



ELSTREE and BOREHAMWOOD TOWN COUNCIL

Fairway Hall, Brook Close, Borehamwood, Herts. WD6 5BT
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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 Monday 22 May 2023 at 7.00pm.

Present:

Cllr P Kaza – Chair
Cllr Kumar – Vice Chair
Cllr Collins
Cllr Ozarow

In attendance:

Karen Crowhurst – Locum Clerk
J Simon
Steve Hall – Lead Warden

Members of the public: None.

01. Apologies: To receive and accept apologies for absence.

Apologies were received from Cllr Turner.

02. 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.

03. Minutes: To confirm and sign the Minutes of the meeting held on 18 April 2023.

It was **resolved** to confirm and sign the minutes of the meeting held on 18 April as a true and accurate record of the meeting. The minutes were then signed by the Committee Chairman.

- 04. 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.
- 05. Planning Applications:** To consider Planning Applications from Hertsmere Borough Council.

23/0528/HSE1 Beehive Close Elstree

Single storey side extension and conversion of loft to form habitable space including 2 front dormers. Revised application

23/0529/HSE23 Spring Close WD6 5HD

Single storey rear extension and alterations to fenestration

23/0536/FUL 98A Shenley Road WD6 1EB

Conversion of existing 4 x self-contained studio dwellings in to 2 x 1 bed flats

23/0541/FUL 2 Gateshead Road WD6 2NQ

Demolition of existing dwelling, garage and outbuilding, redevelopment of the site to provide 4 x residential dwellings (2 x 2 be, 2 x 3 bed) including alterations to existing vehicular access, and associated works with amenity space, car parking, refuse and cycle storage

23/0418/HSE 3 Ashley Drive WD6 2JE

Conversion of loft to habitable room with hip to gable roof alterations to include rear dormer with Juliet balcony and insertion of 3 front roof lights

23/0559/PD42 45 Penscroft Gardens WD6 2QZ

Single storey rear extension

23/0564/PD42 5 Kenilworth Drive WD6 1QF

Single storey rear extension

23/0568/HSE201 Cowley Hill WD6 5ND

Demolition of existing front porch, construction of replacement single storey front porch extension, single storey rear extension with new rear patio area and alterations to fenestration to include insertion of 2 x front roof lights. Conversion of garage to habitable space to include removal of garage door and insertion of window to front elevation

23/0567/HSE 4 Shakespeare Drive WD6 2FD

Construction of single storey rear extension and conversion of loft to habitable space Include rear dormer and insertion of 3 x front rooflights

23/0566/HSE 37 Novello Way WD6 5RT

Demolition of existing rear conservatory construction of a single storey rear extension, alterations to fenestration and new patio area to rear

23/0439/FUL Land Adjacent to Lismirrane Industrial Park, Elstree Road

Demolition of all existing buildings; enabling works and site clearance; Construction of buildings (Use Class B2/B8 including ancillary office provision) associated highway, access, parking. Landscaping and other ancillary works (amended description)

23/0189/HSE 10 Thornbury Gardens WD6 1RF

First floor side and rear extension, single storey rear extension and conversion of garage to habitable room

23/0586/HSE 30 Grange Road Elstree

Construction of single storey rear extension and alterations to fenestration. Conversion of garage to habitable space to include removal of garage door and insertion of window to front elevation.

As the above applications deadlines have expired Members could not vet the applications as all had past the date of determination. Therefore, it was agreed not to submit comments on behalf of the Town Council.

In view of the above this has become a matter for consideration and establish whether more frequent Environment and Planning Committee meetings are required.

It was noted that a list of applications received from Hertsmere Borough Council is circulated every Friday.

Applications with comment date after 22 May 2023

23/0576/FUL Shell Travellers Check Elstree Way

Installation of 10 EV charging bays, canopy, GRP cabinet, substations, inverter compound and associated works

No objections.

23/0583/HSE 56 Furzehill Road WD6 2EF

Single storey side/rear extension (revised application)

No comments.

23/0603/HSE 5 Tilehouse Close WD6 4AS

Single storey front extension

No comments.

23/0606/HSE13 Monksmead WD6 2LF

Conversion of loft to habitable room with hip to gable roof alterations to include rear dormer and insertion of 2 x front roof lights, and single storey rear extension with roof lantern.

No comments.

23/0642/HSE 67 Manor Way WD6 2QR

Construction of a single storey side extension, single storey rear extension and alterations to fenestration

No comments.

Applications received since the despatch of Agenda on 16 May 2023

23/0648/HSE 50 Aycliffe Road WD6 4JW

First floor rear extension and alterations to fenestration

No comments.

23/0651/FUL & 23/0652.ADV Land Opposite 1 Hamilton Business Park Stirling Way

Retrospective application for installation 1 x free standing fascia board (double sided) and 9x flag poles (accompany 23/0652/ADV)

No comments.

22/2158/FUL Land rear of 14 – 20 Pinewood Close

Installation of garage door and flat roof to existing garage space on land rear of Pinewood Close

No comments.

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

23/0433/HSE 34 Tennison Avenue WD6 2EB

Installation of 8 solar panels on the rear ground floor flat roof – **Permission granted**

23/0443/VOC 6 Barham Avenue WD6 3PN

Variation of Condition 2 (plans) to allow for a rear dormer following grant of 22/1184/VOC – **Permission granted.**

23/0477/HSE 36 Nicoll Way WD6 2PS

Single store front extension (revised application)

Members **noted** the decisions made by Hertsmere Borough Council.

Decisions received since despatch of Agenda

23.0426.HSE Holmleigh, Mildred Avenue, WD6 2DH

Conversion of loft to habitable room with rear dormer and to include insertion of roof lights to both side elevations and removal of existing chimney stacks. Construction of part single part two storey side and rear extensions and alterations to fenestration to include insertion of first floor rear Juliet balcony, new stair access to rear garden and new front porch. – **Permission granted.**

Members **noted** the decisions made by Hertsmere Borough Council.

07. Neighbourhood Plan: To receive update and agree any actions.

Members **noted** the report submitted to the Committee. Members were advised that the Town Council has not allocated a budget for the Neighbourhood Plan, however, Locality can be applied to for a grant.

The Locum Clerk advised that former Cllr Clive Butchins is a member of the Steering Group and still wishes to be involved with working on the Neighbourhood Plan.

08. Allotments

- a) To receive an update on any allotment issues.
- b) To receive an update on potential Allum Lane work.
- c) To receive an update on tree works arising from a recent tree survey.
- d) To agree any actions arising from the updates.

Steve Hall gave an update about the three sites (Melrose, Allum, Stapleton) which the Town Council are responsible for, Steve Hall advised that there are around 200 plots and there are currently over 200 people on the waiting list, which goes back two years. The turnover is about 10 – 15 per year, so waiting list will increase.

MELROSE – Steve Hall reported that there no major issues other than driving over plots and causing ruts. Minor improvements being considered include bollards, CCTV and new water tanks.

ALLUM – only half the land is plots, some meadow (used to be mown by contractor) and rest, backing on to houses in Watling Street, is unkempt, rubbish thrown over fences, fences moved and “land grabbing”. Photo evidence was shown. £53k Sec 106 money is available for allotments only on application to Hertsmere Borough Council. Quotation to clear the area completely varies from £5.5k to £7k. Fencing around £15k. Additional clearing (trees, roots, rubbish) putting down topsoil would be needed to create plots.

STAPLETON – A meeting has been scheduled with the Locum Clerk and Lead Site Warden with a Developer who owns the neighbouring plan to discuss access and any potential development and land access to the allotment site. The land owner also who wishes to meet with Town Council

Members and has been advised in the first instance that he could attend a Council or Committee meeting and make himself known to the Council and share any intentions of development going forward.

Contractors quoting advised of the impact on wildlife etc. All adjacent properties have been contacted and no objections received. An Interim solution would be to clear a 2-metre strip and install the fence to stop rubbish dumping. Cllr Kaza requested to know what the income is per plot? The response was that plots are approx. £50 per year.

It was noted that allotments are provided to support residents of the parish and were originally for the poor. They would never show a return in rental against expenditure.

Cllr Ozarow asked if the land was the Town Council's responsibility or could the Borough Council be asked to help. It was confirmed that the land belongs to the Town Council EBTC the deeds of which are held in the office.

Cllr Kaza stated that plots should be created to give income. To prepare the land for further plots would cost another approx. £40k and therefore no rental could accrue until this is completed. Cllr Ozarow asked if St Nicholas School could have some use? but this could be at the expense of those on the waiting list. Clearing to create plots would take approx. 1year.

The interim plan would stop fly tipping, a boundary fence would mark the Town Councils ownership and prevent land grabbing in the future. Cllr Kuma felt it was important to clear and identify the border of the land. It was agreed for Cllr Kaza to a site visit before applying for S106 money.

Potential Improvements to be considered.

Allum Lane Allotments

- Clearance of flytipping and overgrown area
- Installation of fence along Watling Street boundary
- Installation of replacement gate
- Tree Works as per Tree Survey
- Investigate and repair underground water leak
- Wheelbarrow Storage
- Roadway improvements
- Purchase of additional water tank
- Installation of an additional water tank
- CCTV Installation

Melrose Avenue Allotments

- Tree Works as per Tree Survey
- Roadway & car park improvements
- Bollard installation
- CCTV Improvements

- Purchase of additional water tank

Stapleton Gardens Allotments

- Drainage Channel Works
- Complete fence works
- CCTV Improvements
- Purchase of 3 water tanks
- Installation of water tanks

Potential Equipment Purchases

- Flail Mower (due to contractors no longer available)

Members **approved** the following.

- 1) Tree works at Allum Lane and Melrose Avenue allotments.
- 2) Drainage works at Allum Lane allotments.
- 3) Drainage channel work at Stapleton Gardens allotments.
- 4) To purchase a Flail Mower as contractors are no longer available to carry out the maintenance at some of the allotment sites.
- 5) Additional water butts be purchased.

It was **RESOLVED that** Steve Hall submit a Section 106 bid to the Borough Council for the items approved above.

All non-approved items deferred to the next Environment and Planning Committee meeting. Members received all costings and quotations at this meeting.

09. Closed Churchyard

- a) To note the high risks identified by the Parochial Church Warden, the Locum Clerk and Lead Site Warden in All Saints Churchyard.

Steve Hall advised that he and the Locum Clerk met with the Parochial Church Council and several issues were raised regarding Health and Safety issues as well as the level of grounds maintenance in the Churchyard.

Members were advised that edging to the new paths is creating a trip hazard. Some of the kerbs have a 6-9" drop along the edge. The ground has over 200 anthills, causing it to be uneven and gravestones to be unsteady. The area cannot be mown properly, and this is causing complaints.

- b) To consider how to reduce the risks.

It has become apparent that the level and standard of maintenance needs to be agreed with the Parochial Church Council with a clear specification. Steve Hall presented this at the meeting. Members agreed that the

specification was adequate. Members were advised that the ground at the church yard needs to be levelled to the height of the kerbs and this can be done by shallow scraping (not digging) and extra soil may not be required.

- c) To agree any actions and any work required.

It was **RESOLVED that** the groundworks at All Saints Church Yard be carried out as per the specification presented.

It was **RESOLVED that** the lead Site Warden obtain 3 quotations to level the ground at All Saint's Church yard, including, the ant hills.

During the discussions, wildflower areas were raised. It was agreed that designated wildflower areas could be established.

Members were advised that the Town Council has a statutory duty to maintain All Saints Churchyard and costs for maintenance can be drawn down from section 106 funds.

- 10. Close of Meeting:** To close meeting.

The meeting closed at 8.20pm.

The next meeting of the Environment and Planning Committee is scheduled for Tuesday 20 June 2023 at 7.00pm.

Signed Chairman _____ **Date** _____