

Chesham Town Hall
Baines Walk, Chesham, Bucks, HP5 1DS

Chief Executive
Tony Marmo

01494 774 842
enquiries@chesham.gov.uk
www.chesham.gov.uk

Tuesday 3 January 2023

Dear Councillor,

I hereby give you notice of a **Meeting of the PLANNING COMMITTEE** to be held in the Council Chamber, Town Hall, Chesham, on **MONDAY 9 JANUARY 2023 at 7.30pm:**

Agenda

1. Apologies for Absence
2. Declarations of Interests
3. Minutes of the meeting held on the 28 November 2022
4. Committee Action Tracker
5. Planning Applications
6. Planning Decisions
7. Chesham Neighbourhood Plan (CNP) Working Group Minutes 28 November 2022
8. Chesham & District Transport User Group minutes 6 December 2022
9. Community Infrastructure Levy (CIL) Process and Policy
10. Information Items

Yours sincerely,



Tony Marmo
Chief Executive Officer

Cllr Wilford Augustus
Cllr Alan Bacon
Cllr Joseph Baum
Cllr Qasar Chaudhry
Cllr Mohammad Fayyaz

Cllr Umar Hayyat
Cllr Francis Holly
Cllr Chasey Hood
Cllr Nick Southworth

The agenda will be circulated to all members of the Council
THE MEETING IS OPEN TO THE PUBLIC

AGENDA ITEM: 3

CHESHAM TOWN COUNCIL MINUTES of the meeting of the PLANNING COMMITTEE

held on 28th November 2022

Councillors:

Councillor Wilford Augustus
Councillor Alan Bacon
Councillor Joseph Baum

Councillor Mohammad Fayyaz
Councillor Francis Holly
Councillor Nick Southworth (Chair)

In attendance:

Tony Marmo
Georgina Fernandez

Chief Executive Officer
Democratic Services Officer

22. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Qaser Chaudry and Councillor Chasey Hood.

23. DECLARATIONS OF INTEREST

A declaration of interest from Councillor Nick Southworth was made for property PL/22/3457/VRC Mapletree Farm 106 Botley Road Chesham, Ward of Townsend.

24. MINUTES

Minutes of the meeting held on 10 October 2022 were approved.

25. ACTION TRACKER

This was noted and approved.

26. PLANNING APPLICATIONS

Members present made recommendations on the applications with comments to be submitted to the Planning Authority on behalf of the committee by the Democratic Services Officer (see Appendix 1).

Councillor Francis Holly noted that some Buckinghamshire County Council planning decisions had been made without Chesham Town Council input.

Councillor Nick Southworth agreed that the system of reviewing applications could be refined and should be reviewed.

Councillor Nick Southworth removed himself from the room when application PL/22/3457/VRC Mapletree Farm, 106 Botley Road Chesham, Ward of Townsend was discussed.

RESOLVED:

- i) That the Chief Executive Officer and Democratic Services Officer review the planning procedures and calendar of meetings to decide if shorter meetings more often would be beneficial.

27. PLANNING DECISIONS

Members noted the decision notice received from Buckinghamshire Council since the last meeting of the Committee. There were no comments.

28. CHESHAM NEIGHBOURHOOD PLAN WORKING GROUP WORKING MINUTES

The minutes from the meeting on 2 November 2022 were noted.

29. CHESHAM & DISTRICT TRANSPORT USER GROUP MINUTES

The minutes from the meeting on 1 November 2022 were noted.

30. CHESHAM & DISTRICT TRANSPORT USER GROUP AGM MINUTES

The minutes from the meeting on 1 November 2022 were noted.

31. INFORMATION ITEMS

The following information items were noted:-

- i) Prior Notification – PL/22/3191/PNE 208 Lye Green Road.
- ii) Prior Notification – PL/22/3456/PAPCR Summit Hygiene, Cameron Road.
- iii) Tree Preservation Order – TPO/2022/0008/SOUTH

The meeting closed at 8.05pm

AGENDA ITEM: 4

Planning Committee

ACTION TRACKER FROM MEETINGS OF THIS COMMITTEE

Key to colour is status column

BLUE = ACTION COMPLETE

GREEN = ACTION ON TRACK

AMBER = ACTION DELAYED

RED = ACTION SEVERELY DELAYED

Minute No.	Resolution	Target Completion	Responsible Officer	Status	Update
28 November 2022					
21	TPO Charteridge Lane - a potential application may be submitted in November. Committee to issue a letter of support for TPO.	28.11.2022	Chief Executive Officer		TPO has been confirmed by Local Planning Authority
9 January 2023					
26(i)	That the Chief Executive Officer and Democratic Services Officer review the planning procedures and calendar of meetings to decide if shorter meetings more often would be beneficial.		Chief Executive Officer & Democratic Services Officer		After discussion with the chair, the meeting schedule to continue as is, monthly.

AGENDA ITEM 5: APPLICATIONS PLANNING MEETING 9th JANUARY 2023				
	Ref No.	Address	Ward	Application
Nov-22				
1	PL/22/3766/AV	SpecSavers 9 High Street	St Marys	Upgrade of existing loft conversion with internal staircase & rear hipped dormer, amendments to side elevation fenestration & replacement of casement windows
2	PL/22/3456/PAPCR	Summit Hygiene Cameron Road	Newtown or Hilltop?	Norway Maple - prune overhanging branches. Holm Oak hedge - reduce height in line with adjacent holly hedge (Chesham Conservation Area)
3	PL/22/4138/FA	12 Chestnut Avenue	Hilltop	Loft Conversion with rear dormer window
4	PL/22/4177/FA	8 Upper Gladstone Road	Townsend	T3 willow - re-pollard back to previous cut up to 4m, T2 willow - re-pollard back to previous cut up to 4m, T1 willow - remove (Chesham conservation area)
5	PL/22/4066/KA	110-112 Church Street	St Marys	Approval of condition: 1. Construction Environment Management Plan. 2. Tree protection Plan. 3. Site Operatives Parking. 4. Travel Plan Framework. 6. Biodiversity Scheme. 31. Piling of planning permission PL/22/0864/VRC - variation of conditions 2 materials, 3 floor levels, 4 additional floor space, 5 fencing, 6 parking, 7 site operatives & visitors, 8 landscaping, 9. noise of planning permission CH/2008/0629/FA (redevelopment of site to provide detached building comprising technical services centre, office, internal plant & IT facilities, together with detached substation, external plant enclosures, parking, fence surround, closure of 3 accesses & alterations to one access.
6	PL/22/4072/CONDA	Site of former 90 Asheridge Road	Asheridge	Demolition of existing workshop & construction of a single carbon-negative dwelling, together with associated landscaping
7	PL/22/4075/FA	174 Chartridge Lane	Lowndes	5 Lawson Cypress - reduce in height by 6m and prune.
				Norway Maple - prune overhanging branches. Holm Oak hedge - reduce height in line with adjacent holly hedge (Chesham Conservation Area)
8	PL/22/4045/KA	Germaines House 85 Fullers Hill	St Marys	Single storey rear/side extension with mono pitch roof and roof windows
9	PL/22/4009/FA	6 Pullfields	Lowndes	Certificate of Lawfulness for proposed extension of vehicular access
10	PL/22/3973/SA	122 Mount Nugent	Ridgeway	Approval of condition 3 (a detailed spec. including working drawings fully detailing the new glazing of planning permission PL/22/3140/HB - listed building consent for replacement of damaged front door
11	PL/22/3994/CONDA	66 Germain Street	St Marys	External & internal alterations including the reduction of the wall to the front and the installation of a new glass balustrade, replacing the front entrance doors with frameless glass doors and replacement of side doors and 2 rear windows
12	PL/22/3972/FA	272 Chartridge Lane	Lowndes	single storey rear extension, demolition of existing garage and erection of a new double garage and addition of roof lights to existing side elevation
13	PL/22/3948/FA	28 Taylors Road	Hilltop	Single storey rear extension
14	PL/22/3940	Hillcrest 38 Alma Road	Vale	Listed building consent from change of use from a café to residential dwelling with associated internal & external alterations including changes to windows and doors
15	PL/22/3901/HB	Rumbles Sandwich bar 6-8 Church st	St Marys	Change of use from a café to a residential dwelling with associated internal & external alterations including changes to windows and doors. Demolition of all existing building & the erection of 52 no. dwellings comprising 10 no.3 bedroom houses and 42. no 1 and 2 bedroom apartments, associated parking, open space, landscaping and ancillary works
16	PL/22/3836/FA	Preston Hill House Preston Hill	Newtown	Single Storey rear extension
Dec-22				
1	PL/22/4183/CONDA	Lake House The Bury Church St	St Marys	Certificate of lawfulness for proposed loft conversion with a rear dormer & 3 front rooflights
2	PL/22/4166/SA	18 Benham Close	Asheridge	Demolition of garage & outbuilding & erection of part two, part single storey side extension

3	PL/22/4146/FA	44 Ridgeway Road	Ridgeway	Part two storey/part single storey side/rear extension & changes to doors and windows
4	PL/22/4069/FA	The Cottage 1 Sunnymede Ave	Newtown	New signage with name change to include: externally illuminated pictorial panel sign on existing post with 2 boards fitted below, 2 non illuminated door plaques, 2 lanterns, 2 externally illuminated fascia signs, 2 non illuminated panel signs on existing posts, 2 non illuminated amenity boards, 2 window vinyls, 6 floodlights and an externally illuminated wall painting
5	PL/22/3977/AV	The Red Lion Public House	St Marys	Certificate of lawfulness for proposed rear dormer, 2 side and 1 rear rooflights and front window
6	PL/22/3956/SA	8 park road	Lowndes	Change of use, partial demolition & extensions, including addition of second floor, to provide 25 residential dwellings (Use Class C3) and commercial floorspace (Use Class E), with associated landscaping, car parking & riverside enhancements
7	PL/22/3926/FA	Asquith House		Front/side extension to car showroom with office mezzanine above
8	PL/22/3864/FA	The Motoring Team House, Amersham	St Marys	Notification under The Town & Country Planning (General Permitted Development) Order 2015, Part 1 of Schedule 2 Class A for: single storey rear extension (depth extending from the original rear wall of 8.0 metres, maximum height 4.0 metres, eaves height 2.43 metres)
9	PL/22/3976/FA	Trinity Baptist Church	St Marys	External and internal alterations including the reduction of the wall to the front and the installation of a new glass balustrade, replacing the front entrance doors with frameless glass doors and replacement of side doors and 2 No rear windows

AGENDA ITEM 6: BCC DECISIONS PLANNING MEETING 9TH JANUARY 2023					
	REF. NO	ADDRESS	WARD	APPLICATION	BCC DECISIONS
	Nov-22				
1	PL/22/3420/SA	33 Chapmans Crescent	Lowndes	Certificate of Lawfulness for proposed loft conversion including rear dormer and front facing rooflights	Cert of law proposed dev or use issued
2	PL/22/3423/FA	33 Chapmans Crescent	Lowndes	Demolition of garage and erection of single storey front/side extension and front porch; change to rear door	Conditional Permission
3	PL/22/3376/SA	208 Lye Green Road	Hilltop	Certificate of lawfulness for proposed single storey rear extension	Refused
4	PL/22/3353/FA	18 Frances Street	Newtown	Demolition of existing single storey rear extension and patio area. Construction of new single storey rear extension and associated external works.	Conditional Permission
5	PL/22/3347/TP	125 Nalders Road	Hilltop	Oak - crown reduction by 25% (TPO/1958/009)	Conditional Permission
6	PL/22/3365/FA	95 church street	St Marys	Single storey rear extension and side door canopy.	Conditional Permission
7	PL/22/3252/TP	12A Groves Way	Lowndes	T1 hornbeam - crown reduction by approx 2.5m and crown lifting up to approx. 2.5m; T2 purple maple - crown reduction by up to 2m and crown lifting to 2.5m (CDC TPO 5 of 2007)	Conditional Permission
8	PL/22/3172/VRC	2 Nightingale Road	Ridgeway	Variation of condition 5 (approved plans) of planning permission PL/21/4445/FA-Single storey side extension to allow for substitute drawing 221138/04 with 221138/04A move the extension rearwards by 450mm	Conditional Permission
9	PL/22/3994/CONDA	66 Germain Street	St Marys	Approval of condition 3 (a detailed specification including working drawings (at a scale of 1:20, 1:10, or 1:5) fully detailing the new glazing) of planning permission PL/22/3140/HB - Listed building consent for replacement of damaged front door	Condition Accepted
10	PL/22/3140/HB	67 Germain Street	St Marys	Listed building consent for replacement of damaged front door	Conditional Consent
11	PL/22/3057/FA	22 Queens Road	Townsend	New vehicular access for direct access and new area of hardstandingExternal insulation to end of terrace wall	Conditional Permission
12	PL/22/0084/VRC	Land to rear of 14-16 Frances Street	Newtown	Variation of condition 10 (Approved plans) of planning permission PL/21/2882/FA (Erection of a pair of semi-detached dwellings with associated parking and landscaping) to allow for additional first floor side windows and changes to internal layout, windows and doors	Withdrawn
13	PL/22/2223/FA	23 Hampden Avenue	Lowndes	Part single /part two storey rear extension, first floor front extension, additional side windows and raised rear patio	Conditional Permission
14	PL/22/3324/FA	37 Nutkins Way	Vale	Single storey side extension with timber cladding	Conditional Permission
15	PL/22/1825/FA	72 Germain Street	St Marys	Single storey rear infill extension	Conditional Permission
16	PL/22/1781/FA	1 White Hill Close	Townsend	Double storey rear infill extension, new roof with loft conversion with the inclusion of a side dormer and 3 roof lights	Refuse Permission
	Dec-22				
1	PL/22/3682/FA	36 Nutkins Way	Vale	Single Storey Rear Extension & changes to roof & windows	Conditional Permission
2	PL/22/3533/FA	71 Cresswell Road	Waterside	Variation of condition 12 (approved plans) of planning permission PL/20/4066/FA	Conditional Permission
3	PL/22/3457/VRC	Mapletree Farm 106 Botley Rd	Townsend	Insertion of 2 windows to front & 2 windows to rear of unit	Conditional Permission
4	PL/22/3250/FA	Premium Pet Foods Ltd 9 Anglo Business Park Asheridge Road	Asheridge Vale	Insertion of 2 windows to front and 2 windows to rear of unit	Conditional Permission
5	PL/22/2426/FA	Maple Tree Cottage 12 Tylers Hill Road	Townsend	Demolition of existing rear extension and front porch and erection of a single storey rear extension and front porch	Conditional Permission
6	PL/22/3793/FA	10 Tylers Hill Road	Townsend	Change of use of class E unit to 12 dwellings	Conditional Permission
7	PL/22/3456/PAPCR	Summit Hygiene Cameron Road	Newtown or Hilltop?	Prior Notification under Class MA of Part 3, Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015 - Change of use of Class E unit to 12 dwellings (Use Class C3)	Prior approval refused
8	PL/22/3367/FA	64 Higham Road	Townsend	Approval of conditions 2 & 3 of planning permission PL/19/2222/FA for single storey side extension, reconfiguration of the forecourt to allow for steps, seating planting and an arch with light, new access ramp and replacing the main entrance door.	Permission refused
9	PL/22/0679/CONDA	Broadway Baptist Church The Broadway	St Marys	Approval of conditions 2 (materials) and 3 (plans of arch and lantern feature) of planning permission PL/19/2222/FA for single storey side extension, reconfiguration of the forecourt to allow for steps, seating, planting and an arch with light, new access ramp and replacing the main entrance doors.	Condition Accepted
10	PL/22/3804/FA	11 Aylward Gardens	Lowndes	Part single/part two storey side/rear extension with loft accommodation	Conditional Permission

AGENDA ITEM: 7

CHESHAM TOWN COUNCIL MINUTES of the meeting of the CHESHAM NEIGHBOURHOOD PLAN WORKING GROUP

held on Monday 28 November 2022

Councillors:

Cllr Alan Bacon
Cllr Joseph Baum
Cllr Simon Booth
Cllr Jane MacBean
Cllr Nick Southworth (Chair)

In Attendance:

Tony Marmo, Chief Executive officer
Georgina Fernandez, Democratic Services Officer
Kathryn Graves, Community, Economy & Environment Manager
Neil Homer, O'Neill Homer

1. APOLOGIES FOR ABSENCE

None. All were present

2. MINUTES OF LAST MEETING

Minutes of the previous meeting were agreed.

3. ACTION TRACKER

Action tracker for the meeting was duly noted. Councillor Jane MacBean will check with Tom Noble from Create Streets whether he needs any additional contacts at Bucks Council.

Neil Homer will feedback after a meeting with Aecom as to whether an Environmental Impact Assessment (EIA) is likely to be necessary for the NDOs. We will then follow the process of EIA screening at Bucks Council.

Councillor Jane MacBean has a meeting with Thames Water representatives this week to discuss works to upgrade Chesham Sewage Treatment Works. Capacity is a major concern at this site.

ACTION:

- i) **Councillor Jane MacBean to ensure Tom Noble has all necessary contacts at Buckinghamshire County Council.**
- ii) **Neil Homer to report back on EIA to the group.**

4. DEVELOPMENT TEAM UPDATE

The Chief Executive Officer gave an update on the Development Team meeting to confirm that Create Streets had made good progress on the design work they are currently completing. He also confirmed there had been joint NDO and Regeneration Strategy meeting directly prior to the Development Team meeting. A proposal that the regeneration strategy team join one of the CNP working group meetings to get an update on the work on the NDOs and CNP, and to share their work. This would be in January or February.

The Chief Executive Officer said the main concern to come out of the regeneration strategy meeting was the need for a tender for the parking strategy, which means the strategy might hold up the NDOs and CNP. Councillor Jane McBean confirmed that a less formal study related to Chesham is being undertaken by Buckinghamshire Council in advance of completing the Bucks wide Parking Strategy.

Councillor Nick Southworth updated the committee on Create Streets' stand at the Christmas Fair which was held on Friday 25 November. The stand was well received by the public with good interaction and Create Streets presented some new sketches for public feedback. It will be interesting to see what community feedback is received.

5. ENVIRONMENT TEAM UPDATE

Councillor Jane MacBean confirmed that the environmental survey had closed on the 25 November 2022 and that she would be liaising with Kathryn Graves to formulate an update on the outcomes of the resident survey, which will be circulated to the group

Councillor Nick Southworth asked about the progress being made on the culvert. The Chief Executive confirmed that a meeting had been held with the EA and Bucks Council but that our preferred option of running it through Skottowes pond was not where the EA were. Councillor Jane MacBean stated that she would liaise with Karen Fisher about this as it feeds into the redevelopment plans which we need to move forward with.

ACTION:

- i) Results from environment survey to be circulated to the group.**
- ii) Councillor MacBean to contact Karen Fisher for culvert update.**

6. COMMUNICATIONS TEAM UPDATE

A discussion was held about the communication strategy going forward and the time frame. It was noted that the community has been engaged with this project from the onset and so all future communications should be straight forward, although going forward they should have clarity and allow time for a proper consultation period.

Councillor Nick Southworth highlighted that he was keen to communicate the multi-storey carpark element sooner rather than later so people are made aware as early as possible and that we should soft test communications in February so we can review feedback and consult on plans.

It was agreed that the timing of communications should give space to be able to change the plan after the consultation period. It was also agreed that key stakeholders need to be identified and that individual conversations should be held with them to present the plan/get them on board.

Neil Homer suggested that a summary document of NDO's be published for circulation/door drop in order to simplify communications to the lay person. Councillor Jane MacBean proposed that we use YourChesham magazine for distribution of the flyer as an insert or possibly include an article.

Councillor Joseph Baum confirmed he would start putting together a communications plan for the next six months to ensure we have planned out our actions and can then cost the various actions. The Chief Executive Officer highlighted that we need to be clear on the budget available and confirmed that £1,900 had been spent in previous communications. He had allowed for £4,000 as a communications budget for 2023-24.

Neil Homer advised that all allocated budgets and grants on the NDOs element of the project needs to be spent by the 1 April 2023 and that we cannot allow for too much slippage. Create Streets will need to be involved post this date and this will be an extra cost.

ACTION:

- i) **Councillor Joseph Baum to prepare a communication strategy for approval by the committee in the New Year.**

7. DRAFT NP POLICIES

Neil Homer referred to the proposed Chesham Neighbourhood Plan structure and project governance document for policies, anticipating that one or more policy on each listed would be required. All policies should be in line with national policy.

Councillor Jane MacBean confirmed that a few years ago a policy was discussed on how to expect neighbours and developers to engage and consult. Councillor Nick Southworth voiced that he is keen for a policy to prioritise local people of Chesham. Councillor Joseph Baum confirmed that criteria already exists for what is defined as local.

ACTION:

- i) **Neil Homer to consider if a policy on how neighbours and developers engage and consult is required.**

8. PROJECT GOVERNANCE

Neil Homer set out the proposed Chesham Neighbourhood Plan structure and project governance document (as was attached and pre-emailed to councillors), running through each section confirming individual input requirements.

9. PROJECT PLAN

Neil Homer confirmed the existing plan is on schedule but as we move into the more difficult actions slippage may occur into April and May next year.

Meeting closed at 19.32pm

Agenda Item: 8

CHESHAM & DISTRICT TRANSPORT USERS' GROUP

Minutes of a Meeting held at

Chesham Town Hall on

Tuesday, 6th December 2022 at 7.30pm

Present: Roderick McCulloch (Chair and Acting Secretary) (RM), Peter Crabbe-Wyke (Treasurer)(PCW), Janice Gardner(JG), Philip Kent (PK), Peter Moutrie (PM), Mike Richards (MR), Morag Robertson (MRO) & Maureen Winders (MW).

22/83 Apologies

Mark Brookes, Georgina Lomnitz, Andrea Polden, Jenny Richardson, Alan Wallwork (AW) and Brian Wright.

22/84 Minutes

The Minutes of the Meeting held on 1st November 2022 were approved and signed.

22/85 Matters Arising

RM reported that AW had obtained some updated tube maps showing the new station at Barking Riverside which he would distribute at the next meeting. **AW**

22/86 Treasurer's Report

PCW reported that Chesham TUG holds funds of £120.01 in cash and at the bank. No FOMLUC subscription had so far been requested.

PCW reminded the meeting that membership is by calendar year and subscriptions would be due next month.

22/87 FOMLUC

RM reported the next meeting was scheduled for 19th December. It would be held at Harrow Crew Train Depot with Met Line management including the Line Director of Operations and the Customer Services Director.

RM emphasised FOMLUC had good contact with Met Line management and Lee Stewart, the Director of Met Line Operations had asked to be directly informed of any experience of delays and poor service.

22/88 Ongoing Operational Issues

- A) MW said she would like the first morning off peak journey from Chesham Station to be slightly later than 9:31 to allow more time to touch in. RM responded that he thought there

was a grace period allowing off-peak touch in prior to 9:30 but acknowledged it would be helpful if this were confirmed. PCW added that the off-peak cap was available from 9:15 even though peak fares still applied.

MRO commented that unreliable service and lack of staff altered passenger behaviour, particularly in the evening for example by not going to a late show in London for fear of being stranded on the return journey. JG agreed on the need to take these factors into account. MR commented that the cost of parking all day was a further disincentive against using the train. RM agreed to pass these comments on to Met Line management. **RM**

- B) PCW advised there would be timetable changes in local services taking effect on 8th January. Many of these would affect Chiltern Hundreds services in Aylesbury area. There would also be an additional evening journey from Wexham Hospital to Slough on routes 106/107 but no changes at the Amersham end. There would be changes to the times of airport coach services but the frequency would be unchanged apart from an additional overnight journey. Finally, Arriva are dropping route 41 Wycombe to Missenden which is to be taken over by Carousel and the frequency increased from every 70 minutes to 60.

PCW pointed out that passenger numbers had not recovered to pre-pandemic levels. For example, the average number of passengers on routes 71/73 on market day was down from 8-9 to 4-5. MR asked whether the bus grant had been renewed and RM replied he had not heard it had been renewed following expiry in October.

PCW also referred to the nationally recommended maximum fare per journey of £2 but said it was only voluntary for companies to adopt. Also, for technical reasons some routes involved more than one journey.

- C) RM reminded the meeting of the information circulated by AW. The latest pay offer of 8% had been rejected by the RMT without putting it to its members and this offer had been increased to 9%. However, there was no sign of an early settlement and additional strikes had been called for 24th-27th December. JG commented there were issues in dispute other than pay, such as staffing on trains, which were not highlighted in the media.

22/89 Carousel Services along the A413

RM updated the meeting on AW's correspondence with Bucks Council and Carousel management. Carousel had agreed to a meeting but not until January. AW had told them this was unsatisfactory in view of the urgency of providing school transport in time for the spring term. After complaining to the CEO of Buckinghamshire Council, the Cabinet Member for Transport had written to Carousel in the same vein. AW has suggested dates in January and is waiting to hear.

22/90 Meeting Dates for 2023

The dates for 2023 are listed below:-

3rd January, 14th February, 4th April, 9th May, 20th June, 1st August, 19th September, 24th October and 5th December

RM reminded the meeting that as an official Town Partner of the Town Council the group paid nothing for room hire which amounted to a substantial subsidy.

22/91 Map Showing Proximity of LU Stations to Xmas Lights

RM drew the attention of the meeting to this which had been circulated.

22/92 AOB

JG informed the meeting that she would be moving to Shropshire shortly and this would probably be her last meeting. RM thanked her for her regular attendance and contributions and all wished her well for the move. She had informed her buyers about the group!

22/93 Date of Next Meeting

Tuesday 3rd January 2023 in Chesham Town Hall @7.30pm.

Signature

Chairman

Report of the Officers to a meeting of the **Planning Committee** on Monday 9 January 2023

AGENDA ITEM NO 9: - Community Infrastructure Levy Process and Policy

Reporting Officer:

Kathryn Graves
Community, Economy and Environment Manager
kathryn.graves@chesham.gov.uk

Purpose of Report:

1. To approve a process and policy for managing Community Infrastructure Levy (CIL) receipts received by the council.

Background Information

2. The CIL is a charge which can be levied by local authorities on new development in their area. Most new development which creates a net additional floor space of 100m² or more, or creates a new dwelling, is potentially liable for the levy.
3. The levy can be used by the charging authority (in Chesham this is Buckinghamshire Council) and any town or parish council in the charging authority's area. The facilities and infrastructure CIL can fund are transport, flood defences, schools, hospitals, play areas, parks and open spaces, cultural and sports facilities, healthcare facilities, district heating schemes, police stations and other community safety facilities.
4. Where all or part of the chargeable development is within the area of a town council, the charging authority must pass a proportion of the CIL receipts to the town council. The town council must use the CIL receipts passed to it to support the development of its council area by funding the provision, improvement, replacement, operation or maintenance of infrastructure; or anything else that is concerned with addressing the demands that development places on the area.
5. Up to 15% of a CIL charge must be passed to the town council if a development took place within its area if it does not have a neighbourhood development plan or a neighbourhood development order in place. If a neighbourhood development plan or a neighbourhood development order is in place the charging authority must pass 25% of relevant CIL receipts to the town council.
6. The town council is permitted to use some of the neighbourhood pot to develop a neighbourhood plan where it would support development by addressing the demands that development places on the area.
7. Charging authorities and town councils are free to decide the timing of neighbourhood funding payments themselves. However, in the absence of such an agreement, regulation 59D specifies that the neighbourhood portion of levy receipts must be paid every 6 months, with the portion related to CIL received between 1 April and 30 September to be paid by 28 October and the portion for the other half of the financial year being paid by 28 April.
9. While town councils are not required to spend their neighbourhood funding in accordance with the charging authority's priorities, they are advised to work closely with the charging authority to agree priorities for spending the neighbourhood funding element and for this to be reflected in the authority's infrastructure funding statement, where appropriate.

10. If a town council does not spend its levy share within 5 years of receipt or does not spend it on initiatives that support the development of the area, the charging authority may require it to repay some or all of those funds to the charging authority.
11. For each year when they have received neighbourhood funds through the levy, town councils must publish specified information. They should publish this information on their website or on the charging authority's website. If they haven't received any money, they do not have to publish a report, but may want to publish some information to this effect in the interests of transparency. There is no prescribed format for this. This purpose of publication is to provide local communities and developers with clarity and transparency on contributions received, how these are used, and, more broadly, on the role of development in funding infrastructure.

Findings

12. Chesham Town Council has already received £40,511 in CIL money. It is important that we have a policy and process in place for the potential spending of this money as we need to begin identifying how this money will be used.
13. A draft policy and process for CIL expenditure was considered at the Council meeting of the 26 September 2022. The Council resolved that the policy and process should be further considered by the Planning Committee prior to its approval.
14. An amended version of the process and policy is attached as **Appendix 1** for consideration by members. The key change to the process is that allocation of funding is determined by the CARE committee and then considered by the Finance Committee for final approval, rather than determination of expenditure being agreed by the ward councillors where the development took place.

Implications

13. Financial: the council has received £40,511 in CIL money.
14. Strategic: accords with strategic aim one: 'To enable residents to enjoy high quality social, recreational, and cultural facilities within the town and to seek the continuing improvement and development of these facilities in accordance with the desires expressed by the residents.'
15. Environmental: CIL money can be spent on green infrastructure.
16. Equality Act: equality implications must be considered for any CIL funded project.

Recommendations

17. **The following recommendation is made:**
 - i) **That the policy and process for CIL expenditure is approved.**

Appendices/Background Papers

18. Appendix 1 - Draft Community Infrastructure Level Policy and Process
19. <https://www.gov.uk/guidance/community-infrastructure-levy>

COMMUNITY INFRASTRUCTURE LEVY POLICY AND PROCESS

Updated on the 16 January 2023
Next review due on the 16 January 2026

This document details how Chesham Town Council (CTC) manages and reports on Community Infrastructure Levy (CIL) receipts.

1. BACKGROUND INFORMATION

CIL is a charge levied by Buckinghamshire Council (BC) on new development in their area of responsibility. This includes Chesham. Most new development which creates net additional floor space of 100m² or more, or creates a new dwelling, is potentially liable for the levy. BC is required to pass on 15% of any levy from developments in Chesham to the CTC. This will increase to 25% if CTC has an adopted Neighbourhood Plan

2. WHEN THE TOWN COUNCIL WILL RECEIVE CIL MONEY

BC will send payments twice a year to CTC as follows:

- a) CIL receipts for the 1 April to 30 September will be sent by the 29 October.
- b) CIL receipts for the 1 October to 31 March will be sent by the 28 April.

3. WHAT THE TOWN COUNCIL CAN SPEND CIL MONEY ON

CTC must use the CIL receipts to support the development of the Chesham area by funding the provision, improvement, replacement, operation or maintenance of infrastructure; or anything else that is concerned with addressing the demands that development the receipt came from has placed on the area.

CTC is not restricted to spending CIL money solely on infrastructure, as long as the expenditure is concerned with addressing the demands that development places on the council's area. Infrastructure includes physical (e.g. benches), social (e.g. sports facilities) and green (e.g. public open spaces) infrastructure.

4. HOW THE COUNCIL WILL DETERMINE ITS PRIORITIES

CTC priorities should be documented within an adopted Neighbourhood Plan. In the absence of an adopted Neighbourhood Plan, the council will use its Annual Strategic Plan to determine the local area priorities. The council will present identified infrastructure projects to BC's responsible officer for CIL so they can be added to BCs approved list for use of CIL funding.

5. SPENDING CIL MONEY

CTC will spend CIL money within five years of receipt from BC. The Community, Assets, Recreation and the Environment (CARE) Committee will determine which projects it would like CIL money to be allocated towards. The Finance Committee will then approve or decline this expenditure. If approved, the responsibility for expenditure will then be passed to the relevant council department. The money will be spent in accordance with the council's Financial Regulations.

6. RECORDING AND REPORTING EXPENDITURE

CTC will produce a report for each financial year to include:

- Total CIL receipts
- Total expenditure
- A summary of each project CIL was spent on
- Total amount of receipts retained at the end of the reported year from that year and previous years.

The report will be published on the CTC web site and will be sent to BC by the end of the calendar year (e.g. the report covering 2021/22 will be published by the 31 December 2022).



**Directorate for Deputy Chief Executive
Legal and Democratic Services**

Service Director: Nick Graham
Buckinghamshire Council
Walton Street Offices
Walton Street
Aylesbury
HP20 1UA

Claire.Sturgeon@buckinghamshire.gov.uk
01494 421407
www.buckinghamshire.gov.uk

The Clerk to the Parish Council
Bill Richards
Lye Parish Council
The Town Hall
Chesham
Buckinghamshire
HP5 1DS

16 December, 2022

Ref: C-HTS-004030

Dear Clerk,

RE: APPLICATIONS (REF: 140 and 141) TO REGISTER LAND KNOWN AS "STOKE HAMMOND/MOUNT PLEASANT VILLAGE GREEN" AT STOKE HAMMOND, BUCKINGHAMSHIRE AS A TOWN OR VILLAGE GREEN PURSUANT TO S. 15 OF THE COMMONS ACT 2006

Please find attached the copy of the inspectors' letter, which has been forwarded to the applicant (Brown Not Green Chesham Ltd) and the landowner/objector (Geltex Properties Limited and J.W. & M Mash Limited) today, for your information.

If you have any queries please let me know,

Yours sincerely,

 Type text here

Claire Sturgeon
Solicitor – Legal

16 December 2022

Dear Sirs,

RE: APPLICATIONs (REF: 140 and 141) TO REGISTER LAND KNOWN AS "LYE GREEN FIELDS/LYE GREEN FARM VILLAGE GREEN" AT LYE GREEN, NR CHESHAM, BUCKINGHAMSHIRE AS A TOWN OR VILLAGE GREEN PURSUANT TO S. 15 OF THE COMMONS ACT 2006

1. Buckinghamshire Council ("the **Registration Authority**") thanks the parties for the representations received in respect of the above application ("the **Application**") so far.
2. The Registration Authority has determined that it will be necessary to hold a non-statutory public inquiry to hear the evidence and submissions in respect of both Applications.
3. Following its decision to hold an inquiry, the Registration Authority has now appointed an Inspector, Mr Daniel Stedman Jones of 39 Essex Chambers ("the **Inspector**"), to advise in respect of its determination of the Application.
4. Pursuant to the above, the Inspector proposes to hold a pre-inquiry meeting to hear from the parties in relation to the following matters:
 - a. Proposed directions for the inquiry procedure, to include inter alia:
 - i. Statements of case and legal submissions (including authorities relied upon);
 - ii. Proposed evidence to be given by the parties at the inquiry and its scope, to include:
 1. A list, and proposed number, of witnesses for each party;
 2. Provision of witness statements for each proposed witness;
 3. A list of all other evidence to be relied upon by each party;
 - iii. Any rebuttal evidence;
 - iv. The provision of agreed bundles of evidence (including pagination, tabs, indexing, the Application, title documents, maps, photographs, other documentary evidence, authorities etc.) for the inquiry;

- v. Provision for public inspection of inquiry documents (including potential electronic copies);
 - vi. Potential format of the inquiry including in light of inter alia the need for any potential evening session;
 - vii. Accompanied and unaccompanied site visits; and
 - viii. Any other matters which the parties wish to raise at this stage.
5. To this end, the Inspector has asked that the parties submit to the Registration Authority any representations on the above matters by 4pm on 30 December 2022.
 6. The Inspector proposes that the pre-Inquiry meeting should proceed as a virtual event at 10.30am on 10 January 2023. It is emphasised that this Pre-Inquiry meeting is purely administrative. It is expected therefore that someone from each of the parties will be available to attend.
 7. The pre-Inquiry meeting will take the form of a led discussion regarding the above matters and the Inspector's final directions will be issued following due consideration of any submissions made by the parties.
 8. As the pre-inquiry Meeting will be held as an online event, if any special arrangements are requested, then please can the parties get in touch with the Registration Authority as soon as possible so that consideration can be given to any reasonable request.
 9. Subject to final arrangements being confirmed the Registration Authority currently intends to hold the Non-Statutory Inquiry on 21-29 March 2023 over 6 sitting days (precise timetable tbc).

Yours sincerely,

Etc.