

**ELSTREE AND BOREHAMWOOD TOWN COUNCIL  
ENVIRONMENT AND PLANNING COMMITTEE**

**MINUTES** of a meeting held in the Meeting Room of Fairway Hall Offices, Brook Close, Borehamwood on **Tuesday 27 November 2023** at 7.00pm.

Present: Cllr P Kaza – Chair – From 7.20pm  
Cllr T Kumar – Vice Chair  
Cllr P Nirmalakumaran – Sub for Cllr D Ozarow  
Cllr A Collins – From 7.15pm  
Cllr F Turner  
YC Sam R

In attendance: T Malton – Town Clerk  
D Salter – Entertainments Officer  
J Simon – Admin Assistant

Members of Public: 1 member of public.

**Cllr T Kumar took the Chair in the absence of Cllr P Kaza until Item 7**

**27. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Apologies were received from Cllr D Ozarow. Cllr P Nirmalakumaran – Substitute.

**28. DECLARATIONS OF COUNCILLORS' INTERESTS**

There were none.

**29. MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting of the Environment and Planning Committee held on Tuesday 19 September 2023 were signed as a true record by the Chair.

**30. PUBLIC PARTICIPATION**

Member of public present did not have any questions /statements on items on the Agenda.

**31. PLANNING APPLICATIONS**

The list of Planning Applications from Hertsmere Planning was received.  
It was noted that the list was circulated to all Members once a week and then attached to the agenda. As there is a time limit on comments, the Clerk asked that members peruse the list in advance of the meeting so they can make observations accordingly. Applications received after the despatch of the Agenda are tabled at the meeting.

The only comments received were:

- Members felt that retrospective applications were not within the spirit of the planning process.
- Loss of parking spaces (this is addressed by HBC Planning on application).

### **32. PLANNING DECISIONS**

The list of Planning Decisions from Hertsmere Borough Council was received. Permission for the demolition of the former Police Station and redevelopment of the site was noted.

### **33. NEIGHBOURHOOD PLAN**

#### **Cllr P Kaza took the Chair**

Cllr P Nirmalakumaran reported that Alison Eardley is to give an update to Members on the Neighbourhood Plan committee which would be sent to the Clerk for circulation to Members. It was noted that if this was not received in due course it would be chased up.

### **34. SITE WARDEN UPDATES**

**Members received an update report from Lead Site Warden regarding the following:**

**Bee Keeping Procedure and Risk Assessment:** Approved for adoption.

#### **Bee Keeping Review Melrose Avenue Allotments**

It was noted that a representative from the British Beekeepers Association (BBKA) in St Albans had visited sites at Melrose and Allum Lane. Melrose was deemed completely unsuitable due to its location causing severe H&S concerns for surrounding plot holders. The area has now been cleared. It was reported that there was no suitable area on Melrose Allotments to house bees.

#### **Bee Keeping Review Allum Lane Allotments**

The area was also deemed unsuitable due to proximity to car park and driveway as there was no escape route from the site without going past the bee area. It was noted that the area was also overgrown and had unsuitable fencing. A potential new area was identified on the site.

#### **Beekeeping Policy Review**

The BBKA confirmed that our policy should ensure that:

- (i) all Beekeepers have public liability insurance;
- (ii) all Beekeepers complete a basic Beekeeping course;
- (iii) that an annual review of Beekeepers is carried out;
- (iv) all Beekeepers complete their own risk assessments and review annually;
- (v) ensure they follow the advice and guidance of BBKA (or other recognised bodies) and the National Allotment Society.

### All Saints Churchyard

It was reported that the homeless person appears not to be sleeping at the Churchyard overnight, but it is suspected they visit during the day.

A meeting was held with Hertsmere Community Team with regards to Public Space Protection Orders (PSPO). They are looking to re-introduce these over the next coming months for various reasons in the Borough, including abandoned vehicles and littering – but not currently homeless sleepers. This requires evidence of it being a Borough wide problem.

It was noted that Hertsmere Borough Council Community Safety Team have asked that a report be drafted collating a diary of incidents that have occurred in the past two to three years.

It was further noted that a public statement regarding the issues raised had been drafted and placed on EBTC website and social media. This had proved a positive move with supportive and understanding feedback. (No further response had been received from the church or Diocese).

The hazardous waste company are scheduled to clear All Saints Churchyard of detritus on 4 December 2023. Following clearance of the site the Churchyard will be locked for seven days a week whilst the site wardens trim the grass allowing for future waste to be easily identified. It is hoped (subject to weather conditions) the site will be re-opened to the public by Friday 15 December 2023. Notices will be placed on the gates, website, and social media.

Several companies have been contacted regarding the health and safety groundworks required with only one company having the necessary experience of working on churchyards. To clear and level the ground and make good around the path edges to the kerb stones, dig out the ant hills where possible and level ant hills that run too deep below ground will take approximately six weeks to complete. Labour costs for the project will be £8,400. Topsoil charged as used. It is estimated that £10,000 be allocated from the CIL budget to cover costs. It was noted that an order should be placed with the company prior to the end of November to ensure works can be booked in for early 2024.

### Proposed CIL Expenditure

Tree Works – c£6,240

#### **i) Section 106 Project Funding Update.**

### Approvals

- Rough Cut mower approved, purchased and in use.
- Melrose Allotment Tree Works, approved with Tree Surgeon booked for January 2024.
- Allum Lane Tree Works, approved with Tree Surgeon booked for January 2024.
- Stapleton Drainage Works put on hold awaiting update on future of allotment site swap.

## **Items Pending**

These Applications have been delayed due to awaiting information from HBC.

- Allum Lane new plot developments including site fencing, car parking, additional water tanks and other improvements.
- Allum Lane wheelbarrow storage.
- Allum Lane CCTV
- Melrose Avenue roadway improvements.
- Melrose Avenue bollard installation.
- Melrose Avenue CCTV
- Melrose Avenue water tanks
- Projects to Stapleton Gardens on hold pending decisions on the future of Stapleton Gardens allotments.

## **Stapleton Allotments**

It was noted that communications between Council staff and Lyndhurst Farm landowner were ongoing. The developer is seeking his preference for a land swap with a nearby plot twice the size of the current site, subject to agreement by all parties with planning permission from Hertsmere borough Council (who are currently showing favour of the plans).

It was further noted that the Town Council's solicitors had been contacted for an initial discussion about what our legal duties and responsibilities are moving forward.

The meeting closed at 7.55pm

The next meeting of the Environment and Planning Committee is scheduled for Tuesday 9 January 2024, 7.00pm at Fairway Hall.

Date:.....

CHAIRMAN.....