



Hughenden Parish Council
Enter meeting title and date

Bundle for Planning Committee Meeting 16th August 2021



Appendix 1

Minutes of the previous Planning Committee Meeting



Planning Committee Meeting held on Monday 26 July at Council Offices, Great Kingshill

Confirmed Minutes

Present:

Councillors A. Capey, L. Derrick, P. Hardinge, and P. Nicholls

Officers:

H Hogan (Deputy Clerk)

Members of the Public:

During the course of the evening there were 15 members of the public in attendance.

Election of Chairman to the Planning Committee

2140001 It was unanimously **resolved** that Councillor P. Hardinge be Chairman of this committee.

Standing Orders were set aside to allow for Public Participation:

Public Participation

2140002 Planning Application 21/06892/FUL Tilbury House, Louches Lane, Naphill HP14 4QF
Members of the public gave representation regarding this planning application raising the following points:-

- Parking and traffic issues in Cherrycroft Drive if plan approved, 27% increase in traffic movements
- Resident and highway safety with increased traffic
- Loss of trees
- Objection to moving entrance address from Louches Lane to Cherrycroft Drive for new build
- Excessive development
- Building lines not acceptable
- Insufficient parking spaces on plans
- Tilbury House will be overlooked from ground floor of new build, not accounted for on plan
- Fencing on plan should be hedging
- Gravel footpaths will be a noise nuisance
- Previously refused planning decisions to be taken into consideration

Standing Orders were reinstated:

Chairman's Initials

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To receive apologies for absence

2140003 There were no apologies.

To receive declarations of interest

2140004 There were no declarations of interest.

Minutes of the previous Council meeting – Appendix 1

2140005 Minutes of Planning Meeting of 27 February 2020

It was **resolved** that there being no Councillors present who were in attendance at this meeting the minutes will remain as draft.

Terms of Reference – Appendix 2

2140006 It was **resolved** to accept the Terms of Reference with a change under heading of Meeting Arrangements – new wording to be – *The Committee shall convene on a monthly cycle, usually on Monday evenings*

Planning Procedures for 2021 forwards

2140007 Material Considerations It was resolved to make no changes.

2140008 Bucks Council Planning Engagement Structure – to review the document and determine how to embed this structure in our procedure – It was **resolved** to move this item to the next meeting for discussion and resolution.

2140009 Policy for Developer Engagement – to determine how we engage with speculative developments – It was **resolved** to move this item to the next meeting for discussion and resolution.

Review of Planning Register and consideration of the following applications –

Ref	Address	Description
21/06892/FUL	Tilbury House Louches Lane Naphill Buckinghamshire HP14 4QF	Erection of detached two-storey residential dwelling forward of Tilbury House including new access, changes to existing access and new garage.
2140010		It was resolved to defer making a decision until the next meeting; more information required from highways.
21/07017/TPO	46 Trees Road, Hughenden Valley, HP14 4PW	Tree Works as per schedule on portal - clearing and replanting
2140011		It was resolved to support the application providing it is in line with Buckinghamshire Unitary Council's Tree Policy.



21/06906/FUL	Ileana Stonefield Road Naphill Buckinghamshire HP14 4SP Householder application for roof alterations, construction of first floor rear balcony and fenestration alterations
2140012	It was resolved to support the application providing it complies with AONB regulations.
21/06958/FUL	White House North Road Widmer End Buckinghamshire HP15 6ND Householder application for construction of an outbuilding to front to provide bicycle storage, maintenance facilities and an electric car charging point
2140013	It was resolved to raise no objections subject to it meeting size restrictions on permitted development.
21/06959/FUL	21 Braeside Naphill Buckinghamshire HP14 4RY Householder application for erection of part single/part two storey rear extension
2140014	Committee resolved it was unable to make an informed comment due to insufficient information being made available on the portal and could be out of scale.
21/06947/FUL21	Toscana Missenden Road Great Kingshill Buckinghamshire HP15 6DN Householder application for construction of two storey side extension, single storey rear, side extensions and creation of 2 x parking spaces
2140015	It was resolved to object to this and associated application 21/06948/FUL due to potential overdevelopment of the site.
21/06870/LBC	Stag House 13 Lowlands Crescent Great Kingshill Buckinghamshire HP15 6EG Listed building application for construction of single storey side extension to provide open plan kitchen/diner following demolition of existing garage and car port, associated internal alterations and installation of conservation style roof light to front
2140016	It was resolved that HPC raise no objections to this application.
21/06869/FUL	Stag House 13 Lowlands Crescent Great Kingshill Buckinghamshire HP15 6EG Householder application for construction of single storey side extension to provide open plan kitchen/diner following demolition of existing garage and car port, associated internal alterations and installation of conservation style roof light to front
2140017	It was resolved that HPC raise no objections to this application.



APP/K0425/W/21/3276263

2 Margaret's Cottages Speen Road North

Dean Buckinghamshire HP14 4NH Erection of timber log cabin building and incorporation of land outside of residential curtilage to accommodate log cabin(retrospective). An APPEAL against Refusal of Permission has been received in respect of this application, as detailed in the appellant's grounds of appeal. HPC resolved to support a refusal of the appeal, in particular points 4.1; 4.2 and 4.3 of the Appeal Document.

2140018

2140019 It was **resolved** that the comments captured above be submitted to the Planning Portal.

Future agenda items

2140020 It was **resolved** to ensure that Tilbury House, Terriers Development and Field Farm be on the agenda for the next meeting.

Next Meeting Dates

2140021 It was **resolved** that the dates submitted for 2021 and 2022 Planning Committee Meetings be accepted, subject to Covid Social Distancing Guidelines, with the addition of 20th December 2021.

Meeting to close

There being no further business the meeting was closed by the Chair at 09:07pm.

Signed by the Chairman:

Date:



Appendix 2

Bucks Council Planning Engagement Structure



Summary of the Involvement of Parish Councils in the Planning Process following updates by Buckinghamshire Council

Parish and Town Councils are statutory consultees in the process of considering planning applications. Hughenden Parish Council is not required to comment on every application but where it does we raise issues for the attention of Buckinghamshire Council Officers, that are focused on **material** planning considerations.

We are not required to have the knowledge to quote specific policies or references, highlighting the issue to the Bucks Council Planning Officer will enable them to apply the right reference.

The power to determine Planning Applications rests with either the relevant Buckinghamshire Council Area Committee (of which there are 5) or the Strategic Sites Committee. 96% of applications, in line with best practice, are determined under delegated authority by the Senior Planning Officers and Chair of the Planning Committee.

The purpose of a Buckinghamshire Council Planning Committee is to review recommendations where the weighing and balancing of issues is considered to be finely balanced.

The Buckinghamshire Council Strategic Sites Committee has responsibility for Wider strategic development, sites which have a significant impact beyond the specific local area or sites which are fundamental to the implementation of an adopted or emerging local Plan. As examples these include major infrastructure projects, large scale developments such as building 400 new homes, an employment opportunity occupying space of 1000 sq meters or 2 hectares or more or retail opportunities of the same size.

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

From the 1st July 2021, Town and Parish Councils have the power to “Call in” applications to committee. The request must be based on material reasons and the Parish Council must commit to attend and speak at the meeting.

The decision to accept our application to call an application in will be determined by Buckinghamshire Council.

Mel Woof
Clerk to Hughenden Parish Council
21 July 2021



Appendix 3

Draft Policy for Developer Engagement



Drafted: August 2021 for Presentation to Planning Committee on 16th August 2021 for consideration and recommendation to Full Council for a resolution to adopt.

Developer Engagement Policy

Background

Hughenden Parish Council (HPC) acknowledge that developers may, from time to time, wish to present proposals at different planning application stages and that pre application discussions can play an important role in new developments. HPC welcome developers to consult with it and the local community. HPC is aware of the importance of public perception in planning and the critical need to avoid any appearance the HPC is conducting negotiations or colluding with developers. In order to avoid improper lobbying by a developer or creating a perception that the Council have a predetermined position regarding a proposed development it will follow the policy guidance below. HPC will not express any views at the pre-application stage.

Policy Statement

This policy is designed to clarify how Hughenden Parish Council (HPC) will engage with developers and/or their agents, both prior to, and following, the submission of a planning application within the parish. This policy will inform Councillors and Officers when considering discussions with developers.

Policy Scope

This policy applies to all Councillors and Employees. This policy also applies to all stages of the development cycle including speculative queries and during the construction phase. HPC will not be offering advice on Planning Policy or formal view at such presentations.

Meeting Guidelines

HPC will, wherever possible, accommodate requests from developers to present their **pre-application** proposals at a Council or other pre-arranged meeting prior to public consultation subject to the following conditions: -

Individual Councillors may be approached by developers for informal discussion. This is to be approached with caution and, in all instances, notified to the Clerk. Councillors must make it clear that they are not representing HPC at any time unless expressly authorised to do so.

Any comments given by HPC will not bind it to making a particular decision and any view expressed will be without prejudice and based on the information available at that time.

Where possible, meetings will be held before a Full Council or Planning Committee Meeting and be open to the public. A record of meetings with developers on site and / or outside of a public meeting or via phone or virtual meeting of HPC will be made and reported at the next Council meeting and are subject to disclosure under the Data Protection and Information legislation.



If it is considered that a site meeting is needed with the developer then individual Councillors are strongly advised to attend with other agencies (i.e., highways, Buckinghamshire Planning Officers) and / or the Clerk and not on their own.

Developers will be sent a copy of this policy and be asked to acknowledge receipt and understanding thereof.

Councillors must be aware of their obligations under the Council's Code of Conduct. Individual Councillors must not enter into informal discussions of possible future applications with a developer; to do so may lead to a complaint for a potential breach of the code.

Following the **submission of an application** any discussions with developers will be held as open sessions during, or prior to a Parish Council or Planning Committee meeting.

From time-to-time issues may arise during the **construction phase**. A Councillor may, on the instruction of Council or the Planning Committee, act as an HPC representative to feedback on such issues directly.

[Monitoring and review of this Policy](#)

The Planning Committee shall be responsible for reviewing this policy annually to ensure that it meets legal requirements and reflects best practice. HPC shall consider adoption of the reviewed policy annually.

Date of policy:

Approving committee: Planning Committee

Date of committee meeting:

Policy version reference: V1.0

Supersedes: New Policy

Policy effective from:

Date for next review:



Appendix 4

Four Ashes Conservation Area

Widmer End Residents' Association

[REDACTED]
Widmer End
Buckinghamshire
[REDACTED]

To Mr Alistair Cunningham
Buckinghamshire Council

5th August 2021

Dear Mr Cunningham

Re: Four Ashes Conservation Area

I am writing on behalf of Widmer End Residents' Association (WERA) regarding some concerns over the Four Ashes Conservation Area that falls within Widmer End.

Recently, our vice chairman, Hugh McCarthy, who I understand you know well, was invited to meet with some residents of Four Ashes who noticed some activity in one of the wooded areas which lies left of the entrance within the conservation area, leading to fears that development is planned for this site. Having spoken with Hugh, I also visited the area to gain some further understanding of the situation. I was informed that the owners made an access point from Church Lane onto their land and that this has since been closed in using a wooden ranch style fencing. It also appears that some tree cutting has taken place in this woodland, hence the concern.

This is a special area of old woodland, within the Four Ashes Conservation area and lies entirely within AONB and Greenbelt. It also sits adjacent to the historic remains of the nearby moat. I am informed that many years ago a planned local by-pass was refused due to its environmental damage, so surely any new development proposed here would fall into the same category and having referred to the Four Ashes Conservation Area Character Survey published by WDC it states that *'There are no sites for possible new houses or development that would not intrinsically harm the special character of this conservation area.'*

I understand you also met with these residents a while ago and helpfully suggested that the area could be granted an official designation, as protected woodland or a blanket TPO. I believe the trees currently have some protection under the conservation restrictions but obviously a protected woodland status or blanket TPO would be far more desirable to ensure the protection of this important, historical woodland and nature reserve. I am informed that you require some form of community request for help to action this and having spoken with the Chair and committee, WERA

supports this, and I am therefore requesting that action be taken please.

We are unclear as to the exact process to be applied and given the relative urgency, now that some clearance work has started, we would seek your advice as to what is required to rapidly achieve the proposed designation and place it upon the record. Ideally, if a 'protected woodland' designation is possible and can be executed quickly, that would be the best option. However, if this is not possible then a 'blanket TPO,' as we have locally elsewhere would be an acceptable alternative.

Having seen irreversible damage done to some nearby woodlands together with the imminent threat of further large developments which are encompassing our village, we as an organisation feel passionate about protecting our historic woodlands and wildlife, as well as retaining our village status.

I appreciate you taking the time to pursue this matter and request if you could be kind enough to liaise with us and our local councillors to expedite an action before further environmental damage occurs.

Kind regards

██████████

Hon. Secretary, Widmer End Residents' Association