



# 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

**Tuesday 20 June 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.
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 22 May 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.

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

- **Attached**
7. **Street Trading Application** – To consider whether to comment on a proposed snack bar to trade outside 04 Elstree Way

- **Attached**

8. **Neighbourhood Plan:** To receive update and agree any actions.

9. **To receive and make decisions on the report from the Lead Site Warden and approving recommendations made.**

- Attached.

- a) Note completed actions – See Section 1 Site Warden Report
  - i. Section 106 bids submitted
  - ii. Allotment Waiting lists updated
  - iii. All Saints Grass Cutting
  - iv. Lyndhurst Farm / Stapleton Allotments Meeting
- b) Discuss and Approve Deferred Actions from previous E&P – See Site Warden Report Section 2
  - i. Potential Urgent Section 106 bids
  - ii. Potential Improvement Section 106 bids
- c) Discuss and Agree actions for items raised by Lead Site Warden – See Site Warden Report Section 3
  - i. Stapleton Allotment Access
  - ii. All Saints Tree Survey Works
  - iii. All Saints Homeless Issues
  - iv. All Saints Groundworks
  - v. St Nicholas Tree Survey
  - vi. St Nicholas Open Churchyard Grass Cutting
  - vii. Grass Cutting Plans
  - viii. Allotment Rates
  - ix. Allotment Tenancy Agreement Review

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

The next meeting of the Environment and Planning Committee is scheduled for Tuesday 18 July 2023 at 7.00pm.

Town Council Offices  
Fairway Hall  
Brook Close  
Borehamwood  
Hertfordshire  
WD6 5BT

Signed: K A Crowhurst

**Karen Crowhurst**  
**Locum Town Clerk**  
14 June 2023

Tel: 020 8207 1382  
[clerk@elstreeborehamwood-tc.gov.uk](mailto:clerk@elstreeborehamwood-tc.gov.uk)

**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 - Cowley Hillside	EBTC		X	<b>X</b>
Cllr P Kaza - Kenilworth North	EBTC		X	<b>X</b>
Cllr T Kumar - Hillside	EBTC		X	<b>X</b>
Cllr J Newmark – Cowley Hill	EBTC		X	
Cllr P Nirmalakumaran – Kenilworth South	EBTC		X	
Cllr D Ozarow – Kenilworth South	EBTC		X	<b>X</b>
Cllr S Parnell - Hillside	EBTC		X	
Cllr A Plancey – Brookmeadow	EBTC		X	
Cllr L Smith – Brookmeadow	EBTC		X	
Cllr Mrs F Turner – Elstree	EBTC		X	<b>X</b>
Library	Agenda only	X		
Borehamwood & Elstree Times	Agenda only	X		
Youth Council Secretary			x	