



Castlethorpe Parish Council

Minutes of a Parish Council General Meeting held remotely by video conference 4th March 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 request had been received to erect a sign in Thrupp Close to signpost numbers 48 to 65. Cllr Ayles said that he would review the matter and asked that the Clerk put a resolution on the next agenda.

A member of the public spoke against the revised plan for the planning application for 12 Shepperton Close.

There being no further matters raised the meeting proper started at 7.50

- | | | ACTION |
|----------|--|---------------|
| 1 | APOLOGIES FOR ABSENCE | |
| 1.1 | None. | |
| 2 | DECLARATIONS OF INTEREST | |
| 2.1. | Cllr Markham declared a personal/pecuniary interest in 6.4. Cllr Ayles declared a pecuniary interest in 5.3. | |
| 3 | APPROVE MINUTES OF THE LAST MEETING | |
| 3.1 | Previous minutes from the meeting of 1 st February were proposed by Cllr Forgham seconded by Cllr Merritt and the extraordinary meeting of 17 th February were proposed by Cllr Merritt seconded by Cllr Sawbridge and both were agreed unanimously. | |
| | TO RECEIVE REPORTS | |
| 4.1. | Clerks Report & Review of Actions (See Appendix A1) – matters arising: | |
| 4.1.1. | There were no matters arising | |
| 5 | TO CONSIDER PLANNING APPLICATIONS (previously viewed on line by Councillors) | |
| 5.1. | 21/00016/FUL - Proposed 3m single storey rear extension (resubmission of 20/02875/FUL). 12 Shepperton Close Castlethorpe – to consider further comments made on behalf of the applicant prior to MKC DCP meeting: The applicant's agent had provided further comments to the MKC Case Officer following comments from the parish council and residents. The comments had been circulated to cllrs before the meeting. After considerable discussion it was unanimously agreed the parish council should continue with its objection and in particular: <ul style="list-style-type: none">- The design is not compliant with Planning policy CNP in that a flat roof extension is included (whereas Policy 3 requires pitched roofs), the design at the rear is radically different from the design theme on the estate and nor does the garage conversion match other properties on the estate required by Planning Policy D2 and D3- The rear extension in particular would be overbearing on the neighbour's property contravening Planning Policy D5. It was further agreed that should the Case Officer remain minded to approve, then the Parish Council would request the following conditions: <ul style="list-style-type: none">- A planning condition that the garage door frontage is maintained to prevent subsequent replacement with a door or window. The garage door has to be maintained in a like for like style as at present. We are advised that, because permitted development rights have been removed, this would require a planning application to change the garage door.- A planning condition that the 'Home Gym' is not converted to commercial use noting the existence of covenants preventing commercial activity on the estate. We are advised that a planning application for change of use would be required. | Cllr Ayles |

5.2. **21/00364/FUL** - Proposed single storey rear extensions 22 South Street Castlethorpe – Cllr Ayles had circulated a draft objection to this application prior to the meeting (**See Appendix A2**). It was agreed unanimously to object to the application accordingly with no changes.

5.3. Cllr Ayles withdrew from the meeting. Cllr Sawbridge proposed that Cllr Forgham take the position of Chair for this item. Agreed unanimously. After some discussion it was unanimously agreed that the parish council object to the application as follows:

- Castlethorpe Parish Council objects to the above planning application on the grounds that it contravenes Policy 3 of the “made” Castlethorpe Neighbourhood Plan (2017) and Policy CAS4.4 of the draft Revised Castlethorpe Neighbourhood Plan 2021 in that it does not comply with the design guidance for Character Area 2, which includes all properties in Thrupp Close as defined in Paragraph 4.4.4 of the 2017 Plan and 4.3.4 of the revised 2021 Plan.
- All the building in Thrupp Close have a common design theme of steeply pitched roofs intended to echo the style of thatched houses. There are no dormer style rooflights.
- There are Velux-style rooflights in Thrupp Close (as in 19/01425 No 7 Thrupp Close) where an attic bedroom was constructed and to which the Parish Council offered no objection.
- The proposed design in this planning application does not comply with the Design Guidance in Policy 3 of both plans in 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, both Plans state that 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.

In the design of this application:

- The materials do not match (wood rather than slate);
 - The architecture does not match the adjacent houses – or indeed anywhere else on the estate; and
 - The dormer roof is flat rather than pitched.
- In addition to not complying with Castlethorpe Neighbourhood Plan Policy 3 (Design Guidance), the Application is also contrary to:
Plan:MK Policy D1 (Designing a High Quality Place)
Plan:MK Policy D2 (Creating a Positive Character)
Plan:MK Policy D3 (Design of Buildings)

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.

- Cllr Ayles returned to the meeting and resumed the Chair
- 6 TO RECEIVE REPORT BACK ON PREVIOUS PLANNING APPLICATION – no further comments**
- 6.1. **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 – no further updates**
- 6.2. **20/03218/FUL** Garage conversion and single storey side extension 25 Station Road Castlethorpe **application permitted**
- 6.3. **21/00073/FUL** - Loft conversion and construction of a rear facing dormer. Internal changes and revised rear elevational changes. 42 South Street Castlethorpe – **status ‘registered’ – objection lodged by CPC as agreed**
- 6.4. existing dwelling (re-submission of 20/02803/FUL) 1 Wolverton Road Castlethorpe – **status ‘registered’ – CPC and MKC Highways have objected**

7 TO CONSIDER RESOLUTIONS

- 7.1. Cllr Ayles had written to cllrs prior to the meeting listing the failures in the examination of the Modified Neighbourhood Plan (MNP) and follow up activities by the Examiner and MKC. In particular the parish council had not been given a specific reason why Gobbey's Field had failed to meet the criteria to prove why it is 'demonstrably special' to the village and as such was not acceptable to be defined as 'Local Green Space' (LGS). It had been determined that there are now only two options available: to go to referendum with the exclusion of the LGS definition or to withdraw the Plan entirely.
- Further to this, despite repeated promptings by the parish council, MKC had failed to respond to CPC's requests to meet to explain their position. They had taken a considerable amount of time to reach their current approach and do not seem to want to justify the reasons why.

Additionally, Freedom of Information requests had been made requesting sight of all communications about the MNP from August 2020 to January 2021 but MKC had failed to meet the obligatory target of 20 working days to respond.

Cllr Ayles went on to say that the parish council needed to choose between 2 options:

- To agree to the MNP going ahead to referendum without the LGS allocation for Gobbey's Field or
- To request that the decision to go to referendum is deferred to allow MKC to meet with the parish council so that they can explain their position

A comment was made that although the delay in making the MNP would leave the village vulnerable to unwanted development should MKC's 5-year Housing Land Supply target not meet requirement, the current level is comfortably within acceptable values and unlikely to reduce in the near future.

It was unanimously agreed to ask for the deferral and if MKC refuse to do so to request Ward Cllrs to 'call in' the decision.

Cllr Ayles confirmed that a motion could be put to the parish council to support a contribution towards legal challenge/judicial review should that be taken forward by residents, but that without the 'General Power of Confidence' it was not empowered to contribute above the level of the s.137 provision that allows councils to spend money with no specific legal power. This amount stands at c. £7,000 for the parish.

- 7.2. Cllr Ayles proposed that a quote from MKC to the amount of £18,537 to replace 22 streetlights along Bullington End Road and Station Road whilst MKC are converting lights to LED, be approved. The Clerk added that this amount compared very favourably with previous costs for replacements (at c. £1700 per unit). Agreed unanimously. Cllr Ayles to keep chasing MKC to get quotes for Thrupp Close and the Chequers.

- 7.3. Given the current social situation with Covid-19 and lockdown, Ducklings Pre-School are having problems attracting children. They are planning a new advertising campaign but are losing considerable money. After a discussion Cllr Sawbridge proposed that they be given a 'payment holiday' and do not pay any rent until the start of the winter term when the position will be reviewed. Agreed unanimously.

Cllr Ayles

FINANCIAL MATTERS

- 8.1. The payment schedule was proposed by Cllr Forgham seconded Cllr Sawbridge and was agreed unanimously

Payee	Description	Invoice	Amount
S Bradbury	Salary February 2021	per pay slip	£624.62
Stacey Blease	VH Cleaning		£0.00
RTM	Landscaping February	invoice 2691	£391.67
Cyan	Payment for benches with order	invoice awaited	£896.00
BP Shayler	annual boiler inspection/service	invoice 128	£85.00
BP Shayler	Fix floodlight cricket pavilion	invoice 129	£87.00
TOTAL			£2,084.29

Direct Debits			
Google Ireland	26107096G05ASYDKH7		£32.20
XLN	4976199 16674975		£33.17
EON	089208742670A		£112.00
EDF	671070653836.00		£76.00
DD Total			£253.37

9 **CORRESPONDENCE RECEIVED (email circulated prior to meeting)**

- 9.1. A resident has asked what action will be taken on observed breaches of the speed limit on Bullington End Road. Cllr Ayles displayed the latest set of figures that were captured by the Speed Indication Device (SID), having recently been positioned to record speeds of vehicles leaving the village along Bullington End Road. He said that the significant figure that the police use to indicate a serious problem is known as V85, that being the speed below which 85% of traffic travelled when passing the monitoring point. This figure was recorded at 31 mph for Bullington End Road. All information from the SID is downloaded and forwarded to Thames Valley Police and they will determine where and when to deploy officers with a speed gun, only taking action when the V85 figure exceeds 35 mph. The speeds on Hanslope Road have been measured as consistently much the worst in the village and police had previously caught and fined several motorists on this stretch of road.

10 **ANY OTHER BUSINESS (for noting, or for inclusion on a future agenda)**

- 10.1. Cllr Keane suggested that before the next meeting the state of Station Road be looked at as the large trucks delivering concrete are breaking up the surface. Cllr Keane
- 10.2. Questions had been raised about the status of the pub. There is really no progress in the short term but the possibility of the sports ground being used for a social event is being considered.

11 **TO AGREE DATE AND ATTENDANCE FOR FUTURE MEETINGS/EVENTS**

- 11.1. Next Parish Council meeting will succeed the Annual Village Meeting on 12th April. Cllr Geary raised the problem of conflicting parish council meetings on that date. Cllr Ayles said that he would ask Ward Cllrs to give an update as the first item on the Annual Village Meeting agenda.

There being no further business the meeting finished at 10.03

Appendix A - Schedule of Reports & File Notes

APPENDIX A1 – CLERK’S REPORT 4/3/2021

1. There have been no further updates on the Maltings 2 housing development.
2. The two village defibrillators have been successfully registered at SCAS. Training sessions and ‘opening event’ to be arranged when Covid-19 rules allow.
3. Order has been placed for two memorial benches for sports ground and pre-approved bench to go next to bus stop in North Street (Haversham end). Cheque payment to be made following approval of payment tonight.
4. On-site meeting still to be arranged with contractor to discuss outstanding work at sports ground as follows and fitting/removal of the benches. This will now happen next week:

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. The Clerk met with Neil Humphries of Castlethorpe Sports Association (CSA) and local landscaper Jordan Webster. Only one other candidate had come forward when the work was advertised and he had been unable to meet with us. CSA are happy to contract out pitch cutting and marking work to him and as it had been previously agreed unless the parish council has any specific concerns it is sensible for them to use the same contractor (to be formalised at next meeting).
6. The ride on mower has been picked up for service. It had been intended to replace the three cylinders on the mower but the price of parts has doubled so for the time being it will only be the service that is done. The mower is still fully functional and will ‘do the job’ for this year. We will need to consider the matter of whether to replace the cylinders at a later date.
7. MKC have confirmed that they will be planting a mulberry tree to replace the dead sycamore at the Fishponds. Having made no progress with Historic England it will only be possible for the parish council to replace the fallen tree and not to plant anything else in the area. There are no oaks available from MKC’s supplier so they have suggested a walnut. Arrangement has been made to plant the two trees at the same time and to share the planting costs. MKC have requested a revised quote from Serco. When planted it will be our responsibility to keep the hydration bags topped up.
8. LED Streetlight conversion. MKC have provided a quote for fitting 22 heritage style streetlights for Bullington End Road and Station Road to be considered tonight. They have yet to respond on our request to provide a quote for replacement streetlights for Thrupp Close and The Chequers.
9. MKC have surveyed the situation following flooded garages at Bullington End Road and have determined that there is no need for additional drains, but that the dropped kerbing needs to be raised. A request has been made to add this work to the 2021/22 works programme. Also to include previously agreed work to provide additional kerbing outside of number 26 Bullington End Road.
10. Annual Parish Meeting will be held by video conference on 12th April.
11. MKC have approved the inclusion of Maltings Field, New Road and School Lane in the 20 mph zone and can now remove the unnecessary signage as well as the poorly placed ‘No HGV’s’ sign.
12. Resurrection Stonework will schedule in the war memorial cleaning as agreed last month and will provide a date soon. Many thanks to Ward Cllr Bowyer who has provided a grant to meet the full cost.
13. Cllr Forgham is to talk to Bandit Street Foods and other interested parties about possibility of holding outdoor events at the sports ground in late spring/summer

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

4/3/21

APPENDIX A2 – PROPOSED OBJECTION TO PLANNING APPLICATION 21/00364/FUL – 22, SOUTH ST, CASTLETHORPE

This application is to construct a new kitchen and dining area by relocating the existing bathroom and replacing single storey outside storage buildings. It also constructs a new access passageway by extending the building into the existing outside passageway. The property is within the Castlethorpe Conservation Area.

In principle, the Parish Council does not object to the rear part of the extension though it needs to be constructed in matching brick materials and not timber cladding. It appears as if the upstairs window is being replaced with a non-traditional design which would not match neighbouring buildings. If this is intended as a door to the flat roof, it would lead to a significant loss of privacy to the neighbouring garden and, without unsightly railings and protection to the rooflights, would be a safety hazard. Generally, the finish of the rear extension and change of style to the upstairs window would not be appropriate to the Conservation Area. The rear extension would need to be set at least 150mm back from the boundary to allow for guttering and downpipes.

The relevant Policy is Castlethorpe Neighbourhood Plan 2017 (made) Policy 3 – Design Guidance:

“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.

Character Area 1:

Building materials are limestone, which has weathered to a creamy grey colour, and red brick;

Roofing materials are thatch and dark blue slate, the former being found only on buildings constructed in stone;

Roof pitch between 25° and 35°.

...

4.3.1 This policy requires all development proposals to deliver high-quality schemes that reflect the distinct character of the Parish. It also acknowledges the Conservation Area, which covers a large part of the parish and therefore the design of any proposals for housing development in Character Area 1 that must be appropriate to a Conservation Area. Similarly, proposals in Character Area 2 that form the setting of the Conservation Area must also have this same regard. A description of the character of the area is set out in the Parish Plan adopted in 2008.”

The access passageway to the side of the property would severely impact light to the neighbouring property, impact their visual amenity and would be overbearing and is not acceptable. It also would need to be set at least 150mm back from the boundary to allow for guttering and downpipes.

The relevant Policy is Plan:MK Policy D5, in particular, A 1, 5 and 6.

“AMENITY AND STREET SCENE

A. All proposals will be required to create and protect a good standard of amenity for buildings and surrounding areas, and in particular should ensure:

- The levels of sunlight and daylight within buildings and open spaces, and garden areas in particular, are satisfactory
- Dwellings are dual aspect to enable passive ventilation, subject to any noise and air pollution mitigation measures that are required to make the proposal acceptable.
- External private or shared communal garden space, in its extent and design, meets the reasonable needs of its user(s).
- A reasonable degree of privacy to new and existing private living space and the main private garden area, with overlooking limited to an acceptable degree. The design of new communal garden areas should seek to create spaces that provide opportunities for privacy or seclusion for residents, particularly where residents do not have access to private balconies or other private external space.
- New development is not overbearing upon existing buildings and open spaces.
- The outlook and visual amenity afforded from within buildings and private/communal garden areas should be satisfactory, taking account of the relationship with neighbouring buildings and the wider street scene, including the design of parking, street furniture, boundary treatments and landscaping.
- Shared circulation space and routes to private entrances within flatted development should be of sufficient width, be welcoming, and wherever possible be naturally lit.”
- The side extension would fail the “45 degree test” for light intrusion.
- The application is also contrary to

Plan:MK Policy D1 (DESIGNING A HIGH QUALITY PLACE)

Plan:MK Policy D2 (CREATING A POSITIVE CHARACTER)

Plan:MK Policy D3 (DESIGN OF BUILDINGS)

Plan:MK Policy HE1 (HERITAGE AND DEVELOPMENT)

Section 16 of NPPF (Conserving and enhancing the historic environment).

Castlethorpe Parish Council therefore objects to this application. Should the Case Officer not be minded to refuse, then the Parish Council requests that the application is determined at DCP and the Council will provide a speaker to make this case.