



ELSTREE and BOREHAMWOOD TOWN COUNCIL

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



All Committee Members are hereby summoned to attend a meeting of the
ENVIRONMENT AND PLANNING COMMITTEE

which will be held on

Tuesday 19 July 2022 at 7.00pm

in Fairway Hall,

Brook Close, Borehamwood, WD6 5BT

[Meeting Open to Press & Public]

1. **Apologies:** To receive and accept apologies for absence. At the time of agenda despatch there were 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 meeting held on 21 June 2022.
- 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 Chair'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 update report from Committee Chair following meeting of Steering Group on 13 July 2022 and to note formal submission of designated area (with reasons) to Hertsmere Borough Council.
8. **CIL Projects:** To receive verbal update report from Town Clerk and Committee Officer.
9. **Projects Update:** To consider reports on:
 - Benches
 - Notice Boards
 - War Memorials
 - Clocks
 - High Street Planters
 - Cemetery Sites
 - Allotment Sites
10. **Grounds Team:** To receive update report on appointment of Full Time Grounds Team Member and Work Experience placements.
11. **Bee Keeping Risk Assessment:** To ratify updated Bee Keeping Policy and Risk Assessment.
12. **Close of Meeting:** To close meeting. The next meeting of the Environment and Planning Committee is scheduled for Tuesday 20 September 2022 at 7.00pm.

- Attached



H R O Jones
Town Clerk
12 July 2022

Town Council Offices
Fairway Hall
Brook Close
Borehamwood
Hertfordshire
WD6 5BT

Tel: 020 8207 1382
clerk@elstreeborehamwood-tc.gov.uk

Distribution List:

Name	Organisation	post	e-mail	courier
Cllr S Rubner – Brookmeadow	EBTC		X	
Cllr Mrs S Parnell – Hillside (Town Mayor)	EBTC - Committee Vice Chair		X	X
Cllr C Butchins - Hillside	EBTC - Committee Chair Neighbourhood Planning Steering Group		X	X
Cllr R Challice - Shenley Road	EBTC Neighbourhood Planning Steering Group		X	X
Cllr Richard Butler - Cowley Hill	EBTC		X	X
Cllr A Collins - Cowley Hill	EBTC		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 (Town Mayor)	EBTC		X	
Cllr M Vince - Cowley Hill	EBTC		X	
Library	Agenda only	X		
Borehamwood & Elstree Times	Agenda only	X		
Youth Council Secretary			x	

ELSTREE AND BOREHAMWOOD TOWN COUNCIL
Environment and Planning Committee Tuesday 19 July 2022 – Planning Applications

- 22/1065/VOC Unit 1CA Borehamwood Shopping Park, Theobald Street
Application for variation of Condition 1 (Plans) to allow for changes to front entrance to include new entrance and external illumination, and the addition of weather louvres and city multi units to side elevation following grant of planning permission 21/2338/FUL
- 22/1070/HSE 8 Shelley Close WD6 2AU
Conversion of loft to habitable room to include rear dormer with Juliet balcony, new side window, and 3 x front roof lights
- 22/1063/EI2 Land east of Rowley Lane, Borehamwood
Request for scoping opinion (Environmental Impact Assessment)
- 22/1040/HSE 43 The Rise Elstree
Part retrospective single storey rear garden room
- 22/1082/HSE 28 Bullhead Road WD6 1HS
Two storey side extension, part single part two storey rear extension, alterations to fenestration and new detached garage
- 22/1069/ADV Elstree House 12 High Street Elstree
Installation of 1 non-illuminated banner sign (Application for Advertisement Consent)
- 22/1076/HSE 50 Whitehouse Ave WD6 1HD
Conversion of garage to habitable space and single storey side and rear extensions
- 22/0226/FUL Site of Norwegian Barn, Edgwarebury Lane, Elstree
Conversion of existing building to provide 8.x2 bed apartment, to include 18 car parking spaces and designated private shared amenity space and reconfiguration of the basement floor to accommodate 18 storage bays, including cycle storage. Demolition of the existing garage and erection of a 4 bedroom detached dwelling with parking and amenity space
- 22/1118/FUL Cowley Hill Primary School Winstre Road
Construction of 2 x single storey extension to provide conference/meeting room and additional admin office space, erection of 2 x lean-to canopies over existing rear walkway and terrace, alterations to fenestration to include new fire escape with stairs and reconfiguration of existing car parking space
- 22/1115/HSE 8 Shakespeare Drive WD6 2FD
Construction of a single storey rear infill extension

Environment and Planning Committee Tuesday 19 July 2022 – Planning Applications

22/1130/HSE	292 Shenley Road WD6 1TJ Single storey rear extension and new front porch
22/1134/HSE	128 Bullhead Rd WD6 1RL Demolition of existing conservatory and construction of a part single/ part two storey rear extension, new front porch and alterations to fenestration
22/1089/VOC	34 Grange Road Elstree Application for removal of Condition 3 (Trees) following grant of planning permission 20/1037/HSE
22/1131/HSE	23 Coleridge Way WD6 2AE Single storey side extension and alterations to fenestration
22/1165/HSE	9 Hampton Close WD6 2DT Part single/part two storey side extension following demolition of existing conservatory
2/1155/2022	37 Croxdale Road WD6 4QA Single storey rear extension
22/1142/HSE	28 Beech Drive WD6 4QU Conversion of garage to form habitable space and alterations to fenestration
22/1137/HSE	51 Wordsworth Gardens WD6 2AB Conversion of garage to form habitable space. Replacement of garage door with front facing window. Removal of rear door and window with replacement sliding door
22/1162/HSE	21 Lullington Garth WD6 2HD Demolition of existing side extension and construction of two storey side and rear extension and alterations to fenestration
22/1150/HSE	36 Furzehill Road WD6 2DF Construction of two storey side extension, single storey rear extension and alterations to fenestration
22/1152/HSE	17 Warenford Way WD6 5ER Retention of first floor rear extension not built in accordance with planning permission 21/1356/HSE
22/1123/HSE	57 Robeson Way WD6 5RY Erection of a single storey outbuilding to rear garden

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

Environment and Planning Committee Tuesday 19 July 2022 – Planning Applications

22/1186/PD42

34 Masefield Ave WD6 2HQ
Single storey rear extension

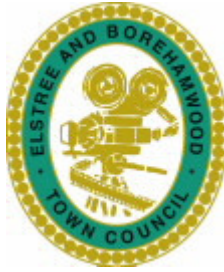
22/1160/FUL

Land East of Rowley Lane
Installation of a temporary cabin to be used as a reception at the
entrance of the site

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

Environment and Planning Committee: 19 July 2022 – Planning Decisions

21/2451/FUL Refuse Permission	Churchill House, Stirling Way, WD6 2HP Erection of a two storey roof extension, providing 23 residential units, along with associated works (as amended by plans receive 24.5.22, 31.5.22 and 14.6.22 and additional SUDS information received on 1.6.22)
22/0621/FUL Refuse Permission extensions	12 Barkston Path WD6 5BB Construction of first floor front, side and rear to existing house to create a 2 bed end of terrace dwelling
22/0757/VOC Grant Permission	34 Beethoven Road, Elstree WD6 3DP Variation of condition 5 (modifications) to allow for a single storey rear extension to new build house following grant of planning permission 21/0892/FUL



Elstree and Borehamwood Town Council

Bee Keeping Procedure and Risk Assessment

Bee Keeping Procedure

Only designated individuals, approved by the Environment and Planning Committee may carry out Bee Keeping activities at any Council site and only within the designated areas set aside for this purpose. These persons must sign in writing their acceptance of the procedures the Council stipulates together with the risk assessment criteria.

These documents have been formed by the Council in consultation with the Hertfordshire Association of Beekeepers in order to ensure that the Council carries out its duty of care to all parties, including the beekeepers themselves, allotment plot holders, Council Staff and Members of the Public. The Council's need to ensure that Health and Safety legislation, regulation and best practice is adhered to is of paramount importance and overrides any other consideration.

However, recognising the importance of bees for the environment, the educational benefits and the leisure value of the 'hobby', it is the Council's intention to provide facilities that are fit for purpose and enjoyable for the users.

Health, Safety and Environment Risk Assessment

Operation	Hazard	Who or What might be harmed?	Risk Factor	Controls to Reduce Risk	Are controls Adequate
Attending to and opening up of bee hives	Bee Stings	Bee Keepers Assistants People in close proximity to hives	Low	Bee Keepers to wear full (PPE) bee keeping suits, gloves and wellington boots. Hives only to be opened when people (unprotected) are not present in locality.	Yes

Persons being in vicinity of active bee hives	Bee Stings	Anybody being in vicinity and in bee flight path	Low	Display of warning signs in Allotment approach and on gate to bee keeping enclosure	Yes
Persons being in vicinity of active bee hives when weather or other factors make them irritable	Bee Stings	Anybody being in vicinity and in bee flight path	Low	Keep bees confined to hives	Yes
Working with or being in close proximity to apiary	Anaphylactic shock following bee sting	Bee Keepers Assistants People in close proximity to hives	Low	Beekeepers and those closely involved to be aware of the risk. Council to issue letter to all Allotment Plot holders. Emergency procedure signage/ information to be on display and to include:- 1) Guide to symptoms 2) First Aid measure 3) Precise location and details for calling Ambulance service	Yes
Lighted smoker to calm bees	Fire	Bee Keepers Assistants People in close proximity to hives	Low	Ensure smoker is lit and extinguished inside Bee Enclosure (mulched ground) away from outside brambles. Dispose of smouldering smoker contents in bucket of sand.	Yes
Manual	Muscular /	Bee Keepers	Low	Bee Keepers /	Yes

Handling / Lifting	Skeletal injury	Assistants		Assistants to be aware of good lifting practices and to avoid lifting excessive weights single handed Wear steel toe-capped safety footwear when lifting heavy objects	
Trips and Slips	Muscular / Skeletal injury	Bee Keepers Assistants	Low	Ground to be kept clear with no trailing leads and well mulched	Yes
Assembly of hive components	Eye injury	Bee Keepers Council Staff	Low	Wear Safety over glasses	Yes
Assembly of hive components using hand tools	Cuts and abrasions	Bee Keepers Council Staff	Low	Wear Safety Gloves	Yes
Using Chemicals	Exposure of persons and environment to hazardous fumes and chemicals	Bee Keepers Assistants People in close proximity to hives	Low	Carry out COSHH assessments for all chemicals / hazardous substances and implement appropriate control measures	Yes
Collection and preparation of Honey for human consumption	Uncontrolled food hygiene	Persons consuming honey	Low	Good hygiene techniques and suitable containers for collection. The Council takes no responsibility for the quality of the Honey.	Yes

Note 1

Hazards (Definition: A source of possible harm)

Examples of operational hazards:

Working in workplace subject to: Glare; Poor lighting; Stroboscopic effect; Arc welding; Molten metal; Use of lasers
Working in: Furnace; Cold room; Outdoor work; Hot weather; Cold weather; Wind chill factor; Rain; Snow; Sleet etc Temperature
Working in: Tank; Chimney; Pit; Basement; Unventilated room; Vessel; Silo; Any workplace not designed for continuous occupancy
Working with electrical equipment with: worn cables; faulty plugs; inadequate earthing. Electricity working with or near water:
Contaminated water where rats are present; Poorly maintained re-circulating and hot water. Water; Leptospirosis; Legionella.
Using noisy equipment/plant; Movement of traffic; Office disturbance noise
Personnel handling loads: Lifting; Lowering; Carrying; Pushing; Pulling; Hot/Cold loads; Rough loads
Personnel using: Keyboard; Screwdriver; Hammer and chisel; Bricklaying; Power tool; Vibrating tools
Seated at workplace; Work above head height; Work at floor level;
Damaged/sloping floors; Trailing cables; Oil or other spills; Debris; Uneven steps/floor; Wet floor surfaces; Worn carpets;
Inappropriate storage on floor; High shelving; Furniture too close to doors; Too much furniture; Bookcases.
Driving Fatigue leading to poor operation of vehicle; Movement of vehicles Injury to operative; Injury to pedestrians; Collision with building, vehicle or other object
Fragile roof; Edge of roof; Edge of mezzanine floor; Work on ladder; Erecting scaffold; Hole in floor;
Low headroom; Sharp projections; Dirty windows/screens.
Obstructions and obstructed view; High stacks; Inadequate racking; Stacking at heights; Stacked goods; Grain silo; Tank; Reservoir; Swimming pool; Sump
Work over river; Work near canal Drowning in liquid, dust or grain
Lifting equipment Hydraulic leak; Worn equipment; Malfunctioning equipment; Wrong equipment.
Expel hazardous or explosive substance.
Incompetent operatives
Work outdoors: Insect bites; Sunburn; Heat or Cold; Weather; Criminal attack;
Angry customer; Drunken person; Difficult person; Drug abuser;
Home visit; Mentally ill person;
Lightning; Flash flood; Snow/ice.

Examples of environmental hazards:

Storage, handling and disposal of chemicals and solvents
Creation and disposal of waste (both hazardous and non-hazardous)
Maintenance of equipment containing ozone depleting substances (ODS)
Unnecessary use of energy (electricity or gas)
Unnecessary use of water

Note 2

Operational Issues: Who might be harmed?

Bee Keepers
Assistants
Allotment Plot Holders
Council Staff
Contractors
Visitors
Members of the public
Disabled people
Young persons
New starters
Women of childbearing age
Pregnant ladies and nursing mothers
People with illnesses

It is necessary to consult all relevant Members of Staff and seek advice from experts as necessary.

Also take into account the current state of health of relevant staff when completing risk assessments, e.g. heart condition; asthma; pregnancy.

In respect to illness, a health check may be required and for pregnancies a Maternity Risk Assessment must be carried out.

See Young Persons and Students (2.OP.29) and Women of Childbearing Age (2.OP.30).

Environmental Issues: What might be harmed?

Air (emissions to air)
Land (ground contamination)
Water (ground water and river contamination)
Earth's resources (use of non-renewable resources)

Note 3

Calculation of Risk Factor

RISK ASSESSMENT FORM NOTES

NOTE 3. CALCULATE THE RISK FACTOR

Combined Hazards, likelihood (L), severity (S). Estimate the risk as High, Medium or Low taking existing Controls into account.

LIKELIHOOD	Likely	High	High	High
	Possible	Medium	Medium	High
	Unlikely	Medium	Low	Medium
		Minimal	Minor	Major
		SEVERITY		

High
Medium
Low

Immediate requirement to review and investigate the case for removing/reducing the risks or improving the controls

Requirement to apply reasonable practicable improvements

Risk reviewed to determine if the risk can be reduced through simple improvement measures

Note 4

Controls

Are the measures currently in place to either eliminate the hazard or to control the risk to the lowest level reasonably practicable.

HIERARCHY OF CONTROLS

Eliminate:

If the hazard can be taken away this must happen first.

Substitute:

If the hazard can be changed in some way to reduce the inherent danger then it must be next.

Segregate:

If engineering measures can be taken to physically segregate the hazards from the people then this must be done next.

Separate:

If the people can be removed from the danger area then this must be done next.

Safe Practices:

If the way of working can be changed to reduce exposure to the hazard then this must be done next.

PPE:

Personal protective equipment may only be regarded as the last means of control when or if there remains a possibility of harm resulting from the hazard.

Environmental Hazards - users should describe controls and/or processes in place to reduce or eliminate the environment hazard indentified, e.g. segregate waste to divert from landfill/ store chemicals in line with COSHH requirements to prevent emissions to air and ground contamination/ turn off all lab equipment when not in use to minimise energy consumption.

Information, instruction and training must be provided to ensure the safe execution of all work procedures.

Review Body: Environment and Planning Committee
Review Period: every 3 years
Next Review: July 2025