



BUCKINGHAM TOWN COUNCIL

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

Telephone: (01280) 816 426

Email: Townclerk@buckingham-tc.gov.uk
www.buckingham-tc.gov.uk
Town Clerk: Claire Molyneux

PLANNING
COMMITTEE

Wednesday, 12 July 2023

Councillors,

You are summoned to a meeting of the Planning Committee of Buckingham Town Council to be held on Monday 17th July 2023 at 7pm in the Council Chamber, Cornwalls Meadow, Buckingham, MK18 1RP.

Please note that the meeting will be preceded by a Public Session in accordance with Standing Orders 3.e and 3.f, which will last for a maximum of 15 minutes. Members of the public can attend the meeting in person. If you would like to address the meeting virtually, please email committeeclerk@buckingham-tc.gov.uk or call 01280 816426 for details.

The meeting can be watched live on the Town Council's YouTube channel here:
<https://www.youtube.com/channel/UC89BUTwVpjAOEIdSlfcZC9Q/>

Claire Molyneux
Town Clerk

AGENDA

1. Apologies for absence

Members are asked to receive apologies for absence.

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

Minutes of the Planning Committee Meeting held on 19th June 2023 will be presented at the next meeting.

4. Buckingham Neighbourhood Plan/Vale of Aylesbury Plan/Buckinghamshire Local Plan

To receive any update.



Twinned with Mouvaux, France;

Neurkirchen-Vluyn, Germany



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 can 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. Action reports

5.1 To receive action reports as per the attached list. [Appendix A](#)

5.2 *Postponed from 19th June meeting*

(104/23.2) To receive and discuss a response from Mr. Bambrick. [Appendix B](#)

6. Planning applications

For Member's information the next scheduled Buckinghamshire Council – North Buckinghamshire Planning Area Committee meetings are on Wednesdays 26th July and 2nd August 2023 at 2.30pm. Strategic Sites Committee meetings are on Thursdays 3rd and 31st August at 2pm.

Additional information provided by the Clerk. [PL/41/23](#)

To consider a response to planning applications received from Buckinghamshire Council and whether to request a call-in.

1. 23/001825/APP 43 Treefields, MK18 1GP
Householder application for erection of rear conservatory.
Rowley
2. 23/01858/CPL 18 Penda Road [*St. Rumbold's Fields*] MK18 1YT
Certificate of Lawfulness for proposed garage conversion.
Harris
3. 23/01891/AAD 12-13 Market Hill, MK18 1JX
Display of new fascia signage. 1Nº new projection sign and 1Nº new menu board.
Birtles (Loungers UK Ltd.)
4. 23/01938/APP 36 Chandos Road MK18 1AP
Conversion of 4-bedroom house into 8 HMO self contained unit with shared facilities.
Olatunde

The following two applications may be considered together:

5. 23/01977/ALB 19 Market Square, MK18 1NP
Listed Building application for replacement of signage, re-organising of internal layout, installation of internal partition wall, ceilings, floor and wall finishes.
6. 23/02062/AAD Display of replacement of signage.
UK Finance Ltd.

Amended description

7. 23/01653/APP 4 Tingewick Road [*previously The Workshop*], MK18 1GX
Erection of shed and fence (retrospective).

Has been changed to Erection of shed (retrospective).

Not for consultation – for information only

8. 23/01824/AEL Land east of Manor Farm, Bourton Road
To provide a point of connection for a solar farm, a three-pole t-off from the existing 33KV overhead line is required. The proposed t-off section will be approximately 40m in length.
Hydleman

Not for consultation – trees (circulated separately due to time constraints)

9. 23/01853/ATP Maids Moreton Avenue (*rear of 4 Carisbrooke Court*)
 T3 Oak of the MWA Arboricultural Report and Project Proposal - Root Severance. Installation of a root barrier is proposed to mitigate the influence of t3 of the MWA Arboricultural Report. It will be excavated within the Root Protection Area (RPA) of the trees - 6m from the tree.
McGarvie [Crawford & Co]
10. 23/01886/ATP 1 Bostock Court, West Street MK18 1HH
 Common Beech & Copper Beech - reduce overhanging branches (4m) over the garden sheds to minimize risk of branch failure into Old School Court but maintaining screening for Mr & Mrs Hall.
 Silver Willow x 2- Pollard to height of approximately 10m
 Field Maple x 5 - reduce branches on the leaning side of the trees to improve form.
 Grey Alder x 2 - Reduce height by up to 3m.
Knott

7. Planning decisions

7.1 To receive for information details of planning decisions made by Buckinghamshire Council.

Approved

Application	Site address	Proposal	BTC response
23/01260/APP	18 Catchpin Street	Rear conservatory	Oppose ¹
23/01347/APP	7-11 Homestall	Replacement of front extension (amendment to 22/01262/APP)	No objections
23/01121/APP 23/01122/ALB	4 West Street	Ch/use class E restaurant to sui generis restaurant with takeaway	Deferred for further information ²

¹Members were concerned about the overhanging eaves of the neighbour's garage and the narrow gap between the garage and conservatory. The decision Informatives include:

2. Proximity to party boundary:

Whilst it would appear from the application that the proposed development is to be entirely within the curtilage of the application site, care should be taken upon the commencement and during the course of building operations to ensure that no part of the development, including the foundations and roof overhang will encroach on, under or over adjoining property.

3. The applicant should be aware of any requirements necessary as governed by the Party Wall etc Act 1996.

²Condition 5 of the APP decision (5th July) says

Prior to implementation of the sui generis use hereby permitted (restaurant (with take-away)) and drinking establishment) details of the provisions for the storage and recycling of refuse have been submitted to and approved in writing by the Local Planning Authority. Such provisions shall be installed prior to implementation of the sui generis use hereby permitted and shall thereafter be made permanently available in relation to the use hereby permitted.

Reason: To ensure satisfactory provision is made for the storage of refuse and bins, in order to safeguard the visual amenity of the area and settings of heritage assets and to accord with Policies S5, BE1 and BE2 of the Vale of Aylesbury Local Plan.

Not for consultation

Approved

Application	Site address	Proposal	BTC response
23/01075/CPE	24 Chandos Rd	Cert.Lawfulnesss for use as 3 x C3 Residential and 1 x E(g) Commercial units	No objections

23/01175/APP	39 Bernardines Way	Conv.4-bed house to 6-bed HMO with shared facilities and storage	No objections (subj.Highways satisfaction with parking)
23/01443/ATC	Brooks Court	Crown reduce acacia & remove deadwood	No objections
23/01521/ATP	Glanwin House, Avenue Road	Crown reduction of oak to keep away from house and power lines	No objections
23/01605/ATP	Maids Moreton Avenue	Fell 3 Hawthorns ivy-covered and leaning on fence	No objections
23/01608/ATP	Watchcroft Drive	Fell diseased sycamore	No objections
23/01618/HPDE	47 Waine Close	Rear extension	No objections

7.2 Planning Inspectorate decision

22/02389/CPL 33 Willow Drive. MK18 7JH

Appeal against refusal of a Certificate of Lawfulness for proposal to extend vehicle access by approx.. 5m²

Members had Opposed the application (even though it was 'not for consultation') at the 15th August 2022 meeting because the red line property boundary contradicted the applicant's statement that he owned the land, and opposed the acquisition of, and the resurfacing of, the public path with block paving [*across the entire width of the frontage*].

The Inspector has dismissed the appeal (even though the area is described as 0.5m² in the decision document) as the public footpath is not within the curtilage of the house, and therefore cannot be Permitted Development within the meaning of the GPDO.

8. Buckinghamshire Council matters

8.1 To receive news of Buckinghamshire Council new documents and other information from Buckinghamshire Council Members present.

Responses to written question to Full Council 12th July 2023:

8.1.1. Sewage Infrastructure

8.1.2. Flooding

[Appendix C](#)

[Appendix D](#)

8.2 To receive notes from the meeting of 11th July Cabinet meeting on adoption of CIL in the northern part of the County.

[Appendix E](#)

9. Updates from representatives on outside bodies

To receive verbal updates from Councillors.

10. Buckinghamshire Council Committee meetings

10.1 N. Bucks Area Planning Committee (28th June 2023) *Cancelled*

10.2 Strategic Sites Committee (6th July 2023) *Cancelled*

10.3 Growth, Infrastructure and Housing Select Committee (6th July 2023)

To receive and discuss a report from the Planning Clerk on "Member Engagement in Planning" item

[Appendix F](#)

10.4 Transport, Environment & Climate Change Select Committee (22nd June 2023)

Nothing to report

11. Enforcement

To report any new breaches.

12. Rolling lists – updates

12.1. Tree felling applications *no change from June*

12.2. Land grab reports *no change from June*

12.3. Call-in requests

12.4. HMO Licences *no change from June*

[Appendix G](#)

[Appendix H](#)

[Appendix I](#)

[Appendix J](#)

www.buckingham-tc.gov.uk
Email: office@buckingham-tc.gov.uk

13. Matters to report

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

14. Chair's items for information

15. **Date of the next meeting:** Monday 21st August 2023

To Planning Committee:

Cllr. M. Cole JP Chairman
Cllr. F. Davies
Cllr. J. Harvey
Cllr. S. Hetherington
Cllr. A. Mahi
Cllr. L. O'Donoghue

Cllr. A. Ralph Vice Chairman
Cllr. A. Schaefer Town Mayor
Cllr. R. Stuchbury
Cllr. M. Try
Cllr. R. Willett
Mrs. C. Cumming Co-opted member

ACTION LIST

Regular actions

Minute	File application responses	Minute	News Releases	Date of appearance
105/23 (22/6/23)	14 via Consultee In-Tray 4 as email attachment (no longer in In-Tray) 1 sent in advance (Silverstone)(lack of time) 4 tree applications via comment button			

Other actions

Subject	Minute	Form	Rating √ = done	Response received
Buckinghamshire Council				
Cycleway on Railway Walk	529/22	Cllr. Stuchbury to work with Town Clerk to progress	√	
Buckinghamshire Local Plan	736/22	Town Clerk letter re BLP subgroup as minuted	√	
Strategic Sites Committee	736/22	Town Clerk letter re criteria for SSC attention	√	See agenda 9.2 deferred to July meeting See agenda 7.2
Lace Hill Medical Centre	746.1/22	Town Clerk letter re s106 money status		
S106 matters	746.2/22	Town Clerk letters per Minute * how negotiated * meet with Shire Cllrs * searchable format Report on progress in (say) 3 months time	√ √	849/22 agreed to invite to July meeting; invitations sent

ACTION LIST

New reports	857/22	<ul style="list-style-type: none"> Loose manhole on bypass Hilltop Avenue (a bus route) closed without warning for emergency repairs 		
Enforcement reports and queries				
Neighbourhood Plan Review				
Other matters				
"Year of the Tree"	792.1/21	Invite insurance co rep to meeting	√	Corporate Membership not available
	577/22	Town Clerk to prompt AXA+NFU	√	AXA & NFU contacted; no response as yet
	669/22	NPWG to consider valuing trees to give monetary counter to insurance companies		
	669/22	Town Clerk to approach NALC/BHIB	√	
West End Farm archaeology	532/22.1	Town Clerk to investigate progress and report to future meeting		
Care Home access, Cornwalls Meadow	577/22	Respond asking for better markings/colour to highlight the crossing	√	Cllr. Whyte reported verbally on 24/4/23 that this has been passed to the cycling & walking team
		Forwarded to Cllr. Whyte to pursue at his request 7/2/23	√	
Skatepark upgrade	746.2/22	Town Clerk to monitor and report on any progress		Response from Mr. Houston 19/4/23: The contractor, Canvas Spaces Ltd, aims to commence works on site in July 2023, subject to confirmation that the Environment Agency has provided the necessary approvals for the

ACTION LIST

				revised date. With a planned 12-week installation period we would estimate completion in October 2023, however this is obviously weather dependent.
Infrastructure levy consultation	819/22	Passed to Town Plan Officer to respond	√	
Sewage overflow into water courses	852/22.1 107/23.1	Town Clerk: - Letter to Anglian Water re capacity, copy to NBPPC & MP - ask MK and Oxfordshire how they deal with it Write to Cllr. Tett, thanking him for pursuing this at Gov't level		
HMO list	111/23.4	Ask about regular updates	√	(7/7/23) Officer is looking into this.
BMKALC Quarterly Town & Parish Planning meeting	107/23.2	Check if advertised meeting charged for	√	No. Not the planning meeting. Forthcoming dates requested, no response as yet.

Response received 25th May 2023

Dear Claire

Thank you for your letter dated 18th April seeking clarity on the criteria used to determine if an application goes to Strategic Sites Committee, Area Committee or is taken as a delegated decision.

Local Planning Authorities must process all applications submitted to them as quickly and as efficiently as possible. To ensure this happens government returns are made to monitor the speed of decision making, and Councils failing in this can be placed in special measures. As a result, the Council [constitution](#) has been very carefully crafted with regards to the scheme of delegation for planning applications.

By default most planning applications can be efficiently processed and determined with the benefit of delegated authority. It however also allows any application which would benefit from scrutiny to be brought before a Planning Committee, through a call in process. This allows a balance to be struck as Planning Committee is an important but limited resource and there are additional costs and delays in decision making associated with every referral.

Only Planning Applications, as defined in the constitution, are subject to the “call in process”:

Planning Applications Means planning applications for full and outline consent as well as applications for reserved matters approvals and for the avoidance of doubt excludes Permission in Principle (PIP) and Related Matters.

The purpose of Planning Committee is to review planning officer’s recommendations and to make decisions on those applications which cannot be dealt with through delegated powers. Some applications clearly meet policy and should be approved, some are clearly contrary to policy and should be refused. Some however fall into the grey area in the middle and whether they are approved or refused depends on how you weigh and balance the issues. It is these applications that most benefit from scrutiny. I am responsible, through officers within the service and in consultation with the Chairman of the relevant planning committee for determining whether or not a matter called-in would benefit from Planning Committee scrutiny, or whether the exercise of delegated powers is appropriate.

Overall our delegation rate, around 97%, reflects best practice and our scheme of delegation ensures only those applications that benefit from Committee scrutiny are referred. I appreciate that some Planning Committees receive more business than others, but that should not be seen as a negative. The fact that any particular Planning Committee has less applications to process than another is simply down to the fact that some areas receive more applications than others. Of those, the combination of application type and planning constraints of that area mean that they may result in more cases which would benefit from the scrutiny of Planning Committee than other areas.

The constitution also sets out the terms of reference for Strategic and Area Planning Committees:

Strategic Sites Committee

The relevant Planning Committees can determine planning applications (full, outline or reserved matters). Strategic Sites Committee has responsibility for:

- wider strategic development;
- sites which have a significant impact beyond the specific local area; or
- sites fundamental to the implementation of an adopted or emerging Local Plan.

By way of example, this will include but is not limited to:

- Major infrastructure
- Large Scale Major Development comprising:
 - Housing (approx. 400 dwellings or more)
 - Employment (approx. 10,000 sq m or 2 hectares or more)
 - Retail (approx. 10,000 sq m or 2 hectares or more)

Area Planning Committees

The Area Planning Committees have responsibility for determining those Planning Applications which have been called in or referred to committee for decision, which are not within the remit of the Strategic Sites Committee.

Applications submitted by the Council, a councillor, a Chief Officer, Corporate Director, Service Director, or any other officer working in the Planning and Environment Service will be considered by the appropriate area committee.

Ultimately it is down to my discretion as Chief Planning Officer for Buckinghamshire Council, to determine how individual applications meet the criteria in the constitution and therefore which committee a planning application should be referred .

Regards

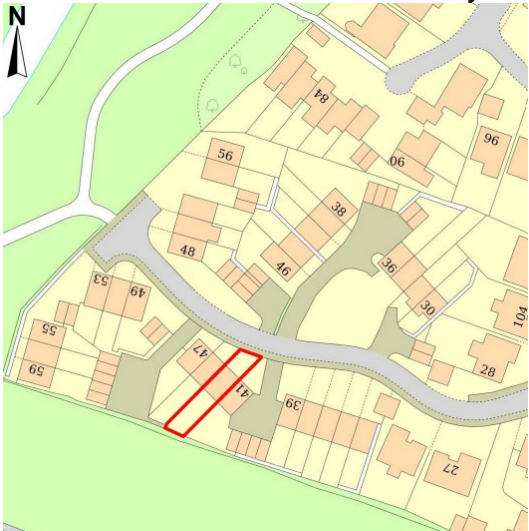
Steve *[Bambrick]*

**BUCKINGHAM TOWN COUNCIL
PLANNING COMMITTEE
MONDAY 17th JULY 2023**

Contact Officer: Mrs. K. McElligott, Planning Clerk

Additional information on Planning Applications

- 23/01825/APP** 43 Treefields, MK18 1GP
Householder application for erection of rear conservatory
Rowley



Location plan



The existing conservatory, from the parking court beside No 47 (9/6/23)

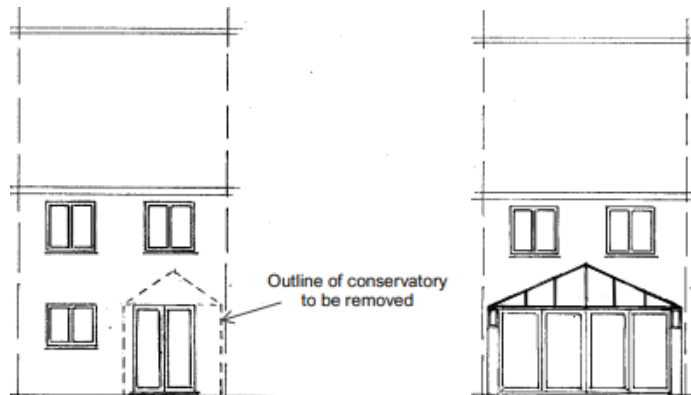
This is a replacement for 23/01755/HPDE withdrawn just before the last meeting. The drawings are identical.

The site is a terraced house on the new part of Treefields not far from the path access from the skatepark.

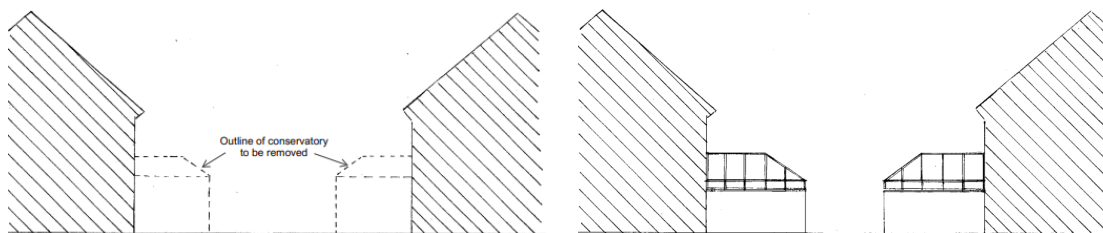
The proposal is to replace the existing conservatory, which occupies approximately half of the rear house wall, with a larger and deeper one almost the full width of the house. There will be gap of c.20cm. between it and each side fence and it will project approx. 1m further into the rear garden than the existing conservatory.



Block plan

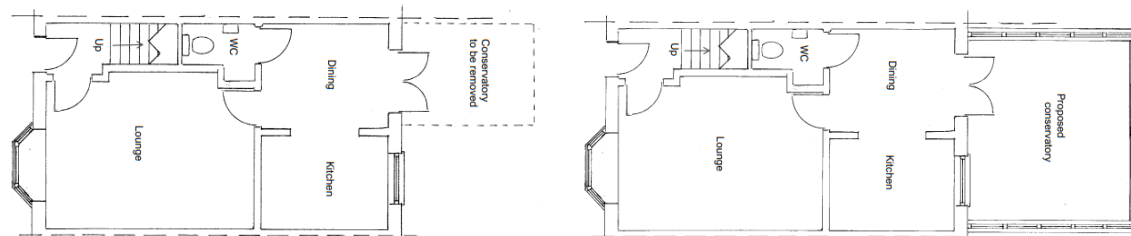


Existing and proposed rear elevations



Existing

and Proposed side views



Existing and proposed floor plans (rotated to save space)

2. **23/01858/CPL** 18 Penda Road [St. Rumbold's Fields] MK18 1YT
 Certificate of Lawfulness for proposed garage conversion
 Harris



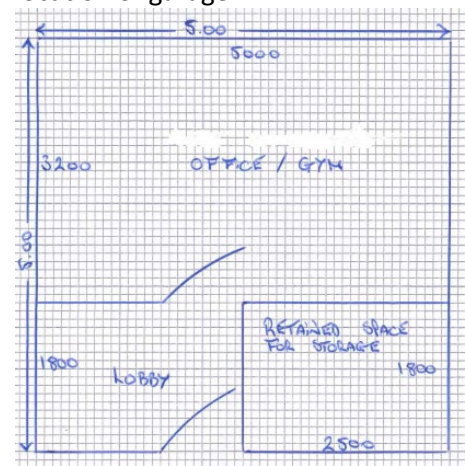
North-east part of site south of Tingewick Road



Location of garage



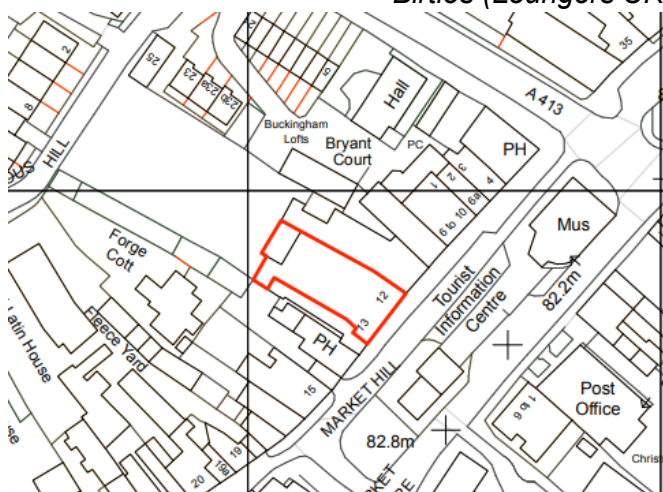
Original site plan (detail)



Proposal plan

The site is a detached double garage with a pyramid roof belonging to plot 348 at the corner of Penda Road close to St. Rumbold's Well, with the parkland to the east and the undeveloped Site J to the north. The house is 4/5-bedroomed (the 5th is 2.5m x 3m, and the house plans suggest it could be used as a study). The garage has 2 driveway parking spaces in front of it, and is brick with a tiled roof. The proposal is to change the use of rather more than half of the garage to a home office & gym, retaining half the rest for storage, and make the remainder into a lobby. Wall and floor insulation would be installed, and interior partition walls, but there would be no change to the exterior appearance apart from the new door – no windows. There are no elevation drawings, so it is not possible to tell if one garage door is to be retained for access to the storage space.

- 3. **23/01891/AAD** 12-13 Market Hill, MK18 1JX
 Display of new fascia signage. 1Nº new projection sign and 1Nº new menu board
Birtles (Loungers UK Ltd.)



Location plan



Front of building 23/6/23

The site is the large double-fronted 3-storey shop unit in Market Hill, between Binn's and Boots, lately occupied by M & Co. It is proposed that this become a café/bar, part of the Loungers chain, and the pink of the proposed signage is echoed throughout their website, so is presumably a company livery (though their Rococo Lounge in Aylesbury is a more restrained graphite grey). Buckingham's is to be called the Verdetto Lounge. Verdetto is Italian for verdict, and references the nearby Old Gaol (and the company favours names ending in 'o'). The door and window frames will be pink (RAL 3015, a sort of dusky rose pink). There are no internal plans available for this application, and the new door has not yet been installed.



Binn's ↑

↑ new door approved (22/00812/APP)

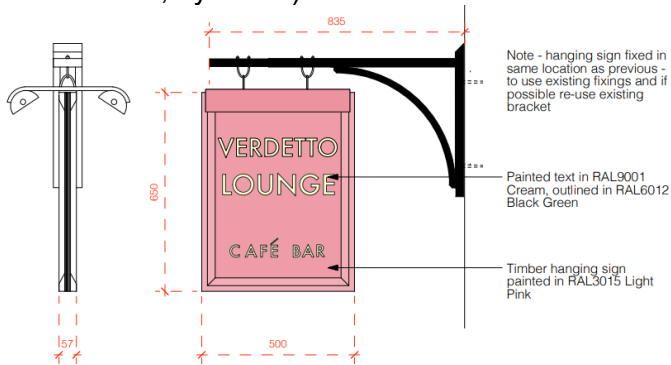
↑ Boots



A new fire exit door is proposed at the right-hand side. I am checking if this needs permission.

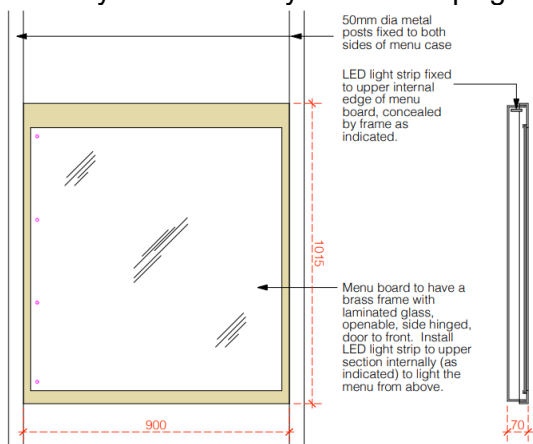
The proposed new signage is

1. New fascia board: pink strip top and bottom, the top one wider. Numbers 12-13 at each end, VERDETTO LOUNGE CAFÉ BAR over doorway – VERDETTO LOUNGE box letters to be cream (RAL 9001) and internally lit.
2. New Hanging sign – pink painted timber, and may re-use existing bracket with strip lights (right hand end of fascia, by Boots).



existing sign 27/6/23

3. New Menu Board – inside the window to the left of the main door. It will have a brass frame and be internally illuminated by an LED strip light at the top.



Property History (signage and fabric only)

1	87/00038/AAD	ILLUMINATED FASCIA LETTERING	APPROV
2	87/01107/APP	PILASTER REFURBISHMENT	APPROV
3	02/01161/APP	Installation of roller shutters	Refused
4	09/00866/AAD	Illuminated fascia and illuminated projecting sign	Approved
5	09/00867/APP	Refit of existing shop front with illuminated fascia and projecting sign	Approved
6	09/01310/APP	Refit of existing shop front with illuminated fascia and projecting signs	Approved
7	19/01564/APP	Formation of new entrance to upper floors over existing shop off Market Hill; in-fill and cover of rear yard to form delivery area at first floor and staff and stock facilities to ground floor; to create 8 No, 1 bed flats and 1No 2 bed flat to second floor and additional floor over existing shop; to create 23 No 1 bed flats to the rear of 12-13 Market Hill on vacant land with access off Summer Hill; provision of parking spaces, turning area for deliveries and new ramp to first floor of existing building at rear. Demolish the 8existing flue and lift to the rear of the existing building together with 2 No roof maintenance cupboards and extract pods located on the roofs of the existing building	Refused
8	20/02752/APP	Alterations to the ground floor retail unit and change of use of upper storeys to 9 flats	Refused
9	21/03419/APP	Part rear extension to provide storage area to ground floor	Approved
10	22/00812/APP	External alterations to form new doors and windows to front, side and rear elevations	Approved
11	22/00848/PAPCR	Determination as to whether prior approval is required in respect of transport & highway impact, noise, contamination risk, flooding and locational considerations for the change of use of upper floors from retail storage (class E) to 8 dwellings	Out of time to determine
12	23/01891/AAD	Display of new fascia signage, 1No new projection sign and 1No menu board	Pending Consideration

4. 23/01938/APP

36 Chandos Road, MK18 1AP

Conversion of a 4-bed house into 8 HMO self-contained unit with shared facilities

Olatunde



Nos 37 – 36 – 35 Chandos Road & the school fence



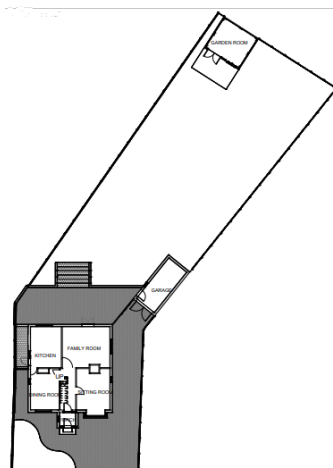
The house and garage



The side canopy



Location plan



Site plan

The site is the middle house of the three on the east side of Chandos Road, between Sainsbury's and the George Grenville Academy. It is a double-fronted 4-bed detached house with a large front porch, and a square bay window to the right of it; the porch and bay have tiled sloping roofs. There is a large rear garden set at an angle to the house, with a garden building at the far end, and a detached garage behind at an angle to the house. The majority of the front garden is paved, and there is driveway parking beside the house. Parking for 3 vehicles is therefore possible, though the applicant states that there are only two spaces, which will be allocated on a first-come-first-served basis, and occupants will be informed of this. The garage is to be converted to office use. The footprint of the house is square, with two rooms at each level on each side wall and a central hall/stairway and landing. You will see from the Property History that the house was a student residence for many years.

It is not in the Conservation Area (the boundary runs down Chandos Road) and the nearest Listed Building is the New Inn.

Members should note that there is a separate Design & Access Statement; the one forming pp4 & 5 of the Planning Statement is actually for 39 Bernardine's Way (same applicant).

The proposal is to turn the house into a HMO with eight single-person units – four on the ground floor and four on the first. Each room will have a single bed, desk and chair, ensuite shower room/WC, kitchenette with sink/drain and two-burner hob, and a storage cupboard – two units on the ground floor and all the units on the first floor have sliding doors to the cupboard as there isn't room for hinged doors to open. The cupboards appear to be utilising the chimney breasts in each room, and this may explain why the two chimneys are being removed. Apart from the loss of chimneys, the only real changes to the exterior aspect areas:

- the bricking up of the existing kitchen door which emerges on the north side wall under a curved canopy which will be retained;
- the bricking up of the small window beside this door, and replacing it with a 4-pane window further to the rear of the house wall
- the bricking up of the existing kitchen window in the rear wall
- the bricking up of the garden-facing windows of the two existing back bedrooms
- the bricking up of the side window of the master bedroom, and replacing it with a 4-pane window further to the rear of the house wall directly above the new window in the ground floor
- the insertion of a new 4-pane window in the side wall of unit 8 which is *not* directly above the new window in the ground floor

The new windows will match the existing.

The HMO is to provide student accommodation and the applicant quotes BNDP policies HP2 (provision of student rooms) and H/P7 – Windfall sites.

It also complies with DHE6 – Good quality outdoor amenity space. The accommodation meets VALP space standards. All existing bedrooms have a large built-in cupboard, but these will not be retained.

I am assuming the officer will stipulate frosted glass for the windows now serving bathrooms, but the existing bathroom window now serves a communal lounge area, so does not need to be obscure-glazed.

Bins are currently kept on the drive by the garage. 8 are shown on the drawing, but there should be 16. There is cycle parking on the paved area behind the house; access appears to be via a sliding panel gate between the house and garage.

The passage past the existing kitchen door is blocked by a fence panel midway along the housewall so access to the house is via the front door and utility room doors only.

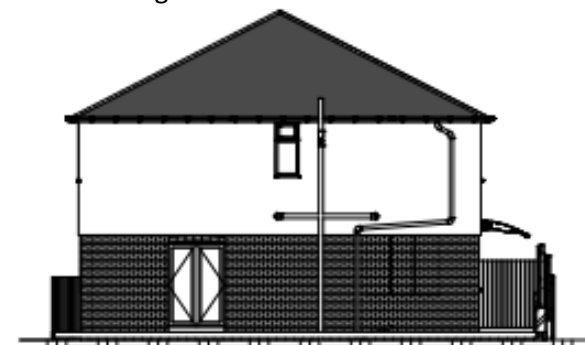
Unit	Position in house	Existing use	Room size	Natural light from:
1	Ground floor, left rear	Kitchen	15m ²	New 4-pane window over sink
2	Ground floor, left front	Dining room	14m ²	Existing 6-pane front window + small side window to bathroom
3	Ground floor, right front	Sitting room	17m ²	Existing bay window + small side window to bathroom
4	Ground floor, right rear	Family room*	13m ²	New side window reducing 6 panes to 4, over sink
5	First floor, left front	Bedroom	13m ²	Existing 6-pane front window over kitchen worktop
6	First floor, right front	Bedroom	16m ²	Existing 6-pane front window over kitchen worktop & desk
7	First floor, left rear	Master Bedroom with ensuite	13m ²	New 4-pane window in side wall, over kitchen sink
8	First floor, right rear	Bedroom	16m ²	New 4-pane window in side wall, over kitchen sink
*	Ground floor, centre rear	An L-shaped Utility room will be formed from part of the Family room		Double French doors to garden
	First floor, centre rear	The family bathroom will become a communal lounge and storage area	6m ²	Small 2-pane window in rear wall



Existing front elevation

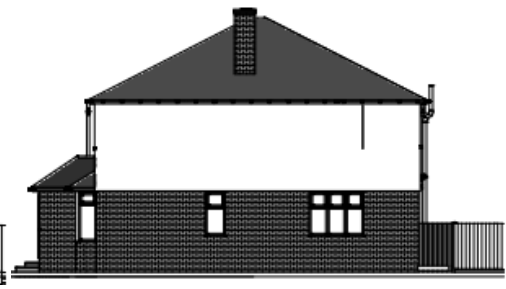


Existing rear elevation

Proposed front elevation
(no change except removal of chimneys)Proposed rear elevation
The ground floor window to be removed is in the kitchen



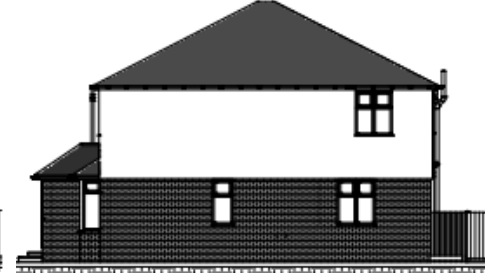
Existing north side elevation (facing N037)



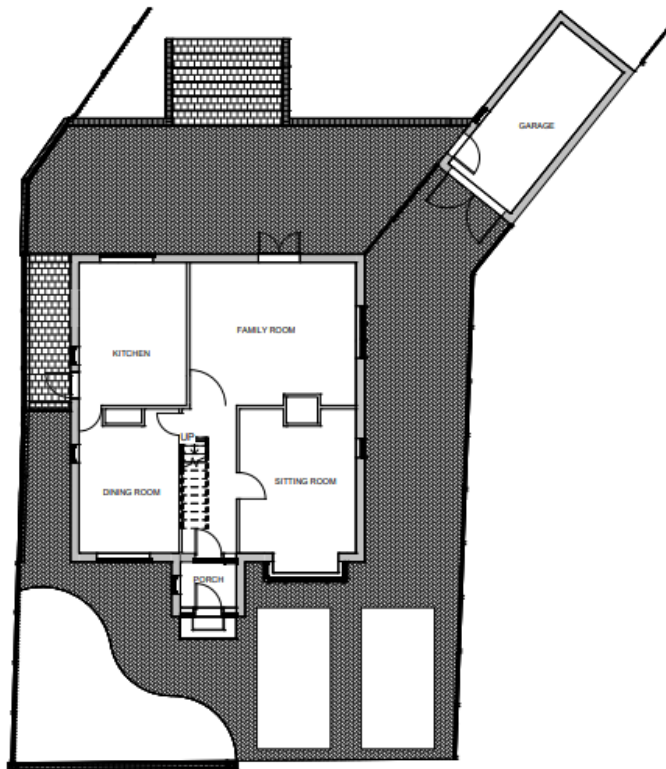
Existing south side elevation (facing N035)



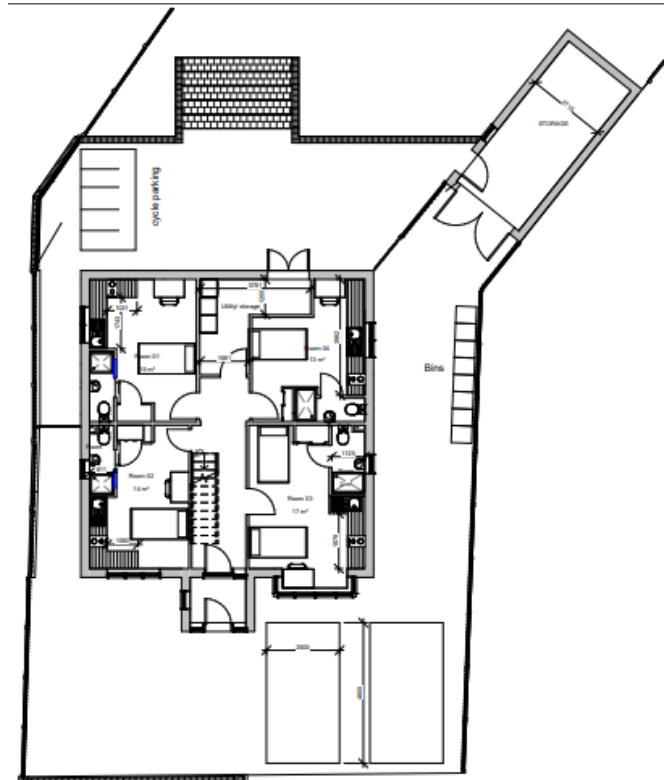
Proposed north side elevation; deleted door is in the kitchen
New windows both to new kitchen areas



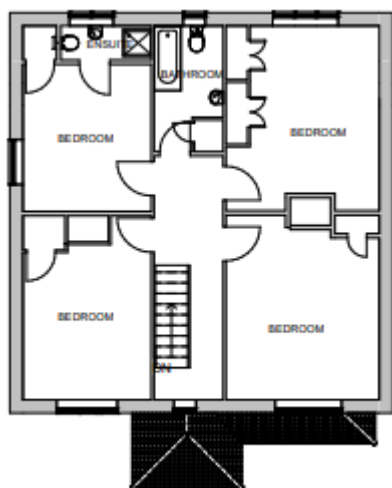
Proposed south side elevation; new and revised windows to kitchen areas



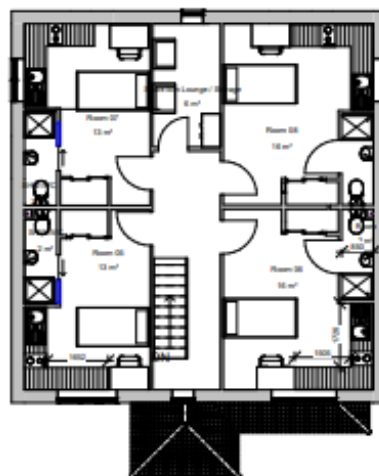
Existing ground floor plan



Proposed ground floor plan



Existing first floor



Proposed first floor

Property History

1	85/00756/AV	USE AS STUDENT RESIDENCE AS LONG AS THESE PREMISES ARE OCCUPIED BY THE UNIVERSITY OF BUCKINGHAM OF SOME OTHER BODY ASSOCIATED WITH THE UNIVERSITY FOR THE PROVISION OF STUDENTS LIVING ACCOMMODATION	APPROV
2	88/00481/APP	STUDENT RESIDENCE SO LONG AS THESE PREMISES ARE OCCUPIED BY THE UNIVERSITY OF BUCKINGHAM OR SOME OTHER BODY ASSOCIATED WITH THE UNIVERSITY FOR THE PROVISION OF STUDENT LIVING ACCOMMODATION	APPROV
3	91/00715/APP	CONTINUED USE AS STUDENTS RESIDENCE (RENEWAL OF APP/0481/88	APPROV
4	92/00855/APP	CHANGE OF USE FROM MULTIPLE STUDENT ACCOMMODATION TO CHURCH MEETING ROOMS WITH SELF CONTAINED FLAT OVER [Well Street]	REFUSE
5	08/00888/APP	Single storey front extension	Approved
6	23/01938/APP	Conversion of 4-bedroom house into 8 HMO self contained unit with shared facilities	Pending Consideration

5. **23/01977/ALB** 19 Market Square, MK18 1NP
Listed Building application for replacement of signage, re-organising of internal layout, installation of internal partition wall, ceilings, floor and wall finishes.
6. **23/02062/AAD** Display of replacement of signage
UK Finance Ltd.

The site is the ground floor of the former Lloyds Bank building (18 & 19) Market Square, with West Street to the southwest side, The Chewar to the rear and W H Smith's to the northeast side. It is a Listed Building as are all those to the north up to Leaders and Specsavers, and all those opposite from The White Hart to No 10 (the barbers), and the Town Hall. The upper floors were granted approval for the conversion to flats in March (with rooms off The Chewar for a new stairwell and room for cycle and bin storage, shaded grey and marked 'Outside of Demise' on floor plan), and there is a general maintenance and replacement application (23/01543/ALB) awaiting consideration and decision.

This application is for the internal layout and signage changes necessary to provide a Banking Hub.



Location Plan



Adjacent Listed Buildings (solid red)



Nos 19 (left) and 18 (right) Market Square (20/5/23)



The Lloyds horse logo on the balcony is for the landlord to replace – separate application needed as the balcony is part of the Listing



Proposed side elevation

The two right-hand ground floor windows will contain a Lightbox with advertising poster and the left hand ground floor window will have a decal with 'manifestation' (logo?) and frosting to provide privacy to the staffroom. I assume these will match the windows in №18 (see below).

The upper floor windows will be unchanged per the approved flat conversion. No replacement ATM is proposed.



Proposed front elevation

The front and side elevations will have replacement company signs, in the same places, and one or both hanging signs will be replaced with (presumably) Post Office or Banking Hub signs – these are not illustrated.

The windows in №18 will have a Banking Hub logo to windows to replace existing manifestation and frosting to lower section (as existing)

RAL7021 is a very dark grey, almost black. Drawings not to same scale.

There are no individual drawings for the signage, so these are enlarged from the elevation drawing:

1. Non-illuminated Brand Fascia

Fabricator to ensure compliance with 'Design Guide v5.0 Fascia Sign'

(Hanging sign at right)



2. Illuminated Projecting Sign Positioned to the Side of Fascia
*Externally Illuminated - Heritage Bracket with Trough light
 Painted to Match RAL 7021, with vinyl lettering*



Existing hanging sign (West Street). No illustration of proposed new sign or bracket

3. Free-Standing Illuminated Directory of Services
 and Bank Availability Poster
Now Omitted From All Banking Hubs

4. Non-illuminated Marketing Poster
*Suspended Lightbox for A1 Poster. Metal Frame to match RAL 7021,
 Changeable Graphics, Tension Cables.*



West Street elevation



Left of front door



Right of front door

5. Opening Hours Sign - A4
*Paper insert(s) in an acrylic holder with suction cups.
 Double-sided with Goodbye Messaging and QR Code Message on the
 back*



5 (left) and 6 (right) – to right of front door

6. CCTV Sign
*Double sided vinyl sign to be applied to the internal face of the entrance
 door/window glazing.
 Signage fabricator to ensure compliance with Design Guide v5.0*

7. Community and Ownership Messages (Vinyl)
Vinyl Lettering Placed Externally onto Glazing.
 White - when lettering is placed directly onto glazing.
 Grey - when lettering is placed onto frosted surface.

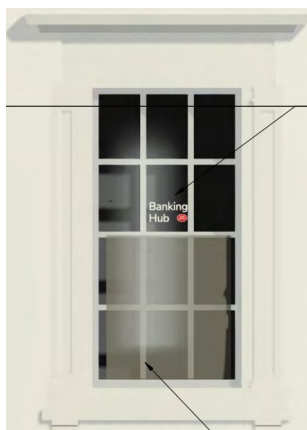
Please refer to Notes on Drawings to identify Site Specific Community Message Vinyl.

No number 7 appears on the drawings.

8. A2 Swinger Board
To Be Included For All Sites, Not Shown on Elevations



A2 swinger A-board from front elevation drawing. It also is shown on the side elevation drawing. A2 is twice the size of A3 or four times the size of A4.



The three windows in No 18 will have a decal in the top half and frosting in the bottom half, for privacy in the meeting room

The proposed internal layout involves removal of some partitions and new installed, and the lowering of the floor level in the West Street/Chewar corner to make a level floor (the staff toilet is disabled-accessible). The public part of the banking hall is larger than before, and the back corner has a staffroom, kitchenette and toilet facilities. It has not been decided whether the opening between Nos 19 and 18 is to have a door in or not, but the two doors behind the existing counter that give onto the stairwell and safe room will be blocked up as these areas belong to the flats now.

Property history (last 10 years only)

1	13/00055/AAD	Replacement signage comprising three non-illuminated built-up letter fascia signs; two non-illuminated projecting signs; non-illuminated nameplate sign; internally illuminated ATM header; reverse applied vinyl to front window; and non-illuminated letter box signage	Advert Consent Listed Building Consent
2	13/00056/ALB		
3	18/04197/APP	Proposed new level access into the branch comprising of new internal ramp, steps and associated works including the removal of the existing external entrance step, lowering of the internal floor and alterations to the existing entrance doors.	Approved
4	18/04198/ALB		Listed Building Consent
5	22/00188/ALB	Listed building application for replacement external ATM	L B Consent
6	22/01823/APP	Removal of existing ATM and associated signage and infill opening with new window	Approved
7	22/01824/ALB		L B Consent
8	22/04142/APP	Alterations to existing building to allow for change of use of first and second floors to provide 5 residential units and changes at ground floor to allow for access, waste and cycle storage	Approved
9	22/04143/ALB		L B Consent
10	23/01543/ALB	Listed building application for repairs to building fabric including re-roofing, window repairs, render repairs and other fabric repairs	Pending Consideration

11 12	23/01977/ALB 23/02062/AAD	Listed building application for replacement of signage, re-organising of internal layout, installation of internal partition walls, ceilings, floor and wall finishes	Pending Consideration
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Existing floor plan



Proposed floor plan – including the ↑ A-board

Amended description

7. **23/01653/APP** 4 Tingewick Road [*previously The Workshop*], MK18 1GX
Erection of shed and fence (retrospective)
Has been changed to Erection of shed (retrospective)

Nothing else has changed. Members opposed the original application at the last meeting.

Amended plans - Discharge of Conditions

8. **22/B3990/DIS** 19 Bridge Street, MK18 1AF
Submission of details pursuant to Condition 4 (parking) 5 (EV point) 6 (cycle parking) 8 (landscaping) 10 (bin store) relating to Planning Permission 22/03990/APP
Godhania



Photo taken 8/7/23

Condition 4 relating to parking and condition 5 related to EV charging are compliance-only conditions and therefore do not require further details to be submitted to the Local Planning Authority and subsequently discharged. However, the applicant must comply with the requirements of the conditions.

Members are referred to PL/198/22 (15th May 2023 meeting) for the background to the Discharge of the remaining Conditions version A. The officer approved the discharge of Condition 6 on 18th May, but refused the discharge of Conditions 8 & 10 as follows:

Condition 8 (landscaping):

Amendments to the proposed landscaping plan are required to satisfy the requirements of the condition. Further planting should be considered in the northern part of the area to the front of the building (behind A2) to soften the appearance of the hard surfacing. Further consideration should also be given to the hard surfacing material proposed to ensure that it is appropriate for the character and appearance of the area. Overall, the details submitted in respect of condition 8 are insufficient to satisfy the requirements of this condition. I am therefore unable to discharge this condition.

Condition 10 (bin storage):

Refuse storage lockers measuring 1300mm high, 820mm deep and 2305mm wide are shown on the site plan along with details of manufacturer and model. The proposed location to the side of the building and the modest timber structure proposed are considered suitable. However, the Council's Recycling and Waste Team have been consulted on this application and have advised that each dwelling must be provided with their own set of 2 bins each, the bin storage would therefore not be able to accommodate the level of bins required. As such, the details submitted in respect of condition 10 are insufficient to satisfy the requirements of this condition. I am therefore unable to discharge this condition.

For the reasons set out above, Condition 8 and Condition 10 are not discharged and amended information is required to satisfy the requirements of these conditions.

Members' response on 15th May was:

Conditions 4 & 5:

Members noted that the parking bays were 2.5m x 5m which is not the current VALP standard for regular parking bays (2.8m x 5m) or that for charging bays (3m x 6m) and would prefer all bays to be equipped for charging per Part S of Schedule 1 to the Building Regulations 2010, as it seems unlikely that work will be started before 15th June.

Condition 8:

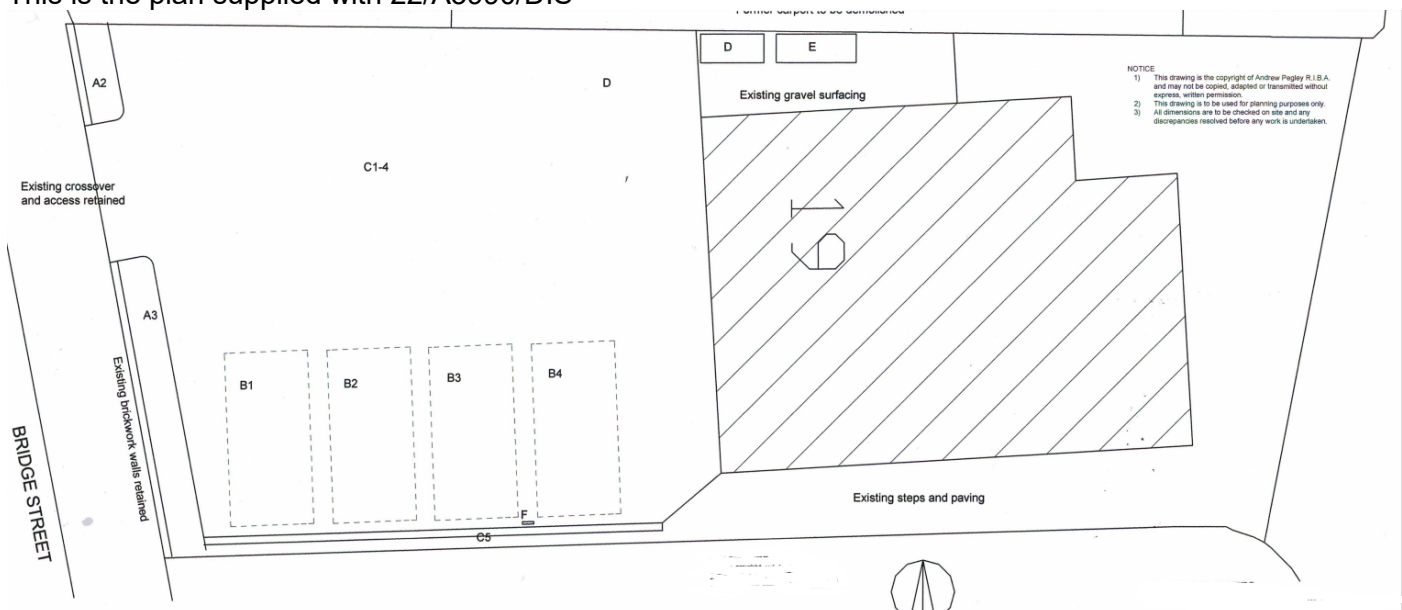
The 'landscaping' consisted of low-maintenance plants which would be completely hidden from the street by the low walls, and an asphalt car park. This is neither landscaping nor the provision of an amenity area for the residents per the Buckingham Neighbourhood Plan Policy DHE6:

DHE6 – Provision of good quality private outdoor space

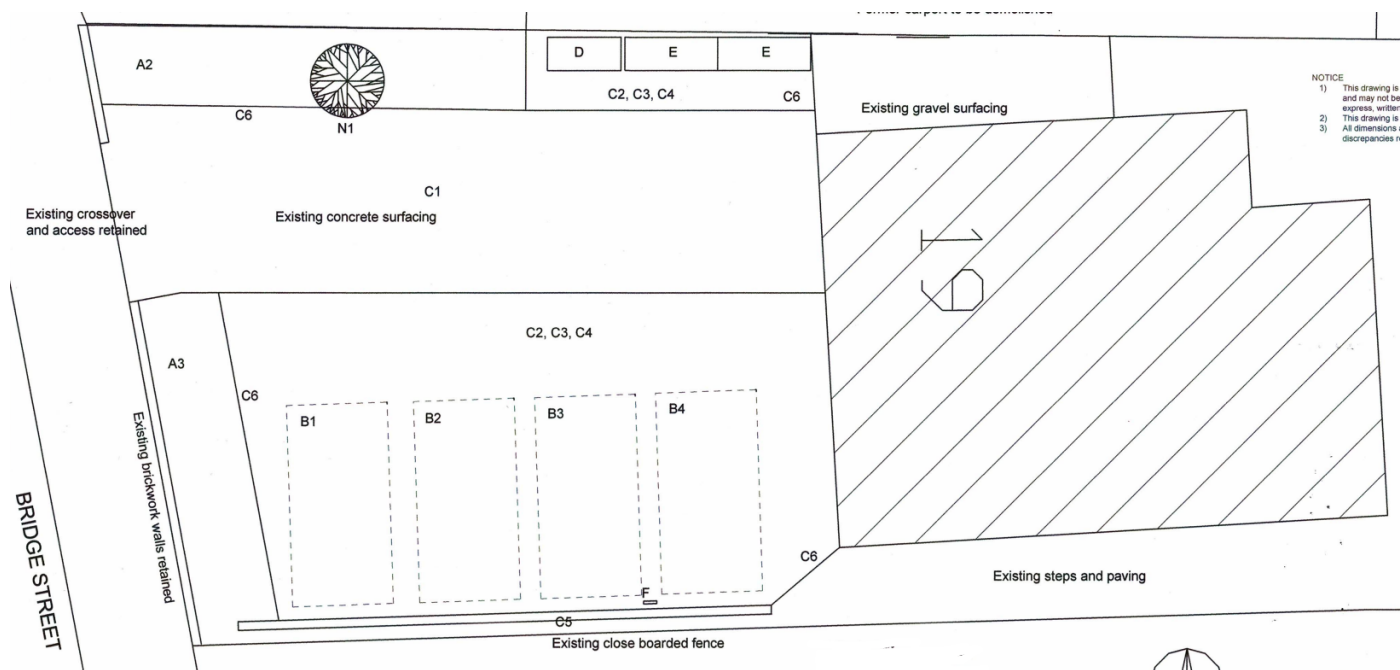
New developments will provide good quality private outdoor space, which will provide an area where people can spend quality time and enjoy their surroundings. In order to achieve a good living standard for future users of proposed development and its neighbours, it should be demonstrated that amenity has been considered and appropriate solutions have been incorporated into schemes.

Members would like to see some restoration of the previous front garden, including trees, on this important entrance to the town and in the context of the proximity of the Conservation Area and Listed Buildings, and look forward to amended plans satisfying these conditions.

This is the plan supplied with 22/A3990/DIS



And this is the plan supplied for 22/B3990/DIS:



The key supplied with this drawing (with my highlights) shows

KEY

A. Existing surfaces to be broken out and removed to create 2m width planting beds behind the existing brickwork boundary walls.

A1 New beds to be laid with minimum 300mm base of bed topsoil.

A2 23m² bed laid with:-
 Berberis thunbergii "Atropurpurea" 5L pots
 Plants 400- 600mm 30nr Bed area 10m²
 Skimmia japonica "foremanii" 2L pots
 Plants 400- 600mm 21nr Bed area 7m²
 Viburnum davidii 2L pots
 Plants 400- 600mm 21nr Bed area 6m²

A3 16m² bed laid with:-
 Lonicera pleata 2L pots
 Plants 300-400mm 20nr 9m²
 Berberis x stenophylla 2L pots
 Plants 400-600mm 21nr 7m²

A4 On completion, shrub beds are to be mulched with 50mm consolidated thickness of medium textured, pulverised natural pine bark.

N NEW TREE

Excavate tree pit 1m x 1m x 750mm depth
 Fork sides and base for drainage.
 Fill with 50% peat / 50% topsoil plus 100g bonemeal

Light standard with clear stem to 900mm high to be planted when dormant between November - March;
 60-80mm girth 900mm above ground
 Approx. height 2.0 - 2.5m
 Use 2nr 75mm dia. chestnut stakes to one third of tree height with cross bar spar and tree ties with mesh base protection
 Water in with 25 litres per week for 6 weeks

N1 Silver birch(betula pendula)

If the tree dies, is removed or become seriously damaged or diseased, it is to be replaced in the next planting season with the similar size and species

- B1-4 4nr parking bays 5m x 2.5m
- C1 Existing concrete surfaces to be retained
- C2 Remaining surfaces to be excavated to allow clearance of site and roller compaction.
- C3 Existing soil to be covered with permeable geotextile
- C4 Existing sloping site to be covered with 200mm permeable open graded 4/20 or Type 3 aggregate sub-base.
New 100mm layer of 5mm pea gravel
- C5 450mm high x 220mm thick dwarf retaining wall to line existing fenced boundary to rear of properties along Bourton Road.
Forterra Hampton Rural Blend stocks set in English Bond with on-edge coping set in 3600mm sections stepping down the site.
- C6 Edges formed with 150mm x 50mm precast concrete rectangular kerbs set in 450mm width x 300mm depth concrete bedding to level with surface
- D. New cycle storage unit
Rowlinson Double shiplap shed
1825mm wide x 825mm deep x 1640mm high
Padlock fitting
Prepared concrete flag base installed in existing gravel surface.
- E. New refuse bins storage lockers
2nr Rowlinson Triple Bin Stores.
Timber frame and slats
1300mm high x 820mm deep x 2305mm width
- F. New electric vehicle charging pedestal
Rolec Autocharge charging pedestal with 2nr sockets
Untethered 7.4kW 32A Type 2 charging
Pedestal 1275mm h x 332mm width x 70mm thick
Grey casing
100mm cable duct laid at 300mm depth to 6m to west with 1nr flip lid access cover to future serve bays B1 & B2.



Rolec autocharge Type 2



Rowlinson Triple bin store



Wooden cycle shed 6' x 2'6" (not Rowlinson's)

Not for consultation – for information only

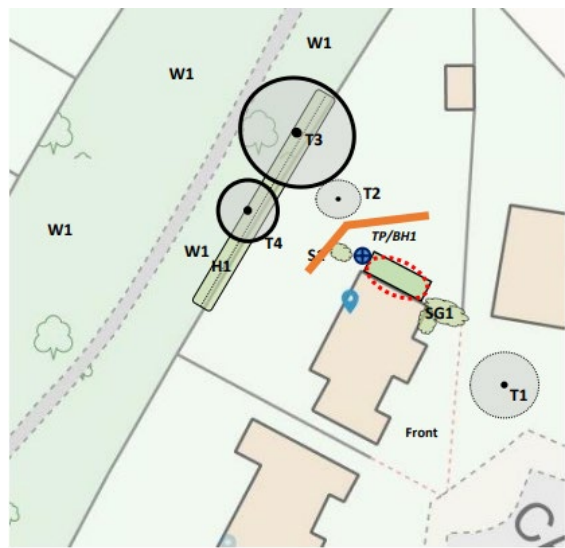
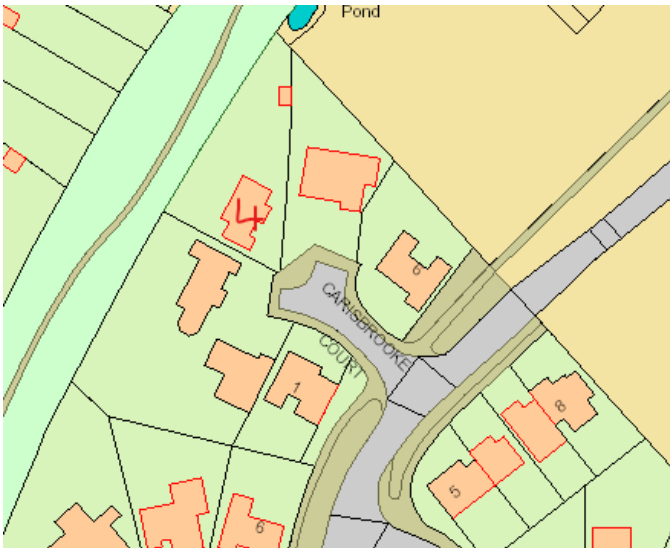
9. **23/01824/AEL** Land east of Manor Farm, Bourton Road
 To provide a point of connection for a solar farm, a three-pole t-off from the existing 33KV overhead line is required. The proposed t-off section will be approximately 40m in length.
Hydleman

There are no drawings for this application, not even a location map.

The following **Minor Amendments/Additional Information** has been received, for information only:

Not for consultation – trees (circulated separately due to time constraints)

10. **23/01853/ATP** Maids Moreton Avenue (*rear of 4 Carisbrooke Court*)
 T3 Oak of the MWA Arboricultural Report and Project Proposal - Root Severance. Installation of a root barrier is proposed to mitigate the influence of t3 of the MWA Arboricultural Report. It will be excavated within the Root Protection Area (RPA) of the trees - 6m from the tree.
McGarvie [Crawford & Co]



— Approximate location of barrier
 Length ~12m
 Depth ~4.0m

T1 – Hawthorn

T2 – Fruit tree

T3 – Oak

T4 – Lime

11. 23/01886/ATP

1 Bostock Court, West Street MK18 1HH

Common Beech & Copper Beech - reduce overhanging branches (4m) over the garden sheds to minimize risk of branch failure into Old School Court but maintaining screening for Mr & Mrs Hall

Silver Willow x 2- Pollard to height of approximately 10m

Field Maple x 5 - reduce branches on the leaning side of the trees to improve form

Grey Alder x 2 - Reduce height by up to 3m

Knott



- 1 Common Beech
- 2 Copper Beech
- 3 Silver Willow x 2
- 4 Field Maple x 5
- 5 Grey Alder x 2

Location plan

Questions on notice

Full Council meeting 12 July 2023

Question to Councillor Peter Strachan, Cabinet Member for Planning and Regeneration from Councillor Robin Stuchbury in relation to Buckinghamshire's sewage infrastructure for new developments

I would like to thank the Leader for writing to the Secretary of State for Environment, Food and Rural Affairs in respect of the Council's Concerns regarding the Environment Agency and Foul Water Connections and their impact on new developments and planning applications. I note that water companies have a legal obligation to provide developers with the right to connect to the public sewer regardless of capacity, and note that developers through their own output should not put the existing sewage and drainage infrastructure at risk due to inadequate provision. What opportunities are there moving forward to ensure that the emerging Buckinghamshire Local Plan includes conditions to ensure that with respect to future planning applications, developers are mindful of sewage discharge and drainage and produce detailed requirements in conjunction with the sewerage undertaker at the outline planning application stage?

Response

Thank you for your question.

Our adopted local plans already include requirements in relation to wastewater discharge and drainage. The main policies of relevance are listed below; there are also further requirements on specific site allocations.

Vale of Aylesbury Local Plan

- I4 Flooding
- I5 Water Resources and Wastewater Infrastructure

Chiltern Core Strategy

- CS4 Ensuring that development is sustainable
- CS31 Infrastructure

Chiltern Local Plan

- GC10 Protection from Flooding in the areas as defined on the Proposals Map and throughout the District
- GC11 Water Abstraction throughout the District

South Bucks Core Strategy

- CP13 Environmental and Resource Management

Wycombe District Local Plan

- DM38 Water Quality and Supply
- DM39 Managing Flood Risk and Sustainable Drainage Systems

Local Plan for Buckinghamshire

We are now preparing the Local Plan for Buckinghamshire having regard to government planning policy in the most recent National Planning Policy Framework (NPPF). This requires local plans to apply a sequential, risk-based approach to the location of development – taking into account all sources of flood risk and the current and future impacts of climate change – so as to avoid, where possible, flood risk to people and property. This includes consideration of flood risk from sewers and drainage issues.

We already work with the water companies, the Internal Drainage Board and the Environment Agency on the Strategic Flood Risk Assessment Level 1 and Water Cycle Study (Part 1 scoping study, with a more detailed part 2 later on in the plan process).

The Strategic Flood Risk Assessment Level 1 considers all sources of flooding including fluvial, surface water, groundwater, sewers and reservoirs within Buckinghamshire, now and in the future, taking climate change into account. It informs the flood management policies for the plan and the Sequential Test for site allocations, as well as development management decisions.

The Water Cycle Study provides the evidence base required to demonstrate how water and wastewater services will be developed to meet the Local Planning Authority's growth plans without causing detriment to the environment. It also helps provide evidence for tighter Building Regulations standards for new homes (in terms of per capita water demand). The process is also helping to strengthen relationships between planners, the water and wastewater companies, the Internal Drainage Board and the Environment Agency.

We anticipate the completion of the Level 1 / Part 1 studies in the autumn.

As work on the Local Plan for Buckinghamshire progresses, we shall continue to engage with these stakeholders to ensure robust policies in the plan, both at a strategic level and for site allocations where appropriate.

We will also need to consider the role of development management policies which may apply to most developments (bar some exceptions), although this is an area of uncertainty given the proposals for National Development Management Policies (NDMPs) in the Levelling-up and Regeneration Bill. Whether or not we can have locally specific requirements, and locally specific conditions applying to outline planning applications, will depend on decisions on the scope of NDMPs.

Finally, we will continue to engage with the water companies through the review of their own Water Resource Management Plans and Drainage and Wastewater Management Plans.

Question to Councillor Gareth Williams, Cabinet Member for Climate Change and Environment from Councillor Robin Stuchbury in relation to flooding in Tingewick and the wider Buckingham area

I note that a section 19 flood investigation report was drafted in April 2022 for Tingewick, and you will be aware that since 2020 and the original flooding within the village, there have been two further instances of flooding which impacted residents, whilst Gawcott and Buckingham have also recently been affected by flooding (both also had section 19 flood investigation reports published).

The section 19 report details the technicalities involved and makes several recommendations in differing areas. Noting that some of these recommendations require swift action to be taken, what are the local authority's intentions in respect of addressing the recommendations outlined within the report and what is the timeframe of action given that these incidents now appear to be becoming a common occurrence and not a 50–100-year flooding event?

Response

We are of course very familiar with the recent flooding incidents in Tingewick, Gawcott and Buckingham over recent weeks. It is right to say that climate change is leading to an increasing likelihood of such intense rainfall occurrences though it will remain as difficult to predict their precise locations.

The section 19 report referenced made recommendations to different bodies and so I will break this down by where these were directed.

The following was allocated to the Lead Local Flood Authority (LLFA) part of Buckinghamshire Council to:

- Appraise the feasibility of culvert improvement options, upstream attenuation and NFM

This action is currently in progress and as discussed with local Buckinghamshire Council members and Tingewick Parish Council, the entire project development process from initial feasibility, through to Business Case, design and finally construction is complex and may take several years. We appreciate this will be frustrating for impacted residents, but the process is set by Defra in central government, and we cannot alter it ourselves.

The Strategic Flood Management Team has been working on the initial feasibility phase of this process over the last year. This has involved appraising the feasibility of a range of large-scale flood alleviation measures. We have engaged with local members and the Parish Council to ask for their input during this process.

Initial findings from the first phase appear encouraging, but there is lots of work still to be done over the coming years. We are soon to commence working on the next phase of the process: the Business Case. This is to provide additional evidence required by Defra, which will take at least a year to develop. This will identify how much funding from Defra we will be eligible for.

We will continue to liaise with local members and the Parish Council as the Business Case progresses.

It is important to recognise that as the numbers of properties in Tingewick are relatively low compared to many other schemes nationally, we may find it challenging to secure sufficient funding from Defra to cover the whole cost of a scheme. Significant additional funding may need to be found from other sources such as Highways or Anglian Water, which may also be difficult.

The below recommendations were Buckinghamshire Highways, previously TfB:

- Alterations to kerb levels
- Consider increasing the frequency of gully cleansing
- Consider increasing / improving highway drainage as opportunities arise

Highways Response:

Capital drainage funding is currently available for Buckinghamshire Highways to carry out a limited degree of improvements along Main Street, Tingewick. One option is to raise a small proportion of the existing kerbing, including those associated with disused accesses. Where funding permits, Buckinghamshire Highways is also continually considering improvements to the existing drainage system along Main Street and the surrounding areas of carriageway.

The report also made recommendations to the Community, Tingewick Parish Council and relevant property owners as follows:

- **Form a Flood Action Group** (Tingewick Parish Council / Community)
- **Create a community flood action plan and formalise any existing arrangements** (Community / Tingewick Parish Council)
- **Prepare a “flood preparedness” information pack for current and future residents** (Community / Tingewick Parish Council)
- **Investigate opportunities for installing PFR** (Property owners or community scheme)

To our knowledge, the above recommendations to the Community / Tingewick Parish Council / Property owners have not been actioned. However, the Parish Council have set up an informal flood group that respond when flooding occurs.

The council's flood management (LLFA function) is working with the Council's Resilience Team to try to secure a dedicated resource to work directly with flood affected communities such as Tingewick to empower communities and help them establish their own Flood Action Plans and develop their own Flood Action Groups. This would help the communities build long-term resilience to flooding and facilitate the communities with issues they have identified.

BUCKINGHAM TOWN COUNCIL
PLANNING COMMITTEE
MONDAY 17th JULY 2023

Agenda Item 8.2**Contact Officer: Mrs. K. McElligott, Planning Clerk**

Notes from the meeting of the Buckinghamshire Council Cabinet meeting held on 11th July 2023 at 10am in the Oculus

Agenda 8:**Buckinghamshire Community Infrastructure Levy**

Cllr. Strachan had submitted a detailed report. He introduced it by noting that s106 is used in the North and Central Areas, whereas CIL is used in the South, East and West Areas. Both systems can be operated within the same LPA, but on different projects; both cannot be used on one project. There are benefits of harmonising systems listed in the report.

CIL is more flexible and can be used for anything, and is not time-limited. s106 has to be used for specific purposes and unused funds have to be handed back. The County has over £1million in s106 funding in the bank which it cannot use.

The subject was opened for comments and questions – there were none, so they went to the vote on the Recommendations in the report:

Recommendations:

- (1) that the process of considering the introduction of CIL in the north and central planning areas of the County is supported;
- (2) that a review of the Charging Schedules in the south, east and west planning areas is undertaken;
- (3) that, subject to technical assessment, work commences on a single charging schedule for Buckinghamshire Council;

NOTE:

- (4) that a programme of technical work and consideration of the options for a new charging schedule including coordination with the new Local Plan for Buckinghamshire will be produced and agreed with the Cabinet Members for Planning and Regeneration and Transport. An indicative timeframe and key steps in preparing and adopting a charging schedule are included in the report.

AGREED

The entire item took 3 minutes 12 seconds

KM

11/7/23

BUCKINGHAM TOWN COUNCIL
PLANNING COMMITTEE
MONDAY 17th JULY 2023

Agenda item 10.3**Contact Officer: Mrs. K. McElligott, Planning Clerk****Notes on the meeting of the Growth, Infrastructure and Housing Select Committee held on 6th July 2023 at 10am in the Oculus**

Members have asked for reports on any agenda item likely to be of interest.

Agenda 6:**Member Engagement in Planning - 12-month progress update**

The Select Committee will review the progress made in implementing the 6 recommendations from the 'Member Engagement in Planning' review which was presented to Cabinet on 1st March 2022.

The Chairman of the Select Committee is Cllr David Carroll and the Vice-Chair Cllr Thomas Hogg.

Contributors:

Cllr Peter Strachan, Cabinet Member for Planning and Regeneration
 Christine Urry, Head of Planning and Development

The Committee reviewed the 6 Recommendations in the Scoping Report

1. A Member Planning Handbook should be produced to provide members with practical information that will assist them in dealing with local planning casework.
 - *It is a live document, constantly updated*
 - *It was introduced to provide all Members (not just those on the Planning Committees, who receive training) with a basic understanding of the constraints so that they can answer the public's questions, especially as the Local Plan is in development*
 - *However Members are still asking questions answered in the Handbook; it is not being used as intended.*
 - *It doesn't deal with matters such as planning balance; eg housing supply is not evenly spread over the whole County*
 - *Difficult to decide how much detail non-Committee Members need; better to talk to an officer than get more paper, if it's a matter of interpretation*

2. All members should be able to access and receive training on how to use a GIS map to enable them to look up planning application details and other useful information such as flood plains, conservation areas etc to help them respond to planning queries from residents.
 - *Not progressing as well as we would like with merging the four legacy systems and the GIS mapping*
 - *An IT Working Group has been set up to create a single Uniform domain; Uniform has more than 100 layers, so they are looking at which can be amalgamated; static layers first, dynamic layers to follow. It is very complex, and there is no end date set*

- *Need for a single system queried: do Members need county-wide access? Specific queries can be directed to a local Member to answer. (Legacy systems offer different layers, are of different ages, different data and accuracy. Unitary Authority needs single front-facing system)*
 - *Officers have access to layers Councillors don't; should be the same for both. There is a way via Bucksnet to get at all GIS layers, it is clunky but usable. (That is the intention of amalgamating all 5 systems). If we can't have a perfect system immediately, could Members have an interim system? (Could add the list currently available to landlords)*
3. A short guidance note should be provided for officers and members explaining the benefits of working in partnership, to enable public participation in planning and promote a wider understanding of the process. This should set out reasonable expectations in terms of how queries will be managed, including timescales.
- *The note has been prepared and will go to the Working Group next week.*
Referring to the table below:

Planning Officers should proactively respond to members and indicative timescales are set out below:

Telephone Call	Within 48 hours
Email Correspondence	Within 3 working days
Member Surgery Slots	Within 2 working days

- *Much of my work is Enforcement: responses can take weeks. What if the guidelines are not met? (The Working Group will have guidance for escalation)*
4. A series of 'informal' Meet the Planners events should be held to enable members and officers to meet and chat in a relaxed atmosphere, to help to cultivate trust and collaboration.
- Cllr. Strachan reported that these are happening, but the level of engagement is disappointing; not many non-Committee members are attending. They will continue nevertheless.*
- *Engagement is not just a planning issue. We should survey Members and ask why? Are they at the wrong time? Are Members not interested? Should there be more, at different times/days? (They are always recorded so can be accessed later; Cllr. Strachan will discuss with Cabinet colleagues.*
 - *Would informal get-to-know-you meetings with officers in The Street be better? Not getting prompt replies can lead to an adversarial attitude. (It was easier when everybody worked in the office. Some special-interest meetings have been well attended by officers, eg a recent one on BNG. Members not so much)*
 - *Can't record informal conversations. Would area-by-area roadshows be better? More latitude for social contact, better than surgeries. (That is a new idea and worth exploring; we don't need conflict within the Council)*
5. Political Awareness training should be offered to planning staff to support them in working effectively with Members. This could be facilitated by the Democratic Services team, who would work with the Head of Planning and Development to agree content and delivery timescales.
- *The idea is to make officers aware of how politics affects planning. There have been 6 sessions, all well received. Do we need more? (New officers will get training. It has been useful to find out why Members got into local government)*

- *I have been surprised to find them delivered by Cabinet members, not back-bench Members; grass-roots Members deal with different concerns to Cabinet Members. They would provide an alternative perspective - especially if brought into Council by planning concerns.*
- *Surely these need to be cross-party? (These are for officer's benefit, to understand how politics affect their work. They came from the Working Group, who thought that officers should understand why Members act the way they do)*
- *I have attended all the Strategic Sites Working Group meetings, and found them very useful to keep up with progress and issues – enables me to manage resident's expectations*

6. There should be a review of the new Member Surgeries in June 2022 to consider the level of participation and feedback from both members and officers regarding their effectiveness. Cllr. Strachan opened the meeting to questions and general discussion.

- *Not well used, maybe because they are quarterly, which is too long if an application is to be decided before the next. Members need contact with officers sooner. Not convinced this is the right method. (The aim was to give direct contact with officers. Do they work as intended? Or not? Also they take officers away from their desk and this affects their work) (Officer: There are 2 per month per area, with dates available in advance on Bucksnet. Members can put a note in the diary and keep the day free)*
- *Useful tool. Officer contacted us by Teams (ie the Ward Councillors) to discuss our objection and the matter was resolved (The Surgeries are not meant to exclude direct contact like that; regular and informal contacts can both continue)*
- *The original idea was that the officer would hold a Teams meeting with the 3 Members who called in the application to resolve problems – a 10 minute meeting can save days of work*
- *I echo the earlier comments on Strategic Sites - could they include developers as well as officers and Members? At Ward level we have frequent Parish Council meetings to attend – we can't wait to weeks to see how matters stand. In my experience officers are happy to discuss by phone. If Recommendations 1-5 are working do we need 6?*
- *Ward Members are in the area anyway, and can take a photo an officer might need, saving them time*
- *This has been useful – do again in 12 months time?*

Cllr. Strachan thanked the Members and officers for their time and effort; he felt that they were in a better place than they were.

This item closed at 11.00am

If any Members are interested in having sight of the Handbook (and it has useful information on what is a planning matter and what isn't, and the different types of planning application, for example) I will email it over to them on request, or it can be accessed as Appendix 3 to this item on the Buckinghamshire Council meetings entry for this Committee and date.

Much of it is not relevant to Town & Parish Councillors – the quarterly and fortnightly meetings referred to above, and I wouldn't advocate using the officer contact list, for example – but is a handy reference, if only to see what a Ward Member can and cannot do for Ward residents.

It makes it plain that Members other than those representing the Ward can call an application in:

In response to a notification, once the officer has reached a recommendation, they will inform the member who has requested the call-in (and the Ward members if the member is from a different ward).

but does not mention calling-in by Members who sit on the Area Committee.

Member Surgery Statistics

Number of available surgeries	53 (10 per 3x area 11 per 2x area) Nov 22 – Mar 23
Number of Surgeries attended/held	13
How many Members have attended	23
How many Members have Engaged	13
Member Surgery Themes (Primary and Secondary included)	Status updates – 10 (secondary issues 2x Constituent Query and 2x Enforcement action/case) Constituent Query – 1 Not Applicable – 2
Surgeries for each Area	North - 5 East - 4 West - 4
Feedback from Members	It still remains, Members have found the Surgeries useful and appreciate Team leaders/officers spending time to go through issues and find surgeries an opportunity to improve on their planning knowledge. A few have asked Officers for a note they can share with their constituents, to ensure consistency in the communication. Members have shown real enthusiasm to work with Planners and have asked to be communicated to on any updates, enabling them to inform their constituents and avoid upset/anticipate issues within the communities. Where there is a complex application 30 mins slots have been agreed with Team Leaders/Officers. Some Members have approached officers directly and they have then engaged with the Members surgery process.
Feedback received from Staff	Majority of officers believe the Surgery process is a useful mechanism to communicate with Members. Team Leaders inform us of their holidays, which allows us to plan and update Members accordingly when requesting a surgery appointment. Officers find Members are still sending emails and calling in and the officer then tries to point them towards the Surgery process. Out of the 13 Members that have requested a surgery a number of them are the same Cllrs that utilise this service.

KM

11/7/23

Applications to fell trees 2020 onwards

Protected trees (ATP)

Year	Appl. No.	Address	Trees affected	Reason	Decision
2020	00834	2 Bostock Court	Weeping Willow	Dead (DD five day notice)	Approved
	01942	Land adj. 11 Cromwell Court	3 x Norway Maple	Trees in Foscott Way verge. Implication in subsidence issue	Approved
	02356	Maids Moreton Avenue, adj. 3 Carisbrooke Ct	Chestnut	Reported as reason for subsidence	Approved
	03021	1 Bostock Court	4 x Lawson Cypress	Causing excessive shading and have low amenity value	Approved
	03373	Open space, Watchcroft Drive	Sycamore	Dying and diseased, large limbs already dead, possible suffering from Sooty Bark disease. Bordering School so high risk.	Approved
	03375	Maids Moreton Avenue, rear of Stratford Lodge	Not specified	Remove dead trees and regrowth from previous felling.	Approved
2021	01706	Land adj. 11 Cromwell Court	1 x Norway Maple	Omitted from 20/01942/ATP; implication in subsidence issue	Approved
	03259	Buckingham Primary School (<i>mainly Maids Moreton Avenue</i>)	1 x English oak 1 x Common Hawthorn	Bad form, limited potential. Falling distance of playground and sheds. Almost completely ivy with limited live growth visible. Leans over public footpath	Approved
	04300	2 London Road	1 x White Fir	Fell; in decline, potential hazard of falling branches (<i>also 21/04413/ATP to trim back only: approved 1/4/22</i>)	Refused 29/11/22
	04603	Maids Moreton Avenue [<i>rear of Carisbrooke Ct</i>]	T1 Lime T2 Beech T3 Horse Chestnut	Risk of failure Leaning over footpath In decline	Approved
2022	00463	Waglands Garden	(T1 Walnut (T2 Holly T3/T4 Cypress	Overall crown reduction by 2-3m to manage canopy weight and alleviate stress on cavities and stem decay.) Crown lift canopy by 2m and remove epicormic regeneration around the base.) Remove - dying/dead. All works are from a health and safety POV.	Approved
	01672	Foscott Way	T1 Ash	Suffering from Ash Die-back	Approved
	01735	4 Villiers Close	T1 & T2 Sycamore	Significant basal decay and possible damage to Listed wall	Approved
	02591	Waglands Garden	T1 Lime T2, T3 Cypress	Diseased and rotting at the base of the trunk Dead/dying	Approved (5-day notice)

2022	02857	University campus Station Road	T366 Cypress	Storm damage to crown, now compromised; safety risk to car park	Approved (5-day notice)
	02860	University campus Verney Park	T386 Ash T388 Ash T389 Ash	(All) Significant deadwood throughout crown. Remove to ground level	Approved
	03896	Waglands Garden	G1 Cypress	Root plate has failed and tree is leaning on another - fell for safety reasons as is next to visitor parking	Approved (5-day notice)
2023	01605	Maids Moreton Avenue	T1, 2 & 3 Hawthorns	Ivy-covered and leaning on fence of Highlands Road house. Fell to Ground. (Will probably regrow from stump)	Approved
	01608	Watchcroft Drive [Maids Moreton Avenue TPO]	T1 Sycamore	Major deadwood, suffering from sooty bark disease. Fell to ground	Approved

Conservation Area trees (ATC)

Year	Appl. No.	Address	Trees affected	Reason	Decision
2020	03689	Hunter St car park	2 x Willow	Suffering from fungus and decay	Approved
	03994	Land adj Tingewick Rd, behind 22 Nelson St.	1 x Scots pine Pt conifer hedgerow	To allow formation of new access per approved application 19/00391/APP	Deemed approval (out of time)
2021	00477	Sandon House, Moreton Road	Plum, Laburnum and Cherry	Plum – stem decay; Laburnum & Cherry dying. No replanting planned at present	Approved
	00492	1 Bone Hill	Elder	The tree works are proposed to stop the influence of the tree(s) on the soil below building foundation level and provide long term stability.	Approved
	00730	Land rear of 2 Market Hill	2 x Wild Cherry; Sycamore; Ash	Fell to allow development (development approved 16/6/21)	Deemed approval (out of time)
	01523	11 Chandos Road	1 x Spruce	Roots damaging lawn	Approved
	02421	Adj. 1 Bone Hill	Ash	The tree works are proposed to stop the influence of the tree(s) on the soil below building foundation level and provide long term stability.	Approved
	02904	5 Moreton Road	1 x conifer	None given	Approved
	03115	7 Chandos Road	1 x larch	None given	Approved
	03123	Island behind 1 School Lane	1 x ash	Leaning over river, roots exposed by floodwaters; threat of collapse into houses	
	03652	1 Church Street	5 x conifers	None given	Approved
2022	00287	20 West Street	1 x holly	Too close to building	Approved
	00929	Chandos Park	Sycamore	Fell (storm damage) replacement scheduled	Approved
	02171	Candleford Court	Ash Elm Plum	Fell; decayed trunk Fell, dead stem leaning over river Fell, to avoid damage to wall	Approved
	02404	40 Well Street	Eucalyptus	Fell, excessive lean towards buildings and path (5-day notice)	Approved
	02499	37 Well Street	Ash Sycamore	Danger of falling on to Listed Buildings opposite Excessive shading of garden	Approved
	02980	55 Well Street	Mulberry	Old & stunted; to be removed to prevent damage to Listed Building and drainage pipes	Approved *
	03026	15 Chandos Road	5 x Himalayan Birch	Fell to ground	Approved
	03118	55 Well Street (tree is in Brooks Court)	Strawberry Tree	Fell to allow access from the highway to the rear garden	Approved *

*NB: APP/ALB applications to renovate 55 Well Street were Refused.

case number	type	reported by	date	address	allegation	report sent to BC	result	photos	notes
00560	OPHH	Cllr. Gateley	7/11/22 meeting	rear of 3 King Charles Close	acquisition by moving back fence and gate to the edge of the public footpath	18/11/22 + follow-up 23/11/22		yes	
00591	COU	resident	24/11/22	55 Moorhen Way	new wall enclosing side border	25/11/2022		yes	

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Call-ins Accepted					Shire Councillors						Notes				
2	Year	Appln	Type	site	Proposal	CC	SC	TM	HM	RS	WW	date of BTC agenda	Later contact if any	Response	Committee Date	Decision
3	2019	00902	ADP	Land adj 73 Moreton Road	Reserved matters - 13 houses	-	x	-	-	√	-	15/4/19 & 18/1/21	amended plans	Reduction to 12 houses - no change; RS call-in		
4																
5	Undecided Call-ins submitted since Constitution changed July 2021											Notes				
6	Year	Appln	Type	site	Proposal	meeting	date called-in	acknowledged	Accepted?	Later contact if any	Response	Committee Date	Decision			
7	2021	04886	APP	The Workshop, Tingewick Road	New shed & fence (Retrosp)	24-Jan	26-Jan				WW has called in; BTC request to speak at Committee		withdrawn 14/4/23			
8	2022	03472	APP	35 Lace Lane	New dormer (Retrosp) and HMO licence for 7						RS has called in	officer decision	approved 10/2/23			

	A	B	C	D	E	F
1	Licence number where available		Address		No. of residents, if stated	date issued
2			19	Bernardine's Way		02/10/2020
3	LC2021	01-62550		Garden House, Castle Street	13	23/01/2021
4			34	Fishers Field		27/02/2019
5	LC2019	01-032210	36	Fishers Field	4	05/11/2018
6	LC2021	111-71789	61	Fishers Field	5	03/11/2021
7	LC2019	01-32204	73	Fishers Field	4	21/09/2018
8	LC2020	01-47788	97	Fishers Field	5	10/01/2020
9			35	Lace Lane		14/02/2018
10			6	Market Hill		11/10/2019
11			3	Bryant Court, Market Hill		10/07/2018
12			2	Overn Avenue		25/02/2020
13			12	Portfield Close		21/05/2020
14			4	The Villas, Stratford Road		04/04/2019
15			5	The Villas, Stratford Road		04/04/2019
16				Lockmeadow Farm, Stratford Road		09/07/2019
17			25	Waine Close		18/06/2019
18				Ground floor, 25-26 West Street		12/07/2020
19			11	Western Avenue		16/07/2019
20						