



Castlethorpe Parish Council

Minutes of a Parish Council General Meeting held remotely by video conference 1st February 2021

PRESENT: Councillors Ayles, Forgham, Markham, Merritt, Sawbridge, Keane, Hinds, Ward Cllrs Geary & Bowyer and the Clerk. Three members of the public were present for the public session and there were others viewing the meeting via Facebook and Youtube.

Public session:

A resident (on behalf of Bandit Street Foods) asked whether it would be possible to hold 'street food' events at the Sports Ground in the summer. Rather than bring in a 'pop up pub' they could apply for an alcohol license, bring in paid bar staff and then donate remaining bar profits to the village. Cllr Ayles said that it would be proper to consult with neighbours and Cllr Markham raised the matter of insurance. In reply it was confirmed that Bandit Street Food have public liability insurance. It was agreed that Cllr Forgham and the Sports Ground Committee keep the matter under consideration with the company.

Another resident had pointed out that there are again many bad pot holes by the Navigation. He will report them to South Northants CC.

- | | | ACTION |
|----------|--|---------------------------|
| 1 | APOLOGIES FOR ABSENCE | |
| 1.1 | None. | |
| 2 | DECLARATIONS OF INTEREST | |
| 2.1. | Cllr Markham declared a personal/pecuniary interest in 5.3. | |
| 3 | APPROVE MINUTES OF THE LAST MEETING | |
| 3.1 | Previous minutes from the meeting of 4 th January were proposed by Cllr Forgham seconded by Cllr Sawbridge and agreed unanimously. | |
| | TO RECEIVE REPORTS | |
| 4.1. | Clerks Report & Review of Actions (See Appendix A1) – matters arising: | |
| 4.1.1. | Item 8 – Cllr Ayles thanked the Clerk and Cllr Merritt for their work in responding to the MKC Cycling & Walking Infrastructure Plan. Clerk will circulate. | Clerk |
| 4.2.2. | Item 11 – Cllr Ayles had written to MKC about the poor drainage at 12 & 14 Bullington End Road. Cllr Geary said that the MKC team have a large backlog of work but suggested escalating to Carl Devereux. Cllr Bowyer said that he would take the matter up with Carl. Cllr Ayles will register the problem on the MKC site and then forward his previous email to Andy Dickinson. | Cllr Bowyer
Cllr Ayles |
| 5 | TO CONSIDER PLANNING APPLICATIONS (previously viewed on line by Councillors) | |
| | Cllr Ayles suspended the meeting to enable the public to speak:
There had been a large number of objections to the proposed planning application at 12 Shepperton Close. The application was in breach of policy in the Neighbourhood Plan on many matters and the parish council were urged to object. | |
| | Cllr Ayles resumed the meeting | |
| 5.1. | 21/00016/FUL - Proposed 3m single storey rear extension (resubmission of 20/02875/FUL). 12 Shepperton Close Castlethorpe
Cllr Ayles had prepared a draft objection that he had circulated to Cllrs prior to the meeting (see Appendix A2). Cllrs Geary & Bowyer said that an objection that something may happen in the future is not valid. Additionally, objections that something might set a precedent are not valid either. Cllr Ayles agreed to change section 3 of the response and circulate to cllrs before sending to MKC. | Cllr Ayles |
| 5.2. | 21/00073/FUL - Loft conversion and construction of a rear facing dormer. Internal changes and revised rear elevational changes. 42 South Street Castlethorpe . Cllr Ayles had prepared a draft objection that he had circulated to Cllrs prior to the meeting (see Appendix A3). After some discussion it was unanimously agreed to send the response unchanged | |
| 5.3. | Cllr Markham withdrew from the meeting
21/00129/FUL - New dwelling including new access and amenity space, new access and drive to existing dwelling (re-submission of 20/02803/FUL) 1 Wolverton Road Castlethorpe . Cllr Ayles had prepared a draft objection that he had circulated to Cllrs prior to the meeting (see Appendix A4). After some discussion it was unanimously agreed to send the response unchanged
Cllr Markham returned to the meeting | |

- 6 TO RECEIVE REPORT BACK ON PREVIOUS PLANNING APPLICATION – no further comments**
- 6.1. **20/02875/FUL** - Proposed 3m single storey rear extension to form gym/studio and open plan kitchen/snug/dining area. Flat roof dormer extension to loft to form fourth bedroom and ensuite. | 12 Shepperton Close Castlethorpe – **application withdrawn and re-submitted – see item 5.1.**
- 6.2. **20/03125/DISCON** - Details submitted pursuant to discharge conditions attached to planning application 20/02099/LBC 11 School Lane Castlethorpe – **conditions discharged**
- 6.3. **20/02660/FUL** - Proposed siting of 40 static holiday caravans in lieu of 70 touring caravans (re-submission of 20/01298/FUL) Cosgrove Park Main Street Cosgrove – **registered. Haversham & Little Linford PC have requested a condition that the units be delivered through Cosgrove as part of the Delivery Management Strategy**
- 6.4. **20/03174/LBC** Listed building consent to replace existing windows and doors (resubmission of 20/02156/LBC) The Samling 2 Lodge Farm Court Castlethorpe – **application permitted**
- 6.5. **20/03218/FUL** Garage conversion and single storey side extension 25 Station Road Castlethorpe **Awaiting decision – no further information**
- 6.6. **20/03276/TCA** Bramley Apple (B1) 11m high - Reduce crown by 1.2m as tree now overhangs Castlethorpe primary school playground boundary, and also roof of owner's property. Bramley House 13B South Street Castlethorpe – **no objections**
- 7 TO CONSIDER RESOLUTIONS**
- 7.1. A public excluded part 2 of the meeting to discuss matters in accordance with Section 100(A) (4) of the Local Government Act 1972, as defined in paragraphs 1 of Part 1 of Schedule12A to the Act was not required
- 7.2. The original draft Modified Neighbourhood Plan (MNP) had prescribed that the new development at Maltings field 'should' take its cue from the Paddock Close development. After advice from MKC 'should' was changed to 'could' and the Inspector handling the property design appeal at Maltings 2 had chosen to disregard the clause as a result. It was agreed unanimously to ask MKC to change the wording back to 'should'.
The Steering Group had been very unhappy with MKC over their support for the proposed next steps for the MNP as they had performed a U turn and were now supporting the (revised) view of the Examiner that there were only two options: for the MNP: to go to referendum with the definition of Gobbey's Field as Open Green Space (OGS) removed or to withdraw the Plan completely. Cllr Ayles proposed that the parish council do not make a decision on how to proceed until the Steering Group has met with MKC, as was promised, to understand why they have changed their earlier position where they supported the OGS designation and why substantial use of Gobbey's Field that was strongly evidenced has been completely disregarded with no reason given. Agreed unanimously. Cllr Geary said that Neighbourhood Planning fell under the control of the Urban Design team who are not Planners. He said he would ask Tracy Aldworth, acting Director for Planning, to hold a call with Cllr Ayles and himself to request that some support be provided by an experienced Planner.
- 7.3. Cllr Ayles proposed that the war memorial be cleaned this spring/early summer. The Clerk had received an estimate of £500 from the company that restored and cleaned it five years ago and had done a very good job and recommended that the quote be accepted. Cllr Markham pointed out that the shrubs around the memorial need to be cut back first. Cllr Ayles replied that he had liaised with a representative of the church and they had been cut back but to do so any further would make the tree unstable. It was agreed that the quote be accepted and an order placed to clean the memorial in April/May with one abstention.
- 7.4. Cllr Ayles reported that Historic England had responded that the boundaries of the Scheduled Ancient Monument at the Fishponds extended back almost to the fence by the railway line. As such it will not be possible to plant trees at the back of the site. MKC are still in discussion with HE about replacing the fallen tree behind Mill View. The parish council will therefore replace just the large fallen tree and the Clerk will liaise with MKC further.
- 7.5. Consideration of running food and drink evenings at sports ground in summer had been discussed in the open session. As agreed Cllr Forgham will liaise with interested parties.
- 7.6. It was agreed that the circulated document 'New Model Code for Councils' was more relevant to local authorities and that the parish council will wait for National Association for Local Councils to circulate a copy/an equivalence if appropriate.
- 8 FINANCIAL MATTERS**
- 8.1. The payment schedule was proposed by Cllr Forgham seconded Cllr Sawbridge and was agreed with one abstention

Cllr Ayles

Clerk

Cllr Forgham

Payee	Description	Invoice	Amount
S Bradbury	Salary January 2021	per pay slip	£624.62
S Bradbury	Payment to rCoh - requested to not paid by cheque	per attached invoice 940	£650.00
Stacey Blease	VH Cleaning December	invoice awaited	£0.00
RTM	Landscaping December	invoice 2582	£391.67
R Wontner	Empty village bins	attached invoice 99	£90.00
PPF Littlejohn FFP	Underpayment previous month	n/a	£20.00
R I Lever	Build stone plinth	attached invoice	£575.00
R I Lever	Replace gate posts and posts around village	attached invoice	£200.00
R I Lever	Replace slab cricket pavillion	attached invoice	£25.00
R I Lever	Build bin store	attached invoice	£75.00
R I Lever	Re-point stone work and move clock VH	attached invoice	£75.00
Marcus Young	Empty dog bins 1/4/20 - 31/3/21	attached invoice 3528	£1,164.80
Marcus Young	Replace dog bin - Chequers	attached invoice 3528	£174.00
MKC	Re-paint streetlights	invoice awaited	£2,429.86
Milton Keynes Play Association	Christmas craft boxes	attached invoice 192464	£245.00
TOTAL			£6,739.95
Direct Debits			
Google Ireland	26107096G05ASYDKH7		£32.10
XLN	4976199 16674975		£33.17
EON	089208742670A		£112.00
EDF	671070653836.00		£76.00

- 9 **CORRESPONDENCE RECEIVED (email circulated prior to meeting)**
- 9.1. Letter from parishioner about poor drainage had been discussed under matters arising from the Clerk's Report.
- 10 **ANY OTHER BUSINESS (for noting, or for inclusion on a future agenda)**
- 10.1. Communication about the cancellation of the weekly refuse pick up due to adverse weather and subsequent re-arrangement had been highly unsatisfactory as Ward Cllrs had been told one thing on the Friday night and local councils something completely different on the Sunday afternoon. It was appreciated that the workers are doing a very good job under extremely challenging services and that the reasons for the cancellation of the service were well understood. MKC have appreciated the failure in communication and will look to address it.
- 10.2. Cllr Bowyer will see if the cleaning of the War Memorial can be funded by a grant from the Ward Cllrs' budget.
- 11 **TO AGREE DATE AND ATTENDANCE FOR FUTURE MEETINGS/EVENTS**
- 11.1. Next Parish Council meeting will be a General Meeting on Monday 1st March 2021 and will be conducted by video conference. Annual Village Meeting will be 12th April.

Appendix A - Schedule of Reports & File Notes

APPENDIX A1 – CLERK’S REPORT 1/2/2021

1. MKC have confirmed that Stonewater have not submitted any Deed of Variation or new application for the Maltings 2 development and neither have they received any further correspondence.
2. All information for the defibrillators has now been gathered and the registration forms have been sent to SCAS. Training sessions and ‘opening event’ to be arranged when Covid-19 rules allow.
3. Order will be made next week for two memorial benches for sports ground and pre-approved bench to go next to bus stop in North Street (Haversham end).
4. On-site meet to be arranged with contractor to discuss outstanding work and fitting/removal of the two memorial benches:

Football

- Double doors for entry need repairing as letting in rain and not very secure
- Decorating

Cricket

- Motion sensitive lighting is not working
- Paving slab broken to be repaired
- Downpipe broken – front of pavilion
- Side door does not open

Tennis (CSA to arrange)

- Combination lock on the toilet
- Transfer of power for the floodlights into the tennis court

5. CCLA Deposit and Property Fund accounts are now open. £90,000 has been transferred to the Deposit account and £50,000 to the Property Fund.
6. Email sent to Clerk at Hanslope approving renewal of the Castlethorpe part of the landscaping contract with RTM
7. Unable to meet with the applicant for the groundsman position due to outbreak of Covid in his family. To be arranged for this month with SGC cllrs and CSA.
8. Cllr Merritt and the Clerk have constructed and sent a response to the ‘MKC Local Cycling & Walking Infrastructure Plan’ (shared with CPC before sending). This included a strongly worded request to improve the route from Castlethorpe to the railway arch at Lodge Farm Business Park. Also to re-define the cycle route to go down Fox Covert Lane rather than to route round the adjacent field. Cllr Keane to communicate CPC’s agreed views (at December’s meeting) on a suggestion to build a cycle track between Castlethorpe & Hanslope
9. Historic England (HE) have said that they will not approve planting of trees within the defined area of the Scheduled Ancient Monument (SAM) at the Fishponds Play Area. This means that, of the three trees proposed for Fishponds, one is allowed (the one that blew down recently), one is not allowed (the one near the top of the slide) and one is under discussion as it is right on the boundary of the SAM. However, this last is funded by MKC and they have been asked to resolve with HE so CPC just needs to approve the replacement for the recent ‘blow down’.
Cllr Hinds has also expressed interest in exploring other locations for planting and HE have been asked if we can plant on the northern boundary of Castle Field. Response was no as this is a SAM but we argue that the motte and bailey is a long way back and have asked them to reconsider.
10. LED Streetlight conversion. MKC confirmed on 27th November that Castlethorpe is still in plan for 2021/22 and were awaiting a quote from Ringway. This was originally at a meeting with MKC on 4th March 2020 and has been regularly chased (17/9, 12/10, 27/11, 12/1) and there is concern that we will not have a quote before they are ready to begin work. Cllr Ayles will escalate.
11. In June 2020, we had complaints from several properties in BE Rd about flooding from the drains or off the highway and Cllrs Geary and Ayles escalated within MKC. In September, the drains were flushed through and the drains problem was hopefully solved. However, the flooding down the drives of properties on the east side of BE Rd continues and two continue to have problems with their garages flooding. Cllr Ayles has escalated again (21/1/21) but no response and Ward Cllr support is requested.
12. The government has indicated that elections will take place on 6th May and also that councils will be expected to hold their meetings physically from that date. NALC and BMKALC are lobbying that remote meetings can continue.

As a corollary, it would be wise to hold our Annual Parish Meeting on 12th April (its normal date) rather than subsequently when it would be after 6th May and probable that it would have to be held physically.

No progress/unknown status on outstanding actions:

- MKC Planning Enforcement have written to the resident in Shepperton Close where a porch way has been built without the required planning approval asking for it to be removed and the design reverted to be consistent with the rest of the area.
- Clerk to engage tradesman to repair fence and gate at west South Street entrance to Castle Field
- Review of draft plans for possible development of club house at sports ground
- Reach agreement with Allotments Association on transfer of land at sports ground to the parish council
- Quotes for both turfing and laying of artificial grass for the Village Hall garden to be commissioned.
- Clerk to get further quotes for maintenance of playground and outdoor aerobic equipment. No time this month.
- MKC have said that they will consider replacing the fading public footpath signs. Clerk has not had time to make the request this month.
- There has been no update on looking at replacement of street nameplates since meeting with MKC 15th January 2020. Low priority for MKC and on hold due to Covid.
- Cllr Ayles & Geary to consider MKC decision not to sell land at the side of 6 The Chestnuts
- CCTV at Sports Ground – clerk to contact suppliers to understand the management overheads. No progress this month
- Cllr Ayles has had no response on PSPO Dogs but was not expecting one yet as MKC have not made Order. Previous decision was just to consult

Steve Bradbury

1/2/2021

APPENDIX A2 – Proposed response to PLANNING APPLICATION 21/000016/FUL – 12 SHEPPERTON CLOSE

This is a re-submission of part of **20/02875/FUL** to which the Parish Council objected and the application was withdrawn. This application includes the extension and conversion of the double garage to form a large gym with separate entrance door.

The Parish Council would not in principle object to the conversion of a garage to a gym - see 20/03218/FUL in Station Road to which it offered no objection in January. This was a single garage conversion and extension to form study, utility room and small gym area though this is not within Character Area 2 (Consistency of Design) of the Castlethorpe Neighbourhood Plan(CNP). However, given that 12 Shepperton Close is within Character Area 2 (4.4.4 CNP), and the scale and changes involved, the Parish Council objects.

Shepperton Close is a highly stylised neo-Georgian estate and forms one of the areas explicitly protected in the design guidance of the made 2017 Castlethorpe Neighbourhood Plan. There have been two other garage conversions (Nos 11 and 47) but these have been two storey with matching roofs, design and materials, do not form a separate building and have been done so sympathetically that it is hard to realise that they are not original.

Relevant Planning Policies

Policy 3: Design Guidance in the 2017 Castlethorpe Neighbourhood Plan (CNP) which has been 'made' by MKC.

The Policy states that " Development proposals will be supported, provided their scale, density, massing, height, landscape design, layout and materials, including alterations to existing buildings, reflect and enhance the architectural and historic character and scale of the surrounding buildings and landscape in their specified character area, as shown on the Policies Map, as follows:

Both character areas:

- Two storeys building height;
- Roof pitch ranging from 35° to 45°; and
- Window openings are small in relation to the elevation of the building.

In Character Area 2, proposals should be constructed from materials similar in colour and texture to the materials and design found on adjacent buildings. **Extensions and other building works to existing buildings will be required to be constructed from materials and design matching the existing building."**

The explanatory Notes add:

"4.3.4 The following areas are observed to have a consistency of design and materials and the policy requires that proposals for infill or redevelopment in these five locations have regard to the common building form, plot size, building line and materials in each location:

- The west side of Bullington End Road (Nos 1-45);
- Terrace of railway cottages in Station Road (Nos 39-53);
- and **all properties in Shepperton Close**; The Chequers; and Thrupp Close."

Plan:MK Planning Policy D2.

2. The **character of the development is locally inspired** where appropriate (for example in or adjacent to conservation areas, or in existing areas with a strong positive character).

Plan:MK Planning Policy D3 DESIGN OF BUILDINGS

A. Development proposals that meet the following objectives and principles will be permitted:

1. The appearance of the building contributes to **the enhancement or creation of a positive character for the development or of a particular character area for larger developments.**

4. Buildings are of **appropriate scale in relation to other buildings** in the immediate vicinity in terms of their height and massing. Buildings of a greater scale than the surrounding context may be acceptable where it is demonstrated that this is necessary to reflect the development's location and the siting, function and importance of the building.

8. The proposed scale and design of extensions to existing buildings relate well to the existing building and plot, and **do not detract from the character of the existing building and the surrounding area.**

Objection

1. The application will substantially damage the front view of the property with an 'out of character' door in the converted garage visible from the public highway. It will not be similar to the design in adjacent buildings as required by CNP Policy 3.
2. Plan:MK Policies D2 and D3 also require the character of a development to be 'locally inspired', enhance the 'character...of a particular character area' and that its scale should not detract from the character of the existing building and surrounding area'.

This would be the only single storey garage conversion and the only single storey building other than garages in Shepperton Close and it would be out of character with all the other properties.

3. There does not appear to be internal access to the 'Gym and Studio' and an additional WC is being provided despite that there is already one on the ground floor of the existing building. This creates a large standalone building,

The Parish Council therefore seeks clarification that the new building is for personal and not business use. Should it be for business, not only would a change of use permission be required but the parish council would object. This is a residential estate. There is adequate provision for commercial premises in the parish noting both Lodge Farm Business Centre and Lincoln Lodge Business Centre.

All properties on Shepperton Close are also subject to a **Covenant** and the Fourth Schedule imposes restrictions:

1. **No trade or business shall be carried on** upon the land hereby conveyed or any part thereof nor shall any building on the land be used otherwise than as a private dwellinghouse for the use and occupation of one family only
2. No act or thing shall be done or suffered upon the land hereby conveyed which may **reasonably be considered to be a nuisance or annoyance to the occupiers or owners of any adjoining or neighbouring property**

A commercial gym would therefore breach the Covenant restriction and the neighbour has objected that it would also cause a 'nuisance and annoyance' exacerbated because there is only a single brick wall from the neighbouring garage.

Should the Case Officer be minded to approve, the Parish Council requests that it is determined at DCP and will provide a speaker to object. Should Planning Permission nonetheless be granted, the Parish Council would request a planning condition that it is used for personal and not commercial purposes and that noise insulation is added to the party wall.

Appendix A3 Proposed Response to Planning Application 21/00073/FUL 42 South St

The Parish Council objects this application because:

1. The rear roof extension does not comply with Policy CAS4 (Design Guidance) in the Neighbourhood Plan for Character Area 1 (the Conservation Area) in that the extension does not reflect the “historic character and scale of the surrounding buildings”, it does not have a roof pitch between 25-45°, it should only have two storeys and the materials do not match - they are required to be matching brick not timber cladding.
2. The front roof lights are not permitted on the front roofs of Buildings of Local Interest under CAS5 which requires preservation of the front roofline. The rear extension is so large that it would ‘result in harm to ... a Building of Local Interest’.

Castlethorpe Parish Council (CPC) therefore objects to this application and, if the Case Officer is minded to approve, requires that the determination is made by the Development Control Panel at which CPC would provide a speaker.

Appendix A4 Proposed Response to Planning Application 21/00129/FUL - New dwelling including new access and amenity space, new access and drive to existing dwelling at 1 Wolverton Road

This application appears to be a re-submission of 20/02803/FUL with amendments to the road splay onto Wolverton Rd.

Castlethorpe Parish Council has no objection in principle to a new dwelling being constructed at this site nor to the proposed design. However, the new dwelling will access the public highway onto Bullington End Road and the Council requests that the orientation of the new dwelling is rotated 90 degrees so that it faces the road from which it is accessed to comply with Plan:MK Policy D1(A.2).

The Parish Council objects very strongly to the new access proposed for the existing dwelling onto Wolverton Road.

1. This is close to the traffic calming ‘build out’ which forces all traffic onto the side of the road by the proposed access. We have had previous contact with the MKC Road Safety Officer in the context of employing further traffic calming such as humps actually to the west of the build out and the proposed access and this was not possible for road safety reasons as traffic typically remains on the ‘wrong’ side of the road until it reaches the Fox Covert Lane junction.
2. The Parish Council (and Neighbourhood Action Group) operate a Speed Indicator Device (SID) on a post opposite the site on Wolverton Rd. The results are variable but the critical 85th percentile speed for incoming traffic is usually between 35mph and 44mph with only about half of incoming traffic within the 30mph speed limit. Maximum speeds are recorded up to 65mph. Note that these vehicles are on the ‘wrong’ side of the road at the proposed access.
Prior to the SID, we conducted Community Speed Watch with TVP at this site and observed a number of dangerous confrontations at the build out (despite the advertised police presence) and we continue to work with TVP to conduct speed enforcement here.
3. This access would therefore be extremely dangerous and the parish council asks the applicant to either retain the existing access entrance or a new shared access on Bullington End Rd. The parish council understands that this prevents a ‘clean break’ between the existing and proposed new properties and the possible creation of a shared driveway but it will be much safer.

An alternative would be for the traffic build out to be located further away from the village with the associated extension of the 30mph zone. This would have to be in conjunction with MKC Highways and at the applicant’s cost.

The Parish Council therefore respectfully requests the applicant to modify its application on orientation and access. If the case officer is minded to approve the application, then we would request that the decision is referred to the Development Control Panel at which we would speak.

Philip Ayles
Chairman, Castlethorpe Parish Council