

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 **22<sup>nd</sup> May 2012** at 7.30pm

Present: Cllr Mrs F Turner (Chairman in the Chair)  
Cllr S Rubner (Vice-Chairman)  
Cllr G Franklin

In attendance: H Jones – Town Clerk

**1. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Apologies for absence were received from Cllr C Kelly (Mayoral Business) and Cllr Ms K Prince (Other Business – Studies).

**2. DECLARATIONS OF COUNCILLORS' INTERESTS**

There were none.

**3. MINUTES OF THE MEETING HELD ON 24<sup>th</sup> APRIL 2012**

The minutes of the meeting of the Committee held on 24<sup>th</sup> April 2012 were signed as a true record.

**4. PLANNING APPLICATIONS - HERTSMERE BOROUGH COUNCIL**

A total of 26 applications received from the Borough Council were examined, on 25 of which the Committee had no specific objections to make, subject to the views of neighbours.

The Committee made the following observations on the remaining applications:

TP/12/0899 - 15 Barham Ave, Elstree WD6 3PW

Single & two storey extension with new basement [comments by 22 May 2012].

Observation – The Committee raised a query as to a possible negative impact of this basement development on the water table in the future.

**5. PLANNING DECISIONS - HERTSMERE BOROUGH COUNCIL**

There were none.

**It was AGREED that:**

**Hertsmere Borough Council Planning Department be asked to verify that relevant Planning Decisions would be referred to the Town Council for information/consideration, as appropriate.**

## **6. REPORT OF THE CLERK**

### **Neighbourhood Planning**

**It was RESOLVED that:**

**the Committee be asked to consider options for developing a Neighbourhood Plan for the Town Council with information being obtained on process, impact and cost.**

### **Allotments**

**It was RESOLVED that:**

- (i) subject to weather, an allotment site visit to the Allum Lane site take place immediately prior to the next Committee meeting scheduled for 19 June 2012 (Members to meet at Town Council Office Car Park at 6.30 pm to car share to site);**
- (ii) the Council's Insurer's be asked to advise on implications of Bee Keeping at the Allotment sites and further information be obtained on options; and**
- (iii) the Lease Terms and Conditions (relating to structures and storage) be kept unamended (following a request from a plot holder) subject to a review in 2013/14.**

## **7. COMMITTEE TERMS OF REFERENCE**

**It was RESOLVED that:**

**the attached Committee Terms of Reference be submitted with a recommendation for adoption by Council at its meeting on 13 June 2012.**

## **8. SUB-COMMITTEES/WORKING GROUPS**

There were no proposals for Sub-Committees or Working Groups for the Committee.

It was noted, however, that the Chairman would continue to attend the informal A Boards working group meetings (comprising interested parties and commenced in 2011) and report to the Committee on any progress in resolving the outstanding issues of A Board regulation.

## **9. CLOSURE**

The Meeting closed at 8.11pm.

Date:.....

CHAIRMAN.....

## **ENVIRONMENT AND PLANNING COMMITTEE TERMS OF REFERENCE**

To be adopted by Council – Meeting held on 13 June 2012

### **COMMITTEES' TERMS OF REFERENCE & DELEGATED AUTHORITY**

#### **a) ALL COMMITTEES:**

All Committees are charged with:

- i) recommending to Council appropriate policies and budget estimates for their services
- ii) providing agreed services and standards of service within policy and budgetary provision
- iii) monitoring the services provided

#### **b) ENVIRONMENT AND PLANNING:**

The Environment and Planning Committee is responsible for the Allotment Sites (Melrose Avenue and Allum Lane), Closed Churchyards (St Nicholas and All Saints), War Memorials (Elstree and Borehamwood), Street Furniture, Plaques and Clocks (All Saints) and relevant environmental and planning issues within Elstree and Borehamwood, and is required to provide the Council's response to planning applications within the Town Council area.

#### **Terms of Reference:**

- i) to consider and comment appropriately and impartially on all planning applications referred to the Council
- ii) where possible, to develop simple policy guidelines for the Council's response to planning applications
- iii) to encourage improvements in the quality of the environment
- iv) to consider County and District Plans and Reviews concerning town and country planning matters and transportation (or to refer these to the Transport and Road Safety Forum) and their implications for the area
- v) to maintain, promote and improve the Council's allotment sites
- vi) to provide and maintain street seating as appropriate
- vii) to maintain the Council's notice boards
- ix) to maintain public clocks and the war memorials
- x) to oversee the maintenance of closed churchyards
- xi) to consider the maintenance and development of public footpaths within Elstree and Borehamwood and to make representations, as required, to the appropriate Authority with jurisdiction
- xii) to consider, and where agreed to contribute to, the maintenance of High Street Planters, Pavements and A Boards on Shenley Road and to make representations, as required, to the appropriate Authority with jurisdiction.