

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 **Thursday 20<sup>th</sup> September 2012** at 7.30pm

Present: Cllr Mrs F Turner (Chairman in the Chair)  
Cllr C Butchins (Substitution)  
Cllr G Franklin  
Cllr Mrs S Parnell (Substitution)

In attendance: H Jones – Town Clerk

**37. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Apologies for absence were received from Cllr S Rubner (Other Business) (Cllr Mrs S Parnell substituted) and Cllr C Kelly (Other Business) (Cllr C Butchins substituted).

**38. DECLARATIONS OF COUNCILLORS' INTERESTS**

There were none.

**39. MINUTES OF THE MEETING HELD ON 28<sup>th</sup> AUGUST 2012**

The minutes of the meeting of the Committee held on 28<sup>th</sup> August 2012 were signed as a true record.

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

A total of 14 applications received from the Borough Council were examined, on 11 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/12/1840 – 11 Schubert Road, Elstree WD6 3DN

Loft conversion to provide habitable living accommodation to include a front and rear dormer window [comments by 25 September 2012].

Observation – the Committee considered front dormer windows to have a negative impact on the street scene and were concerned about loss of parking.

TP/12/1888 – 6 Delamere Road, Borehamwood WD6 5AG

Erection of detached outbuilding in rear garden to be used as hobby room (Certificate of Lawful Development – Proposed) [comments by 1 October 2012].

Observation – The Committee reaffirmed its position that it considered retrospective applications (including those by Application for Certificate of Lawful Development) to be outside of the spirit of the Planning Regulations.

TP/12/1950 – 15 Grange Road, Elstree WD6 3LY

Conversion of garage into habitable accommodation; erection of entrance porch and two storey rear extension [comments by 4 October 2012].

Observation – the Committee expressed concern about loss of parking and access.

#### **41. PLANNING DECISIONS - HERTSMERE BOROUGH COUNCIL**

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

#### **42. HBC's REVISED CORE STRATEGY**

**It was RESOLVED that:**

**no comments be submitted to Hertsmere Borough Council in relation to the Revised Core Strategy consultation.**

#### **43. CLERK'S REPORT**

##### High Street Planters

It was noted that a joint Member/Officer (Hertsmere Borough Council and Town Council) site visit had been scheduled to inspect the High Street Planters on 21 September 2012 with recommendations being made on planting subject to a detailed cost analysis being submitted to the Committee for consideration.

##### Allotment Feedback questionnaires

The Committee noted the feedback received thus far by Allum Lane site allotment plot holders on Toilet Facilities and Bee Keeping. It was felt that the Committee should review the questionnaire results again at a later meeting in order to allow for as many forms as possible to be returned.

In the meantime, the positive responses to the Bee Keeping proposal were noted with interest and the Clerk indicated that a seminar on the topic could be arranged at Fairway Hall (inviting experts on the topic and Plot Holders from both Allotment sites).

##### Future arrangements for the consideration of Planning Applications

It was acknowledged that the “paperless” planning process would inevitably entail certain “teething problems” but that every effort was being made to streamline the new system.

It was noted that the purchase of the projector equipment through the Council's Contingency Budget had been undertaken, with the Council's approval, in order to address the issue. The projector, however, would also be utilised for many other Council activities and not planning alone.

It was felt that Borough Council Officers could be advised of two issues in particular at this stage:

- The need for Document attachments to have clear titles (so these could be opened correctly at meetings) rather than a simple code which did not specify what the document contained; and

- The opening of documents was a slow process and the Council was concerned about the frequency with which the planning portal appeared to ‘crash’.

Headline Items for Draft Budget 2013/14

There were none at this stage.

**44. CLOSURE**

The Meeting closed at 8.35pm.

Date:.....

CHAIRMAN.....