

## DRAFT MINUTES

2017/09

**CUDDINGTON PARISH COUNCIL**  
**Draft Minutes of Parish Council Meeting held in The Bernard Hall**  
**Wednesday 26<sup>th</sup> April 2017 at 7.30pm**

**PRESENT:** Ken Birkby (**KB**), Ken Brown (**KMB**), Richard Stanczyc (**RS**), Lorraine Stevens (**LS**), Ken Trew (**KT**), Andrew Vickers (**AV**), Venetia Davies (**Clerk and RFO**).

**Parishioners:** There were 8 parishioners present including Cllr Paul Irwin (**PI**) and Cllr Judy Brandis (**JB**)

### Parishioners Question Time

- Several Parishioners expressed concerns over planning application 17/01416/APP - The Penny School and asked the Parish Council to impress on the District Council their objection to the proposed increase to a two bedroom annex and its subsequent impact on car parking spaces. The contemporary glazed façade to the front elevation of an old style building was considered inappropriate in a conservation area and the proposed roof-lights and new windows cited as creating overlooking issues.

### **NB: Action points highlighted**

#### 1. Apologies for Absence

There were no apologies.

#### 2. Approval of Minutes: Monday 27<sup>th</sup> March 2017

Draft Minutes of the above meeting were accepted as a true record & signed KB.

#### 3. Matters Arising from previous Minutes (Monday 27<sup>th</sup> April 2017)

- **Village Maintenance/Administration.**
  1. Attach Notice Board to wall of burial ground. **ACTION: KB to liaise with Mick Radwell.**
  2. Prune Cherry trees along Dadbrook.
  3. Quotation for War Memorial. LS informed Councillors that Came & Co do not require a valuation from a specialist for insurance purposes but instead a figure that the Parish Council agree would be an adequate sum. Jennifer Schram de Jong has chased Cakebread for quotation but recommends a valuation of £8,000-£10,000 (the previous repair and restoration in 2008 was £2,150). Councillors agreed to obtain quotation on £10,000 and £20,000. **ACTION: CLERK to obtain quote from Came and Co.**
  4. Cuts to footpath and overgrown 30mph signs.
  5. Footpath map. Ongoing.
- **Sentinel speed watch equipment.** Speed watch to be conducted in early Spring. **ACTION: KB to brief TAG 2.**
- **Provision of telephone and broadband connection in the Bernard Hall.** **ACTION: CLERK to liaise with Chris Long and Bernard Hall Committee.** Hearing loop to also be installed.
- **Cuddington Stores.** The shop sign on the Village Green is being replaced.
- **Litter Bins.** Are now being emptied correctly. Councillors to continue to monitor.
- **Maintenance of Bernard Hall planters and tubs and Best Kept Village (BKV) flower bed.** **ACTION: KB to follow up with Bernard Hall Committee for the planters.**
- **Best Kept Village.** **ACTION: CLERK to enter Cuddington.** Clerk to suggest dates for litter pick.
- **Recycling Bin.** **ACTION: KB to flag up availability of bin at future LAF meeting.**
- **Greenways.** The owners have been informed that the Parish Council has no objection to a reinforced grass solution to the drive to service the existing access.
- **Burial ground.** **ACTION: CLERK to obtain guidance from BALC. Councillors to research going forward.**
- **Speed Limit Review.** **ACTION: CLERK to chase date of implementation.**

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### Declarations of Interest

There were no interests declared.

### 4. Casual Vacancy

Further to the notice of parish vacancy (expired: 12th April 2017) no request for an election was received by AVDC. The Parish Council proceeded to co-opt Jim Will (**JW**) to fill the vacancy (a result of Councillor Stuart Anderson resignation) and welcomed Jim to the Parish Council. **ACTION: JW to complete Declaration of Acceptance of Office and Register of Interest Form. CLERK to notify AVDC and return forms to Lyndsey Chapman at AVDC. CLERK to circulate Parish Council procedures (Standing Orders, Code of Conduct, Risk Assessment, etc) to both RS and JW.**

### 5. Planning

- **17/01088/APP - 33 Bernard Close, Cuddington, Buckinghamshire, HP18 0AJ**  
Two-storey side and single-storey front / rear extension.  
Case Officer: Bibi Motuel. **Comment Date:** 27.04.17  
**ACTION: CLERK to return NO OBJECTIONS to AVDC**
- **16/04311/APP - Land Off Bridle Track, Bridgeway, Cuddington**  
Conversion of agricultural building to a single dwelling (part retrospective) - Amendment to planning permission ref 15/00637/COUAR including internal alterations and fenestration changes.  
Case Officer: Mrs Diana Locking. **Comment Date:** 10.03.17  
**ACTION: CLERK to return NO OBJECTIONS to AVDC**
- **17/01174/APP – Milford, Holly Tree Lane, Cuddington, HP18 0BA**  
Single storey side and rear extensions and alteration to rear roofline.  
Case Officer: Mr Amit Patel. **Comment Date:** 10.03.17  
**ACTION: CLERK to return NO OBJECTIONS to AVDC**
- **17/01261/APP – Wychen, Spurt Street, Cuddington HP18 0BB**  
Single storey side extension to existing out building. Case Officer: Mr Amit Patel.  
**Comment Date:** 10.03.17.  
It was agreed the applicant had responded to previous objection. **ACTION: CLERK to return NO OBJECTIONS to AVDC.**
- **17/01416/APP - The Penny School, Frog Lane, Cuddington HP18 0AH**  
Proposed garage and loft conversion into habitable spaces, new rooflights, new windows and doors, and new timber cladding to the front elevation.  
Case Officer: Bibi Motuel. **Comment Date:** 19.05.17

#### Background

'Penny School' was built as an annex to The Cottage and linked through a s106 commitment that was discharged in 2008, allowing the Annex to become an independent property. The Parish Council objected to this change.

The officer's report ref 08/02681/POA dated 12th Nov 2008 (para 11.1) noted that "... clearly once it (the Annex) is occupied as a truly separate dwelling house issues of garden space and privacy would become more sensitive. Therefore, as part of a separate application it is proposed to erect a fence. This would provide separate residential curtilages for each property and provide screening which would prevent any adverse overlooking or inter-looking between the annex and the Cottage"

The officer's report (para 11.2) noted that "... it is apparent that from its prolonged occupation as a separate dwelling that it is capable of being occupied as such without any real adverse effect upon the amenities of neighbourhood properties the creation of parking issues or adversely affecting the setting of the Listed Building".

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AVDC discharged the planning obligation on the basis that it:

1. It was a one-bedroom dwelling with integral garage and no habitable rooms in the roof space.
2. There were no changes to the building's appearance
3. The previous occupation of the Annex was linked to the owners of The Cottage

The current application seeks to change these circumstances through the:

- a) Introduction of habitable space in the roof with Velux windows at a level that allows adverse overlooking.
- b) Introduction of a modern and inappropriate elevation on the northern façade onto Frog Lane. The proposed 1<sup>st</sup> floor glazing would also allow overlooking.
- c) Loss of the garage

As the AVDC planning officer predicted in 2008, privacy is more sensitive than in the past as the Annex and The Cottage are now in separate ownerships.

**AVDC is strongly recommended to visit the site to establish the relationship between the two curtilages and the potential impact of the proposals on residential amenity, the Conservation Area and the Listed building.**

**ACTION: CLERK to return OPPOSES the application for the following reasons:**

### **Objection 1: Adverse impact on residential amenity**

The Parish Council believes that the proposals would cause 'unreasonable harm' to the residential amenity of The Cottage – see Policy GP.8

### ***Protection of the Amenity of Residents***

**4.25.** *It is a central theme of planning that good neighbourliness and fairness are among the most important factors against which development proposals should be measured. While planning decisions should always be made on balance in the public interest, this should not be at the expense of unreasonable harm to people's peaceful enjoyment of their property. Most development will have some impact on its neighbours, but it is important to ensure that this impact is reasonable in relation to the benefits of the development.*

### ***Policy GP.8***

*Planning permission will not be granted where the proposed development would unreasonably harm any aspect of the amenity of nearby residents when considered against the benefits arising from the proposal. Where planning permission is granted, the Council will use conditions or planning obligations to ensure that any potential adverse impacts on neighbours are eliminated or appropriately controlled.*

In this case there do not appear to be any benefits that might outweigh the adverse effects in the planning balance.

### **1.1 Overlooking**

Because of the low ceiling height to the upper floor of Penny School the Velux windows on both sides are positioned at a height that permits adverse overlooking.

### **1.2 Parking**

The parking arrangements for the Penny School would adversely affect the amenity of The Cottage because of the narrow access and the proximity to the front door. The distance between the property boundary wall and the front door step to The Cottage is approximately 2.4m. AVDC's standard for parking spaces in car parks is 2.4m wide by 4.8m long. The standard allows for adequate space

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between adjacent vehicles. Where cars are to be parked next to walls it is good practice to allow a buffer zone because of the possibility of accidental damage. In addition, there is no allowance for pedestrian access to the front door of The Cottage.

AVDC's SPG on car parking guidelines state:

**4.3** *The design of parking areas should take into account the safety of pedestrians by segregating pedestrian movements where possible ...*

It is evident that the proposed parking space in front of the garage would obstruct access to the front entrance of The Cottage and is inadequate in width to allow for normal entry and exit from the parked vehicle.

Whilst this may have been a workable solution whilst the Annex and The Cottage were linked (see above) it is not a satisfactory situation where the properties are in separate and unrelated occupation.

Additionally, vehicles would always have to reverse out of the property on to Frog Lane.

### **Objection 2: Adverse impact on the Conservation Area and the Listed building**

The proposals include full height glazing on the northern façade and the introduction of a feature panel between the window and the front entrance door (Facing Frog Lane). This is glazing to bedrooms and is likely to have full length curtains to protect privacy. The change to the appearance to Penny School is deliberately modern but is out of character with this part of the Conservation Area and detracts from the setting of the Listed Cottage.

- **Update on application 16/02977/APP - Paddock at Rear of Great Stone House, Aylesbury Road, Cuddington.** Erection of 7 dwelling-houses. Clerk has been informed by Rectory Homes that following the withdrawal of the application last December to reconsider the scheme, a revised planning application will soon be submitted. Jolande Bowater, Planning Officer, has met with Neil Button, Case Officer at AVDC during the pre-application stage, is awaiting AVDC comments, and will update the Parish Council at its meeting in either May or June.
- Reference to withdrawal of **17/00781/PREMTG - Allotments Dadbrook Cuddington Buckinghamshire.** Erection of 12 detached, semi-detached and terraced two storey dwellings, including garaging and parking, together with landscaping and all enabling and ancillary works; Case Officer Abigail Chapman. **ACTION: Rectory Homes to inform CLERK of Project Manager.**

### **6. Annual Village Meeting**

Copies of the Draft Minutes are being circulated in the May issue of Village Voice so that all households have a record of the Annual Village Meeting. The AVM was once again well attended. Thanks were paid to the number of Contributors informing attendees of village activities/societies. Action points to bring forward are:

#### **1. Defibrillators**

Further demonstrations of the equipment/ CPR training sessions will take place.

**ACTION: KB to liaise with Laura Ewers.**

#### **2. Allotment**

**ACTION: CLERK to inform Website Working Group to promote information on how to obtain an allotment on website.**

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### 7. Correspondence

There was none outside Agenda items.

### 8. Reports from Councillors attending meetings and outside organisations

There were none.

### 9. Contributions from AVDC and BCC Cllrs

Cllr JB updated Councillors on Vale of Aylesbury Local Plan (VALP) and noted the revised VALP Scrutiny Committee meeting on 11<sup>th</sup> July. (Following the delay of the Submission Draft of VALP to enable an assessment to be made of the impact of the Government's recent Housing White Paper, the series of public meetings arranged for March have been postponed accordingly). JB informed Councillors that the new settlement has been deferred, the number of houses reduced from 33,000 to 27,000 and a "capacity led" (rather than percentage led) approach adopted. JB, PI and Councillors await the public consultation in late July.

### 10. Finance

#### a. Balance from Minutes of previous meeting (27<sup>th</sup> March 2017): **BALANCE: £9,578.68**

- **Receipts: £564.85** CPFA Mower Fund.
- **Closing Balance 31<sup>st</sup> March 2017: £10,143.53**
- **Receipts: £0.00** (Expected w/c 24/04/17: Precept Payment £10,500.00, CPFA Peppercorn Rent £25.00)
- **Debits: £0.00**
- **Plus unpresented cheques: £472.21** (£54.00 ARG Compulink), £24.00 Bernard Hall, £24.00 Bernard Hall, £109.00 JE Accountants, AVDC £232.41, Oxford IT £28.80).
- **Balance of Bank Account: £10,615.74** (as at 3rd April 2017)  
**Available Funds: £10,143.53** (balance of bank account less unpresented cheques)

#### b. Orders for Payment: **£1,098.95**

- **Venetia Davies - £336.96** (April)
- **Lorraine Stevens - £105.96** (paint/materials for playground)
- **Trustees of Bernard Hall Committee - £24.00** (Hall hire March 2017)
- **Simon Brown - £275.00** (Grass Cutting 06.03.17, 20.03.17, 03.04.17, 10.04.17, 18.04.17)
- **Cartridge World - £45.00** (£37.50 + £7.50 VAT) (Copies of AVM Minutes in Village Voice)
- **JE Accountants - £98.00** (payroll administration 2016/17)
- **Bucks Best Kept Village Competition - £20.00** (Entry fee)
- **BALC - £102.03** (Membership of Bucks and Milton Keynes Association of Local Councils)
- **BALC - £2.00** (copy of Good Councillor Guide)
- **CPRE - £36.00** (Membership of Campaign to Protect Rural England)
- **SLCC - £54.00** (Membership to Society of Local Council Clerks; shared with Ashendon PC)
- **BALANCE: £9,044.58** (Available Funds less Orders for Payment)

The following payments were also agreed:

- **Carl Small - £120.00** (3 x cut/strim 23.03.17, 01.04.17, 13.04.17 - £90.00 and 2 x strims of new matting areas 28.03.17, 19.04.17 - £30)

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- **Lorraine Stevens - £34.79** (additional paints for playground)
- **BALANCE: £8,889.79** (Available Funds less Orders for Payment)

**c. Internal Auditor and note receipt and deadline of Annual Return**

Matt Giorgi (MG) has kindly agreed to act again as the Parish Council internal auditor for 2017/18. The deadline for the Annual Return is 30<sup>th</sup> June 2017. **ACTION: CLERK to liaise with MG.**

**11. Playground, to provide an update on final works**

LS thanked Councillors and Volunteers for their help in painting the playground equipment. Some painting work still to be completed. LS also confirmed that the final monitoring form for the Community Chest grant has been returned. **ACTION: LS to organise opening ceremony and a plaque with list of funders including Community Chest, Haddenham Beer Festival and Cuddington Village Fete.**

**12. Pedestrian access to the 280 bus service (along Dadbrook Road)**

A site meeting with one contractor has taken place. Quote for a number of different qualities/levels of solutions of footpath scheme pending. **ACTION: PI to chase for quotation and arrange site visits with an additional two contractors. ACTION: TAG 2 to be involved in progressing project.**

**13. Installation of kissing gates, to provide an update and note correspondence from Mr Spencer Bernard.**

James Gibson is agreeable two mobility gates (provided by BCC with installation costs met by the Parish Council). Response received from Robert Spencer Bernard concerning the use of arable field margins as paths (outside specifically designated Rights of Way). KB has written an article for Village Voice asking all walkers to respect the environment and stay on paths which are Rights of Way. To reinforce the point, Parish Council signage has been produced, for each side of the field, stating that the margin is not a Right of Way. This should increase awareness of preserving field margins. **ACTION: KB to chase Robert Spencer Bernard for response to original request concerning replacement stile on Bridgeway end of Path 13. If permitted, KB/CLERK to confirm exact locations to BCC and arrange for Mark Nicholas Fencing to install from roadside or pasture side of boundary.**

**14. Best Kept Village Sign, to resolve to pay for planting**

The Parish Council **agreed** to pay for the planting of the flower bed to the sum of up to £50.00. **ACTION: LS to notify Cuddington Gardening Club.**

**15. Village of the Year Competition**

Councillors agreed to enter. **ACTION: LS to complete Entry Form.**

**16. Items for Information**

- Elections to BCC 04/05/17
- VALP - to note new meeting dates and public consultant late July (tbc)

**17. Date and Time of Next Meeting:**

**Annual General Meeting of Parish Council: Monday 22<sup>nd</sup> May 2017  
in the Bernard Hall 7.30 pm**

The Parish Council meet on **the last Monday of every month** (or the 4<sup>th</sup> Monday in the event of a Bank Holiday Monday).