



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

Monday 27 November 2023 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 19 September 2023.

- 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.

(Note – many of the applications are past the date which the Town Council is able to submit Consultee comments and are included for information purposes only.)

- Attached
6. **Planning Decisions:** To receive any decisions reached on applications upon which the Committee submitted comments.

7. **Neighbourhood Plan:** To receive update from members.

8. **Site Warden Report:**

- a) Section 106 Project/Funding Updates
- b) Bee Keeping Review
- c) All Saints Churchyard
- d) Stapleton Allotments
- e) Tree Works – St Nicholas

- Attached

9. **Policies:**

- a) Bee Keeping Policy – updated to reflect recommendations from British Bee Keepers Association (BBKA) and National Allotment Society (NAS).

- Attached

10. **CIL Funding Requests**

No funding requests received.

11. **Close of Meeting:** To close meeting. The next meeting of the Environment and Planning Committee is scheduled for Tuesday 9 January 2024 at 7.00pm.

T Malton

Tracey Malton
Town Clerk
20 November 2023

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Distribution List:

Name	Organisation	post	e-mail	courier
Cllr G Alexander - Brookmeadow	EBTC		X	
Cllr R Butler - Cowley Hill	EBTC -		X	
Cllr R Challice - Shenley Road	EBTC		X	
Cllr A Collins - Hillside	EBTC		X	X
Cllr P Kaza - Kenilworth North	EBTC		X	X
Cllr T Kumar - Hillside	EBTC		X	X
Cllr J Newmark – Cowley Hill	EBTC		X	
Cllr P Nirmalakumaran – Kenilworth South	EBTC		X	
Cllr D Ozarow – Kenilworth South	EBTC		X	X
Cllr S Parnell - Hillside	EBTC		X	
Cllr A Plancey – Brookmeadow	EBTC		X	
Cllr L Smith – Cowley Hill	EBTC		X	
Cllr Mrs F Turner – Elstree	EBTC		X	X
Library	Agenda only	X		
Borehamwood & Elstree Times	Agenda only	X		
Youth Council Secretary			x	

/ELSTREE AND BOREHAMWOOD TOWN COUNCIL

Environment and Planning Committee – Monday 27 November 2023 - Applications

23/1275/HSE	52 Masefield Ave WD6 2HQ Part single, part two storey side and rear extension, and single storey side extension, following demolition of existing side and rear extensions and rear brick store
23/1307/HSE	14 Lombardy Way WD6 4NX Conversion of loft to habitable space including rear dormer and 3x front roof lights
23/1298/HSE	98 Furzehill Road WD6 2EB Erection of a single-storey rear extension involving the partial demolition of long extension and internal alterations including replacement of existing window
23/1280/FUL	Premiere House Elstree Way Single storey extension to existing office building to create ancillary gym with provision of new cycle parking
23/1175/HSE	41 Lodge Avenue Elstree Part retrospective application for removal of side car port, erection of new garage and side extension to pitched roof, loft and rear dormer
23/1325/HSE	68 Hackney close WD6 2SL Conversion of garage to habitable space including alterations to fenestration
23/1243/HSE	44 Barham Avenue Elstree Part single part two storey front extension, new porch roof, first floor rear extension. Conversion of loft to habitable space with associated roof alterations to include increased ridge height, 2 x rear dormers and insertion of 2 x front and 1 x side roof lights. Alterations to fenestration and associated new boundary treatment.
23/1321/HSE	28 Keats Close WD6 2FE Roof alterations to the existing rear conservatory to include fenestration changes (revised application)
23/1301/FUL	78 Brook Road WD6 5HB Installation of dropped kerb
22/1525/FULE1	Land North of Sky Studios Elstree, Rowley Lane Development of a film and television production studio (use class E(g)ii, With ancillary floorspace, backlot, new access arrangements, car parking, landscaping, infrastructure and associated works
23/1324.PD56M	301 Shenley Road WD6 1TH Change of use of ground floor from commercial space (class E) to provide on self-contained 1 x bed residential dwelling (class C3)

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

Environment and Planning Committee – Monday 27 November 2023 – Applications

23/1326/HSE	25 The Rise Elstree Part single, part two storey rear extension, single story side extension and two storey front extension. Conversion of loft to habitable space with associated roof alterations to include an increase in ridge and eaves height, insertion of crown roof, insertion of side dormer, and six roof lights (revised to 22.0640/HSE)
23/1338/HSE	4 Winthorpe Gardens WD6 4QQ Conversion of garage to habitable space including alterations to fenestration (Retrospective)
23/0782/FUL	151A Shenley Road Construction of self contained commercial Class E retail space and relocation of existing residential access door. Single storey rear infill extension to include kitchenette, WC refuse storage and cycle storage with external LED lighting and wall mounted CCTV cameras. Installation of wall mounted CCTV cameras to building frontage (amended plans)
23/1394/HSE	99 Hillside Ave WD6 1HH Part single, part two storey rear extension with partially pitched roof and 1 x rear rooflight, following demolition of existing rear conservatory, single storey side and rear extension, replacement front porch, additional first floor window to side elevation and removal of chimney stack
23/1344/HSE	25 Cleveland Crescent WD6 2EP Construction of part single part two storey side and rear extension with pitched roof and relocation of entrance and porch canopy from side to front elevation, following demolition of existing detached garage
23/1332/PD56M	Vision House Staton Road Change of use of first floor rear office (Class E) to residential use (C3) to provide 1 x bed flat.
23/1403/HSE	Palmers Lodge 79 Allum Lane Elstree Demolition of existing rear extension and replacement two storey rear extension with alterations to fenestration
23/1401/HSE	8 Croxdale Road WD6 4PZ First floor rear extension
23/1410/HSE	1 Ripon Way WD6 3HU Construction of part single, part two storey side extension with associated hip to gable roof alterations, single storey rear extension with 3 x rooflights, and single storey front porch. Alterations to fenestration.
23/1333/PD 42	78 Stanborough Ave WD6 5LP Single storey rear extension

ELSTREE AND BOREHAMWOOD TOWN COUNCIL
Environment and Planning Committee – Monday 27 November 2023 – Applications

23/1420/FUL	63 Shenley Road WD6 1AE Change of Use from Class E (commercial, business and service) to bingo lounge with amusements (sui generis) and/or Class E (commercial, business and service) with external customer seating and associated works
23/1399/HSE	4 Darrington Road WD6 4LL Construction of part single, part two storey side extension, and alterations to fenestration (revised)
23/1443/ADV	Gerrard House 43 – 45 Theobald Street Retrospective application for Dental Surgery fascia and contact details signage (Advertisement Consent)
23/1447/HSE	172 Croxdale Road WD6 4QE Construction of single storey side & rear extension (revised application)
23/1422/HSE	36 Aberford Road WD6 1PL Construction of two story side extension and alterations to fenestration (revised)
23/1297/FUL	Allum Lane Community Centre, Manor House, Allum Lane WD6 3JP Retrospective change of use of second floor caretaker flat (class C) to meeting rooms and offices (class 2(b) sui generis) (Associated Listed Building Consent Application under 23.1127.LBC)
23/1476/HSE	Oaklands, Barnet Lane, Elstree WD6 3HG Retrospective application for conversion of garage to create ancillary accommodation
23/1478/HSE	96 Stratfield Road WD6 1XB Construction of two storey detached outbuilding for use as accommodation ancillary to main dwelling
23/1488/HSE	18 Barham Avenue Elstree Removal of existing conservatory roof, construction of a rear extension at ground, first and second floor levels with roof alterations to include rear dormer and insertion of 2 roof lights.
23/1326/HSE	25 The Rise Elstree WD6 3JR Part single, part two storey rear extension, single storey side extension, two storey front extension. Conversion of loft to habitable space with associated roof alterations to include an increase in ridge & eaves height, insertion of crown roof, side dormer and six roof lights (Revised 22.0640/HSE) amended

ELSTREE AND BOREHAMWOOD TOWN COUNCIL
Environment and Planning Committee – Monday 27 November 2023 – Applications

23/1482/HSE	28 Burghley Ave WD6 2JF Two storey side extension and conversion of garage into habitable space
23/1278/FUL	49-51 Studio Way WD6 5NN Erection of single storey front canopy to existing shop. Relocation of entrance door to flat above
23/1525/EI1	Land South of Allum Lane Elstree Request for screening opinion (Environmental Impact Assessment)
23/1418/HSE	29 Danziger Way WD6 5DB Retrospective application for construction of a single storey side extension.
23/1528/FUL	105 Croxdale Road WD6 4QA Conversion of existing 4 bed house to 2 x 2 bed flats
23/1404/FUL	Palmer's Lodge 75 Allum Lane Elstree Conversion of existing garage block and one bed flat above garages to form a new self contained 3 bed dwelling including front and rear dormers and alterations to fenestration
23/1530/HSE	Neilson Cottage Rowley Lane Regularisation of existing external brick appearance used on 2 storey side and rear extension 23/1531.LBC Listed Building Consent for above
23/1529/HSE	Nelson Cottage, Rowley Lane Regularisation of replacement front gate
23/1553/HSE	1 Stangate Crescent WD6 2PZ Construction of single storey front porch extension and alterations to first floor front window
23/1503/HSE	143 Coleridge Way WD6 2AF Installation of glass pergola extension to rear of property
23/1560/HSE	32 Barham Ave, Elstree Conversion of garage to habitable space including alterations to fenestration
23/1558/VOC	Land at Coleridge Way Application for variation of condition 6 (plans) to allow for the building and parking spaces to be moved over by 1m, following 18/2318/FUL
23/1556/HSE	1 Stangate Crescent WD6 2PZ Construction of a single storey side conservatory extension

ELSTREE AND BOREHAMWOOD TOWN COUNCIL
Environment and Planning Committee – Monday 27 November 2023 – Applications

23/1545/HSE 193 Aycliffe Road WD6 4AU
Removal of conifer hedge section from side boundary & installation of replacement high vertical close-boarded timber fence bordering footway

Comments by 28 November 2023

23/1564/HSE 70 Thornbury Gardens WD6 1RE
Single storey front and side extension with alterations to fenestration

23/1567/HSE 25 Novello Way WD6 5RT
Conversion of loft to habitable space to include rear dormer and installation of 2 x front roof lights

23/1572/HSE 164 Theobald Street WD6 4PB
Construction of single storey detached outbuilding in forecourt of existing dwelling.

23/1297/FUL Allum Lane Community Centre, Manor House Allum Lane Elstree
Retrospective application for change of use from caretaker flat to sui generis including offices and community facilities (amended 10.11.23)

23/1127/LBC Allum Lane Community Centre, Manor House Allum Lane Elstree
Listed Building Consent for above

23/1595/HSE 15 Woodhill Rise WD6 1BA
Partial conversion of garage to habitable space

23/1604/HSE 90 Bullhead Road WD6 1HU
Front porch extension, demolition of side lean to and erection of fencing and gate, insertion of lantern roof light to flat roof at rear

23/1588/HSE Greenways House, Elstree Hill South WD6 3DE
Demolition of existing detached garage and construction of annexe ancillary to main dwelling.

23/1613/HSE 27 Stapleton Road WD6 5BD
Construction of front porch extension with roof light and alterations to fenestration to the side and rear (Revised and Retrospective)

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

Environment and Planning Committee: Monday 27 November 2023 - Decisions

23/049/FUL	Grant Permission	Meadow Park, Broughinge Road Installation of a permanent BMX facility, alongside a 6m high column with CCTV camera and associated access linked to existing footpath
23/1160/OUT	Refuse Permission	37-38 Ayot Path Demolition of 2 x semi detached dwellings and erection of two storey block of flats containing 9 dwellings (1 x 3 bedroom, 2 x 1 bedroom and 6 x 2 bedroom) including accommodation at loft level with car & cycle parking facilities and associated landscaping (Outline Planning Application with all matters reserved)
23/1051/HSE	Grant Permission	17 Cardinal Ave WD6 1EN Single storey front and porch extension
20/0057/OUT	Permission subject/ Linked to Sec 106	Former Police Station, Elstree Way WD6 1JP Demolition of former police station and construction of 1 seven storey & 1 eight storey building containing 96 flats with associated bin and bike storage, car parking (Outline Application to include access, appearance, layout & scale. Landscaping matters reserved.
23/1191/HSE	Grant Permission	55 Horizon Place, Studio Way WD6 5FP Conversion of garage to habitable room to include retention of garage door and insertion of new roof light at ground floor level (amended plan – garage door to be bricked up internally



Elstree and Borehamwood Town Council

Bee Keeping Procedure and Risk Assessment

Bee Keeping Procedure

This policy has been formed by the Council in consultation with the National Allotment Society, British Bee Keepers Association (BBKA) and local BBKA members 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.

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 a copy of this policy annually showing their acceptance of the procedures the Council stipulates together with their risk assessment.

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.

1. Beekeepers **MUST** be members of the local BBKA or other nationally recognised Bee Keeping association. Evidence of continued membership **MUST** be provided on an annual basis.
2. Beekeepers **MUST** have a minimum of £5million (£10million recommended) public liability insurance cover for Beekeeping activities. Evidence of this cover **MUST** be provided on an annual basis.
3. Beekeepers are **NOT** permitted to sell honey from the allotment sites for profit.
4. Beginner/New Beekeepers are required to have undertaken (and provide evidence of) a Basic Beekeeping Course.
5. Beekeepers **MUST** follow advice and guidance from BBKA and National Allotment Society in relation to keeping hives on Allotment sites.

6. Beekeepers are required to submit their own risk assessment for keeping bees on the designated sites to the Environment & Planning committee for approval prior to commencement of installing hives. The risk assessment MUST be reviewed on an annual basis.
7. The hives MUST be registered and available for inspection by the Regional Bee Inspector.
8. All beekeepers are responsible for maintaining the hives and the surrounding designated beekeeping area. This includes maintaining any trees within and overhanging) the beekeeping area and ensuring the grass is kept mowed/strimmed within the beekeeping area.
9. Beekeepers are required to warn anyone in the vicinity before opening any hives and if necessary wait for a more appropriate time to open the hives. 'Beekeeping at work' signs should be displayed at the allotment entrance when the Beekeeper is working on the site. Beekeepers are reminded that they have a duty not to cause nuisance to plotholders at the allotment sites.
10. Beekeepers MUST ensure that the Town Council has contact details to attend the hives in an emergency. This MUST be displayed near the beekeeping area and in the noticeboards and MUST include emergency cover in the event the Beekeeper is unavailable or not contactable.
11. Beekeepers MUST ensure that the Beekeeping area is not used for the storage of any equipment.
12. The Town Council Wardens will review the beekeeping areas bi-annually (usually April and September) and report any defects or required or recommended work to the Environment and Planning Committee. Any defects or recommendations MUST be reported immediately to the Town Council Wardens.
13. The Town Council can terminate any agreement for Beekeeping and require the removal of the hives giving 14 days notice to the Beekeeper at any time.

Name (Beekeeper)

Address (Beekeeper)

Signed (Beekeeper) Date

Approved by E&P on.... Annual Review Due

<p>Review Body: Environment and Planning Committee</p> <p>Review Period: every 2 years</p> <p>Next Review: November 2025</p>
