



# BUCKINGHAM TOWN COUNCIL

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Town Clerk: Mr. P. Hodson

Wednesday, 21 November 2018

Councillor,

You are summoned to a meeting of the Planning Committee of Buckingham Town Council to be held on **Monday 26<sup>th</sup> November 2018 at 7pm** in the Council Chamber, Cornwalls Meadow, Buckingham.

P. Hodson  
Town Clerk

Please note that the meeting will be preceded by a Public Session in accordance with Standing Order 3.f, which will last for a maximum of 15 minutes, and time for examination of the plans by Members.

## AGENDA

- 1. Apologies for Absence**  
Members are asked to receive apologies from Members.
- 2. Declarations of Interest**  
To receive declarations of any personal or prejudicial interest under consideration on this agenda in accordance with the Localism Act 2011 Sections 26-34 & Schedule 4.
- 3. Minutes**  
To receive the minutes of the Planning Committee Meeting held on Monday 29<sup>th</sup> October 2018 ratified at the Full Council meeting held on 19<sup>th</sup> November 2018.  
**Copy previously circulated**
- 4. (412.2/18) Buckingham West End Bowls Club**  
To receive representatives of the Club to discuss their proposal to move to Embleton Way. Members are asked to note where the clubhouse would be ideally situated and that the bowls green would not inhibit any of the residents view across the open space. (Plan not to scale).  
**Appendix A**
- 5. Buckingham Neighbourhood Plan/Vale of Aylesbury Plan**  
To receive any update.

Buckingham



LOCAL COUNCIL  
AWARD SCHEME  
QUALITY GOLD



Twinned with Mouvaux, France

Members are reminded to declare any prejudicial interest as soon as it becomes apparent.  
All Committee documents can be found on the Buckingham Town Council's website. Alternatively, the Clerk send you a copy of any minutes, reports or other information. To do this, send a request using the contact details set out above.

## 6. Action Reports

- 6.1 To receive action reports as per the attached list.
- 6.2 To receive for information data on minimum room sizes.

Appendix B  
Appendix C

## 7. Planning Applications

For Member's information the next scheduled Development Management Committee meetings are 13<sup>th</sup> December 2018 and 10<sup>th</sup> January 2019, with SDMC meetings on 14<sup>th</sup> December 2018 and 9<sup>th</sup> January 2019.

To consider planning applications received from AVDC and other applications

*The following two applications may be considered together:*

- 1. 17/04630/AAD\* 5 West Street, MK18 1HL
- 2. 18/04134/ALB Advertisement -
  - 1. Side signs x 2, 100cm height from ground to base of advertisement, 100cm x 60cm x 0.5cm dimensions of advertisement, height of any individual letters 16cm.
  - 2. Main sign 320cm max height from ground to base of advertisement, 300cm x 60cm x 0.5cm dimensions, 30cm max height of individual letters or symbols, acrylic material.
  - 3. Hanging sign, floor level, 300cm x 60cm x 0.3cm, 30 cm max height of letters or symbols (retrospective)

*Stephen*

*\* Clerk's note: not an error; this application was received at AVDC on 29<sup>th</sup> November 2017 but not validated until 19<sup>th</sup> November 2018. We reported the change of signage to Enforcement in July 2017.*

*The 'hanging sign' is a banner sited around the bay window below the sill.*

*The following applications may be considered together:*

- 3. 18/03773/APP 46 Summerhouse Hill, MK18 1XW
- 4. 18/03774/ALB Proposed reconstruction of historic wall  
*Prentice*
  
- 5. 18/03947/APP 18 Hubbard Close, MK18 1YS  
Erection of a timber garden shed  
*Amery*
  
- 6. 18/03954/APP Grass Verge, Summerhouse Hill adjacent to Fleece Yard and  
the Old Latin House  
Removal of existing close-boarded timber fences forming the  
boundary between the Old Latin House and Fleece Yard to  
the south and Nightingale Rise to the north and the erection  
of a 1.65m brick-built boundary wall incorporating two no,  
gated accesses including drop kerb.  
*Scrase*
  
- 7. 18/04021/APP New House, Bath Lane, MK18 1DX  
Single storey front extension  
*Buckland*
  
- 8. 18/04120/APP 5 Akister Close, MK18 7HT  
Single storey rear extension and partial garage conversion  
*White*

*Note that this was originally an HPDE application, withdrawn and replaced (see below)*

## AMENDED PLANS

9. 18/01670/ADP Buckingham University, Tingewick Road  
Approval of Reserved Matters pursuant to outline permission  
Phase I Reserved Matters application for Teaching  
Accommodation with associated car parking and landscaping.  
*University of Buckingham*

*Amendment to line of path adjacent to boundary at Bath Lane, taking it away from neighbouring dwellings and existing trees and hedge.*

*Members previous comments (10<sup>th</sup> September) were: no change to original OPPOSE & ATTEND response; Concern was expressed at the loss of privacy for the residents of Salisbury Cottage; there was plenty land available to re-route the path by making the deviation further east than Salisbury Cottages and taken north of the retained oak in a straight line. The shrubbery should be retained.*

10. 18/01866/APP 61 Badgers Way, MK18 7EU  
Two storey side and single storey front/rear extensions  
*Jarvis*

*Amendments: reduction in size of side extension and ridge height, making it 'clearly subservient' (extension is 0.45m shorter and 0.2m narrower) and 1m from the boundary; internal rearrangements to match, including new door positions and deletion of cupboards; rear exterior door moved (note that some drawings are identical except for new dimensions, so that the rear elevation does not reflect the new door position). First floor, still 3 bedrooms, but largest has smaller en-suite and lacks built-in cupboards.*

*Members previous comments (2<sup>nd</sup> July) were: OPPOSE & ATTEND; Members considered this proposal to be an overdevelopment of the plot; the loss of the side driveway parking would lead to parking on the front garden, and the front extension would detrimentally affect the uniformity of the street scene.*

11. 18/03088/APP Land adjoining 2 Bourtonville, MK18 1AZ  
Erection of a new 3-bed dwelling  
*VAHT*

*Amendment: new site boundary – includes part of frontage of 2 Bourtonville where parking for two cars is to be added (2 Bourtonville currently only has space for one – this will take a second car and avoid kerbside parking close to the corner; the new house will also have two driveway parking spaces)*

*Members response (10<sup>th</sup> September 2018) was OPPOSE & ATTEND; Members were supportive of the additional social housing but noted that the similar garden development opposite (1a Bourtonville, 06/01920/APP) had led to on-street parking too close to the corner on a narrow bus route already obstructed by parked cars and much used by school pupils.*

*Members suggested that a TRO to prevent parking so close to the junction as to restrict the vision of emerging drivers be obtained before this additional development was sanctioned. The loss of the wooded aspect of the corner plot was also regretted.*

12. 18/03476/AAD National Westminster Bank plc, 2 Market Hill  
1No illuminated fascia sign & 2No illuminated projecting signs  
*Coffee #1*

*Amendments:*

- hanging signs (each end of fascia): mounted under decorative wall bracket, with trough lighting at top (replacing wall fixing and 'face & return' illumination to logo & text)*
- fascia lettering: aluminium with 3 spotlights over (replacing white acrylic with 'face & return' illumination)*
- door and window graphics (applied to inside of glass): unchanged*

*Members response (29<sup>th</sup> October) was: OPPOSE & ATTEND; Information had been requested on the exact nature of the illumination of the signs; if internal it was not permitted in the Conservation Area. CA guidelines also stipulated that projecting signs be swing panels rather than rigid.*

**Not for consultation, for information only:**

~~13. 18/03898/HPDE 5 Akister Close, MK18 7HT~~  
 The erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 3.9m, for which the maximum height would be 3.5m, and for which the height of the eaves would be 2.4m  
 White

*Withdrawn 20/11/18, see replacement full application above*

14. 18/03901/INTN 44 Burleigh Piece, MK18 7BB  
 Installation of 1 x DSLAM equipment cabinet olive green, the dimensions of which are: height 1600mm x length 1200mm x depth 450mm  
 Morton (Harlequin)

*AVDC has already responded (12/11/18) that it has no objection.*

15. 18/04119/ATP 42 Mallard Drive, MK18 1GJ  
 1 N English Oak, Height 18m, Crown Spread – 17m; work required: Crown lift to 2.5m from ground level (east facing side of crown) – reason: bring and even crown lift across the width of the tree to 2.5m, east side currently sitting at 2m from ground level. Work is very minimal.  
 Dymott

**8. Planning Decisions**

To receive for information details of planning decisions made by AVDC as per 'Bulletin' and other decisions.

Approved		BTC response	Officer recomm <sup>n</sup>
18/02554/ACL 1-2 Market Hill	Lawful use as A1 (from A2)	No objections	
18/02684/ALB 56 Well Street	Conservation works in cellar	No objections(subj.HBO)	
18/02984/AAD Buckingham Ford	New dealer signage	No objections	
18/03011/APP 11 Bernardines Way	Loft conversion and rear extension	No objections	
18/03077/APP 2 Lark Close	Rear s/st. extn & reposition fence	No objections	

**Withdrawn**

18/01744/APP Coach House, Wharf Yd. Ch.use&Extension→4 dwellings Oppose & Attend

**Not Consulted on:**

**Split Decision**

18/02483/ATP The Oaks,7 Manor Gdns.  
 T143 Oak; 3m crown reduction  
 T141 Lime; 6m crown reduction  
 T149 Lime; 6m crown reduction

**Refused**  
**Refused**  
**Approved**

} No objections

*Reasons for refusal: The supporting documents with the application state the trees are in decline, but the councils inspection found decline to be slight and the trees otherwise appear in reasonable physiological condition. No other evidence or reasons to support the works were given. The works are therefore considered unnecessary, unjustified and harmful to the health and amenity value of the trees.*

**9. Development Management Committee**

- 9.1 Strategic Development Management (14<sup>th</sup> November 2018) *Cancelled*
- 9.2 Development Management (15<sup>th</sup> November 2018) *No Buckingham applications*

**10. Enforcement**

10.1 Should the Case updates for September and October become available before the meeting, these will be circulated separately.

10.2 To receive for information the Enforcement update supplied to AVDC's Environment & Living Scrutiny Committee in October.

10.3 To report any new breaches

**Appendix D**

**11. Matters to report**

Members to report any damaged, superfluous and redundant signage in the town, access issues or any other urgent matter.

**12. News releases**

The Town Clerk has requested that News Releases be a separate agenda item, and issued via the office.

**13. Chairman's items for information**

**14. Date of the next meeting:**

Monday 17<sup>th</sup> December 2018 following the Interim Council meeting.

To Planning Committee:

Cllr. M. Cole	(Chairman)	Cllr. A. Ralph	
Cllr. J. Harvey	Town Mayor	Cllr. R. Stuchbury	
Cllr. P. Hiron	(Vice Chairman)	Cllr. M. Try	
Cllr. D. Isham			
Cllr. A. Mahi		Mrs. C. Cumming	(co-opted member)
Cllr. Mrs. L. O'Donoghue			

## **Buckingham West End Bowls club - need for relocation notes for planning meeting Monday 26th November.**

1. The Club was founded in 1910 – we don't want to be the ones to see it close.
2. The current site is lovely spot. Although we have access and parking difficulties but we would probably stay there if it were not next to the river. Membership has gradually increased to over 70 (regularly) playing members!
3. The club has flooded twice in recent times 1998 And 2007. The clubhouse and contents were severely damaged on both occasions and we cannot now get flood insurance. Contents can be replaced at a cost but the building itself has suffered both from age and flooding. The damage from the last flood cost in excess of £50,000 to repair. Another flood could see the end of the building and this would see the **end of the club.**
4. Even without another flood, the building is suffering from age and is becoming unfit for purpose. Parts of the building, particularly the toilets which are accessed from outside, are certainly not accessible to all. We have no disabled toilet facilities or access to the building or changing rooms.
5. Six years ago the plan was to replace the clubhouse with a new building on pillars to raise it above the potential flood level and creating a facility which would be accessible to all members of the community whilst retaining the charm of the location. A small sub-committee headed a team and applied for and received planning permission to rebuild. The cost of rebuilding proved to be far higher than the club could afford and we were refused lottery funding due to a variety of reasons, not least poor access, isolated location and insufficient diversity of age and ethnicity.
6. Several clubs have been in a similar position and have solved the problem by either selling to a developer and moving, or selling off some land to finance the rebuild of the clubhouse. The latter is not possible for us as we have no spare land.
7. We have tried to enter discussions with major developers of new housing estates in Buckingham but have found that they have little or no interest in the sort of development we need. (Barretts and the Tingewick Road, Wates and land off Osier Way, Catesby's and the land at Maids Moreton, Mr Threipland land either side of Scotts Lane)

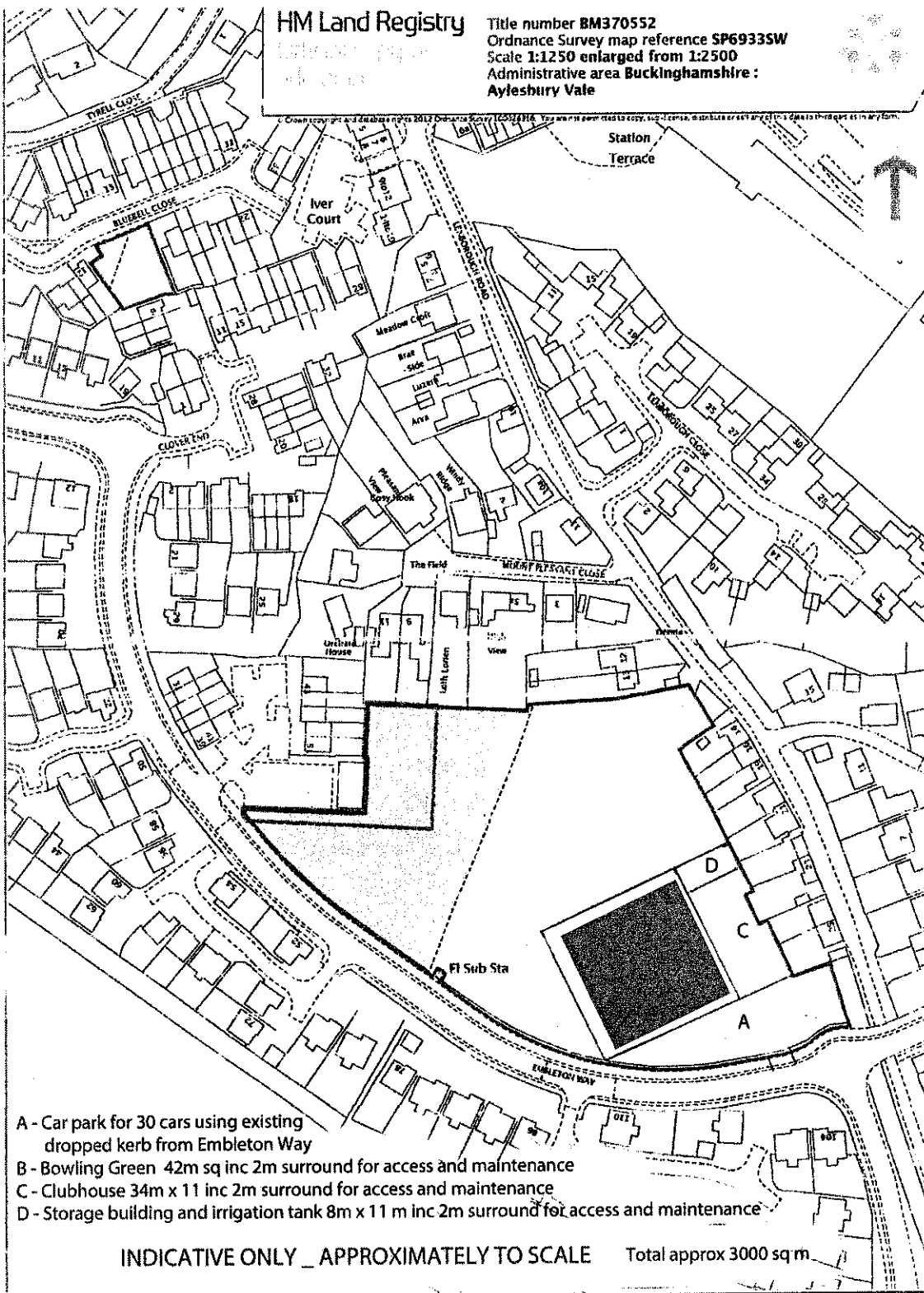
### **The Way forward**

8. We have now decided that our best way forward is to sell our current site for development and to use the money raised from the sale to move to another site within the town. Given the professional valuation we have had for our current site and the quotations for a new green and clubhouse we have obtained, this is financially viable. To that end we have applied for, and received, planning permission for a single dwelling on our current site. This planning permission is dependent (S106) upon us achieving planning permission for a bowls club elsewhere.
9. We have been encouraged by approaches from several organisations and would be attractive to a broader age range, including local schools if we were more centrally located.
10. It is our intention to offer the local senior schools the facility during the spring and summer as an alternative sport for the pupils and enable them to extend the curriculum. As such we support and encourage our members who have trained to become coaches and have a child and vulnerable persons policy which ensures that several members have DBS certification.
11. Currently in the UK, bowls is generally seen as a sport for older people. In some ways, this is not a bad thing as there are precious few physical activities available to those who have to give up more physically demanding activities as they grow older. Offering sport to older people can only be a good thing as it enhances a sense of belonging and wellbeing through group and social interaction, lessening the effects of isolation. We also have many examples of people who lose a partner yet still have the bowling community to provide support.

12. There are examples across the UK, of bowls clubs attracting a much younger following. It is our goal to increase our attractiveness to a wider audience both in terms of age and of physical ability, but our current site militates against this in terms of its access, its position and the ever-present risk of flooding.
13. We believe that Buckingham West End Bowls Club is an asset to the town but, in order to maintain the asset, it needs to move to a new site. *We are used extensively throughout the summer when activities take place virtually every single day!!*
14. We have had extensive discussions with AVDC about the open space land off Embleton Way and we believe this would be a good place to move to – good for us as it would solve the flooding problem, and good for the community as it would be much more **accessible for all**. All through these negotiations we have received encouragement from the Communities Team at AVDC both at officer and council level.
15. **Therefore, we seek and would value the Town Council's guidance, support and advice in this.**

HM Land Registry

Title number BM370552  
Ordnance Survey map reference SP6933SW  
Scale 1:1250 enlarged from 1:2500  
Administrative area Buckinghamshire:  
Aylesbury Vale





**ACTION LIST**

Mins. 466/18	Sent all via Parish channel 31/10/18	Min.	News release	Date of appearance
<b>Subject</b> AVDC	<b>Minute</b>	<b>Form</b>	<b>Response received</b>	
Ford Meadow parking & lighting	432.2/17	Write to University  Chase via Parish Liaison  Request for update 20/6/18 And 10/8/18 And 2/10/18 Details to Cllr. Stuchbury for action Check consultation/source of money	<p>Parish Liaison 13/10/17: I have caught up with the case officer and they have provided me with more information in regards to this application. They have some concerns with the points you have raised and is going to raise the issue with the University for clarity. The case officer has also made enforcement aware of the situation and will keep them updated on how things unfold. As soon as I have more information I will contact you directly.</p> <p>The university has opened additional car parking spaces at Ford Meadow; (60 spaces), which will help ease the demand on parking space around the campus. Access is via the Ueard, so only open to staff and students.</p> <p>27/10/17 Enforcement should report shortly</p> <p>Parish Liaison 4/4/18: I am pleased to tell you that I have some information regarding Ford Meadow! I know it's taken a very long time but it has finally got some traction.</p> <p>The query has moved onto planning enforcement to intervene and the reference number is 18/00116/CON3, Nazia Begum is the officer. This has happened today so there won't be much to say but I'll ensure that the officer passes on any relevant information to the TC.</p> <p>Officer on leave for two weeks, Parish Support will seek response on return</p>	
Cornwalls Meadow new path	611.2	Query pre-determination	<p>22/1/18: I am only in the office 2 days this week so will try and get a response to you before we meet on 1<sup>st</sup> February.</p> <p>Susan Kitchen, Corporate Planner, Customer Fulfillment</p> <p>See Agenda 5-3</p> <p>See agenda 6.2</p>	
And Care	845.3/17			

Home	(177.1) 235.2	(Letter to Secretary of State re call-in) <b>Action: Interim Town Clerk</b> Seek Junior Counsel advice on JR	√	S/State refused call-in.
Access to website	42/18 235.1/18	Cllr. O'Donoghue to supply details for report	<b>To do</b>	Action to obtain Counsel advice agreed at Extraordinary meeting 8/11/18 Min. 491/18
Design Award	295/18	Send nominations as minuted	√	See Agenda-5.2
Community facilities policy	Public Session 8/10/18 465/18	Confirm Wates' statement  Write to AVDC as minuted	√	<b>16/11/18: I have forwarded your letters to AVDC Officers for consideration and inclusion in the planning process going forward; if there is technical reason why your requests cannot be accommodated, you will be contacted about that detail.</b> Councillor Peter Strachan Cabinet Member for Planning and Enforcement
Streetnaming	470.1/18	Write to Cllr. Strachan as minuted	√	<b>16/11/18: I have forwarded your letters to AVDC Officers for consideration and inclusion in the planning process going forward; if there is technical reason why your requests cannot be accommodated, you will be contacted about that detail.</b> Councillor Peter Strachan Cabinet Member for Planning and Enforcement
<b>BCC:</b>				
Tingewick Road roundabout	357/18	Invite Steve Essam to meeting Prompt sent 17/10/18	√	<b>SE unable to attend any dates before Christmas.</b> <b>C.Cllr Clare to report to Full Council 19/11/18</b>
Missing bollards	470.2/18	Report per Chairman's email	√	<b>LA Technician unable to do (2/11: Good morning Katharine, I do not deal with illuminated bollards you should report through system for street lighting.) Report duly made.</b>
<b>Other:</b>				
Economic Development Group	349.3 (FC Min.163)	Revise Terms-of-Reference for discussion Alterations made to ToR <b>Town Clerk</b> to progress Confirm acceptance	√	See agenda-14
Buckingham Society deputy co-optee	412.1/18		√	

West End Bowls Club	412.2/18	Invite representative to meeting	√	Arranged for 26 <sup>th</sup> November meeting
Reference 18/03593/APP 'Bromley'	466/18	Check on minimum room sizes	√	See agenda 6.2

Subject	Minute	Form	Rating √ = done	Response received
<b>Enforcement reports and queries</b>				
13 High Street	795.3/15 664.2	New signage & lighting Chase response (done regularly)	√	P Dales: 12/5/17. 13 High Street, Buckingham: we had in the past met with the owner to secure the removal of the signs. Whilst this had not materialised we had been aware that its ownership may change and had hoped that the new owner may be have their own plans and/or may be receptive. However, this has not materialised and so I have asked our consultant enforcement officer Will Holloway to take on the case and we will keep you informed of progress. 26/10/17 I have written to the operator of the premises asking them to confirm a timetable for the removal of the signage. If a timetable is not agreed then the Council will have to consider formal action. I will update you further when I have received a response from the operator.
	148/17	Prompt sent 14/9/17 Chase via Parish Liaison	√	J Wilmot Planning Enforcement Consultant 25/4/18: Thank you for your email. The update is that we have been in applying pressure to the owner to either remove the signage or sell the property. We noted that the property had been put back on the market a few weeks ago and appears to be under offer. We are continuing to maintain pressure in order to resolve the issue. Jim Wilmot
	957/17	Advise no longer advertised; Listed Bldg status omitted from description	√	Acknowledged
	8/10/18	Update requested  Broken window, water leak and damaged front door reported	√	Acknowledged and given case number 18/00478/CON3
	743.1	Details to Cllr. Stuchbury for action <b>Cllr. Stuchbury</b> to investigate further	√	
Reasons for case closure	743.2 850.2	Fence encroachment into AVDC land Investigate Bulletin report Prompt sent	√ √ √	18/00027/CON3 Referred to AVDC Property & Estates for action Property & Estates have passed to Open Spaces 6/11/18: A letter has been drafted and will be sent out to the below address requesting that the land is returned to its previous condition:

Subject	Minute	Form	Rating √ = done	Response received
Missing AVDC September update	469/18	New bin shed added to open space land – reported 9/11/18 Chase with DCIirs.	√	Christopher Ashton Parks Project Officer
Barbers 10 Market Sq.	469.2/18	Report new window adverts.	√	2/11/18 P Dales: These advertisements - because they are displayed within the building do not require consent to display and advertisement.
Dominos alley – rubbish etc	469.2/18	Report to Env. Health in addition to Enforcement	√	<b>16/11/18: After investigation into the alleged breach at the address in mention it was found that no breach had occurred. Therefore I shall be closing down case 18/00528/CON3 with no further action. Myles Millward Planning Enforcement Officer</b> No response from Environmental Health yet, except that they will investigate..

Design Wiki  
Last edited 04 Jan 2018

### **Minimum room size**

The building regulations do not set minimum room sizes, however they do include requirements that impact on the size of a room, such as manoeuvring space for wheelchair users in accessible rooms, door widths, corridor widths and so on.

Other standards exist which do set out explicit minimum space requirements, such as the Technical housing standards – nationally described space standard, published by the government in 2015, although, this can only be applied where there is a local plan policy based on evidenced local need and where the viability of development is not compromised

In addition, the Housing Act 1985 specifies an effective minimum room size to be 6.51m<sup>2</sup> (70ft<sup>2</sup>).

Statutory overcrowding may result if a person causes or permits an adult to sleep in a room with a floor area of less than this.

However, an Upper Tribunal ruling caused uncertainty as to whether the standard applies to HMOs (homes in multiple occupation).

However, on 18 October 2016, in order to remove that uncertainty, the Housing Minister Gavin Barwell announced that new minimum room sizes will apply to shared homes in England to help 'clamp down on rogue landlords cramming tenants into unsafe and overcrowded homes' [ref gov.uk](http://ref.gov.uk) New measures tackle overcrowded housing.

The new proposals will make it clear that bedrooms must not fall below a minimum room size (6.52 square metres for one person and 10.23 sq. m for two persons). Only rooms that meet the minimum room sizes will be allowed to be occupied for sleeping in in a licensed HMO (home of multiple occupancy), whether the room is in a shared house or is a bedsit.

This simply clarifies that the existing 1985 Housing Act space standards apply in the HMO legislative framework. However, Local housing authorities may set higher guidance standards.

Other measures proposed in the announcement included:

Ensuring mandatory licensing rules apply to shared homes with 5 or more people from 2 or more household, and to flats above and below shops and other business premises.

Requiring landlords of shared homes to provide decent storage and rubbish disposal.

Tightening the fit and proper person test for landlords and ensuring criminal record checks are carried out.

Giving councils additional powers to tackle poor-quality rented homes.

A consultation was launched on the proposed measures, and whether the current licensing arrangements for purpose built student accommodation are appropriate.

Find out more

- Related articles on Designing Buildings Wiki
- Building regulations.
- Code for sustainable homes.
- Decent homes standard.
- Draft housing standards.
- Draft London Housing Strategy (blog November 2013).
- GLA Housing Design SPG.
- Houses in multiple occupation.
- Housing Standards Review.
- Laying the foundations: a housing strategy for England.
- Minimum space standards.
- NHBC technical standards.
- Overcrowding.
- Technical housing standards – nationally described space standard.

**PLANNING ENFORCEMENT UPDATE OCT 2018**

Tracey Aldworth

**1 Purpose**

- 1.1 At the Environment & Living Scrutiny Committee on the 13 February 2018 an update was given regarding both Development Management and Planning Enforcement activities. It was resolved that the Committee would be updated with respect to the Enforcement activities. This report provides an interim update, ahead of a more fundamental review in the New Year.

**2 Recommendations**

- 2.1 That the Committee note the content of this report.
- 2.2 That the Committee identify any concerns or suggestions for service improvements that can be considered in the imminent review of the planning enforcement service identified in 1.1 above.

**3 Supporting information**

- 3.1 At a previous committee it was outlined that a number of measures were to be implemented to enable improvements within the delivery of planning enforcement; namely the introduction of a new computer database system and the recruitment of an enforcement officer to replace a long-term contractor thus increasing capacity long term.
- 3.2 The implementation of the new database is not currently live but will be in the "test" phase during December and January for implementation in February 2019. The introduction of this system will assist the integration of the environmental health and planning enforcement parts of the team as their work is currently held in different systems. The use of the new database will assist with the cross-referencing of information between teams. It should however, be noted that some joint working has already been undertaken particularly around the area of Houses in Multiple Occupation.
- 3.3 It is also recognised that planning enforcement has historically focused primarily upon reactive cases (i.e. those where potential breaches are reported to us). We are reviewing at the delivery of the service in order to understand where improvements can be made, with a view to some resource for proactive enforcement.

**4 Current position**

- 4.1 Since June 2018 there have been a number of challenges around planning enforcement. These have included a significant turnover of staff and a sustained increase in the number of incoming cases. In particular, three of the four employed members of staff have either left AVDC or moved to new roles in the organisation. Despite undertaking two recruitment campaigns we have not been able to recruit an experienced planning enforcement officer. There is a known national shortage of planning officers.
- 4.2 Two officers from within AVDC have since joined the team and are now obtaining training and support and in time will gain their own caseload as their experience and competence increases.
- 4.3 As only the Principal Enforcement Officer has enforcement experience, we have taken action to address this issue and three experienced contractors have joined the team on a short to medium term basis. Two are focusing on the training and development of the new enforcement officers as well as

carrying a caseload, whilst the other is focused on activity to classify, progress and close historic cases.

- 4.4 There has been a 29% increase in the number of open complaints between the 1 September 2017 and 1 September 2018. This is predominantly as a consequence of the staff turnover referenced in para 4.1. Appendix 1 shows that on the 30 September 2018 there were 523 open enforcement cases. However, of these, 45 cases are resolved and will be closed (pending a final review by Principal Officer), with a further 58 cases pending a decision for retrospective planning permission. A further 70 cases are recently opened, leaving a backlog of around 350 cases.
- 4.5 The overall number of complaints received to date in 2018 is comparable to 2017, but it is anticipated that demand will continue to grow from historic levels. It is recognised that the backlog needs to be reduced and resources have now been put in place to do so. Our priority is to reduce the number of historic open cases so that the caseload is representative of the officers' actual active cases. Contractors have been set specific targets and it is anticipated that there will be a demonstrable reduction in the number of open and backlog cases by the end of November 2018.
- 4.6 A further update report will be brought to the Environment and Living Scrutiny Committee in February 2019, to update on;
- The performance of planning enforcement (including backlog cases)
  - The structure of the team, including a resource for proactive planning enforcement work.

## **5 Reasons for Recommendation**

- 5.1 Given the above, any changes to the authority's approach to enforcement (including proactive enforcement), will be held until the new year to allow a reduction in the number of open and backlog cases, further recruitment of a Senior Officer, training of the new team members and the implementation of the new IT system.

## **6 Resource implications**

- 6.1 There have been additional resources required in the form of contracted officers. These costs have been broadly in line with the savings from the posts which were (or remain) vacant. Additionally, much of the sustained increase in complaints is likely to be linked the increase in development activity in the Vale. It has therefore been agreed that additional planning fee income can offset the additional cost of a further planning enforcement contractor for the remainder of this financial year.

Contact Officer	Jacqui Bromilow Enforcement Team Manager 01296 585498 jbromilow@aylesburyvaledc.gov.uk
Background Documents	Nil



## Appendix 1

**Table 1 – Number of complaints and cases closed in 2017 and 2018**

	<b>2017</b>	<b>2018 (to 30/9/18)</b>
Complaints received	586	438
Cases closed	496	289
Notices/Injunctions	11	4

**Table 2 – Number of cases open on the 1 September 2017 and 2018**

	<b>2017</b>	<b>2018</b>	<b>% change</b>
Number of cases open on 1 Sept	406	523	+29%

**Table 3 – Number of cases opened and closed during a 12 month period**

	<b>Received</b>	<b>Closed</b>
Number of cases 1/9/ 2017-31/8/18	546	429
Average number of cases per month 1/9/17-31/8/18	45.5	35.75