield Avenue WD6 2HG
Conversion of garage to habitable room |
| 20/0887/HSE | 109 Cowley Hill WD6 5NA
Conversion of garage to habitable room and single storey front and rear extensions |
| 20/0992/FUL | 33 Kenilworth Drive WD6 1QL
Demolition of existing garage and store and construction of new 2 storey, 3 bed dwelling adjacent to no 33 to form an end of terrace with associated landscaping and vehicular crossover |
| 20/1021/VOC | Former Hertswood School, Thrift Farm Lane
Application for variation of condition 11 (plans) to include minor changes to siting of plots 1, 2 5 & 6, additional landscaping between plots 3 & 4 and changes to parking surface following grant of 19/0117/FUL |
| 20/1011/HSE | 20 Todd Close WD6 1FT
Single storey rear extension |
| 20/1020/FUL | Maisonette, 5 Oak Tree Court Barnet Lane WD6 3HF
Single store rear extension |
| 20/1026/HSE | Greenways House, Elstree Hill South, Elstree High Street
Demolition of existing detached garage and construction of mixed use annexe adjacent to main property |

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

Environment and Planning Committee – 15 September 2020 – Planning Decisions

- 20/0315/FUL
Grant Permission Land East of Rowley Lane Borehamwood
Development to film/productions studios (Class B1b) and ancillary floorspace, new access arrangements, car parking, landscaping, infrastructure and associated works
- 20/0515/FUL
Grant Permission 6-8a Shenley Road
Demolition of existing rear building and construction of replacement building to comprise 6 x 1 bed residential units
- 20/08441/FUL
Grant Permission 24 Theobald Street WD6 4SE
Erection of 3m wall to enclose rear area
- 20/0525/FUL
Grant Permission Organ Hall Farm Theobald Street WD6 4PH
Demolition of existing building and erection of new office building (B1), 13 x 3 bed dwellings and apartment block comprising 7 units, Associated access, parking, landscaping
- 20/0873/FUL
Grant Permission Land rear of 32 and 34 Grantham Green
Retrospective application for two storey terraced dwelling comprising 4 x 3 bed houses including rear extensions to plots 2, 3 and 4



ELSTREE and BOREHAMWOOD TOWN COUNCIL

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



Dear Plotholder,

Allotment Tenancy Renewal

Please find attached your allotment tenancy renewal notice which details your plot(s) and amount due with additional essential information.

Please read the renewal instructions on the renewal notice carefully as we have altered the process this year due to Covid-19.

The Town Council appreciates it has been a difficult and unprecedented year for many plotholders and hopes that you will be able to continue to enjoy your allotment during 2021.

Due to Covid-19, the Town Council are not enforcing the terms of tenancy following plot inspections this year, but those plot holders in breach of their tenancy agreement will be given separate notice that they need to comply during 2021 (subject to further Covid restrictions). The Town Council will resume formal plot inspection and enforcement during 2021.

Throughout this year a number of queries have arisen over the use of the allotment plots and this is an opportunity to clarify some of these.

- Your tenancy agreement states that you are only permitted to use a plot as an allotment garden and maintain it in a good state of cultivation. This means **an allotment plot can only be used for the growing of produce** and not as a social garden area.
- Written permission **MUST** be sought from the Town Council **BEFORE ANY** structure is built on the allotments. This includes polytunnels, greenhouses, sheds, pagodas, and any other structure that is over 1.2m high.
- Should you decide not to renew your plot then **it is your responsibility to clear the plot** of tools, structures and rubbish prior to the end of your lease.

During the forthcoming season, the Town Council will be progressing issues with eroded and blocked pathways on the allotment sites. It is a requirement of the tenancy agreement that plotholders do not obstruct or encroach on any path. To help facilitate this the Town Council will make grass seed available to plotholders during Spring 2021.

The Town Council has received an unprecedented number of enquiries for allotment plots this year. If you are finding your plot difficult to manage there are options to reduce your plot size. Please contact us prior to coming in for renewal so we can discuss and make any changes to your agreement.

Allum Lane allotment holders with lockers must check their locker before renewal.

The existing gate code will remain until Sunday 4th October. **The code will be changed on Monday 5th October.** The new code will be sent to plot holders once you have paid the rent for the forthcoming year. The code is not to be shared. Any plotholder requiring access should be referred back to the Town Council Warden.

If you have any queries with your renewal please contact the Warden on 0208 207 1382 or email warden@elstreeborehamwood-tc.gov.uk

Anne Nicodemus
Council Warden

ALLOTMENT USE DO'S AND DON'TS

- | | | | |
|---|-----------------------------------|---|--------------------------------|
| ✓ | Keep paths clear at all times | ✗ | Build structure without asking |
| ✓ | Always take your litter home | ✗ | Leave Trip Hazards on paths |
| ✓ | Check noticeboard regularly | ✗ | Burn plastic / domestic waste |
| ✓ | Keep your plot tidy at all times | ✗ | Vehicles on wet grass areas |
| ✓ | Report issues to Council Warden | ✗ | Bring soil on to site |
| ✓ | Consider your neighbours | ✗ | Glass |
| ✓ | Ask permission for structures | ✗ | Rubble or Waste |
| ✓ | Keep Dogs on a lead | ✗ | Carpet |
| ✓ | Clean up after your Dog | ✗ | Use of Alcohol / Drugs |
| ✓ | Dispose of waste responsibly | ✗ | Allow children to roam |
| ✓ | Report suspicious behaviour | ✗ | Disturb the Beehives |
| ✓ | Ensure water taps turned off | | |
| ✓ | Respect Wildlife and biodiversity | | |
| ✓ | Follow Bonfire rules & advice | | |
| ✓ | Avoid using plastic if possible | | |
| ✓ | Help yourself to wood chippings | | |
| ✓ | Recycle and Re-Use | | |
| ✓ | Ask for Advice | | |
| ✓ | Enjoy your plot | | |



ALLOTMENT RENEWAL CHECKLIST
(This checklist MUST be signed and returned with your payment)

To ensure that all ploholders are aware of all the information regarding the Town Council's allotments we have put together this short checklist. **Please sign and return a copy of this checklist with your payment.**

- **You should be aware of the conditions of your Tenancy Agreement** especially the items listed below
 - a. Allotment plots are for cultivation only - not for a social space.
 - b. Weeds – must keep down
 - c. Pathways – must be kept clear at all times & not encroached upon by cultivation or structures
 - d. Fencing – maximum height 1.2 m
 - e. Structures (any item not plant/cultivation based) – written permission required
 - f. Fruit trees - dwarf root stock only – written permission required
- **Bonfires** – dry arising only can be burnt during permitted time frames subject to local restrictions.
Melrose – 15th Sept until 15th March Stapleton/Allum – All Year
- **Dos and Don'ts** – we have enclosed the 'Dos and Don'ts' poster that is displayed at the allotments
- **Gates MUST be left locked at all times.** Leaving a gate unlocked will be deemed a breach of tenancy
- **Greenhouses / Poly Tunnels / Structures** - written permission is required before erecting. Erecting without permission is a breach of tenancy and notice may be given to remove the structure. If in doubt – please ask
- **Tool Storage** options vary depending on your allotment site.
 - **Allum Lane** – Lockers are available in the shed – contact us if you do not have one
 - **Stapleton Gardens** – Toolboxes on your plot – maximum 1.2m high
 - **Melrose Avenue** – Permission basis only and within permitted size 8ftx6ft (2.4m x 1.8m) ground dimension and 7ft (2.1m) height
- **Bee Areas** – we have Bee areas at all allotment sites. Safety information is enclosed and displayed on site
- **WhatsApp Information Groups** – we have a Whatsapp group for each allotment site for the sharing of tips and information. To join please scan the code at the allotment site or contact the Warden
- **Chippings and Manure** – Wood Chip can be arranged to be delivered to the allotments – contact the Warden to arrange this. Manure is available free of charge from Allum Lane stables
- **Skips / Rubbish** – it is your responsibility to dispose of your rubbish. Allum Lane Recycling Centre is the nearest waste centre for allotment rubbish. Any fly-tipping will result in your tenancy being revoked. Occasionally the council may have a skip on site for their own clearance usage – this **MUST NOT** be used by ploholders unless invited
- **Breach of Tenancy** – if you are found to be in breach of your tenancy you will be subject to a verbal warning, followed by a written warning. Eviction notice will be served immediately if the 'offence' is serious, or after a notice period on a written warning

PLEASE SIGN BELOW TO CONFIRM YOU HAVE READ AND UNDERSTOOD THIS CHECKLIST

Signed Name Date



IN CASE OF BEE STINGS **SYMPTOMS TO BE AWARE OF**

1. A red, raised, itchy skin rash (hives)
2. Swelling of certain body parts, particularly the face
3. Swelling in your throat and narrowing of your airways, which can cause breathing difficulties and wheezing.
4. Nausea
5. Vomiting
6. A sudden drop in blood pressure, which can make you feel faint and dizzy

If you experience any of the above symptoms you should immediately dial 999 for an ambulance.

Other Useful Telephone numbers

**111 – Non – Emergency Medical Advice
Barnet Hospital – 020 8216 4600**

ELSTREE AND BOREHAMWOOD TOWN COUNCIL



SHEDS ON ALLOTMENT PLOTS : POLICY

The following terms and conditions apply if you wish to place a shed or greenhouse on your allotment plot

- i) only one shed and one greenhouse to be erected per plot
- ii) any shed or greenhouse to be without a concrete base
- iii) no shed or greenhouse to exceed 8ft (2.4m) x 6ft (1.8m) in ground dimensions and 7ft 2.1m) in height
- iv) any shed or greenhouse to be of sound construction and to be properly maintained at all times. *(The Town Council encourages the use of polycarbonate sheeting instead of glass in greenhouses as, unlike glass, it will not shatter)*
- v) the allotment holder to be responsible for ascertaining whether planning permission is required and for obtaining such permission
- vi) the allotment holder to be responsible for removing the shed or greenhouse from the site and restoring the ground to a fit state for cultivation upon his/her vacation of the plot
- vii) that the Town Council may insist on the immediate removal of any structure on an allotment plot deemed by the Town Clerk or Council Warden to be unsafe or out of keeping with the Allotment Site
- viii) the allotment holder indicating his/her understanding that the Town Council accepts no responsibility for any loss or damage which might be caused to the shed or greenhouse or the contents thereof by others (individual tenants are recommended to consider obtaining insurance cover for their sheds)
- ix) that the above conditions be adhered to whether the allotment tenant erected the structure, or by agreement, inherited the structure from the previous tenant

I have read and understand the above terms and conditions and agree to abide by them:

Signature of Allotment Holder:

Date:

Allotment Site: Plot Number:.....

(Please sign both copies of the agreement, retain one copy for your records and return one copy to Elstree and Borehamwood Town Council)