

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

**ENVIRONMENT AND PLANNING COMMITTEE**

MINUTES of a meeting 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 meeting was held remotely on Zoom Webinar:

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

Webinar ID: 824 5934 8125

on Tuesday 15 September 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

**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 17 March 2020 were signed as a true record by the Chairman.

**04. PUBLIC PARTICIPATION**

There was none.

## 05. PLANNING APPLICATIONS

A total of 48 applications received from the Borough Council were examined, on 43 of which the Committee had no specific comments to make, subject to the views of neighbours.

20/0421/FUL - 3 Theobald Court, Theobald St

Retrospective application for installation of one exterior air conditioning condenser unit for first floor offices

Observation: At its meeting on 15 September 2020 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].*

20/1287/HSE - 37 Penscroft Gardens WD6 2QZ

Retrospective application for single storey rear extension with pitched roof

Observation: At its meeting on 15 September 2020 the Environment and Planning Committee raised concerns that retrospective applications were outside the 'spirit' of planning legislation.

*[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].*

20/1026/HSE - Greenways House Elstree Hill South WD6 3DE

Demolition of existing garage and construction of mixed-use rear annexe to main property

Observation: At its meeting on 15 September 2020 the Environment and Planning Committee raised concerns that the proposed development was in close proximity to the boundary of the neighbouring property.

*[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].*

20/1189/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)

Observation: At its meeting on 15 September 2020 the Environment and Planning Committee raised concerns that the proposal constituted overdevelopment and the height might be out of scale with surrounding buildings.

*[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].*

20/0992/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

Observation: At its meeting on 15 September 2020 the Environment and Planning Committee raised concerns that the proposal constituted overdevelopment.

*[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].*

## **06. PLANNING DECISIONS**

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

## **07. NEIGHBOURHOOD PLAN**

Members noted that the preparation for a Neighbourhood Plan for Elstree and Borehamwood would be affected by the timings of progress with the Hertsmere Borough Council Local Plan scheduled to be finalised in 2021. In addition, the details contained in the Planning White Paper should be taken into account. It was noted that the Town Clerk was in the process of gathering information to assist the Chairman in preparing an initial report for the Committee to consider.

**It was RESOLVED that:**

**the Committee Chairman be tasked with preparing an initial report on options for developing a Neighbourhood Plan for Elstree and Borehamwood to be considered at the Committee meeting on 20 October 2020.**

## **08. COMMUNITY INFRASTRUCTURE LEVY**

The Committee received an update report from the Committee Chairman and other Members present following a liaison meeting with Hertsmere Borough Council on 18 August 2020.

## **09. ALLOTMENT**

It was noted that Council Staff were collecting allotment rents for the 2020/21 Year. It was further noted that a water leak was repaired in September 2020 (cost £790).

**It was RESOLVED that:**

**(i) the Council Allotment Fee scale be set as follows:**

<b>2021/22 1 October 2021 – 30 September 2022</b>	<b>2022/23 1 October 2022 – 30 September 2023</b>
<b>Allum Lane</b> <ul style="list-style-type: none"><li>• <b>5 pole - £25 (or £12.50 per annum for 60+ Citizens)</b></li><li>• <b>7 pole - £35 (or £17.50 per annum for 60+ Citizens)</b></li><li>• <b>10 pole - £50 (or £25 per annum for 60+ Citizens)</b></li></ul>	<b>Allum Lane</b> <ul style="list-style-type: none"><li>• <b>5 pole - £25 (or £12.50 per annum for 60+ Citizens)</b></li><li>• <b>7 pole - £35 (or £17.50 per annum for 60+ Citizens)</b></li><li>• <b>10 pole - £50 (or £25 per annum for 60+ Citizens)</b></li></ul>

<p><b>Melrose Avenue</b></p> <ul style="list-style-type: none"> <li>• <b>2.5 pole - £12.50</b> (or £6.25 per annum for 60+ Citizens)</li> <li>• <b>5 pole - £25</b> (or £12.50 per annum for 60+ Citizens)</li> <li>• <b>7 pole - £35</b> (or £17.50 per annum for 60+ Citizens)</li> <li>• <b>10 pole - £50</b> (or £25 per annum for 60+ Citizens)</li> </ul>	<p><b>Melrose Avenue</b></p> <ul style="list-style-type: none"> <li>• <b>2.5 pole - £12.50</b> (or £6.25 per annum for 60+ Citizens)</li> <li>• <b>5 pole - £25</b> (or £12.50 per annum for 60+ Citizens)</li> <li>• <b>7 pole - £35</b> (or £17.50 per annum for 60+ Citizens)</li> <li>• <b>10 pole - £50</b> (or £25 per annum for 60+ Citizens)</li> </ul>
<p><b>Stapleton Gardens</b></p> <ul style="list-style-type: none"> <li>• <b>All Single size plots £25 per annum</b> (or £12.50 per annum for 60+ Citizens)</li> </ul>	<p><b>Stapleton Gardens</b></p> <ul style="list-style-type: none"> <li>• <b>All Single size plots £25 per annum</b> (or £12.50 per annum for 60+ Citizens)</li> </ul>

- (ii) with the approval of the Town Clerk under delegated powers (emergencies relating to operational matters), £790 be utilised from the Contingency Budget (1900/109) to repair the water leak at Allum Lane Allotments.

## 10. BAND STAND PROJECT

It was noted that Members were seeking to set up a meeting with the new Hertsmere Borough Council Executive Director replacing the Head of Street Scene to ascertain what progress could be made with the Band Stand Project.

It was noted that the Town Council had sought for the Borough Council to deal with the planning application for the structure as the initial body responsible for managing the project and that there had been no alteration to the advice that the Meadow Park project was suspended for Covid-19 Risk Assessment purposes.

Clarification was also required pertaining to the responsibility of funding the hoarding required for the works and the pinnacle (film theme) proposed by the Town Council.

## 11. BUDGET 2021/22

The Committee proposed no additional Headline Items for the Draft Budget which would be submitted for consideration to the meeting on 20 October 2020.

Some Members proposed that the Council should investigate the possibility of building/converting a Community Hall in Elstree Village as a future Council and Community asset.

**12. CLOSE OF MEETING**

The Meeting closed at 8.00pm.

It was noted that the next meeting of the Environment and Planning Committee is scheduled for Tuesday 20 October 2020 at 7.00pm (Zoom Webinar).

Date:.....

CHAIRMAN.....