



# BUCKINGHAM TOWN COUNCIL

TOWN COUNCIL OFFICES, BUCKINGHAM CENTRE,  
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Town Clerk: Mr. C. P. Wayman

Tuesday, 13 December 2016

Councillor,

You are summoned to a meeting of the Planning Committee of Buckingham Town Council to be held on **19<sup>th</sup> December 2016 following the Interim Council meeting** in the Council Chamber, Cornwalls Meadow, Buckingham.

C.P. Wayman  
Town Clerk

Please note that the meeting will be preceded by a Public Session in accordance with Standing Order 1.3, 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 Meetings held on Monday 28<sup>th</sup> November 2016 to be put before the Full Council meeting to be held on 23<sup>rd</sup> January 2016.  
**Copy previously circulated**
- 4. Buckingham Neighbourhood Plan/Vale of Aylesbury Plan**  
(413/16) To receive via NBPPC the link for the response list:  
<http://www.aylesburyvaledc.gov.uk/vale-aylesbury-local-plan-draft-plan>.  
**Copy circulated by email 13/12/16**
- 5. Action Reports**  
To receive action reports as per the attached list. **Appendix A**
- 6. Planning Applications**  
For Member's information the next scheduled Development Management Committee meetings are 12<sup>th</sup> January and 2<sup>nd</sup> February 2017, with SDMC meetings on 11<sup>th</sup> January and 3<sup>rd</sup> February 2017.

Buckingham



Twinned with Mouvaux, France



To consider planning applications received from AVDC and other applications

1. 16/04110/APP George Grenville Academy, Chandos Road, MK18 1AP  
Replacement of fencing along Chandos Road, removal of pedestrian gate on north side of school driveway entrance, replacement of pedestrian gate on south side of school driveway entrance, renovation of existing ornate entrance gates, addition of enclosure fencing and gates around school carpark, addition of new pedestrian gate and footpath to provide level access from Chandos Road public footpath to the Children's Centre within the school grounds.  
*Herring [George Grenville Academy]*
2. 16/04185/APP 1 Woodlands Crescent, MK18 1PJ  
Two storey side and single storey front and rear extensions  
*Lloyd*
3. 16/04279/APP Land off London Road [*Needlepin Way, Lace Hill*]  
Development of an electrical substation and associated temporary access  
*Hallam Land Management Ltd.*
4. 16/04346/APP 69 Overn Crescent, MK18 1LU  
Two storey rear extension and replacement flat roof with new pitched roof  
*Daley*
5. 16/04382/APP 1 Otters Brook, MK18 7EB  
Demolition of existing conservatory and erection of single storey rear extension  
*Barham.*

#### **AMENDED PLANS**

6. 16/01413/APP Land off Chandos Road  
Construction of two and half storey block containing nine flats and one two storey detached house, including new vehicular access off Wagland Gardens and associated parking, cycle & bin store and landscaping  
*W E Black*

*Members recorded "Oppose & Attend" on 16<sup>th</sup> May 2016; response attached **Appendix B***  
*Amendments: reduction of the overall footprint of the block of flats so that it is further 1.6m from Chandos Road, allowing more space between the building and the retained trees.*

#### **MINOR AMENDED PLANS**

7. 16/03803/APP 56 Overn Avenue, MK18 1LT  
Single storey front and rear extensions and pitched roof over existing flat roofed garage with dormer windows to provide to provide habitable area within the roof space

*Amendments are as follows: drawing additional to previous Minor Amendments (considered at 28/11/16 meeting) to show proposed first floor layout and corrected side elevation drawing showing forward projection of garage area.*

Members are also informed, for interest, that the Archaeological report for the University site on Hunter Street has been added to the website document list, together with the response from BCC re flooding and drainage. The official notification of the amended plans considered at the last meeting was received on 6<sup>th</sup> December 2016.

**Not consulted on:**

8. 16/04381/ATP Royal Latin School, Chandos Road, MK18 1AX  
 T29 – Yew – localised crown lift of the overhanging crown to provide a maximum ground clearance of 2.8m, by way of reducing/removing low secondary branches only, creating a more upright habit, retaining maximum screening.  
 T30 – Yew - localised crown lift of the overhanging crown to provide a maximum ground clearance of 2.8m, by way of reducing/removing low secondary branches only, creating a more upright habit, retaining maximum screening. To allow for area below the crown overhang to [be] utilised as a decked area whilst retaining the natural screen the trees provide.  
*Donoghue [Royal Latin School]*

*Members are asked to note that these two trees formed part of the application 16/03709/ATP, 1 Waglands Garden, which was refused on 6<sup>th</sup> December 2016 with the following comment: No reason is given for the proposed works, and following a site visit no reason could be identified for the proposed works to be carried out, which would cause harm to the shape of the trees and the visual amenity of the area.*

Case Officer Gareth Bird was contacted re this anomaly and has replied: Application 16/04381/ATP has not yet been given any consideration and I am unable to look at this ahead of your meeting given other applications with imminent deadlines. I will include a comment regarding land ownership in the application report.

**7. Planning Decisions**

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

*Members should note that not all of the following are confirmed by documentation, but all are marked as decided on the website.*

Approved		BTC response	Officer recomm <sup>n</sup> .
15/00084/AAD	Buckingham Fort	New signage	Oppose* -
16/03450/APP	19 Well Street	Ch/use teaching (D1)→dwelling (C3)	No objections -
16/03581/APP	Ring Road Garage	Extension to existing workshop	No objections -

\* Revised to No objections following negotiated compromise circulated by email

**Not in our Parish (Gawcott-with-Lenborough)**

16/03312/COUOR	The Granary, Gawcott Fields Farm	Ch/use office → residential	No objections -
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**Refused**

16/01523/AAD	} 4-5 Bridge Street (Michael Graham estate agents)	Retention of non-illum. <sup>d</sup> fascia sign (retrospective)	No comment -
16/01569/ALB			-

**Not Consulted on:**

**Approved**

16/03339/ATP	Glanwin Ho., Avenue Rd.	Works to oak tree	Partial support* -
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\* "Members supported work to the lower limbs, which were close to the house front, but opposed the canopy reduction which seemed to be excessive and could stress the tree unnecessarily." The officer's report

records that during a site visit it was clarified that the application did not include reduction of the whole canopy as illustrated in the plan submitted; he therefore concluded that the works were reasonable.

## Refused

16/03709/ATP 1 Waglands Garden Works to 2 Yews and 1 Wellingtonia Oppose

### 8. Development Management Committee Case Officer Reports (& Recommendations)

Reports have been received for the following applications, and are available in the office

**8.1 Strategic Development** (14<sup>th</sup> December 2016) *no Buckingham applications*

**8.2 Development Management** (1<sup>st</sup> December 2016, transferred from 25<sup>th</sup> November)

**8.3 Development Management** (15<sup>th</sup> December 2016) Report circulated by email with the Recommendation that Listed Building Consent be granted.

To receive a verbal report from the Planning Clerk

### 9. Enforcement

9.1 To receive the local case list for November per Cllr. Stuchbury.

**Appendix C**

9.2 To report any new breaches

### 10. s106 update

To receive the latest information from AVDC & BCC

**Appendix D**

### 11. Lace Hill Employment/Health site

To receive any update.

### 12. Transport

12.1 To discuss and agree any comments on the BCC Highway Safety Inspection Policy (response date 26<sup>th</sup> December 2016)

**Appendix E**

12.2 To report any damaged superfluous and redundant signage in the town.

### 13. Access

To report any access-related issues.

### 14. Correspondence

### 15. News releases

### 16. Chairman's items for information

### 17. Date of the next meeting: Monday 16<sup>th</sup> January 2017 at 7pm.

To Planning Committee:

Cllr. Ms. J. Bates

Cllr. M. Cole (Vice Chairman)

Cllr. J. Harvey

Cllr. P. Hiron (Chairman)

Cllr. D. Isham

Cllr. A. Mahi

Cllr. Mrs. L. O'Donoghue

Cllr. M. Smith

Cllr. Mrs. C. Strain-Clark

Cllr. R. Stuchbury

Cllr. M. Try

Mrs. C. Cumming (co-opted member)

**ACTION LIST**  
**Planning responses**

**Appendix A**

Minute	Responses emailed or added to website	Responses posted
584 & 587/16	29/11 – 1 emailed 30/11 – other responses via website & email, where cover sheet missing	

Subject	Meeting date/ minute	Action taken on	Form	Response received	Prompt/ reminder sent	Response received
BCC Transport	22/8/16 322.3	2/9/16	Check with RoW on re-opening			
Lace Hill Bridleway	12/9/16 413/16	20/10/16	Write to Developers as extension has now expired			
Diversion signs, bypass	28/11/16 594/16	29/11/16	Remove	Copied into TfB instruction to remove immediately		
Travel Plans (effectiveness)	14/9/15 403.1	1/10/15  23/8/16	Ask RLS for review later in year Check car park plan	3/12/15 Prompt sent  Answer added to minutes	Review will be available July 2016	→22/8
	22/8/16 322.2	23/8/16 (summer holiday)	Photos as requested; respond when available	Photos complete 25/10/16 → 31/10/16 agenda		
	31/10/16 543.3	17/11/16	Write to RLS inc. photos			
	12/9/16 413/16	21/10/16  20/10/16	Write to BCC regarding Bourton Meadow Academy Obtain copy TP from school Reminder sent 17/1/16	Cllr. Shaw 22/10/16: I will look into what we are able to do but it's important to note that an Academy is outside of the Councils authority and is its own legal identity. Also any changes or Parking implementations would need to be paid for, as a Council we do not have a budget to make such changes. Therefore an approach would need to be made to the Buckingham LAF for funding a project. Perhaps you could advise if the Academy has been approached and if you will be making a bid to the Buckingham LAF?		
Employment development	24/8/15 343.3	14/9/15 Chased 30/12/15	Letters as minuted	30/12/15 – response to be sent in New Year	Chased 5/2 & 10/3/16	Agenda 5.8
	21/3/16 860.8	7/4/16	To be standard agenda item + letter as minuted	Cllr. Bowles & SEMLEP		
	25/4/16 881.2	24/5/16	Town Clerk/Cllr. Smith to set up meeting	September agreed	Town Clerk reminded to set up meeting	586.1.2 Reported AVDC staff had left
VALP	25/7/16 260.3/16	29/7/16	Consultation response	1/8/16: Andy Kirkham, AVDC : Summary to be available as soon after 5 <sup>th</sup> September		

Subject	Meeting date/ minute	Action taken on	Form	Response received	Prompt/ reminder sent	Response received
	12/9/16 413/16		availability	closing date as possible		
	12/9/16 412/16 10/10/16 475/16	21/10/16	Write to Andy Kirkham asking for all consultation comments to be included	Assured this will be so; Nudge sent 17/11/16; response 18/11/16 "Not yet available; possibly published later this month". <b>See agenda 4</b>		
Old Police Station	4/7/16 178/16	7/7/16  2/11/16	Check Fire Service OK with access to rear block  Chase response	No reply from Planning Officer 9/8 contacted Fire Service direct; they were not consulted until 5/8/16; they sent comments to AVDC (not on website yet) with reservations and requests for clarification 8/8/16		
Lace Hill Health site	4/7/16 183/16	11/8/16	Write to CCG			
Site Q	25/7/16 260.2/16	10/8/16	Respond to Robinson & Hall letter			
Tingewick Road Triangle site	25/7/16 267.1/16		Circulate s106 terms when available			
Request to revise response	22/8/16 317/16	6/9/16	Make complaint re 16/01850/APP			
2 Bridge Street	12/9/16 415/16  28/11/16 586.2	21/10/16	Write to BCC regarding concerns on parking Write again with parking details	<b>4/11/16; see Agenda 5.1</b>		
Signage	12/9/16 419/16	20/10/16 (with photo)	Report weight sign damage Bourton Road	TfB automated response: 24/10/16 <b>Reference report number 40024671</b> <b>Thank you for your report. We have been unable to locate your report at BOURTON ROAD. Please be assured that we will continue to inspect in line with our normal safety inspection regime. Thank you for your enquiry and this report is now closed.</b>		
University plans for Station Road	10/10/16 482/16  31/10/16 543.3	14/10/16  17/11/16	Respond to consultation  Write with photos as RLS re parking during construction period			
Lace Hill – emergency vehicle access	10/10/16 484/16 28/11/16 586.1.3	19/10/16	Write as minuted  Contact Fire and Ambulance again	27/10/16 Response from Chris Young, TVP		

Action awaiting response

Action yet to be taken

Action completed **new response**

Subject	Meeting date/ minute	Action taken on	Form	Response received	Prompt/ reminder sent	Response received
			for response			
Wharf Yard deliveries	10/10/16 485/16  31/10/16 537/16 28/11/16 586.3	19/10/16	Request No U turn sign  Check on rules for banksmen Write to Buildbase	20/10 Mrs. Smith added info that gate has been damaged by U-turning truck, and no banksman employed for those reversing out into Stratford Road. See agenda 5.2		
Town Centre footpaths	31/10/16 544/16	18/11/16	Contact BCC etc as minuted Cllrs. to report individual problems via online portal			
Town Hall Clock	28/11/16 586.1.6	29/11/16	Repair needed	In hand; email circulated 1/12/16		
Verney Close/ Candleford Court footpath	28/11/16 591/16		Thank BCC and Mr. Edwards of Buck.Society			

Enforcement reports and queries						
13 High Street	16/3/15 795.3	17/3/15 with photo	New signage & lighting	"13" needs permission; remainder awaiting HBO decision	Update →30/11/15 3/12/15 Chase full response 11/10/16 Town Clerk chased up, reply promised for 17/10/16	
Cotton End steps	22/2/16 789.2/15  792/15  12/9/16 413/16	3/3/16	Query 'de minimis' judgement Ask Cllr. Paternoster for details as minuted To be updated at Planning committee on the 10/10/16	10/10: Developer meeting postponed →22/8		
Retail activity on Industrial Park	4/7/16 181/16 22/8/16 320.1 12/9/16 413/16	8/8/16  6/9/16  17/11/16	Query as minuted  Follow-up as minuted Write to AVDC requesting how they measure the % of wholesale trade.			

Action awaiting response

Action yet to be taken

Action completed new response

Subject	Meeting date/minute	Action taken on	Form	Response received	Prompt/reminder sent	Response received
29/30 West Street	22/8/16 320.2 10/10/16 480.1 28/11/16 586.1.4	25/8/16  19/10/16  13/12/16	<del>Follow-up as</del> minuted Ask for expedited action And again, via Cllr. Mordue	20/10: Environmental Health say inspected September, but address was No 28; replied that No.28 West St Local		
Breaches reported and enforced	10/10/16 480.2	18/11/16	<b>Cllr. Stuchbury</b> to request figures (from April 2014) from Mr Dales			
Beauty Box sign	10/10/16 480.4	11/10/16	Reported with photo and size	Case No. 16/00446/CON3		
<b>News releases</b>						
	22/8/16 325/16	(awaiting suitable photo)	Flyposting – amount needing clearance			
	31/10/16		<ol style="list-style-type: none"> <li>1. Disabled access press pads</li> <li>2. University Hunter St plans</li> <li>3. Lace Hill corner site</li> </ol>			

Action awaiting response

Action yet to be taken

Action completed **new response**



**16/01413/APP****OPPOSE AND ATTEND**

Land off Chandos Road

Construction of two and half storey block containing nine flats and one two storey detached house, including new vehicular access off Wagland Gardens and associated parking cycle, and bin store and landscaping.

*Members expressed extreme concern at the proposal to build in a Protected Woodland area with many interesting trees. Approximately 40% of the trees would need to be felled, including a fine Copper Beech, and very many of the Root Protection Areas would in fact be subject to constant pressure from site traffic. Remaining trees – including a by no means mature Giant Redwood - would be so close to buildings that there would be pressure in the future to trim or even fell them, as has happened already with the Wellingtonia nearby at 1 Waglands Garden. Removing so many trees and replacing them with concrete slabs would affect the absorbency of the land and exacerbate the stormwater flooding of the properties on the other side of Chandos Road, already a problem. The woodland area also houses a diversity of species and forms a useful wildlife corridor.*

*Highways' response, based on the 2003 application for Waglands Garden, was lazy and out of date; it took no account of the increase in school traffic nor the demolition of Fir Cottage and its replacement with a block of 12 flats. No assessment of the impact of extra traffic had been requested. [Clerk's note: Highways comment for the earlier – Refused – application 03/00575 was reported to the Committee as "Highways – raise no objections and recommend the imposition of conditions" and in the report for the later 03/03202 as "Highways comments awaited" though the application was approved at the meeting. There are few documents on the website, and those for 03/03202 concentrate on the proposed diversion of Dark Alley through the estate. BTC comments indicate that the rest of the application was the same as the earlier one.] The proposed dwellings are some distance from the town centre, and there is no bus service; a resident's place of employment may not be within cycling distance, and car commuting will conflict with the busy morning school peak period. Members recommended a Site Visit, optimally at 8.30am on a school day.*

*The provision of 9 parking bays for 9 flats was inadequate and contrary to AVDC Guidelines and would lead to visitors parking on the access road or Chandos Road, neither of which was acceptable. These flats are very similar to those across the road at Royal Court and two vehicles per flat can be expected if occupied by a working couple.*

*Though a disabled parking space is designated, it is no wider or longer than the other 8; it was also noted that access to the ground floor was via a flight of steps, and no ramp was proposed, nor a lift for the upper floors.*



**Enforcement Investigations**

Received During Period: 1 November to 30 November 2016

16/00486/CON3

**BUCKINGHAM NORTH WARD**

Alleged unauthorised installation of illuminated fascia sign  
S H Harrold Ltd 3 Bridge Street Buckingham Buckinghamshire MK18 1EL  
Case Officer: Philip Dales

16/00479/CON3

**BUCKINGHAM SOUTH WARD**

Alleged unauthorised extension of garden curtilage on to open land  
1 Dove Close Buckingham Buckinghamshire MK18 7EJ  
Case Officer: Philip Dales

16/00482/CON3

**BUCKINGHAM SOUTH WARD**

Alleged unauthorised breach of Condition 7 of 16/02069/APP (occupation of the hall shall be limited to a maximum of 25 persons at any one time) - appears to be in excess of 25 people at meetings held on 17th and 24th October.  
Brethren Meeting Hall Mallard Drive Buckingham Buckinghamshire MK18 1GJ  
Case Officer: Will Holloway

16/00495/CON3

**BUCKINGHAM SOUTH WARD**

Alleged unauthorised breach of conditions - no conditions have been discharged in relation to 13/01549/ADP  
Sub Phases 2B, 2C, 2D And 2F London Road Buckingham Buckinghamshire  
Case Officer: Philip Dales

16/00507/CON3

**BUCKINGHAM SOUTH WARD**

Alleged unauthorised installation of boiler vent to the front elevation of a GII LB in a Con Area  
5A Bourton Road Buckingham Buckinghamshire MK18 1BG  
Case Officer: Pauline Hawkins

## **Enforcement Investigations**

Closed During Period: 1 November to 30 November 2016

14/00381/CON3

### **BUCKINGHAM NORTH WARD**

Alleged unauthorised erection of trough light illuminated signage on walls of property  
The Buckingham Fort 17 West Street Buckingham Buckinghamshire MK18 1HE

Closed: Ceased

Case Officer: Philip Dales

*Members are advised that the consequent planning application 15/00084/AAD is noted as having been approved, but no decision document is listed yet.*

16/00482/CON3

### **BUCKINGHAM SOUTH WARD**

Alleged unauthorised breach of Condition 7 of 16/02069/APP (occupation of the hall shall be limited to a maximum of 25 persons at any one time) - appears to be in excess of 25 people at meetings held on 17th and 24th October.

Brethren Meeting Hall Mallard Drive Buckingham Buckinghamshire MK18 1GJ

Closed: No breach of control

Case Officer: Will Holloway

16/00507/CON3

### **BUCKINGHAM SOUTH WARD**

Alleged unauthorised installation of boiler vent to the front elevation of a GII LB in a Con Area  
5A Bourton Road Buckingham Buckinghamshire MK18 1BG

Closed: Not expedient to take action

Case Officer: Pauline Hawkins

Development	Planning application	AVDC/BCC	Sum agreed	Amount spent	Amount committed	Amount remaining	Date payment due	Use by /lose by date	classification	For
CHANDOS RD	09/01205	AVDC	£19,676	19,676	0	£0		n/a		Meadway Play Area
		AVDC	£10,299	0	0	£10,299		31/01/2024	SPORTS AND LEISURE CONTRIBUTION	not yet known
TESCO	10/00360	AVDC	£9,147	0	0	£9,147		02/05/2019	POLICING CONTRIBUTION	to be spent by TVP, projects to be advised
		BCC	£96,000			£96,000				Cycle/footway network
THE SALE ROOM, MORETON RD	13/01367	AVDC	£11,000	0	0	£11,000		19/12/2023	SPORTS AND LEISURE CONTRIBUTION	not yet known
LACE HILL	09/01035	AVDC	£197,162	3,122	0	£194,040		01/10/2022	FLOOD ALLEVIATION	flood mitigation for properties at 'medium' risk of flooding
		AVDC	£118,795	100,841	0	£17,954		06/02/2023	EXTRA CAR PARKING AT BUCK ATH	additional parking facilities at Buckingham Athletic FC
		AVDC	£555,066	£555,066	0	£0				Swan Pool
		AVDC	£6,338	3,535	0	£2,803		n/a	CONSULTANCY FEES	to engage consultants for delivery/approval of sports pitches & community hall
		AVDC	£210,997	0	0	£210,997		not yet known	POLICING CONTRIBUTION	to be spent by TVP, projects to be advised
		AVDC	£100,315	0	0	£100,315		26/04/2026	SPORTS AND LEISURE CONTRIBUTION	not yet known
		BCC	£50,000			£250,000				Footway/Cycleway contribution
		BCC	£100,000							Adult learning & library contribution
		BCC	£95,000			£380,000				Bus/Public Transport subsidy
		BCC	£400,000							School fixtures and fittings
		BCC	£1,241,810							Secondary education contribution
		BCC	£437,256							Special education contribution
STATION ROAD/STATION TERRACE	14/02685	AVDC	£29,547	0	0	£29,547		12/06/2025	SPORTS AND LEISURE CONTRIBUTION	not yet known
MARKET HILL	12/02104	AVDC	£138,863	0	0	£138,863		03/11/2025	SPORTS AND LEISURE CONTRIBUTION	not yet known
		AVDC	£77,358	0	0	£77,358		03/11/2025	AFFORDABLE HOUSING CONTRIBUTION	Provision of Affordable Housing within Aylesbury Vale
TINGEWICK ROAD	13/03139	AVDC	£166,415	0	0	£166,415		not yet known	SPORTS AND LEISURE CONTRIBUTION	not yet known
POLICE STATION, MORETON RD	14/03316	AVDC	£27,775	0	0	£27,775		21/03/2026	SPORTS AND LEISURE CONTRIBUTION	not yet known
MORETON ROAD (PHASE II)	13/01325	AVDC	£367,056	0	0	£367,056		n/a	SPORTS AND LEISURE CONTRIBUTION	not yet known
		BCC	£153,120		£153,120					transport contribution
<b>MONIES TO BE PAID LATER IN DEVELOPMENT</b>										
TINGEWICK ROAD	13/03139	AVDC	£139,516						SPORTS AND LEISURE CONTRIBUTION	remaining 50% instalment plus indexation
<b>MONIES DUE IF/WHEN DEVELOPMENT COMES FORWARD</b>										
<b>(SUMS SUBJECT TO INDEXATION)</b>										
MORETON ROAD (PHASE III)	14/02601	AVDC	tbc						SPORTS AND LEISURE CONTRIBUTION	BMX facilities in Bourton Park or improvements to Buckingham Union FC
LENBOROUGH ROAD	16/00145	AVDC	£4,812						SPORTS AND LEISURE CONTRIBUTION	equipped play facilities at Embleton Way Open Space

Development	Planning application	AVDC/BCC	Sum agreed	Amount spent	Amount committed	Amount remaining	Date payment due	Use by /lose by date	classification	For	
CHANDOS RD	09/01205	AVDC	£29,975	0	19,825	£10,150	n/a	31/01/2024	SPORTS AND LEISURE CONTRIBUTION	Meadway Play Area	
TESCO	10/00360	AVDC	£9,147	0	0	£9,147	n/a	02/05/2019	POLICING CONTRIBUTION	to be spent by TVP, projects to be advised	
		BCC	£96,000			£96,000				Cycle/footway network	It is unlikely that Tesco will now build out this development and therefore this contribution will not be forthcoming.
GAWCOTT ROAD	11/01852	AVDC	£10,175	0	10,175	£0	n/a	12/11/2022	SPORTS AND LEISURE CONTRIBUTION	Meadway Play Area	
THE SALE ROOM, MORETON RD	13/01367	AVDC	£11,000	0	0	£11,000	n/a	19/12/2023	SPORTS AND LEISURE CONTRIBUTION	not yet known	
MORETON ROAD PHASE I	06/01809	AVDC	£118,776	118,776	0	£0	n/a	n/a		Otters Brook & Overn Avenue play areas	
		AVDC	£38,458	38,458	0	£0	n/a	n/a		Maids Moreton floodlighting	
		AVDC	£40,000	40,000	0	£0	n/a	n/a		Bourton Park Play area	
		AVDC	£46,855	46,855	0	£0	n/a	n/a		Bridge Street Play Area	
		AVDC	£115,344	115,344	0	£0	n/a	n/a		Swan Pool	
		AVDC	£159,934	0	115,000	£44,934		22/07/2019	SPORTS AND LEISURE CONTRIBUTION	15k Embleton Way Pavilion, further £100k earmarked Swan Pool	
		BCC	£36,500			£0				Maids Moreton Avenue cy	Completed
		BCC	£15,000			£0				Avenue Road crossing	Completed
		BCC	£10,000			estimated				Addington Road Traffic Calming	Resident survey completed and Cabinet Member approval given to progress scheme. Initial discussions with developers ongoing
		BCC	£52,000			£26,000				Public Transport contribution	Ongoing funding to improvements in Line 60 service . Included in 2016/17 programme and approved by ASB.
LACE HILL	09/01035	AVDC	£197,162	3,122	0	£194,040	n/a	01/10/2022	FLOOD ALLEVIATION	flood mitigation for properties at 'medium' risk of flooding	
		AVDC	£118,795	100,841	0	£17,954		06/02/2023	EXTRA CAR PARKING AT BUCK ATH	additional parking facilities at Buckingham Athletic FC	
		AVDC	£420,952	0	420952	£0	n/a	not yet known	SPORTS AND LEISURE CONTRIBUTION	Swan Pool	
		AVDC	£6,338	3,535	0	£2,803	n/a	n/a	CONSULTANCY FEES	to engage consultants for delivery/approval of sports pitches & community hall	
		AVDC	£150,254	0	0	£150,254	n/a	not yet known	POLICING CONTRIBUTION	to be spent by TVP, projects to be advised	
		BCC	£50,000			£250,000				Footway/Cycleway contrib	Contribution received and Asset Stratgey Board approval given 11 January 2016 for inclusion in 2016/17 programme. Two initial route options worked up in consultation with Buckingham Town Council Clerk.
		BCC	£100,000							Adult learning & library co	Contribution received and given ASB approval for 2016/17 programme. Await Cabinet Member approval
		BCC	£95,000			£380,000				Bus/Public Transport subsi	Ongoing revenue support for Line 60 extension to Moreton Road. £125,000 Lace Hill service X60 enhancements. Asset Stratgey Board approval given 11 January 2016 for inclusion in 2016/17 programme.
		BCC	£400,000							School fixtures and fittings	Contribution received and ASB approval given. Money transferred to school project
		BCC	£1,241,810							Secondary education contr	Milestone for payment not yet received
		BCC	£437,256							Special education contribu	Milestone for payment not yet received
STATION ROAD/STATION TERRACE	14/02685	AVDC	£29,547	0	0	£29,547	n/a	12/06/2025	SPORTS AND LEISURE CONTRIBUTION	not yet known	
MARKET HILL	12/02104	AVDC	£138,863	0	0	£138,863		03/11/2025	SPORTS AND LEISURE CONTRIBUTION	not yet known	
		AVDC	£77,358	0	0	£77,358		03/11/2025	AFFORDABLE HOUSING CONTRIBUTION	Provision of Affordable Housing within Aylesbury Vale	
MORETON ROAD PHASE II	13/01325	AVDC	£367,056	0	0	£367,056		n/a	SPORTS AND LEISURE CONTRIBUTION	not yet known	(moved from section below)
TINGEWICK ROAD	13/03139	AVDC	£166,415	0	0	£166,415		not yet known	SPORTS AND LEISURE CONTRIBUTION	not yet known	
<b>MONIES TO BE PAID LATER IN DEVELOPMENT</b>											
LACE HILL	09/01809	AVDC	£60,743						POLICING CONTRIBUTION	invoiced (half received)	
		AVDC	£234,429						SPORTS AND LEISURE CONTRIBUTION	invoiced (half received)	
		AVDC	£177,000						HEALTH CONTRIBUTION	provision likely to be secured through separate s106	
		BCC	£153,120		£153,120					50:50 contribution split etween Bellway Homes and Bellcross Homes. Payments received October 2015	
TINGEWICK ROAD	13/03139	AVDC	£139,516						SPORTS AND LEISURE CONTRIBUTION	transport contribution remaining 50% instalment plus indexation	
<b>MONIES DUE IF/WHEN DEVELOPMENT COMES FORWARD</b>											
FLEECE YARD	07/01787	AVDC	£13,200						SPORTS AND LEISURE CONTRIBUTION	ALL BELOW SUBJECT TO INDEXATION	Permission expired
TINGEWICK ROAD	13/03139	AVDC	£279,033						SPORTS AND LEISURE CONTRIBUTION		Now Active
POLICE STATION, MORETON ROAD	14/03316	AVDC	£27,775						SPORTS AND LEISURE CONTRIBUTION		
MORETON ROAD (PHASE III)	14/02601	AVDC	tbc						SPORTS AND LEISURE CONTRIBUTION	BMX facilities in Bourton Park or improvements to Buckingham Union FC	
		AVDC	£5,000						CONSULTANCY FEES	Sports Pitch delivery	

## Buckinghamshire County Council

### Highway Safety Inspection Policy

#### Introduction

This Policy describes Buckinghamshire County Council's (BCC) process for the carrying out of Highway Safety Inspections and for the prioritisation and repair of defects identified in such inspections.

This Policy will come into force from 01 April 2017.

The establishment of an effective regime of inspection, assessment, recording and prioritisation of defect repairs is a crucial component of highway maintenance, providing a robust framework to address key objectives to maintain the highway in a safe and serviceable manner, as required by Section 41 of the Highways Act 1980, consistent with the overall Asset Management Strategy.

Highway Safety Inspections are designed to identify, record and prioritise the repair of defects which may present an immediate danger, or significant inconvenience to users of the highway (emergencies), or to the structural condition of the highway and assets contained within the highway boundary (category 1 defects). In addition, they may be used to identify defects of a lesser magnitude which may be included within future programmes of planned maintenance work (category 2 defects) or to indicate that a more in depth service inspection may be required.

Highway Safety Inspections are supplemented by other inspections and assessments undertaken in line with national standards and/or good practice, including but not limited to:

- Ad hoc inspections undertaken in response to specific matters identified through correspondence
- Specialist inspections of certain assets within the highway boundary (for example street lighting and highway structures)
- Technical assessments of carriageway condition generally undertaken using machine based equipment (for example SCANNER or SCRIM surveys)
- Structural Maintenance Visual Assessments (CVI or DVI)
- Streetworks inspections

#### Inspection Regime

In line with national codes of good practice, the characteristics of the inspection regime, including frequency of inspection, items to be recorded and nature of response, are defined following an assessment of the relative risks associated with the potential formation of defects within the highway boundary.

The inspection regime must be applied and recorded systematically and consistently. As well as information relating to defects, all inspections must also therefore record:

- time of inspection and defect identification;
- weather conditions;
- any unusual circumstances of the inspection;

- person(s) conducting the inspection.

Arrangements are made to review the inspection, assessment, frequency and recording regime at least annually, to consider:

- changes in network characteristics and use;
- completeness and effectiveness of data collected;
- trends within defect formation;
- success of repair programmes;
- the need for changes/amendments/additions to the inspection regime derived from risk assessment.

As a result of such reviews, proposals may be put forward to amend the inspection frequency or methodology should such alterations be deemed to be beneficial.

### Safety Inspection Frequencies

Frequencies for safety inspections of individual network sections are based upon the Carriageway Maintenance Hierarchy adopted by the County Council, which in itself considers:

- road category;
- traffic use, characteristics and trends;
- characteristics of adjoining network elements;
- wider policy or operational considerations.

Although the road category within the hierarchy, in combination with traffic use, will be the main determinant of inspection frequency, site specific factors may merit a decision to temporarily or permanently increase or reduce the frequency in a specific location (for example to mitigate the risk of unusually high defect levels or accident rates). Any such change to the inspection frequency of any route where it deviates from the determination within the Carriageway Maintenance Hierarchy will be recorded within the management system.

Tables 1 to 3 detail the safety inspection frequencies which are adopted.

<i>Carriageway Hierarchy Classification</i>	<i>Frequency of safety inspection</i>	<i>Hierarchy Category</i>
1	Not currently used	
2	Monthly	Strategic Road
3A	Monthly	Main Distributor Road
3B	Monthly	Secondary Distributor Road
4A	Quarterly	Local Link Road
4B	Annually	Local Access Road

Table 1 – Safety Inspection Frequency for Carriageways



<b>Footway Hierarchy Classification</b>	<b>Frequency of safety inspection</b>	<b>Hierarchy Category</b>
1	Monthly	Primary Walking Route
2	Quarterly	Secondary Walking Route and Safer Routes to School
3	Annually	Linked Footway
4	Annually	Local Access Footway

Table 2 – Safety Inspection Frequency for Footways

<b>Cycleway Hierarchy Classification</b>	<b>Frequency of safety inspection</b>	<b>Hierarchy Category</b>
1	As per carriageway frequency	<b>Cycle lane</b> - contiguous with the carriageway
2	Bi-annually	<b>Cycle Track, Shared Cycle/Footway</b> – a route for cyclists not contiguous with the public footway or carriageway or a shared cycle/pedestrian path
3	Annually	<b>Cycle trails</b> - Leisure routes through open spaces which are the responsibility of the highway authority to maintain

Table 3 – Safety Inspection Frequency for Cycleways

## Safety Inspections

Safety inspections are carried out either from a slow moving vehicle or in some cases, on foot.

Tables 1 to 3 define the minimum frequency at which inspections will be undertaken. Additional inspections may be planned in response to user or community concern, requirements for monitoring of structural concerns, as a result of incidents or in response to extreme weather conditions.

Inspections from vehicles will be carried out using a 2 person team (Driver and Inspector) using a vehicle with high visibility markings and equipped with tools and materials for undertaking small scale repairs, where it is practicable and safe to do so, at the time of defect identification. Examples of materials and equipment which the inspectors may carry are as follows:

- Instant road repair material
- Traffic management signs and cones
- Temporary pedestrian barrier
- Loppers for cutting back vegetation
- Small tools for repairs to sign brackets etc.
- Tape for securing lighting columns or posts
- Brush and shovel for removal of debris

It should be recognised that inspectors will only undertake immediate works where it is safe and practicable to do so and following the completion of a site specific risk assessment.

Defects will be recorded at the time of identification and transferred to the Asset Management System on the same day as the inspection takes place.

### **Defect Categorisation**

During safety inspections, all observed defects that provide a risk to users are recorded and the level of response determined on the basis of risk assessment.

This Policy defines defects in three categories, corresponding with those described within national codes of good practice.

- **Emergency** - those that require prompt attention because they represent an immediate hazard;
- **Category 1** - those that require priority attention because they represent a potential risk to road users or to the integrity of the highway asset;
- **Category 2** - all other defects above the minimum investigatory level.

Category 2 defects are then further subdivided to enable the inspector to make an appropriate assessment of risk.

**Emergency** defects will be corrected or made safe at the time of the inspection, if reasonably practicable. In this context, making safe may constitute displaying warning notices, coning-off or fencing-off to protect the public from the defect or other suitable action. If the inspection team cannot make safe the defect at the time of inspection then they will instigate the relevant emergency call procedures to ensure appropriate resources are mobilised to make the defect safe. These procedures aim to ensure initial attendance to the defect within 2 hours of the defect being identified.

**Category 1** defects may also be corrected or made safe at the time of the inspection, if reasonably practicable. If it is not possible to correct or make safe the defect at the time of inspection then an appropriate repair will be carried out within 2 working days of the identification of the defect.

**Category 2** defects are those which are deemed not to represent an immediate hazard and which can be repaired within longer timescales.

Category 2 defects are categorised according to priority: High (Cat 2H), Medium (Cat 2M) and Low (Cat 2L), with response times defined within Table 4. Guidance on appropriate classification of defects is provided in the Safety Inspection Guidance Manual (SIGM). The manual provides examples of defects which may be encountered on the network and potential categorisation. However, on-site assessment will always need to take account of particular circumstances.

The inspector will also take into account the likelihood of further deterioration before the next scheduled inspection, and where this is considered a high probability, a higher defect classification may be determined.

Cat 2L	N/A	Consider repair within future programmes of planned maintenance works
Cat 2M	28 DAYS	No temporary repair necessary. Attend and permanently repair within 28 working days
Cat 2H	5 DAY	Attend within 5 working days and make safe or permanently repair. If repair is temporary then raise additional Cat2M defect for permanent repair within 28 working days
Cat 1	2 DAY	Attend within 2 working days and make safe or permanently repair. If repair is temporary then raise additional Cat2M defect for permanent repair within 28 working days
Emergency	2 HOUR	Attend within 2 hours and subsequently make safe or permanently repair. If repair is temporary then raise additional Cat2M defect for permanent repair within 28 working days

Table 4 – Response requirements for defects

*\* Note: Where defects are made safe through temporary repairs, then a system of monitoring is in place to ensure that the temporary repair is maintained until such time as a full repair is completed.*

### Defect Risk Assessment

The principles of a system of defect risk assessment for application to safety inspections are set out below. Any item with a defect level which corresponds to, or is in excess of, the Minimum Investigatory Level is to be assessed using the risk assessment matrix and guidance within the SIGM.

### Risk Impact

The impact of a risk occurring is assessed as follows:

- minor or low impact;
- noticeable or medium impact;
- high or serious impact;
- very high or severe impact.

The impact is quantified by assessing the extent of damage likely to be caused should the risk be realised. The main consideration of impact is the severity of the defect. However, other variables such as road speed may also affect the likely impact.

### Risk Probability

The probability of a risk occurring is assessed as follows:

- low probability;
- medium probability;
- high probability;
- very high probability.

The probability is quantified by assessing the likelihood of users, passing by or over the defect, encountering the risk. As the probability is likely to increase with increasing vehicular or pedestrian flow, the network hierarchy and defect location are important considerations in the assessment.

## Risk Factor

The risk factor for a particular risk is

Risk Factor = risk impact x risk probability.

It is this factor that identifies the overall seriousness of the risk and consequently the appropriateness of the speed of response to remedy the defect.

## Risk Management

Having identified a particular risk, assessed its likely impact and probability and calculated the risk factor, the category and the timescale to rectify the defect is either defined as an Emergency response, Category 1 response or allocated to one of the Category 2 defect types (Low, Medium or High).

To assist the inspector, a risk matrix is included within the SIGM, which considers the appropriate classification of defects when considering impact/severity against probability. This matrix is again based upon national standards of good practice, see Table 5.

		PROBABILITY			
		Low (1)	Medium (2)	High (3)	Very High (4)
IMPACT/SEVERITY	Minor	Cat 2L	Cat 2L	Cat 2L	Cat 2L
	Low (1)	Cat 2L (1)	Cat 2L (2)	Cat 2M (3)	Cat 2M (4)
	Medium (2)	Cat 2L (2)	Cat 2M (4)	Cat 2H (6)	Cat 2H (8)
	High (3)	Cat 2M (3)	Cat 2H (6)	Cat 1 (9)	Cat 1 (12)
	Very High (4)	Cat 2M (4)	Cat 2H (8)	Cat 1 (12)	Emergency (16)
	Emergency	Emergency	Emergency	Emergency	Emergency

Table 5 – Risk Matrix for defect identification

Score of 1 to 2	Cat 2L
Score of 3 to 4	Cat 2M
Score of 6 to 8	Cat 2H
Score of 9 to 12	Cat 1
Score of Over 12	Emergency

Table 6 – Scoring mechanism within Risk Matrix

*\* Note: Scoring does not apply to defects with Minor or Emergency Impact/Severity*

**Probability** is the inspector's assessment of likelihood of the defect affecting the safe passage of vehicles along the highway, or affecting the structural integrity of the highway. It follows an assessment of the road Hierarchy and the location of the defect within the road.

**Impact/Severity** – The impact/severity is quantified by assessing the extent of damage likely to be caused should the risk be realised. The main consideration of impact/severity is the magnitude or dimension of the defect. However, other variables such as road speed may also affect the likely impact.

### **Minimum Investigatory Levels**

It is recognised that on any highway network, a multitude of minor defects will exist which do not pose any risk to either the safety or the integrity of the highway, and for which it may be impractical and inefficient to expend limited financial resources to undertake repairs. Any defects which do not meet the Minimum Investigatory Levels (as defined within Appendix C) will only be recorded should the Inspector deem this appropriate (for example, where a cluster of such defects may form a potential preventative maintenance scheme in the future). Where such defects are recorded, they will be recorded as Cat 2L defects.

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## APPENDIX A – Parameters for Defect Definitions

This Safety Inspection Policy defines the purpose of safety inspections as being designed to identify those defects likely to create danger or serious inconvenience to users of the network or the wider community, and therefore requiring immediate or urgent attention.

Category 1 defects are defined as those that require prompt attention because they represent an immediate or imminent hazard or because there is a risk of short-term structural deterioration.

It is necessary for those undertaking inspections, or responding to reported incidents, to assess whether any observed or reported defect should be recorded as Category 1 and the consequent priority action undertaken.

Clear guidance and training is provided to employees in the conduct of safety inspections through the SIGM. This includes a checklist of items to be inspected, recognition what represents an Emergency, Category 1 and Category 2 defect, and the application of risk management in determining the speed and nature of response appropriate to the defect in question.

The following is a list of typical issues that may be identified during safety inspections. It is not exhaustive and is provided as a checklist only. The term running surface applies to the carriageway.

- debris, spillage or contamination on running surface or hard shoulder;
- displaced road stud shoe lying on running surface;
- overhead wires damaged or unstable;
- damaged and exposed electrical wiring;
- embankments and cuttings apparently unstable;
- trees with loose branches or apparently unstable;
- signs, signals or lighting damaged, defective, missing or unstable;
- road markings and studs missing, misleading or badly worn;
- signs, signals or lighting dirty or obscured;
- sight-lines obscured by trees, unauthorised signs and other obstructions;
- safety fencing, parapet fencing, handrail, and other barriers missing or defective;
- abrupt level differences in the running surface;
- potholes, cracks or gaps in the running surface;
- crowning, depression and rutting in the running surface;
- edge deterioration of the running surface;
- kerbing, edging or channel defects;
- rocking or otherwise unstable footpath or cycleway surfaces;
- apparently slippery running surface;
- ironwork (gully lids, manholes etc) broken or missing;
- gullies, drains or grips blocked or defective;
- standing water, water discharging onto or overflowing across the running surface.

The classification of the defect will depend upon the assessed risk posed by:

- the depth, surface area or other degree of deficiency of the defect or obstruction;
- the volume, characteristics and speed of traffic;

- the location of the defect relative to highway features such as junctions and bends;
- the location of the defect relative to the positioning of users, especially vulnerable users, such as in traffic lanes or wheel tracks;
- the nature of interaction with other defects;
- forecast weather conditions, especially potential for freezing of surface water.

The emphasis on a risk based approach means that it is not practicable to define specific classifications for specific defect types or magnitudes. For further information refer to the SIGM

### **Third Party Defects**

Some defects may not be the responsibility of the County Council to repair. In such cases the defect will be recorded in line with normal procedures. It will also be temporarily made safe should such actions be necessary to protect the safety of the travelling public or the integrity of the highway. All relevant information will be notified directly to the third party who will be responsible for continued maintenance of the temporary repair and for the subsequent full repair of the defect.

Should the third party not provide an acceptable response, then the County Council may take appropriate action itself to effect appropriate repairs and to recover the costs of works undertaken from the third party responsible.

## APPENDIX B - Highways Features to be Inspected

Highway Asset	Features to be inspected	
Carriageway	Central island Central reservation Carriageway	Crossover (central reserve) Lay-by Cycleways (forming part of carriageway)
Footways and Cycleways	Footways (including Linked) Paved footpath Cycleways Kerbs	Edgings Channels Verges/hardened verges
Ironworks	Manholes Catchpits Gullies	Kerb outlet Utility covers and frames
Drainage	Culvert Highway ditch Filter drain Concrete V channel Swales and other SuDS features	Grip Gully Piped grip / kerb offlet Balancing ponds
Road Markings and Studs	Stop lines Give way lines Other road markings (e.g. Road Hatchings, etc.)	Non-reflective road studs (zebras and pelicans) Depressible reflective road studs (Halifax cats eyes) Non-depressible reflective road studs
Signs, Bollards and Lighting	Signs Bollards Illuminated signs Pedestrian crossing lights	Lighting columns Wall mounted street lighting All other lighting units
Traffic Signals	Traffic signals Traffic signal installation	Traffic signal furniture
Safety Fencing and Barriers	Fences and barriers Pedestrian guardrails Safety fencing	Boundary walls and fences Other street furniture
Hedges and Trees	Hedges Trees and shrubs	Other vegetation
Structures	Carriageway crossing structure Footway crossing structure Cycleway crossing structure Parapets Drainage	Vandalism Damage Safety fencing Rivers/streams (flooding) Retaining Walls



## APPENDIX C – Minimum Investigatory Level

The table below sets out the Minimum Investigatory Level for consideration by the inspector when identifying a defect. Defects which do not satisfy these criteria will not generally be identified on a safety inspection, unless the inspector deems it necessary to do so.

Note: Minimum Investigatory Levels are provided as a guide only. Should the inspector, following risk assessment, deem it necessary to record any specific defect at a higher level, then they should do so.

Highway Feature	Defect Description	Investigatory Level
Carriageways	Potholes/spalling	40mm or over depth and 300mm across in any direction)
	Gap/crack	40mm or over depth, 20mm or over width
	Crowning/depression	50mm or over height/depth
	Any other abrupt level difference in running surface (including ironwork)	40mm or over height/depth
	Edge deterioration of the running surface	100mm or over depth
	Dislodged kerbs	50mm or over horizontal displacement
	Pedestrian crossing and other road markings worn or faded	Markings worn by 30% or more
	Rocking slab/block	20mm or above vertical movement
	Gaps within ironwork framework other than designed by manufacturer	25mm or over width
	Cycle Lanes	Potholes/spalling
Gap/crack		20mm or over depth, 20mm or over width
Crowning/depression		50mm or over height/depth
Any other abrupt level difference in running surface (including ironwork)		20mm or over height/depth
Edge deterioration of the running surface		100mm or over depth
Dislodged kerbs		50mm or over horizontal displacement
Pedestrian crossing and other road markings worn or faded		Markings worn by 30% or more
Rocking slab/block		20mm or above vertical movement
Gaps within ironwork framework other than designed by		25mm or over width

	manufacturer	
Footways, Cycle Tracks and Cycle Trails	Potholes/spalling	20mm or over depth
	Gap/crack	20mm or over depth, 20mm or over width
	Any other abrupt level difference in running surface (including ironwork)	20mm or over height/depth
	Edge deterioration of the running surface	100mm or over depth
	Dislodged kerbs	50mm or over horizontal displacement
	Road markings worn or faded	Markings worn by 30% or more
	Rocking slab/block	20mm or above vertical movement
	Gaps within ironwork framework other than designed by manufacturer	25mm or over width
Grassed areas and verges	Wheel rut	150mm or over depth
Edges	Sunken area adjacent to and parallel with carriageway or footway edge	75mm or over (urban areas) 150mm or over (rural areas)
Drainage	Blocked or nearly blocked gully, pipe grip grating and obstructed channel grip and slot	75% blockage or greater
	Standing water two hours after cessation of rainfall	1.5m from edge of carriageway
Overgrowth	Overhanging trees or hedges leading to loss of height clearance over the carriageway, footway or cycleway.	<2.1m over footways <2.4m over cycleways <5.1m over carriageways