



BUCKINGHAM TOWN COUNCIL

TOWN COUNCIL OFFICES, BUCKINGHAM CENTRE,
VERNEY CLOSE, BUCKINGHAM. MK18 1JP

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www.buckingham-tc.gov.uk

Town Clerk: Mr. P. Hodson

Wednesday, 13 May 2020

PLANNING
COMMITTEE

Councillor,

You are summoned to a meeting of the Planning Committee of Buckingham Town Council to be held on **Monday 18th May 2020 at 7pm** online via Zoom, Meeting ID 871 2899 7691.

Residents are very welcome to ask questions or speak to Councillors at the start of the meeting in the usual way. Please email committeeclerk@buckingham-tc.gov.uk or call 01280 816426 for the password to take part.

The meeting can be watched live on the Town Council's YouTube channel here:
<https://www.youtube.com/channel/UC89BUTwVpjAOEldSIfcZC9Q/>

Paul Hodson

Mr. 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. Election of Chair**
To elect a Chair of the Committee for 2020-2021
- 2. Election of Vice Chair**
To elect a Vice Chair of the Committee for 2020-2021
- 3. Apologies for Absence**
Members are asked to receive apologies from Members.
- 4. 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.

Buckingham



Twinned with Mouvaux, France



Members are reminded when making decisions that the Public Sector Equality Duty 2010 requires Members to have due regard to the need to: Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act, advance equality of opportunity between people who share a characteristic and those who don't, and to foster good relations between people who share a characteristic and those who don't.

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.

5. Minutes

To receive the minutes of the Planning Committee Meeting held on Monday 20th April 2020 the Full Council meeting to be held on Monday 11th May 2020.

[Copy previously circulated](#)

6. COVID-19 Update

To receive and discuss a verbal update from the Town Clerk

7 Terms of Reference

7.1 (927/19) Rights of Way – Cllr. Stuchbury

To discuss and agree whether Rights of Way should be mentioned specifically in the Committee's Terms of Reference as part of the Committee's remit.

7.2 (19.2/20) Terms of Reference

To discuss, amend and recommend any proposed changes to the existing Terms of Reference to Full Council

Appendix A

8. Buckingham Neighbourhood Plan/Vale of Aylesbury Plan

To receive a written report from the Town Plan Officer

PL/02/20

9. Action Reports

9.1 To receive action reports as per the attached list.

Appendix B

9.2 (726/19) Parked car, bypass verge. To receive a response.

Appendix C

Members should note that Cllr. Shaw is no longer the Cabinet Member for Transport.

10. Planning Applications

For Member's information the next scheduled Buckinghamshire Council – North Buckinghamshire Planning Area Committee meetings are on Wednesday 10th June and 8th July at 6.30pm. Strategic Sites Committee meetings are the following day at 2pm.

*Members will find additional information in **Appendix D***

1. [20/01240/APP](#) 5 The Villas, Stratford Road, MK18 1NY
Single storey side extension
Davis
2. [20/01332/AOP](#) Buckingham Primary Care Centre, Buckingham Community Hospital, High Street, MK18 1NU [*North End Surgery*]
Outline planning permission for demolition of existing development and erection of up to 8 dwellings
Stewart [Swan Practice]
3. [20/01333/AOP](#) Verney Close Family Practice, Verney Close, MK18 1JP
Outline planning permission for demolition of existing development and erection of 1 residential building comprising 6 flats, off street parking, bin storage and bicycle storage
Stewart [Swan Practice]
4. [20/01334/APP](#) 10 Newcombe Crescent, MK18 1WH
Loft conversion with rear roof light windows
Lewis
5. [20/01359/APP](#) 23 Hilltop Avenue, MK18 1YQ
Enlargement of approved external raised decking area and new rear patio
Ludlow & Wade

6. [20/01407/APP](#) 7 Spindle Mews, MK18 7RS
Erection of summerhouse
Orr

7. [20/01416/APP](#) 5 Twickenham Road, MK18 1ED
Single storey rear extension (amendment to approval 20/00064/APP)
Shengushi

Not for consultation

8. 20/01366/ACL 9 Fleet Close, MK18 1YN
Application for a Lawful Development Certificate for the proposed
single storey rear extension
Gibbard

9. 20/01451/ATC Coopers Wharf, Ford Street, MK18 1UP
T1 – Pollard willow leaning into the River Ouse, This is a low amenity
tree blocking the waterway
Parmenter

The following **Minor Amendments** have been received, for information only:

10. 20/00885/APP Land north of Tingewick Road; addition of 7 dwellings
 11. 20/00886/APP Land south of Tingewick Road; addition of 10 dwellings
- The Minor Amended Plans are revised Site Plans and Planning Schedules (lists of houses by type and number) resulting from the redistribution of Affordable Housing to suit the maximum permitted cluster size. This redistribution occurred just before the last meeting, and Members were advised of it at the time.*

11. Planning Decisions

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

		BTC response	Officer recommⁿ.
Approved			
19/03398/APP	Oddfellows Hall	Conversion to 9 flats	Oppose & attend*
19/04075/APP	Bourton Meadow Sch.	Replacement of temp. classroom	No objections
20/00506/APP	12A Stowe Avenue	2-st front & s/st side & rear extn's	Oppose & Attend**
20/00590/APP	11 Woodlands Cres.	2-st rear extension, pitched roof	No objections
20/00697/APP	45 Westfields	S/st. rear extension	No objections
20/00810/APP	15 Page Hill Avenue	Garage conversion	No objections

* It has been pointed out that all the 14 neighbour comments have been removed from the document list for this application. Concern has been expressed that prospective bidders at the auction of the property will not gain a true picture of the feeling amongst local residents or of wider non-site-specific problems like the state of the Well Street sewers and difficulty of access raised by several of them. At the very least it is felt that all documents should be retained for the six months appeal period.

** Officer decision. The officer has noted our response in the report but the decision was delegated nonetheless for the following reason:

"It is noted that the Town Council indicated that they wish to speak at Development Management Committee for this application. Due to the new Constitution brought in on 1st April, this application can now be determined under delegated authority."

The Town Clerk has supplied this clause of the Constitution for Members' information:

Corporate Director or Directors with Responsibility for Planning

2.18. For clarification the powers delegated in section 2.10 above to the Corporate Director or Directors with responsibility for planning includes delegated powers and duties to deal with all

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Email: office@buckingham-tc.gov.uk

matters relating to development management including but not limited to: a. Determine all applications, grant permission, refuse permission, to publicise applications, to comment or make representations on applications, notifications and consultations, to raise objections, to require documentation and information, to take appropriate action on enforcement, to negotiate, authorise sealing, complete, vary, discharge or amend planning obligations and agreements, process and determine all decisions relating to neighbourhood planning and other planning functions;
See also Agenda item 13 below.

Withdrawn

20/1171/APP Telecom Antenna, Gawcott Road New mast (Withdrawn before 20/4/20 meeting)

Planning Inspectorate

19/02785/ACL 2 Constance St, Appeal against Refusal n/a (Not consulted on)
Application for Certificate of Lawfulness for a proposed loft conversion to habitable space. Insertion of roof lights, erection of partitions and installation of window in gable end.
Inspector has allowed the appeal.

12. Buckinghamshire Council Committee meetings

12.1 N. Bucks Area Planning Committee (25th May 2020) *Cancelled*

12.2 Strategic Sites Committee (26th May 2020) *Cancelled*

For the record, the AVDC meetings on 25th and 26th March were both cancelled.

13. Buckinghamshire Council Planning Constitution

13.1 To receive for information, the section of the Constitution covering the Planning Committee

Appendix E

13.2 To receive a response to a question sent to Parish Support

Appendix F

14. Enforcement

To report any new breaches

15. Matters to report

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

16. Chairman's items for information

17. Date of the next meeting:

Monday 22nd June 2020 following the Interim Council meeting

18. COMMITTEE IN PRIVATE SESSION

Exclusion of Public and Press

RECOMMENDED In terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, **RECOMMENDED** that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

19. Working with Buckinghamshire Council

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Email: office@buckingham-tc.gov.uk
To Planning Committee:

Cllr. M. Cole
Cllr. J. Harvey
Cllr. P. Hirons (Vice Chair)
Cllr. A. Mahi
Cllr. Mrs. L. O'Donoghue (Chair)

Cllr. A. Ralph
Cllr. R. Stuchbury
Cllr. M. Try
Mrs. C. Cumming (co-opted member)



Buckingham Town Council

Terms of Reference

Date Agreed: 20/05/19
Minute Number: 22/19
 Reviewed 20th May 2019
Prepared by:
 Paul Hodson
Version: 4

Name

1. The Committee shall be known as the **PLANNING COMMITTEE**.
2. The Committee may be referred to as Planning.

Membership

3. Membership of the Committee is open to any Councillor who wishes to be a member
 - 3.1. Councillors who are not Members of the Committee may attend the meeting, but they may not vote on a decision.
4. The Committee shall be subject to a quorum of 3 or one third of its membership, whichever is greater.
5. In the event of an inquorate meeting, the Chair/Chairman, Vice-Chair/Chairman and the Mayor may agree a response to a time-sensitive application, either by re-arranging the meeting or, should time not allow, agree a decision in line with Council Policy and planning history. Should one or all of the designated Councillors not be present or available then those present, numbering not less than three, shall agree a response.

Chairman

6. The Committee shall elect a Chair/Chairman at the first meeting after the Annual Town Council Meeting. The Chair/man's period of office is for one year.
7. The Committee shall elect a Vice-Chair/Chairman at the first meeting after the Annual Town Council Meeting. The Vice-Chair/Chairman's period of office is for one year.
8. The Chair/Chairman if present shall Chair the Committee meeting.

Conduct of the Meeting

9. All meetings of the Planning Committee shall be convened in accordance with the Town Council's standing orders and current legislation.
10. All business undertaken at the Planning Committee shall be done in accordance with the Town Council's standing orders and current legislation

Area of Operations

11. The Committee shall be responsible for and have the authority for (unless stated elsewhere) the following aspects of the Town Council's functions:

Appendix A

- Reviewing Planning Applications (excluding those for more than 10 houses or for new multi-unit retail and multi-unit industrial developments)
- Transport
- Forward planning
- Planning Enforcement

12. In addition to the areas of operation above the Planning and Development Committee has the following responsibilities:

- 12.1 to undertake all powers and duties of the Council in respect of the powers conferred on it from time to time under the Town and Country Planning Acts and the Orders and Regulations including development control and the Local Development Framework process and any other strategic plans for Aylesbury Vale
- 12.2 to undertake all powers and duties of the Council in respect of Neighbourhood Planning and Development under the Localism Act
- 12.3 to make representations to the Local Planning Authority on applications for planning permission which have been notified in accordance with the relevant legislation which are for fewer than 10 housing units and for non-mixed development.
- 12.4 to consult with the committee and tree wardens by email in respect of all applications relating to trees and tree preservation orders, and convey collated comments to the AVDC Tree Officer.
- 12.5 to make suggestions in respect of street naming.
- 12.6 to make representations involving Listed Buildings and the Conservation Area in Buckingham
- 12.7 to act as the consultee and make representations as required in respect of all matters relating to roads and highways including, road signs, street furniture, street lighting, car parking, traffic management, footpaths, traffic regulations and bus services
- 12.8 To promote all elements of equality in the built environment
- 12.9 Public Services – to act as the consultee, make representations, and support as required all matters relating to
 - housing strategy
 - public/community transport including Local Transport Plans
 - utility services (gas, electricity, telecommunications, water, sewerage, flooding, etc)
 - waste infrastructure
 - mineral extraction
 - planning policy changes
 - economic development of the town

Further Information

13. The Committee has authority to proceed with all items within its budget, but must refer to Full Council when non budgeted expenditure is anticipated.
14. The Committee shall appoint sub committees and working groups as and when it is deemed necessary and shall set out Terms of References for those bodies
15. The Committee shall undertake reviews of Terms of Reference as and when appropriate for sub-committees and working groups under its remit, and should make recommendations to Full Council regarding its own Terms of Reference.

BUCKINGHAM TOWN COUNCIL
Planning Committee
MONDAY 18th May 2020

Town Plan Officer: Ms Sheena McMurtrie

General Update

- 1) VALP – The representations and comments resulting from the Consultation on the Main Modifications which ended in November, 2019, were due to be sent to the Inspector by AVDC in March, 2020. The latest update was on 30th March, 2020:

“We had intended to send the representations and the Council’s responses to the issues raised in them to the Inspector in mid-April. However the Council has prioritised its response to the current Covid-19 crisis and as a result some Council officers involved in preparing the responses to the representations have now been seconded to Covid-19 work. It is therefore not possible to give a definitive answer at this stage as to when we will be in a position to send the information to the Inspector, but we will continue to focus on achieving this as soon as possible and more information will be put on the website when it is available.”

Progress will be dependent on the Inspector’s schedule in 2020. It may be anticipated that more work will be desk based during co-vid 19 restrictions, which may in turn cause a backlog of public hearings. The Planning Inspectorate are undertaking a number of trials to attempt to ease the situation [details can be found - <https://www.gov.uk/government/news/planning-inspectorate-coronavirus-covid-19-update-16-april-2020>] including video links and isolated site visits.

There would be further delay if the Inspector decided that a further public hearing was required – this cannot be ruled out given the scale of the proposed development in the North-East of the Vale.

- 2) In the meantime, the current BNDP remains the most up-to-date document in the Local Plan, there is limited weight that can be given to VALP even at this stage. In particular, the requirement of affordable housing thus remains at up to 35% where applicable. As noted below, there is work being undertaken to ensure that figure could be justified if it were to be challenged. It is difficult to predict what the short to medium term demand for houses will be, when restrictions are lifted. As of 13th May 2020, house sales will now be allowed to go ahead. There will be “frozen” transactions in the system, which can now proceed, but the question will be what appetite there is in the market for new transactions. Planning applications for developments may still continue as if permission is obtained the value of the land will be increased, but whether any

construction work will be undertaken remains to be seen in the short to medium term.

- 3) The Town Plan Officer is working on a number of projects to advance the evidence base for any new/updated Neighbourhood Plan. These include research into the published evidence available as to affordable housing need in Buckingham and the surrounding area; updating stakeholder and potential stakeholder lists; preparing surveys for “scoping consultation” as to what issues are important to the residents and businesses of Buckingham, with an attempt to focus on what adaptations may need to be made as a result of the current situation. The information gathered will be of value to the Town Council, regardless of the progression of new/refreshed Plan.

Min. 926/19	7 via Parish Channel; 1 via Parish Support (application withdrawn before meeting)	Min. 696/19	News release Climate Emergency Action plan (delayed until all Committees have reviewed)	Date of appearance
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Subject	Minute	Form	Rating √ = done	Response received
AVDC				
Streetnaming Nursery Bungalow site	644/19	Respond with Members' decision	√	Streetnaming Officer has not yet got agreement on name from developer 6/5/20)
	697/19	Respond with new choice	√	
Cornwalls Meadow decking	732/19	Report rotten planking for repair	√	
Street nameplate	732/19	Report Toombs Yard sign repair required	√	
BCC:				
Car @ Bletchley Road roundabout	314.2.3	Parked on verge, used as advertisement	√	<p>Reported to TFB; who have declined to take action, suggesting it be reported to AVDC. Vehicle has been moved to Stratford Road layby (Jan 2020) New vehicle replaced at roundabout Jan20 Response from Cllr. Shaw, Cabinet Member for Transportation (24/1/20): I had a similar situation in Chesham for two months last year. There is little that can be done, have you involved the police? If the vehicle is taxed there is little action that can be taken unless there are double yellow lines which then extend through the highways extent. I will pass it on to the local depot. See agenda 8.2</p>
	695.3	Report new vehicle	√	
	726/19	Respond quoting Act	√	
Unitary Authority:				
New planning areas	695.1/19	Request details per minute	√	
CIL/s106	725/19	Town Clerk to write to Shadow Executive		
Enforcement of use classes	929.1/19	Write as minuted	√	

Enforcement reports and queries				
West End Farm Care Home	731.2	Write to AVDC, BCC & HE as minuted	√	BC Archaeology still waiting for investigation report
Hilltop Avenue fence	929.2/19	Request enforcement as 6 months expired since refusal	√	
Other:				
Cars parked permanently on Burleigh Piece	405.1/19	Cllrs. O'Donoghue/Mahi/Hirons to report registration, make and whereabouts of vehicles		
S106	645.1/19	Write to MP re use of s106 funds for business enterprise	√	
Precept budget	648/19	Town Clerk to amend budget as minuted	√	
Redaction of personal names	691.2/19	Town Clerk to confirm policy	√	
Climate Emergency Action Plan	696/19	Town Clerk & Committee Clerk – Develop checklist for applications		
Business Plan	730/19	Town Clerk to act on recommendation	√	
Rights of Way	927/19	Add to next agenda per Cllr. Stuchbury's request	√	See agenda 7.1
Briefing meetings	931/19	Arrange Zoom meetings via Town Clerk	√	

Transport for Buckinghamshire

Contract Director
Louise McCannDR/dw
5th May 2020Mr Paul Hodson
By email: townclerk@buckingham-tc.gov.uk**Buckinghamshire County Council****Transport Economy Environment**New County Offices,
Walton Street
Aylesbury
Buckinghamshire
HP20 1UYTelephone 01296 382416
www.buckscc.gov.uk

Dear Mr Hodson

Vehicle parked on verge of Buckingham Bypass (A421)

Thank you for your enquiry dated 6th March addressed to Cllr Mark Shaw, to which I have been asked to respond on behalf of Transport for Buckinghamshire (TfB) and please accept my apologies for the delay in responding to you.

Unfortunately, as no parking restrictions are in place in this location, TfB is unable to take any enforcement action. This matter is one that could be addressed by either the Thames Valley Police, if the vehicle is classed as abandoned or causing an obstruction, or by the new Council's Planning department, as such commercial advertising would require advertising consent; you may find the following webpage helpful:

<https://www.buckinghamshire.gov.uk/environment/minerals-waste-planning/>

I am sorry that we are unable to be of assistance in this instance.

Yours sincerely



Dave Roberts
Network Strategy Manager
Transport for Buckinghamshire



BUCKINGHAM TOWN COUNCIL

PLANNING COMMITTEE

MONDAY 18TH MAY 2020

Contact Officer: Mrs. K. McElligott, Planning Clerk

Additional Information for applications on the agenda

1. **20/01240/APP** 5 The Villas, Stratford Road, MK18 1NY
Single storey side extension
Davis

Planning History – 3, 4 and 5 The Villas

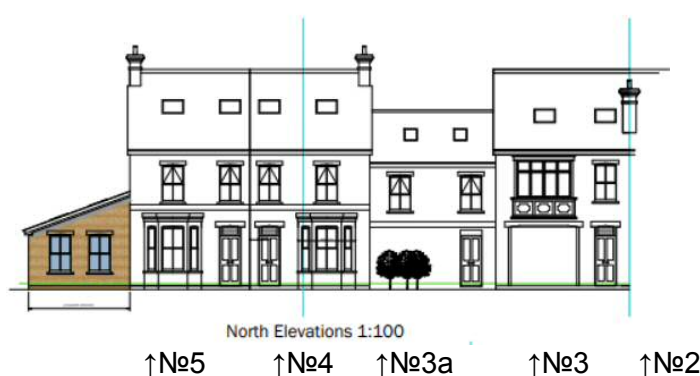
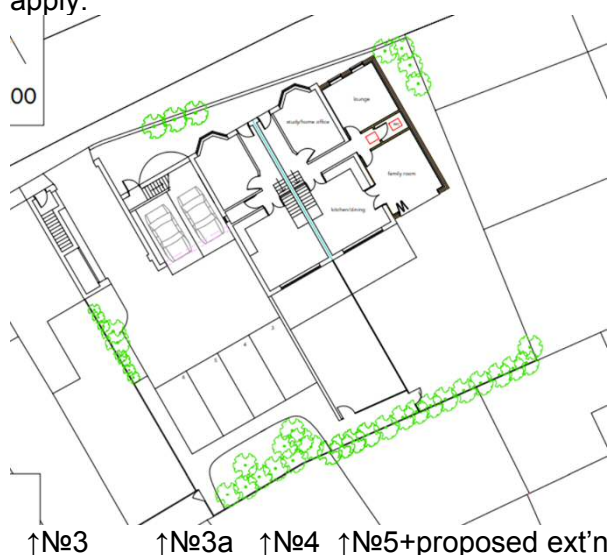
1	08/02503/APP	Erection of No.2 semi detached dwellings and alteration to existing terrace to create vehicular access under and apartments over with rear dormers	Application Withdrawn
2	09/02070/APP	Erection of No.2 semi detached dwellings and additional works to existing terraced dwelling to provide vehicular access under 2 bed apartment over	Approved
3	13/03067/ACL	Proposed erection of rear facing dormer	Certificate Issued - Proposed Develop't
4	14/02882/APP	Erection of double garage	Approved
5	16/03784/APP	Infill development between existing dwellings and above existing parking to provide new one bed apartment	Refused Allowed on Appeal
6	17/01968/APP	In fill development between existing dwellings and above existing parking to provide new one bed apartment	Refused
7	20/01240/APP	Single storey side extension	Pending consideration



The red line marks the property boundary

The proposal is to add a side extension to the end house of The Villas which has a large side and rear garden. The side garden abuts the rear gardens of 6, 8 & 10 Wharfside Place, and the rear garden the rear

fences of 16 & 18 Wharfside Place. The extension would have a single pitch (lean-to) roof and would accommodate a lounge (front) with two windows to the street elevation not dissimilar to the existing first floor windows; a cloakroom (central) with two skylights; and a family room (rear) with bi-fold doors into the rear garden matching the doors on the rear of the existing pair of houses. There will be no other windows, so overlooking will not be an issue. Access will be via a corridor constructed from the existing cloakroom between the lounge (to become a study/home office) and kitchen/diner. A double door will open from the new family room into the existing kitchen/diner. The width of the original house is c. 6m and the extension 4m and the extension is almost the same depth as the house. The rear corner is the nearest part to the neighbouring fences and the gap left is c.1m. Materials will be brickwork and slate to match existing. A neighbour comment indicates that the garage under No3a (shown with two vehicles in, below) is not in fact usable due a step at the entrance, but no additional parking is required as there is no increase in bedrooms, and the applicant has previously argued that this is a town centre site where guidelines need not apply.



2. **20/01332/AOP** Buckingham Primary Care Centre, Buckingham Community Hospital, High Street, MK18 1NU
 Outline planning permission for demolition of existing development and erection of up to 8 dwellings
 Stewart [Swan Practice]

Property History – Buckingham Primary Care Centre [North End Surgery]

1	86/01320/AOP	NEW SURGERY	APPROV
2	94/01229/APP	EXTENSION TO SURGERY	APPROV
3	03/01721/APP	Single storey side extension to doctors surgery	Approved
4	20/01332/AOP	Outline planning permission for demolition of existing development and erection of up to 8 dwellings	Pending Consideration

This is an Outline Plan, so that the site can be sold with planning permission, and it is just within the Conservation Area (the appropriate Public Notice appeared in the *Buckingham Advertiser* on 1st May). The buildings each side of the High Street entrance [Nos 19 & 21] are Listed (note that their photographs on p.5 of the supporting statement are transposed as the Hospital entrance is viewed from the High Street).

The site comprises the surgery building and carparking in front of it, but not the planted beds at the entrance to the parking area, or the upper car park with separate access, its surrounding greenery or odd bits of planting at the rear of the High Street houses. The Outline proposal is for 8 houses: 1 x 4-bed, 3 x 3-bed detached and 2 pairs of 2-bed semi-detached, with most of the frontage used for parking. Rear gardens vary in size, see below (¶ 6.2).

Apart from the site plans only a Supporting Statement has been submitted; selected clauses are reproduced below. Clerk's comments in italics.



Site

Indicative layout

¶2.2 It is well known that the Swan Practise surgeries will move into a modern state of the art Health Hub which has been granted planning permission on the Lace Hill Development, off London Road. This new facility will address the current unfit premises and business needs of the practise and the current and future needs of the local community.

The document gives no indication of the predicted timescale of the building and commissioning of this Health Centre. Its approval (by the Planning Inspectorate after an appeal for non-determination) is dated 24/12/18, with an Approval of Reserved Matters deadline of three years after this date and a start on the building within the following two years.

¶2.3 To this end the North End site at 26 High Street is suitable for alternative uses. The building itself has no intrinsic architectural or historic merits and it is not easily adaptable for alternative uses. Therefore, it makes sense to redevelop. The site's town centre location, and neighbouring residential development on two sides makes the site imminently suitable for residential development. The change of use and development opportunity would add critical value to the site and subsequently assist in funding the setting up requirements of the new practice at Lace Hill.

There is no evidence presented of consideration of 'alternative uses'. Lace Hill is going to be difficult to access for patients from the villages dependant on bus services (village bus services tend to be one in and one back two hours later, daily; a change to get to Lace Hill, and again on the return journey leaves little leeway for the doctor/treatment nurse to be running late, or enough time to do a little shopping before returning home). Members are asked to note the following application as well; if decommissioning both town centre medical facilities is approved, then some sort of transport might have to be organised. Those

with disabilities or no access to the internet need somewhere convenient to submit repeat prescription requests or test samples, and the ability to book appointments face-to-face.

It could be used for consultant clinics or treatment rooms in the town centre and therefore accessible to the residents of both town estates and the hinterland. Nobody knows what the Government will do in the aftermath of the virus pandemic - for example it might decide to include social care in the NHS remit; it might be that local cottage hospitals will be boosted for convalescent care to ease the pressure on major hospitals (and allow more convenient visiting); or it could be used for an isolation unit for the next pandemic. If demolished, it could be used to extend North End Court/Mary MacManus Drive sheltered housing. The building is sound and modern and a single floor, with its own parking. Permitting domestic development compromises whole-site development for health uses.

¶6.2 The NP is the first relevant development plan document. Policy HP7 supports development of small sites for up to 10 dwellings within the settlement including previously developed land, providing the density is reflective of existing character. Policies DHE1 – 6 seek to protect trees and biodiversity and ensure adequate open space provision. Policy CLH4 supports new or extended health care facilities on existing health care sites. Whilst the wording of the policy doesn't say that existing health care sites will be protected, it is the aim of the policy. Also relevant is the Buckingham Design Guide.

The BNDP also says "(7.13) In respect of proposed family dwellings the Town Council would generally expect to see the provision of private garden space (normally at the rear), of at least 10 metres in length"; none of the semis has a garden this long, and one detached just barely. Another detached hasn't but has a good width. The corner houses have big gardens. As for the nearest play area for children this is in Bourton Park or Bridge Street.

¶6.6 As a community facility, the Swan Practise, North End at 26 High Street is to be relocated into a much better facility. Therefore, in this respect it will not result in the loss of a community facility or service. The redevelopment opportunity for the site will assist in contributing towards the requirements of that new facility.

Members may wish for reassurance that the main facility at Lace Hill will be fully funded and the revenue from the sale of this site will not be essential for its completion, leading to a gap in service.

¶6.11 Whilst located within the CA, the site is on the very edge of the CA and tucked well back from and behind the listed buildings and historic setting of the High Street. The existing development on the site has no historic value. *This is taking a narrow view of 'the site' ignoring the hospital.* The hedgerow and greenery that is visible from the High Street will be retained as it is located on land adjacent the access road and outside the site itself. It is anticipated that boundary hedges and trees can also be retained. Therefore, this element will not significantly change. This application seeks planning for up to eight dwellings, the number is not fixed, nor is the size or type and nor is the final layout. Therefore, the site's redevelopment would preserve the character and appearance of the CA.

As this is an AOP none of this is fixed and there is nothing to stop the purchaser putting in a variation application packing more houses in (deleting all the parking space, for example, on the grounds that it is a 'town centre development') or even going for a block of flats instead.

¶6.18 (2) The effect of COVID-19 highlights the need to encourage and help provide the best investment in new, modern health facilities, that are best suited to meet the current and future health needs of the local community. *See comment at ¶2.3 above.*

¶6.18 (4) A forecasted effect of COVID-19 is that it will have a substantially harmful impact on the economy. Small development site's such as proposed with this application are important contributors to revitalising the local economy and helping small to medium sized local enterprises.

Buckinghamshire Council Consultee Responses (summaries)

Ecology: Preliminary Ecological Appraisal required; relevant policies listed

CPDA: no concerns at this time, includes link to Secured By Design guidelines

Heritage: site visit will be required, when lockdown lifted; concerns about effect on Conservation Area; the boundary wall (of heritage interest) is not shown on the drawings; no relevant planning history found.

In view of the following:

There is a largely strong building line in the area along the High Street, which any proposed development would not replicate, however it is noted that this is also true of the existing development. That being said, the layout of the development would be an important consideration in terms of ensuring it preserves or enhances the character of the conservation area; the indicative cul de sac scheme does not appear to relate to the site's context.

And

It is noted that this is an outline application. However it is worth saying that there would also be an expectation that the design of any development respects the context of the site; this may include considering the design cues from surrounding historic development, the hospital for example and considering the history of the site.

it may be advisable to draw the officer's attention to the V&D Statement.

Environmental Health: no comments to make

Archaeology: if approved, an appropriate investigation will be required, with 3 detailed conditions outlined

Highways: notes considerable reduction in number of daily trips to/from site; estimates 16 parking spaces 2.4m x 3.6m could be available, but leaves this to planning officer to comment further; otherwise standard conditions about mud on road etc.

A comment from Economic Development would be welcome on whether 8 new houses, priced at 'town centre convenient' levels requiring two wage-earners (time-poor, shop at Tesco/Aldi/Lidl for a weeks-worth at a time, or ordered on-line and delivered) help the local economy more than retained NHS use.

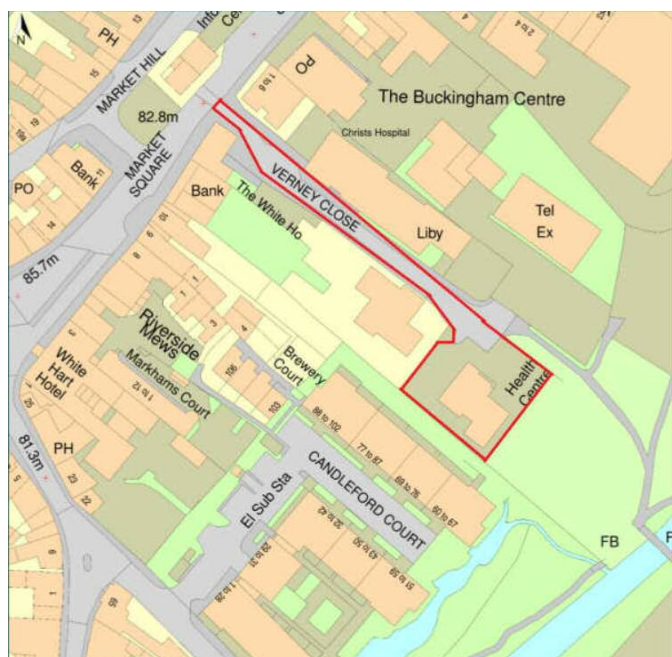
3. **20/01333/AOP** Verney Close Family Practice, Verney Close, MK18 1JP
Outline planning permission for demolition of existing development and erection of 1 residential building comprising 6 flats, off street parking, bin storage and bicycle storage
Stewart [Swan Practice]

Property History – Verney Close Family Practice

1	89/00504/APP	ERECTION OF EXTENSION AND ALTERATIONS TO DOCTORS SURGERY ADDITIONAL CAR PARKING PROVISION	APPROV
2	89/02954/APP	SINGLE STOREY SIDE EXTENSION	APPROV
3	20/01333/AOP	Outline planning permission for demolition of existing development and erection of 1 residential building comprising 6 flats, off street parking, bin storage and bicycle storage	Pending Consideration

This is an Outline Plan, so that the site can be sold with planning permission, and it is well within the Conservation Area (the appropriate Public Notice appeared in the *Buckingham Advertiser* on 1st May).

The site is the surgery building and carparking in front and to the side of it and the three bays at the end of Verney Close [by the salt bin; Applicant states that these are within their property]. The nearest Listed buildings are The White House and the Almshouses, at the top of Verney Close, and the rear parts of Nos 9 & 10 Market Square. A three-storey block of 6 flats is proposed, which could all be 2-bed or a mixture of 2- and 1-bed, with the entrance & stairwell at the Day Centre end and balconies at the woodland end. There is no lift proposed, but could be inserted at the Detailed Plan stage by the purchaser.



Site



Indicative layout

Part of the site is in Flood Zone 2

A Supporting Statement and a Flood Risk Assessment have been submitted with the plans - selected clauses are reproduced below. Clerk's comments in italics.

¶2.2 It is well known that the Swan Practise surgeries will move into a modern state of the art Health Hub which has been granted planning permission on the Lace Hill Development, off London Road. This new facility will address the current unfit premises and business needs of the practise and the locality.

The document gives no indication of the predicted timescale of the building and commissioning of this Health Centre. Its approval (by the Planning Inspectorate after an appeal for non-determination) is dated 24/12/18, with an Approval of Reserved Matters deadline of three years after this date and a start on the building within the following two years.

¶2.3 To this end the Verney Close site is suitable for alternative uses. The building itself has no intrinsic architectural or historic merits and it is not easily adaptable for alternative uses. Therefore, it makes sense to redevelop. The site's town centre location, being immediately adjacent to parkland on one side and existing residential flatted development on another side has led to the conclusion that the site is imminently suitable for residential development. The change of use and development opportunity would add critical value to the site and subsequently assist in funding the setting up requirements of the new practice at Lace Hill.

Once again, there is no evidence of what alternatives have been investigated. The building with its private parking could make quite a nice little office block for – say – accountants, solicitors, estate agents, or a pharmacy or shop.

¶3.4 The site is located within the Buckingham CA. However, there are no listed buildings adjacent to the

site or nearby.

That depends on how you define nearby - nearest Listed Buildings are The White House and the Almshouses, and the rear aspect of Nos. 9 & 10 Market Square.



¶4.1 This is an outline application with all matters reserved, save for the access. The existing access will be retained. It is envisioned that a new three storey building can be constructed based on a reduction of the current building footprint area. The reduction in footprint as on the indicative plan would lead to a betterment of 65m² and avoidance of any building element within flood zone 2. *Provided the parking areas are re-laid with permeable paving?*

¶5.1 The amount and layout suggested has been influenced by the plot configuration and the context of the area as well as neighbouring development. It was considered that one building would be suitable. A three-storey height would be reasonable based on the height of existing development surrounding the site and the distances that can be maintained between the new build and existing buildings. This would allow for six dwellings, with sufficient space for private amenity and parking for vehicles and bicycles and communal bin storage. *As this is an AOP none of this is fixed and there is nothing to stop the purchaser putting in a variation application enlarging the building and deleting all the parking space, for example, on the grounds that it is a 'town centre development' or close enough to Cornwall's Meadow to not need any. Also the planning officer dealing with Morrison's block of flats above this wanted a 'step down' profile to bridge between the high buildings on higher land and the lower buildings nearer the river. A step up again after the Day Centre may not be acceptable, whatever Candleford Court presents as a context*

¶6.2 The NP is the first relevant development plan document. Policy HP7 supports development of small sites for up to 10 dwellings within the settlement including previously developed land, providing the density is reflective of existing character. Policies DHE1 – 6 seek to protect trees and biodiversity and ensure adequate open space provision (all trees are protected within a Conservation Area). Policy CLH4 supports new or extended health care facilities on existing health care sites. Whilst the wording of the policy doesn't say that existing health care sites will be protected, it is the aim of the policy. Also relevant is the Buckingham Design Guide.

Practically all the 'amenity land' is parking; if you wanted to sit out in the sunshine, there's barely room to put a garden chair down on the 'soft landscaping area'.

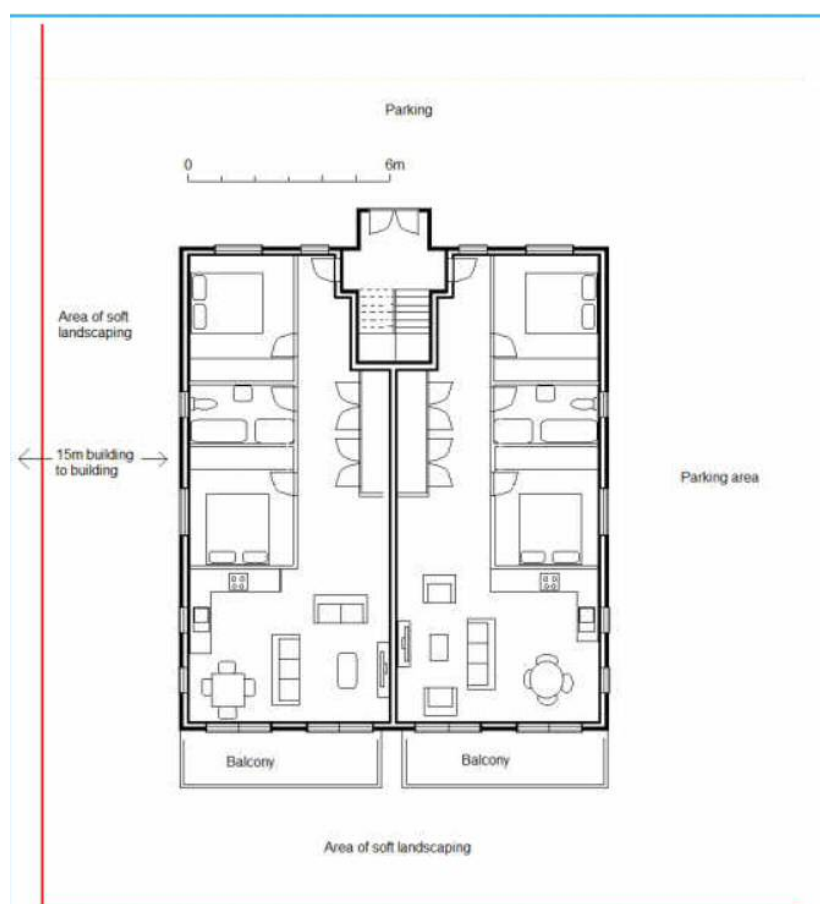
¶6.6 As a community facility, the Swan Practise in Verney Close is to be relocated into a much better facility. Therefore, in this respect it will not result in the loss of a community facility or service. The redevelopment opportunity for the site will assist in contributing towards the requirements of that new facility.

See comments above re town centre health presence

¶6.12 The residential use of the site would likely reduce the number of vehicle movements associated with the current use of the site. *True, certainly in daytime.* That would lead to an enhancement, through the reduction of traffic on the unsuitable historic streets in the town centre and increased sense of tranquillity without the loss of town centre vitality. Therefore, in this way the proposal would enhance the character of the CA.

But only if the building fits in – with a pitched tiled roof, for example.

¶6.13 Whilst this scheme is outline, the indicative plan shows that a building could comfortably be sited that: is outside flood zone 2; maintains 15m between the side elevation of the proposed building and the back of the neighbouring Candleford Court development; provides enough room for 2-bedroom dwellings that have a 78sqm internal space and 1-bedroom dwellings with 68sqm internal space (above nationally described space standards) and balconies. An example floor plan based on the indicative layout plan is provided in figure 5 below.



Some indication of the shadow cast by Candleford Court, particularly on the ground floor, would be advantageous.

¶6.14 As the indicative plans show, there is sufficient room for adequate parking and vehicle manoeuvring space within the site. 10 spaces are shown for residents within the site and three visitor spaces on land

owned by the applicant, which currently provides additional parking at the end of Verney Close. There would be the opportunity to provide electric charging facilities at the detailed stage.

If Buckinghamshire Council is the actual landowner, then these parking spaces would be in the same ownership, as Verney Close is a highway. However, the three places where people park by the salt bin, and are regularly ticketed, have a yellow line along continuing the parking restriction (No Parking Monday – Saturday 9am – 5pm), so cannot be in the applicant's ownership?



They would not be usable for all-day parking for visitors except on Sundays. Also, there's the matter of maintaining the space within the curtilage as private parking – how to stop people 'just popping to the Library' (or the bank or the Post Office) leaving their car there if the legitimate bays outside the Church's centre are full, or they will be longer than an hour (bay restriction Mon-Sat 9am-5pm 1 hour, no return within the hour)? Or even all day while they're at work, because it's not in the yellow-line zone, so they won't get ticketed by the wardens. The residents won't have the power to enforce private use – the Library suffers from casual parking at present, despite the large Private Parking sign.

Flood Risk Assessment

1.1 Flood Risk Posed:

The site is shown to be partially within the Easter 1998 flood extent...

.. and 2007. Presumably they couldn't get hold of the EA map of actual flooded areas for 2007.

Site within Flood Zones 2 (Medium Risk), and Flood Zone 1 (Low Risk). Fluvial risk originating from the River Great Ouse, approximately 50m to the south east of the site.....

Risk of sewer surcharge flooding would appear to be low.

The sewers in this part of town are very old and require regular attention from Anglian Water.

1.2 Flood Risk Mitigation. The bottom of slab of the ground floor level should be set at least 79.96mAOD, which is 300mm above the modelled 1:100 year flood level with Upper End climate change allowance....*300mm is 12" – that means a step or two at the entrance.*

Based on the plans provided, there will be an approximate 65m² reduction in built footprint post development. The development will therefore provide a significant betterment with regards to the flood storage capacity of the site. *As above, only significant if the parking area is permeable.*

5.2.1 Modelled Flood Levels: The 1:100 year modelled flood levels with Higher Central and Upper End

allowances are therefore 79.31mAOD and 79.66mAOD respectively. Comparison of these modelled flood levels with topographic site levels (78.83mAOD to 79.27mAOD) shows that the site could be inundated with between 0.04m and 0.48m of floodwater for the 1:100 year plus High Central climate change allowance, and between 0.39m and 0.83m for the 1:100 year plus Upper End climate change allowance.

As the late Cllr. Isham was so fond of saying, 1 in 100 round here means about every 10 years. Both the BNDP and NPPF are against residential buildings in the flood plain.

5.2.6 Historical Flood Events: According to EA records, there are historical records of flooding in the area in March 1947, Easter 1998 and July 2007. The site is shown to be partially within the Easter 1998 flood extent. *and 2007's? Waterlogging is also noticeably worse in quantity and frequency in the adjacent woodland since Candleford Court was built.*

5.5 Sewer Surcharge: No information has been provided to suggest that the site is susceptible to sewer surcharge flooding. *This might just be a polite way of saying the EA or Anglian Water didn't answer their letter.*

6.1 Vulnerability to flooding: The existing site is a doctors surgery – which is classified as “more vulnerable” under the NPPF. Post development, the site will remain “more vulnerable” throughout, as the proposed application is for the construction of a three storey block of 1 and 2 bedroom flats. As such, there will be an increase in vulnerability post development (introduction of additional residential units).

Alternatives to residential use are not examined.

6.3 Physical Design Measures To help protect against flooding during extreme events, the applicant has agreed to implement flood resistant design measures into the new properties, in consultation with the Local Authority building control department. These measures can include the following: • Solid concrete ground floor, with waterproof membrane; • Waterproof screed used on floors; • Closed-cell foam used in wall cavities; • Waterproof ground floor internal render; • External walls rendered resistant to flooding to first floor level; • Exterior ventilation outlets, utility points and air bricks fitted with removable waterproof covers; • Ground floor electrical main ring run from first floor level; and on separately switched circuit from first floor; • Electrical incomer and meter situated at first floor level or above; • Boilers, control and water storage / immersion installed at first floor level or above; • Gas meter installed at first floor level or above; • Plumbing insulation of closed-cell design; • Non-return valves fitted to all drain and sewer outlets; • Manhole covers secured; • Anti-syphon fitted to all toilets; • Kitchen units of solid, water resistant material; • Use of MDF carpentry (i.e. skirting, architrave, built-in storage) avoided at ground floor level; • Stairs of solid hardwood construction with wood faces treated to resist water penetration. The applicant should also consider the use of demountable flood defence barriers to defend ground level doorways and low windows. *One has to ask oneself, is it worth it? Is it a cost-effective investment? If not, the site may lie derelict when the surgery moves out.*

6.4 Safe Escape and Flood Action Plan: The NPPF requires a route of safe escape for all residents and users to be provided from new residential properties in Flood Zone 3. Safe escape is usually defined as being through slow moving flood water no deeper than 25cm during the 1:100 year plus allowance for climate change flood event. With a potential depth of flooding on site of up to 0.83m, it is not possible to provide a safe route through shallow flooding.

This is not the existing case, where the building is empty at night and weekends; if the river came up suddenly during the night, there are people sleeping in ground floor flats to consider. The suggestion is that if they can't get out safely they should just move upstairs and sit it out.

Buckinghamshire Council Consultee Responses (summaries)

CPDA: concern about clear definition of public & private realm; security of bin and cycle stores; surveillance of common entrance

Environmental Health: no comments to make

Heritage: desk assessment; no relevant planning history found; ideally building should be lower in height to aid transition between town and river, but given Candleford Court approved after Conservation Area document accepted, the principal of three storeys has been established. No objection

Ecology: no objection subject to condition securing inclusion of biodiversity features (bat boxes and bee bricks)

Archaeology: *not yet available*

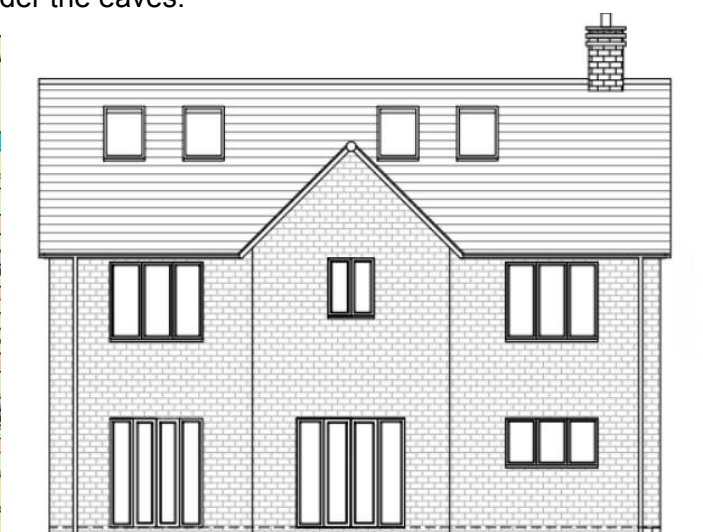
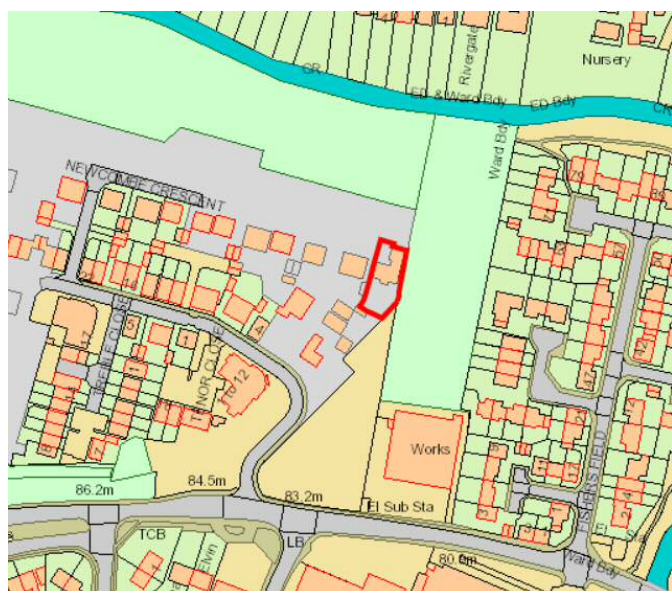
Highways: *not yet available*

Environment Agency response: standard response, referring officer to their Flood Risk Standing Advice

4. **20/01334/APP** 10 Newcombe Crescent, MK18 1WH
Loft conversion with rear roof light windows
Lewis

No previous planning applications.

The site is the most easterly house on Clarence Park, at the rear of the estate hard up against the boundary with the Hamilton Precision site. It is a large 5-bed detached house, L-shaped with the front door in the angle and a master bedroom over the double garage which forms one limb. The remaining bedrooms and living rooms are in the other limb. The master bedroom has two gabled dormer windows facing the front, and rooflights in the other slope of the roof which faces east. Four of the new rooflights in the converted loft would face south towards the neighbouring gardens – see elevation below. There is an additional rooflight in the other slope of the roof below the chimney. There are no other exterior alterations. The converted loft would have limited headroom under the eaves.



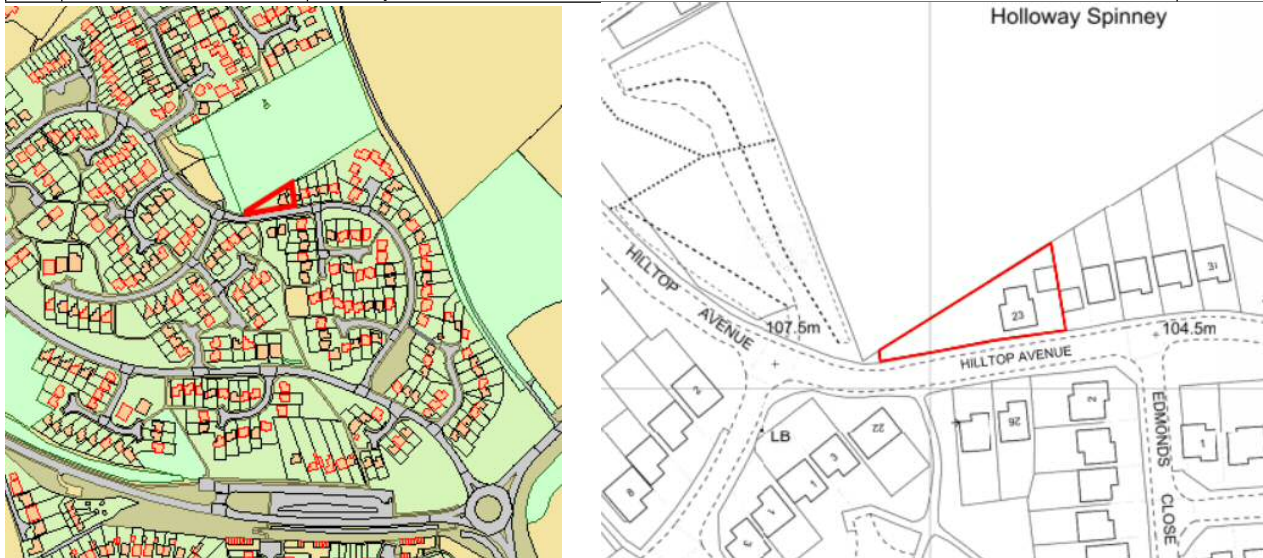
PROPOSED REAR ELEVATION

5. **20/01359/APP** 23 Hilltop Avenue, MK18 1YQ

Enlargement of approved external raised decking area and new rear patio
Ludlow & Wade

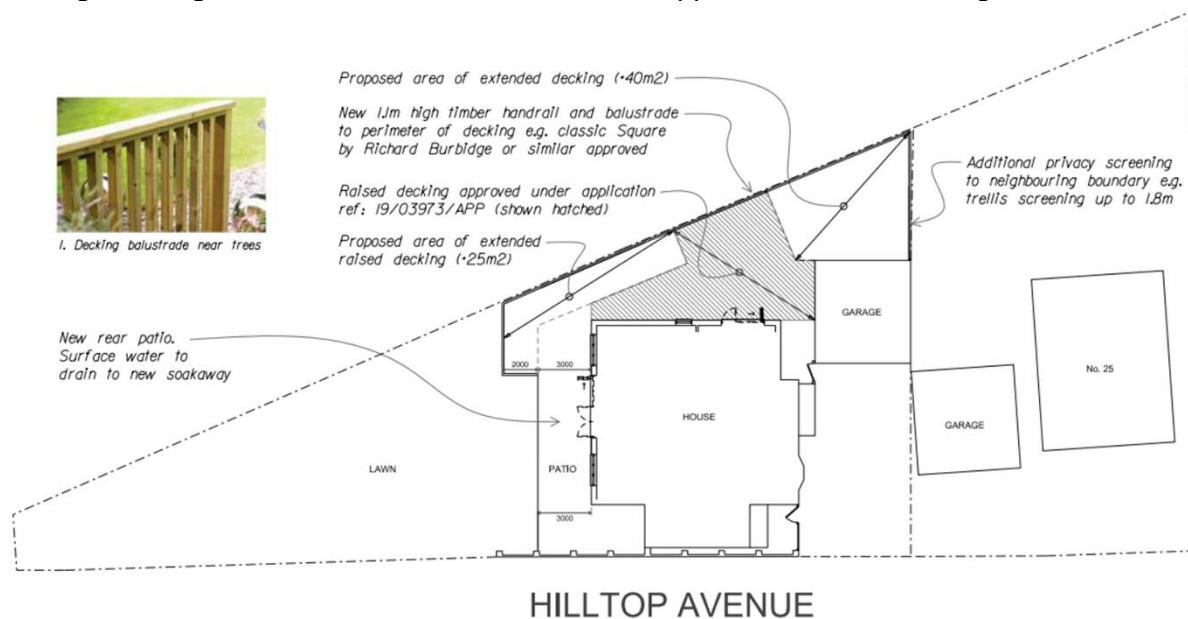
Planning History - 23 Hilltop Avenue

1	88/01876/APP	TWO STOREY SIDE EXTENSION	APPROV
2	07/01299/ATP	Crown reduction of oak	TPO - Consent Granted
3	19/03973/APP	Single storey side extension, single storey rear extension, external decking area and associated internal alterations	Householder Approved
4	20/01359/APP	Enlargement of approved external raised decking area and new rear patio	Pending Consideration



The site is the end house on the eastern section of Hilltop Avenue; it is a large triangular area bounded to the rear by Holloway Spinney and to the side by No.25 whose application for a two-storey extension on this side of their house was considered last meeting and is not yet decided.

The applicants state that the ground under their approved decking is undulating and difficult to use or maintain, and they would like to extend it, using mini-piles as support to minimise disturbance to the trees and their roots. A balustrade and screening would be added to the decking for safety and privacy. A drawing showing the RPAs of the trees is included. Approved area of decking hatched in drawing below.

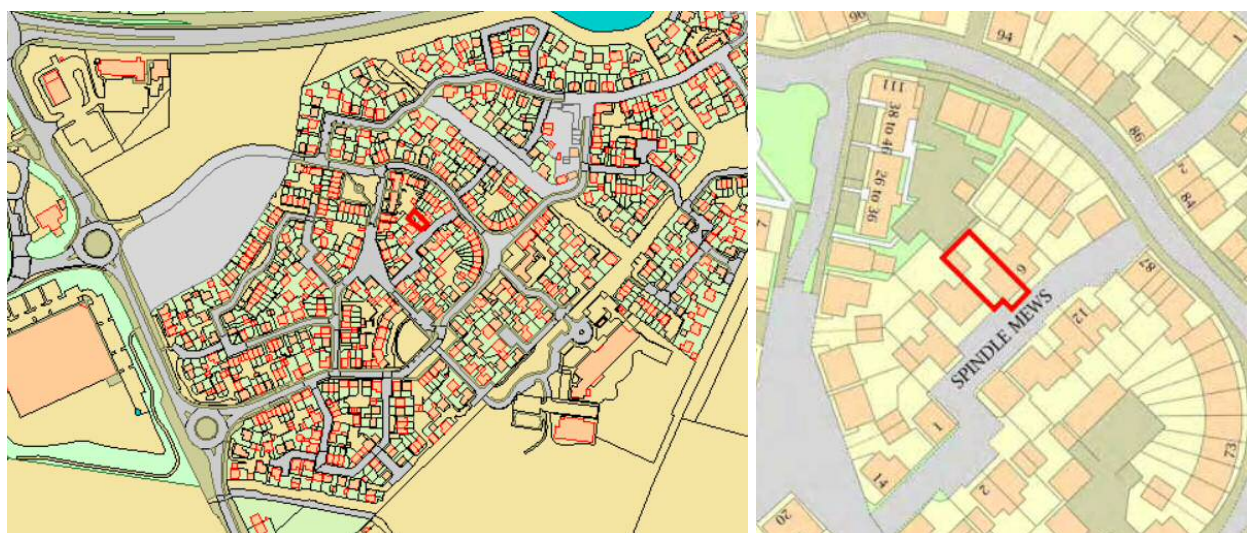


Members had no objection to the previous application (25th November 2019).

6. **20/01407/APP** 7 Spindle Mews, MK18 7RS
Erection of summerhouse
Orr

There is no previous application for this site.

The site is a semidetached house in the middle of Lace Hill Phase I, and Spindle Mews links Needlepin Way (the horseshoe shaped road from roundabout to roundabout on the London Road) to Honeycomb Way. The plot backs on to a parking court, and has a standard height wooden fence to the rear. The proposed summerhouse, of wooden lap construction, is rectangular with a sloping single pitch roof, very slightly higher than the fence at the rear and c20cm (8") higher facing the house (note that the drawings on the website are not filed separately, and the separator pages for the elevation drawings are not all correct, nor are the labels on the Building Design page). The elevation facing the garden has three tall narrow windows and french doors, and the side facing the garage (to the SW) also has a tall narrow window. However this side is completely blocked from public view by the garage itself, which has a pitched tile roof. There is no window facing the garden of the semi-detached neighbour, and there is a small gap between the summerhouse and the common boundary (the boundary may be fenced to the same height as the rear though the drawings do not show this, so a small amount of the roof may be visible to them).



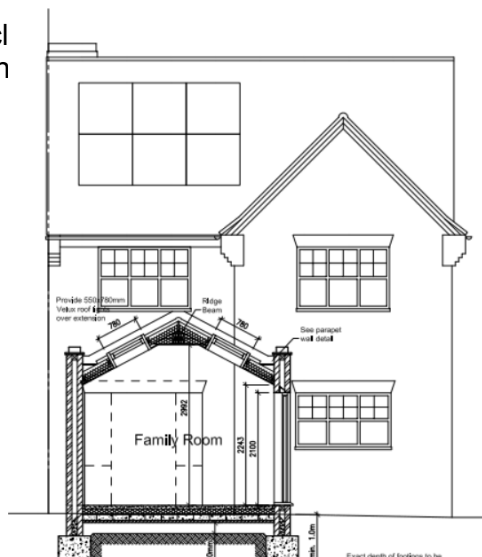
7. **20/01416/APP** 5 Twickenham Road, MK18 1ED
Single storey rear extension (amendment to approval 20/00064/APP)
Shengushi

Planning History - 5 Twickenham Road

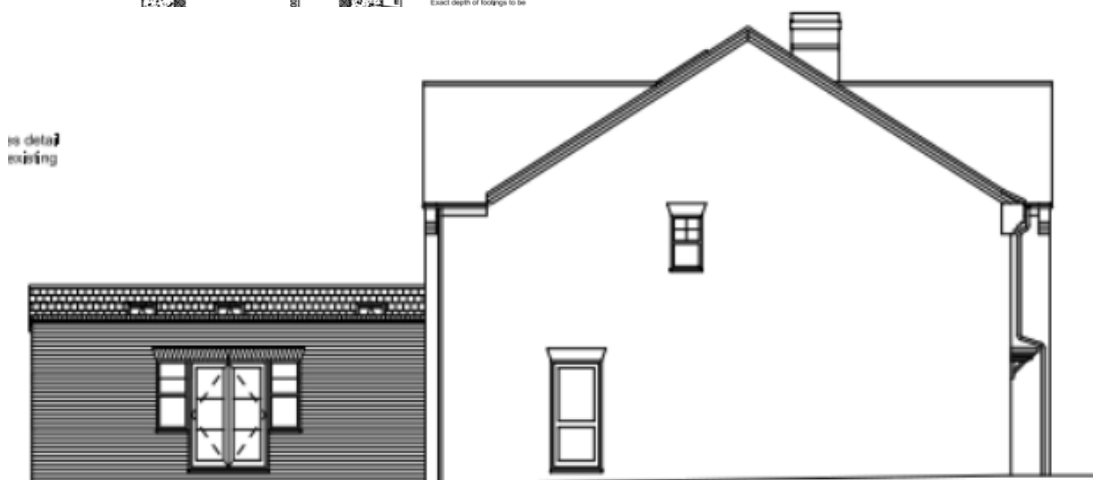
1	20/00064/APP	Single storey rear extension	Householder Approved
2	20/01416/APP	Single storey rear extension (amendment to approval 20/00064/APP)	Pending Consideration

very cl
drawin

the upstairs windowsill, as can be seen from the sectional



is detail
existing



Eastern elevation, this application

The reason for the enlargement, according to the Pre-application advice box on the form is “A previous application for a smaller rear extension was approved with reference no. 20/00064/APP and the case officer mentioned to the she felt it was possible a larger extension would be possible [o] the depth of the existing garages due to being able to retain quite a portion of rear garden.” The approval for this application mentions a tree in the rear garden, planted as part of the estate’s landscaping scheme, and warns that if damaged it would have to be replaced. This tree is not shown on the drawings.

Members had no objections to the previous application at the 20th January meeting.

Not for consultation

- 8. **20/01366/ACL** 9 Fleet Close, MK18 1YN
Application for a Lawful Development Certificate for the proposed single storey rear extension
Gibbard

The site is a detached house at the end of a short close off Hilltop Avenue. The rear garden backs onto the Holloway, the track that leads from Stratford Road by the bypass roundabout to Avenue Road in Maids Moreton between the Page Hill housing and the sports pitches. The three houses at the head of the close are staggered and the proposed extension is at the rear and so will not abut the neighbouring house. It will have a flat roof with lantern rooflight, no windows in either side wall, and bifold doors for garden access.

The existing French window in the dining room behind the garage will be partly bricked up and a matching window inserted. The extension will form a much enlarged kitchen/diner/family room, and the existing dining room & utility will be remodelled and form a den/office and boot room.

Note that the site is in the part of Page Hill with PDR withdrawn, so an ACL may be inappropriate.

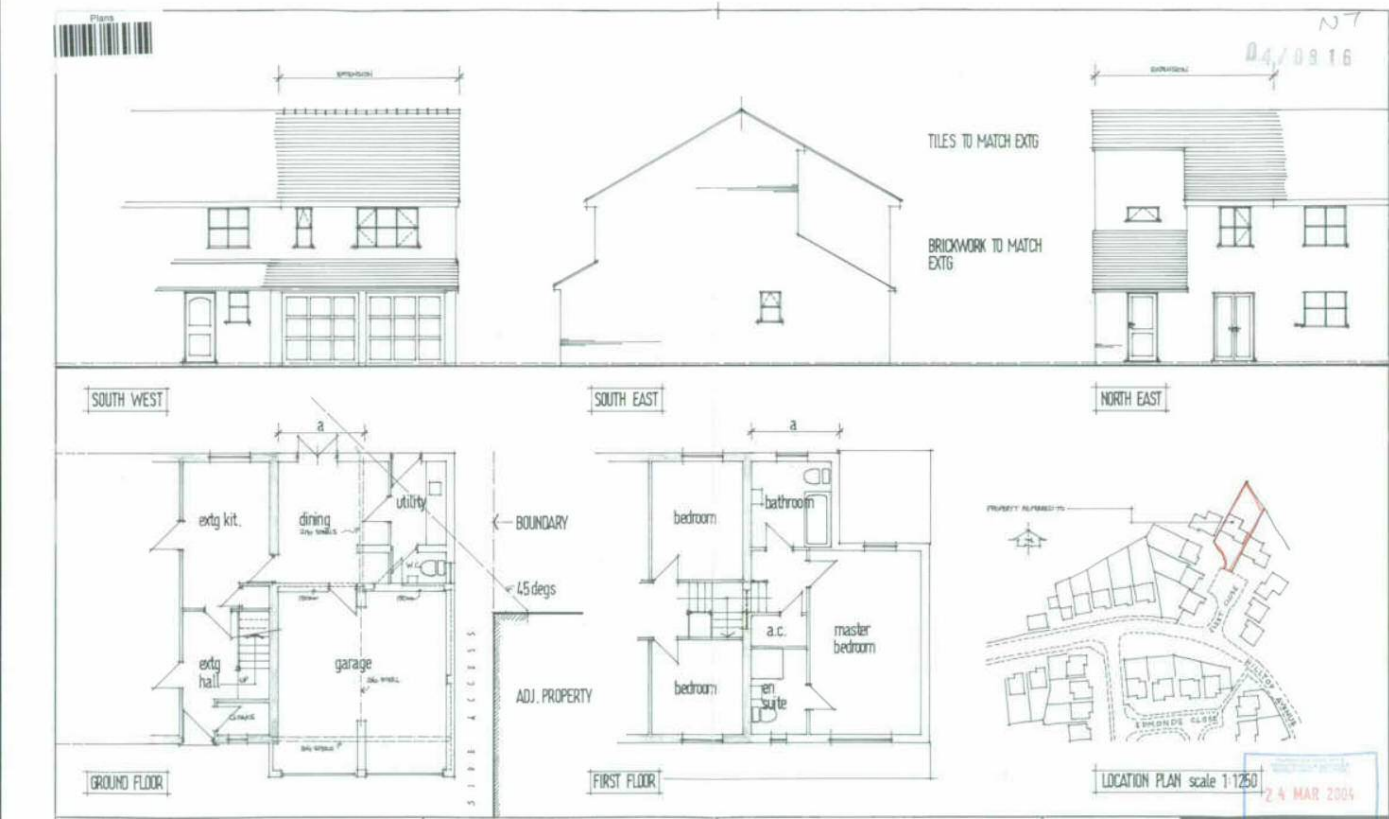


Property History – 9 Fleet Close

↑ № 9 Fleet Close

1	83/01138/AV	Erection of 9 dwellings	Approved
2	04/00816/APP	Erection of first floor, two storey and single storey side extensions	Approved
3	20/01366/ACL	Application for a Lawful Development Certificate for the proposed single storey rear extension	Pending Consideration

See below for previous extension. It is not possible to tell what the original number of bedrooms was, as the file for 83/01138/AV is too old to have more than the decision sheet listed, and the documents for 04/00816 do not include an 'existing' drawing, or a full floorplan, but the extension amounted to the double garage, dining room and utility room behind it and a master bedroom with ensuite on the first floor over it. The left hand side of the garage appears to have been subsequently turned into a study. There is however, more than enough driveway parking space, however many bedrooms there are.



KM
10/5/20

Buckinghamshire Council

3. Planning Committee Procedure Rules (pp 77 - 81 of the Constitution dated 1 April 2020)

The procedures at the Area Planning Committee meetings and the Strategic Sites Committee meetings ("The Planning Committee") will be as follows.

General

- 3.1. The Area Planning Committee will be comprised of 12 members (10 for South Buckinghamshire Area Planning Committee) or as otherwise detailed in the Area Planning Committee Terms of Reference
- 3.2. The quorum for all meetings of the Area Planning Committee will be 7 members (6 for South Buckinghamshire Area Planning Committee) or, if different, as detailed in the Area Planning Terms of Reference and no business will be transacted if any meeting or part of a meeting will not be quorate.
- 3.3. The members and substitute members for Area Planning Committees will be drawn from the area which that committee covers wherever possible.
- 3.4. The Strategic Sites Committee will be comprised of 12 members.
- 3.5. The quorum for all meetings of the Strategic Sites Committee will be 7 members or, if different, as detailed in the Strategic Sites Committee Terms of Reference and no business will be transacted if any meeting or part of a meeting is not quorate.
- 3.6. For the Area Planning Committees and the Strategic Sites Committee substitutes will be permitted, provided the substitute has attended the relevant training required in the committee terms of reference and the Planning Protocol. The notice requirements relating to notice of substitutes detailed in Committee Procedure Rule 2.80 above must also be complied with.
- 3.7. The relevant Planning Committee will meet at times and places appointed and published in accordance with the requirements of the Access to Information Rules
- 3.8. Substitute councillors may attend meetings in that capacity only to take the place of the Committee member for whom they are the designated substitute where the ordinary member will be absent for the whole of the meeting and where the member has notified the Democratic Services Manager or the Monitoring Officer of the intended substitution by no later than 24 hours before the start of the relevant committee meeting, or in exceptional circumstances and with the consent of the Chairman, no later than one hour before the start of the relevant meeting.
- 3.9. The Chairman will preside over meetings of the Planning Committee and, where the Chairman is absent for the whole or part of the meeting, the Vice-Chairman will preside over the meeting or that part of it. In the absence of both the appointed Chairman and Vice-Chairman for either the whole of or part of a meeting, the Planning Committee will appoint from those Councillors then present a person to act as Chairman for the duration of that meeting or part of it. (All references to 'Chairman' in these rules will be read as referring to the person acting as Chairman at the relevant meeting or part of it).
- 3.10. The Chairman of the Planning Committee meeting will be responsible for:
 - a. calling items for consideration as they appear on the Agenda,
 - b. calling and allowing persons to speak at the Planning Committee meeting,
 - c. maintaining good order at the Planning Committee meeting. For this purpose, the Chairman has the right to curtail any speaker (including a Councillor of the Committee), or to suspend the Planning Committee meeting, in cases of disorder, until good order has been restored.
- 3.11. In all matters of procedure and interpretation of these rules, the Chairman's decision will be final.
- 3.12. Decisions of the Planning Committee are not subject to scrutiny arrangements/call-in to a Select Committee
- 3.13. The order of business for each meeting of the Planning Committees:
 - a. Opening matters;
 - b. Apologies;
 - c. Substitutes;
 - d. Minutes;
 - e. Declarations of interest,
 - f. Planning Applications (the planning applications will be listed in chronological order but will be considered in such order as determined by the Chairman)
 - g. Other matters requiring consideration by the committee

- 3.14. Prior to the Planning Committee meeting, the Chairman and Vice-Chairman will whenever possible meet with officers to discuss the process and speaking arrangements for each item to be heard at the meeting. Officers present should usually include planning and legal officers.
- 3.15. Where there is no provision made in these Planning Committee Procedure Rules the requirements of the Committee Procedure Rules will be followed at the discretion of the Chairman.

Minutes

- 3.16. Minutes will contain all motions and amendments in the form and order they were put.

Approval of Minutes

- 3.17. At every meeting of the Planning Committee the Chairman will move that the minutes of the previous meeting be signed as a correct record. The only part of the minutes that can be discussed is their accuracy.

Declarations of Interests

- 3.18. Declarations will be made in accordance with the Code of Conduct. These declarations will be made at the outset of the meeting under the item listed as 'declarations of interests' on that Planning committee's agenda or as soon as the interest comes to light.

Consideration of Business on the Public Agenda

- 3.19. All Planning Applications to be decided by Planning committee will be dealt with as follows:
- a. The Chairman will announce the agenda item number.
 - b. The Planning Officer will introduce the application with any relevant updates and provide a visual presentation to aid members' understanding of the context of the application.
 - c. The Chairman will call on public speakers in accordance with the Public Speaking Arrangements.
 - d. The Chairman will then ask members if they have technical questions of officers
 - e. The entire committee will then discuss/debate the application.
 - f. Members may seek further clarification of
 - i particular points from officers, regarding the application , or
 - ii on points raised by speakers, in the main debate, through the chair.
 Officers will respond to issues and questions raised by members.
 - g. The Committee will then make a decision by vote.

Public Speaking Arrangements

- 3.20. The following will be invited to speak at the first Planning Committee meeting at which a matter is considered:
- a. Members of the public who have previously made written representations objecting to or in support of the application;
 - b. Town or Parish Councils who have been consulted on the application and where they have made a written representation;
 - c. Members of the Council; and
 - d. The applicant or agent.
- 3.21. Anyone interested in speaking at Planning Committee must register in advance of the meeting. Details on how to register will be provided in the invitation to speak. The circulation of documentation including photographs or presentation materials will not be permitted at the Planning Committee meeting. Where an application is deferred for consideration to a subsequent meeting and in the opinion of the lead planning officer there are no significant amendments or changes to the substance of the application, there will be no further public speaking when the application is brought back to the relevant Planning Committee.
- 3.22. The order of speaking and time limits will be as follows:
- a. Area Planning Committees

Councillor/Local Member(s)	3 minutes each
Parish/Town Council(s)	3 minutes shared
Objector(s)	3 minutes shared
Supporter(s)	3 minutes shared
Agent/Applicant	3 minutes shared

 Where speaking times are shared, there is an overall time limit of three minutes in total,

not three minutes each. Speakers in the above categories will be encouraged to coordinate with each other so that repetition can be avoided. A speaker may nominate a single spokesperson to speak on their behalf. Members will be permitted to ask the speaker questions/points of clarification based on the points covered in the speakers' presentation and **for the avoidance of doubt** this does not include questions based on matters not addressed by the speaker.

b. Strategic Committee

Speaking arrangements for the Strategic Sites Committee will be the same as the Area Planning Committees, however, there may be more flexibility applied, dependent upon the nature of the application, at the Chairman's discretion.

Voting

- 3.23. When a Planning Committee is considering any item in a quasi-judicial capacity, a member of the Committee must be present throughout the entire presentation and subsequent debate on the item, in order to vote on that item.
- 3.24. All members of the Committee will have one vote. The Chairman will have a second or casting vote in the event of the votes cast being tied. Matters subject to a vote will be decided by a simple majority of the votes cast.
- 3.25. Voting will be either for the recommendation as it appears in the written report (or as amended by the Planning Officer verbally at the meeting) or for the amendment to the recommendation (as proposed by a member of the Committee). Where there is more than one amendment proposed, they will be voted on in the order in which they are proposed.
- 3.26. Any Councillor of the Committee may request that their name be recorded in the Minutes of the meeting recording the way they have voted in respect of any item.
- 3.27. Where there is ambiguity in the way votes are cast, the Chairman may request Committee members to confirm their votes before the Committee's decision is recorded.

Site Visits

- 3.28. Area Planning and Strategic Development Committees may visit sites at the discretion of the chairman prior to the meeting at which the Planning Application is to be considered.

Other Matters

- 3.29. From time to time the Committee may consider reports on other items falling within the Committee's terms of reference, such as performance reports or on proposed changes to national or regional planning policy.
- 3.30. In those circumstances the procedure to be followed will be as described for public items above except that, there being no Planning Application for the Committee to determine, there will be no provision for public speaking before the Committee.

Call-In

- 3.31. The call-in process of bringing Planning Applications to Planning Committee rather than delegating their determination to officers is open to all members of the Council.
- a. Within 28 days of being notified of a Planning Application, members must use Public Access to notify the planning officer that they may wish to call-in the Planning Application to the relevant Planning Committee.
 - b. Where notification under a. above has been given, once the officer has reached a recommendation they will inform the local member as well as the member who has requested the call-in (if different)
 - c. The member requesting the call-in has 7 days in which to provide material planning reasons via Public Access, confirming their request for the Planning Application to be determined by committee.
 - d. At that time, the member requesting the call-in must also disclose whether they have a Disclosable Pecuniary Interest, personal interest, prejudicial interest or any personal bias in the Planning Application being called-in.
 - e. The Service Director Planning and Environment in consultation with the Chairman (or, in his absence, the Vice-Chairman) of the relevant planning committee will determine whether or not the matter called-in by a councillor should be considered by Planning Committee, or whether the exercise of delegated powers is appropriate.

Agenda 12.2

Correspondence re attendance at Development Control meetings

From: Katharine McElligott <planning@buckingham-tc.gov.uk>

Sent: 25 April 2020 19:17

To: Parish Support <

Subject: [EXTERNAL] Planning Committee meetings

Haz –

I note the new form doesn't have the 'attend Committee' box to tick.

Does this mean a different system of notification of when applications are going to Committee, or that parishes won't be able to speak at meetings?

From: Parish Support <

Sent: 05 May 2020 13:22

To: Katharine McElligott

Subject: RE: [EXTERNAL] Planning Committee meetings

Hi Katharine

I have passed your email onto the senior team and awaiting further instructions. As it is much larger authority we want to ensure that all parish and town councils within the county receive unified information.

From: Parish Support < >

Sent: 11/05/2020 12:27

Afternoon Katharine

he 'call in' process has changed from what it was previously under AVDC. The Council's constitution sets out the scheme of delegation and the matters that would be referred to the relevant planning committees. This came into being on 01/04/2020. The Constitution can be found here:

<https://buckinghamshire.moderngov.co.uk/documents/s5397/Buckinghamshire%20Council%20Constitution.pdf>

Applications will now be determined under the new Buckinghamshire Council Scheme of Delegations as the previous Councils and their scheme of delegations no longer exist. In terms of the Aylesbury Vale Area where the parish/ town council had made comments which were contrary to the officer recommendation and had ticked the box to say you wish to speak at committee, this trigger no longer applies to automatically refer the application to committee.

A Buckinghamshire Council Member can call in an application for full (APP), outline (AOP) or reserved matters in writing (ADP), giving material planning related reasons (see Planning Committee Procedure Rules and Planning Protocol). This will then be subject of an officer consultation with the chairman to determine whether the reasons for call in are not valid material planning related reasons or the exercise of delegated powers is appropriate. Other types of applications, consents, notifications etc are not the subject of these exceptions and would be determined under delegated powers.

I would draw your attention to pages 77-81 of the constitution on Planning committee procedure rules, with member call in on page 82. The scheme of delegation to the Service Director for Planning and Environment on page 192 and exceptions table pages 197-199.

Kind regards

Hazrat Hussain

Parish Liaison officer

Buckinghamshire Council