

Chesham Town Council

Tony Marmo
Chief Executive Officer



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5 September 2022

Dear Councillor,

You are **SUMMONED** to attend the Planning Committee meeting of the **CHESHAM TOWN COUNCIL** to be held in the Council Chamber, The Town Hall, Chesham, on:

MONDAY 12 September 2022 AT 7.30pm

AGENDA

1. Apologies for absence.
2. Declarations of Interest.
3. To receive and confirm the Minutes of the meeting 8th August 2022
4. To receive the Minutes of the Chesham & District Transport Users' Group meeting held on 2 August 2022.
5. To receive and consider planning applications received from Buckinghamshire Council since the last meeting of the Committee and any planning applications and comments delegated to the Ward Members and Chairman of the Committee and to note previous planning comments submitted. Plans are available for inspection on Buckinghamshire Council's website: <https://pa.chilternandsouthbucks.gov.uk/online-applications/search.do?action=simple>
6. Street naming- new Access Road
7. To receive and consider decision notices received from Buckinghamshire Council since the last meeting of the Committee.
8. Information items.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Tony Marmo'.

Tony Marmo
Chief Executive Officer

Circulation: To All Members of the Council



Chesham Town Council

continued . . .



Publication Date: 05.09.22

CHESHAM TOWN COUNCIL

MINUTES of the meeting of the Planning Committee meeting

held on 8 August 2022

Councillors:

Councillor Wilford Augustus
Councillor Alan Bacon
Councillor Joseph Baum

Councillor Qaser Chaudhry
Councillor Francis Holly
Councillor Nick Southworth

In attendance:

Mrs Emma Powley

Interim Town Clerk

1. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Umar Hayyat

2. DECLARATIONS OF INTEREST

Councillor Holly declared a personal, non-pecuniary interest in Planning Application PL/22/2421/FA – 2 Bois Moor Road as a neighbour of the applicant.

3. MINUTES

The Informal Planning notes of the meeting held on the 27 June 2022 were agreed.

4. CHESHAM & DISTRICT TRANSPORT USERS' GROUP

The minutes of the meeting of the Chesham & District Transport Users' Group meeting held on the 21 June 2022 were noted.

5. CHESHAM NEIGHBOURHOOD PLAN WORKING GROUP

The Minutes of the meeting of the Chesham Neighbourhood Plan Working Group held on the 27 June 2022 were noted

6. PLANNING APPLICATIONS

Members present made recommendations on the applications with submissions to the Planning Authority delegated to the Town Clerk.

7. PLANNING DECISIONS

Members noted the decision notices received from Buckinghamshire Council since the last meeting of the Committee.

The meeting closed at 8.14pm

CHESHAM TOWN COUNCIL PLANNING APPLICATIONS 8TH AUGUST 2022

1) **PL/22/1906/FA** **Lee Farm House, 147 Botley Road Chesham** **TOWNSEND**

Description: Replacement windows

The Committee has no comments to make on this application

2) **PL/22/1907/HB** **Lee Farm House, 147 Botley Road Chesham** **TOWNSEND**

Description: Listed building consent for replacement windows.

The Committee has no comments to make on this application

3) **PL/22/1561/FA** **r** **40 Bellingdon Road Chesham** **ASHERIDGE VALE**

Description: Erection of Garage

The Committee recommends **REFUSAL** of this application on the grounds of the loss of amenity, privacy to neighbouring properties and overbearing nature of the development.

4) **PL/22/1869/FA** **285 Chartridge Lane Chesham** **LOWNDES**

Description: Demolition of existing and erection of a new single storey rear extension.

The Committee notes that this application has been determined.

5) **PL/22/1881/FA** **34 Lowndes Avenue Chesham** **LOWNDES**

Description: Demolition of detached garage, single storey rear extension and construction of detached outbuilding.

The Committee raises its concern about the potential loss of light to the neighbouring property. The Committee requested that a condition be added that restricts the height of the extension and outbuilding to no more than 3 meters above the height of the eaves.

CHESHAM TOWN COUNCIL PLANNING APPLICATIONS 8TH AUGUST 2022

6) **PL/22/2072/FA** **31 Lye Green Road Chesham** **HILLTOP**

Description: Single storey rear extension and part garage conversion.

The Committee has no comments to make on this application

7) **PL/22/2121/FA** **228 Great Hivings Chesham** **RIDGEWAY**

Description: Certificate of lawful development for dropped kerb and hardstanding.

The Committee raises **NO OBJECTIONS** to this application, subject to a sustainable drainage system condition being applied.

8) **PL/22/1781/FA** **1 White Hill Close Chesham** **TOWNSEND**

Description: Double storey rear infill extension, raised roof ridge loft conversion with the inclusion of a side dormer and 3 roof lights.

The Committee raises **NO OBJECTIONS** to this application

9) **PL/22/1978/SA** **13 Latimer Road Chesham** **WATERSIDE**

Description: Certificate of Lawfulness for proposed loft conversion incorporating a rear dormer window and front rooflights and an additional window to the front elevation.

The Committee notes that this application has been determined.

10) **PL/22/2035/FA** **13 Linnington Avenue Chesham** **TOWNSEND**

Description: Two storey rear plus single storey front, rear and side extensions and increase in roof height.

The Committee has no comments to make on this application

11) **PL/22/2088/SA** **193 Bois Moor Road Chesham** **WATERSIDE**

Description: Loft conversion with 2 front dormer windows and 1 rear box dormer with 2 windows.

CHESHAM TOWN COUNCIL PLANNING APPLICATIONS 8TH AUGUST 2022

The Committee notes that this application has been determined.

12) **PL/22/2145/FA** **Troutbeck, Latimer Road Chesham** **WATERSIDE**

Description: Installation of solar panels on the side of the pitched roof.

The Committee raises **NO OBJECTIONS** to this application

13) **PL/22/2337/FA** **63 Goose Acre Chesham** **TOWNSEND**

Description: Demolition of existing conservatory and erection of part two storey/part single storey rear extension, changes to windows and front rooflight.

The Committee recommends **REFUSAL** of this application on the grounds of overbearing nature of the development.

14) **PL/22/2377/FA** **1 Albert Road Chesham** **TOWNSEND**

Description: Demolition of existing detached dwelling and construction of 5 flats.

The Committee recommends **REFUSAL** of this application on the grounds of overbearing nature of the development, it being out of keeping with the street scene and lack of parking

15) **PL/22/2414/RM** **Land adjacent to Chess Business Park, Moor Road Chesham** **WATERSIDE**

Description: 5G Telecommunications installation : 20m street pole and 3 additional ancillary equipment cabinets.

The Committee raises **NO OBJECTIONS** to this application

16) **PL/22/2421/FA** **2 Bois Moor Road Chesham** **WATERSIDE**

Description: Demolition of conservatory and erection of single storey rear extension.

The Committee recommends approval of the application

CHESHAM TOWN COUNCIL PLANNING APPLICATIONS 8TH AUGUST 2022

17) **PL/22/2426/FA** **Maple Tree Cottage, 12 Tylers Hill Road Chesham** **TOWNSEND**

Description: Two storey side extension, demolition of existing rear extension and front porch and erection of a single storey rear extension and front porch.

The Committee has no comments to make on this application

18) **PL/22/2491/SA** **17 Kirtle Road Chesham** **TOWNSEND**

Description: Certificate of lawfulness for proposed demolition of the existing conservatory and construction of a single storey rear/side extension with associated internal alterations.

The Committee has no comments to make on this application

19) **PL/22/2381/FA** **83 Berkeley Avenue Chesham** **LOWNDES**

Description: Erection of octagonal timber outbuilding in rear garden.

The Committee has no comments to make on this application

20) **PL/22/2437/EU** **274 Asheridge Road Chesham** **ASHERIDGE VALE**

Description: Certificate of Lawfulness for an existing use to establish that the entire land within the application site has been used as residential curtilage.

The Committee has no comments to make on this application

21) **PL/22/1578/FA** **5 Glenister Road Chesham** **VALE**

Description: Demolition of existing dwelling and erection of 3 dwellings, garage and external works.

The Committee raises **NO OBJECTIONS** to this application

CHESHAM TOWN COUNCIL PLANNING APPLICATIONS 8TH AUGUST 2022

22) PL/22/1809/FA

26 Botley Road Chesham

TOWNSEND

Description: Part two, part single storey rear extension addition of a window and rooflight to side elevation.

The Committee raises its concern in respect of the development overlooking the neighbours dwelling and loss of light. They requested that the additional window be made of opaque glass

CHESHAM & DISTRICT TRANSPORT USERS' GROUP

Minutes of a Meeting held at
Chesham Town Hall on
Tuesday, 2nd August 2022 at 7.30pm

Present:

Rod McCulloch (Chairman) (RM)
Alan Wallwork (Secretary) (AW)
Peter Crabb-Wyke (Treasurer) (PCW)

James Loader – Bucks Council (JL)

In Attendance:

Kieran Coburn (KC)
Jamie Gairdner (JMG)
Janice Gardner (JNG)
Margaret Girvan (MG)
Heather Knowle (HK)
Georgina Lomnitz (GL)
Andrea Polden (AP)
Mike Richards (MR)
Jenny Richardson (JR)
Morag Robertson (MR)
Brian Wright (BW)

Action

22/49 Apologies for Absence

Apologies were received from Nick Southworth, Tony Marmo (New CEO of CTC), Ralph Adam, Mark Brookes, Michael Browne, Jonathan Clover, Philip Kent, Peter Matza (Amersham Residents' Assn.) and Maureen Winders.

22/50 Presentation by James Loader Head of Transport at Buckinghamshire Council

RM welcomed JL, who then gave an overview of the work of his Department and a resume of his background, from which the following was noted:-

- 80% of the County's bus routes operate without a subsidy. Those which are supported by the Council are principally the routes to the outlying villages including the 71, 73, 149, 177, 190, 194 and 336 amongst others.
- The Bus Recovery Grant ("BRG") provided by central government to maintain services through the various lockdowns is due to end in October.
- Passenger usage is now back to around 80% of pre-pandemic levels where fares are paid, whilst usage by those benefitting from concessionary tickets is only back to 60%.
- Principal upcoming changes include a further revision of The Chiltern Hundreds services and it was noted that as from September, Arriva would no longer operate routes 1 / 1A which would be exclusively operated by Carousel with 3 buses per hour, one of which would run through to Hemel Hempstead.
- Despite withdrawal of the BRG, no service cuts were anticipated although the recent large spikes in fuel prices and ongoing inflationary pressures might change the position.
- Whilst Bucks Council had the power to subsidise bus services, it was explained that it could not insist on operators running commercial services.
- There then followed an extensive Q&A session, during which HK posed a number of questions relating to transport provision for disabled people. JL was able to answer where those questions related to provision of wheelchair access and the like, but many of them were wider-reaching and were beyond the remit of the County Council. AW undertook to invite Sarah Green MP to a future meeting so that HK could question her on the specifics.

AW

22/51 Minutes of the Meeting of 21st June 2022

The Minutes of the Meeting held on 21st June 2022 were approved and signed.

22/52 Matters Arising

These were covered by items on the Agenda.

22/53 Finance

PCW reported no change in Finances since the last Meeting.

22/54 Federation of Met Line User Committees (FOMLUC)

RM and AW gave an overview of recent events at FOMLUC and it was reported that a meeting was due shortly with senior management of TfL.

22/55 Ongoing Met Line Issues

- Members reported poor timekeeping in the evening services and ongoing cancellations of Chesham trains, often at short notice.
- KC reported that Councillors at both Unitary and local level were pushing hard for the Chesham shuttle to be reinstated to improve services on the branch. AW indicated that this had been raised with TfL many times via FOMLUC, but it was extremely unlikely to happen because of the non-availability of 4 car units following the introduction of the S Stock in fixed 8 car formations.
- An upcoming strike on LU had been announced for Friday 19th August.

22/56 TfL Funding Update

Despite TfL announcing that many bus services in the Central area were being withdrawn in order that cash could be diverted into maintaining its rail services, nevertheless it had subsequently issued a Funding Update Statement on 28th July stating that agreement had been reached with Central Government to extend the current funding arrangement until midday on 3rd August.

22/57 Any Other Business

- AW reported that an extension of London Overground services from Gospel Oak to Barking Riverside opened on 18th July. He also distributed copies of the Tube Map dated May 2022 which only showed it as “opening soon” and AW therefore undertook to try and obtain a revised map for our next Meeting.

AW

22/58 Date of Next Meeting

Tuesday 20th September 2022 at Chesham Town Hall, at 7.30pm.

Signature

Chairman

Initials

CHESHAM TOWN COUNCIL PLANNING APPLICATIONS 12TH SEPTEMBER 2022

1) **PL/22/2810/FA** **17 Alma Road Chesham** **VALE**

Description: Demolition of bungalow and erection of three storey building with 5 flats, private amenity space, bin and cycle storage and car parking.

2) **PL/22/2804/FA** **48 Milton Road Chesham** **VALE**

Description: Vehicle crossover including relocation of lamp post, new hardstanding for vehicle parking with associated railings.

3) **PL/22/2860/KA** **2 Pednormead End Chesham** **ST MARY'S**

Description: T1 Beech - height reduction by 50% (Chesham Conservation area).

4) **PL/22/2891/FA** **33 Hampden Avenue Chesham** **LOWNDES**

Description: Single storey rear extension.

5) **PL/22/2887/FA** **22 Brushwood Road Chesham** **HILLTOP**

Description: Conversion of existing integral garage to living space and replacement of rear window with French doors.

6) **PL/22/2868/KA** **Land front of,Utd. Reformed Church,The Broadway Chesham** **ST MARY'S**

Description: T1 - London Plane- Crown reduction, reducing height and spread by up to 4m (Chesham Conservation Area).

7) **PL/22/2851/SA** **5 Latimer Road Chesham** **WATERSIDE**

Description: Certificate of Lawfulness for proposed single storey rear extension and the addition of roof lights to front and rear elevations.

8) **PL/22/2886/SA** **13 Cresswell Road Chesham** **WATERSIDE**

Description: Certificate of lawfulness for proposed Conservatory to rear elevation.

CHESHAM TOWN COUNCIL PLANNING APPLICATIONS 12TH SEPTEMBER 2022

9) **PL/22/2817/FA** **38 Little Hivings Chesham** **RIDGEWAY**

Description: Single Storey front extension.

10) **PL/22/2644/FA** **12 Chestnut Avenue Chesham** **HILLTOP**

Description: Single storey side extension.

11) **PL/22/2591/FA** **34 and 36 Cresswell Road Chesham** **WATERSIDE**

Description: Vehicular access between 2 properties and a new driveway for no.34.

12) **PL/22/3012/FA** **124 Bellingdon Road Chesham** **ASHERIDGE VALE**

Description: Single storey side extension.

13) **PL/22/2944/SA** **6 Pulpit Close Chesham** **LOWNDES**

Description: Certificate of Lawfulness for proposed part 2 storey, part single storey rear extension, pitched roof to existing garage.

14) **PL/22/3006/FA** **8 Upland Avenue Chesham** **RIDGEWAY**

Description: Dropped kerb and vehicle hardstanding to front elevation.

15) **PL/22/2932/SA** **Lee Farm 123 Botley Road Chesham** **TOWNSEND**

Description: Certificate of lawfulness for proposed 3-bay open garage and store.

16) **PL/22/2895/FA** **359 Waterside Chesham** **WATERSIDE**

Description: Demolition of existing house and erection of detached dwelling served by the existing vehicular access points.

CHESHAM TOWN COUNCIL PLANNING APPLICATIONS 12TH SEPTEMBER 2022

17) **PL/22/2908/TP** **10 Brushwood Close Chesham** **HILLTOP**

Description: T3 maple reduce by 50% and remove ivy. (Tree Preservation Order 09/1958)

18) **PL/22/2897/FA** **193 Bois Moor Road Chesham** **WATERSIDE**

Description: Loft Conversion with pitched roof dormer to front and rear elevations.

19) **PL/22/2824/FA** **4 Belmont Road Chesham** **RIDGEWAY**

Description: Rear infill extension, front extension incorporating new entrance porch, recladding of existing front dormer and insertion of new dormer to front elevation and rear elevation, 7no. New rooflights and solar panels to existing roof slope, removal of 2no. chimney breasts and associated works internally.

20) **PL/22/2578/FA** **87 Latimer Road Chesham** **WATERSIDE**

Description: Two storey rear extension following demolition of existing single storey rear extension.

21) **PL/22/2552/FA** **23 Cestreham Crescent Chesham** **HILLTOP**

Description: Single storey rear extension and new windows on side and rear elevation.

22) **PL/22/2999/FA** **174 Chartridge Lane Chesham** **LOWNDES**

Description: Loft conversion incorporating front, rear and side dormer windows.

23) **PL/22/2992/FA** **12 Fullers Close Chesham** **ST MARY'S**

Description: Single storey rear extension, following demolition of existing rear conservatory, some changes to existing windows and doors.

24) **PL/22/2780/SA** **99 Upper Belmont Road Chesham** **RIDGEWAY**

Description: Certificate of lawfulness for proposed vehicular access.

CHESHAM TOWN COUNCIL PLANNING APPLICATIONS 12TH SEPTEMBER 2022

25) **PL/22/2736/FA** **79 and 81 Hivings Hill Chesham**

ASHERIDGE VALE

Description: No.79 - First floor rear extension and new roof over part of existing ground floor extension; no. 81 - Two storey rear extension, single storey side/rear extension and front steps.

26) **PL/22/2331/FA** **122 Botley Road Chesham**

TOWNSEND

Description: Demolition of existing house and erection of detached house and front garden wall.

27) **PL/22/3009/SA** **9 Lansdowne Road Chesham**

VALE

Description: Certificate of Lawful Development for proposed replacement and extension of driveway in block paving and extended vehicular access to highway.

CHESHAM TOWN COUNCIL PLANNING DECISIONS 12TH SEPTEMBER 2022

1)	PL/22/1412/FA	Corporation Ltd	Unit 2 Stones Courtyard, High Street Chesham	ST MARY'S
Description:	Additional windows and 5 side are 1 rear rooflights.			
Comments:	The Committee has NO OBJECTIONS to this application			
Decision:	Conditional Permission			

2)	PL/22/1717/FA	Croft Meadow, Land Between Moor Rd.& Railway	Chesham	WATERSIDE
Description:	Erection of pedestrian bridge to enable improved site access over stream.			
Comments:	The Council will submit its comments in due course.			
Decision:	Refuse Permission			

3)	PL/22/1759/SA	37 Hivings Hill	Chesham	ASHERIDGE VALE
Description:	Certificate of Lawfulness for proposed loft conversion with a rear dormer and 2 roof lights to front sloping roof.			
Comments:	The Council has No Comments on this application			
Decision:	Cert of law proposed dev or use issued			

4)	PL/22/1906/FA	Lee Farm House, 147 Botley Road	Chesham	TOWNSEND
Description:	Replacement windows			
Comments:	The Committee has no comments to make on this application			
Decision:	Conditional Permission			

5)	PL/22/1907/HB	Lee Farm House, 147 Botley Road	Chesham	TOWNSEND
Description:	Listed building consent for replacement windows.			
Comments:	The Committee has no comments to make on this application			
Decision:	Conditional Consent			

6)	PL/22/1561/FA	40 Bellingdon Road	Chesham	ASHERIDGE VALE
Description:	Erection of Garage			
Comments:	The Committee recommends REFUSAL of this application on the grounds of the loss of amenity, privacy to neighbouring properties and overbearing nature of the development.			
Decision:	Conditional Permission			

CHESHAM TOWN COUNCIL PLANNING DECISIONS 12TH SEPTEMBER 2022

7) **PL/22/2072/FA** **31 Lye Green Road Chesham** **HILLTOP**

Description: Single storey rear extension and part garage conversion.
Comments: The Committee has no comments to make on this application
Decision: Conditional Permission

8) **PL/22/2121/FA** **228 Great Hivings Chesham** **RIDGEWAY**

Description: Certificate of lawful development for dropped kerb and hardstanding.
Comments: The Committee raises NO OBJECTIONS to this application, subject to a sustainable drainage system condition being applied
Decision: Cert of law proposed dev or use issued

9) **PL/22/2088/SA** **193 Bois Moor Road Chesham** **WATERSIDE**

Description: Loft conversion with 2 front dormer windows and 1 rear box dormer with 2 windows.
Comments: The Committee notes that this application has been determined.
Decision: Part approve/refuse proposed Cert of law

10) **PL/22/2145/FA** **Troutbeck, Latimer Road Chesham** **WATERSIDE**

Description: Installation of solar panels on the side of the pitched roof.
Comments: The Committee raises NO OBJECTIONS to this application
Decision:

11) **PL/22/2414/RM** **Land adjacent to Chess Business Park, Moor Road Chesham** **WATERSIDE**

Description: 5G Telecommunications installation : 20m street pole and 3 additional ancillary equipment cabinets.
Comments: The Committee raises NO OBJECTIONS to this application
Decision: Prior approval given

12) **PL/22/1809/FA** **26 Botley Road Chesham** **TOWNSEND**

Description: Part two, part single storey rear extension addition of a window and rooflight to side elevation.
Comments: The Committee raises its concern in respect of the development overlooking the neighbours dwelling and loss of light. They requested that the additional window be made of opaque glass
Decision: Conditional Permission

AGENDA ITEM NO: 6 - Street naming- new Access Road

Reporting Officer:

Name: Emma Powley

Title: Interim Town Clerk

Contact No:01494 774842

Email: emma.powley@chesham.gov.uk

Purpose of Report

1. To make recommendations for naming the new access road

Background Information

2. A development of 4 new houses is being built off Chartridge Lane and the Committee have been asked by Buckinghamshire Council in conjunction with the developer, Nationcrest PLC, to liaise with the Town Council and Community Board on name suggestions for this new access road.

Findings

3. It is noted that Buckinghamshire Council welcome road name suggestions with a historic or local link. Their Street Naming and Numbering Policy is appended to the report for consideration.
4. Financial: There are no associated costs relating to this report
5. Strategic: accords with the Council's strategic objectives (4) To consult with, understand and represent the views and wishes of the citizens of Chesham.
6. Environmental: There are no associated environmental considerations needed for this report
7. Equality Act: none pertaining to this report.

Recommendation:

13. **The following recommendations are made:**
 - i) **That the Committee consider the report and appendix and suggest names for the new access road.**



Buckinghamshire Council

Street Naming and Numbering Policy

Street Naming and Numbering Policy	
Owner	Street Naming and Numbering Manager
Date	March 2020
Version	V1.2
Review date	January 2021

Contents

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- 2.0 Naming Streets and Numbering Properties
- 3.0 Criteria for Naming Streets
- 4.0 Street Naming Guidelines
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- 6.0 Property Numbering Guidelines
- 7.0 Changing a House Name or Adding a Name to a Numbered Property
- 8.0 Naming Flats/Apartments and Offices
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- 10.0 Applying for Street Naming and Numbering
- 11.0 Charging for Street Naming and Numbering Services
- 12.0 Disclaimer
- 13.0 Disputes



1.0 Statement

1.1 Buckinghamshire Council has the legal responsibility to ensure that streets are named, and properties are numbered. The Authority has the power to approve or reject property addresses submitted by developers or the general public or prescribe its own addressing schemes.

1.2 Buckinghamshire Council uses Sections 17,18 & 19 of the Public Health Act 1925 for the purposes of naming streets and for the purpose of numbering properties.

1.3 Anyone seeking an address change, or the creation of an address for a new property, must apply to Buckinghamshire Council using our application forms following the procedures outlined in this guide.

1.4 Proposals for street names from developers and the public are welcome for consideration. However, it is recommended that more than one suggestion is put forward in case the primary suggestion fails to comply with the guidelines set out in this policy. It is advantageous for all suggestions for street names to reflect the local area or have a connection with the local authority area and must avoid duplication. If suggestions conform to this guide on Street Naming and Numbering and (for street names) have not meet with an objection from the relevant Parish or Town Council and the relevant ward councillors, the new address will be formally allocated, and all relevant bodies will be notified.

1.5 For the avoidance of doubt, it should be noted that Buckinghamshire Council has the legal responsibility to ensure that streets are named, and properties numbered. The Authority therefore has the power to approve or reject property and street addresses that are submitted by developers. This power extends to commercial property as well as domestic. Legislation to support this statutory power is outlined below.

1.6 In addition to complying with appropriate legislation, this guide is compliant, at the time of implementation, with the latest version of the document "Data Entry Conventions and Best Practice for the National Land and Property Gazetteer", available from the National Land and Property Gazetteer website at www.nlpg.org.uk

2.0 Naming Streets and Numbering Properties

2.1 Property developers and local residents may suggest unique names for new streets.

2.2 Prior to this suggestion being submitted to the Street Naming and Numbering Officer, developers and/or local residents should consult with Ward and Parish/Town Councillors and the local Community Board.

2.3 Once consultation has taken place with Ward, Parish/Town Councillors and the Community Board, this should be submitted to the Street Naming and Numbering Officer for consideration against our criteria.

2.4 If the Ward, Parish/Town Councillors or Community Board objects to the suggested names by the developer or local resident, they may submit their own alternatives.

2.5 If agreement cannot be reached between all parties the Street Naming and Numbering Officer (acting for Buckinghamshire Council) will be the final arbiter in selecting the most appropriate street name.

2.6 Submission of a suggested street name that has been agreed by all parties is not a guarantee that the name will be acceptable and proposed names should not be used in any way until the official street name is confirmed in writing by the Street Naming and Numbering Officer

2.7 Where a street is created as all or part of a new development, all costs for the erection of new street name plates will be paid for by the property developer. There is a specification for the plates and their locations and the Authority should be contacted for advice. Maintenance of street name plates becomes the responsibility of Buckinghamshire Council only once the developer has left the site and the street has been adopted.

2.8 No street name plate is allowed to be erected until the street name has been confirmed in writing by Buckinghamshire Council.

3.0 Criteria for Naming Streets

3.1 The Street Naming and Numbering Officer will use the following guidelines when agreeing a new street name. Property developers and Councillors should follow these guidelines for any names they wish to suggest.

3.2 Buckinghamshire Council promote names with a local or historic significance to the area, including the use of names from war memorials. However, it is not sufficient cause to object to a name if it fails to meet these criteria.

3.3 Names with a common theme are encouraged on large developments, preferably with a local or historic connection. Two developments with the same theme within the county shall be avoided.

3.4 Any street name that promotes a company, service or product will not be allowed. Names based on a developer's trading name are seen as advertising and are not acceptable. An exception to this may be made for a company that no longer exists, if used solely in a historical context and the claim of advertising cannot be made. Copyrighted names are also prohibited.

3.5 Any street name based on a living person will not be allowed including streets named after or in connection to the Royal family.

3.6 Names suggested by the developer may be used as long as they comply with the general street naming procedures and there are no objections from Buckinghamshire Council and appropriate Ward or Parish Councillors. In the event of unresolved disagreement, a final decision will be taken by the Head of Service who has delegated powers to approve street names. An appeal can be made to the Magistrates court once the Section 18 notice is erected on site.

3.7 The changing of a street name or sequence of property numbering shall be avoided, unless there is specific and sufficient reason to do so. This may come in the form of a new development in the street, or a request from the emergency services. The council will pursue alternative solutions and only change the name or numbering as a last resort. In the event that the street name or numbering needs to be changed the following steps shall be taken:

- (i) Consultation takes place with all affected rate-payers and the appropriate Ward and Parish Councillors. Two-thirds of the Council Tax or Non- Domestic Rates payers must be in favour of the proposed change to proceed.
- (ii) A report, with evidence of the rate-payers' approval, shall be made to the Corporate Director with responsibility for Street Naming and Numbering, seeking their endorsement to instigate the change.

3.8 We welcome suitable unique street name suggestions from the local community, Councillors, Parish Councils, Town Councils and Community Boards for new streets within their jurisdiction.

3.9 The Street Naming and Numbering Officer will engage with those listed in order to develop a suitable list of street name suggestions that may be called upon ahead of a large development.

4.0 Street Naming Guidelines

4.1 New street names shall not duplicate any name already in use in the same post code sector / locality where delivery problems could occur for Royal Mail and in areas beyond our borders that fall within the same postcode sector.

4.2 Distinctions by suffix within the same or adjoining area must be avoided,

e.g. Aylesbury Drive and Aylesbury Road.

4.3 Street names with phonetically similar names are also to be avoided, e.g. Beech Avenue and Beach Avenue.

4.4 Street names that may be considered or construed as obscene or racist which would contravene any aspect of the council's equal opportunities policies will not be acceptable.

4.5 Street names that may be open to re-interpretation by graffiti or shortening of the name shall be avoided.

4.6 New street names shall not be assigned to new developments when such developments can be satisfactorily included in the current numbering scheme of the street providing access.

4.7 New street names shall not end in "s" where it can be construed as either a possessive or plural, neither shall they commence with the word "The".

4.8 All punctuation, including apostrophes, shall be avoided.

4.9 Street names are unacceptable if they are likely to cause spelling difficulties, as these may lead to confusion in an emergency situation or result in demands for a change of address from occupiers.

4.10 New street names shall not include a number in the name as this may lead to confusion in an emergency situation or result in demands for a change of address from occupiers. For example, 1 Three Bells Close could sound like 13 Bells Close and would therefore not be permitted.

5.0 Street Suffixes

5.1 All new street names will end with a terminal word such as:

- (i) Road
- (ii) Street
- (iii) Avenue
- (iv) Drive
- (v) Lane
- (vi) Place
- (vii) Gardens

- (viii) Way
- (ix) Grove
- (x) Green
- (xi) View
- (xii) End
- (xiii) Field
- (xiv) Meadow
- (xv) Corner
- (xvi) Approach

5.2 The following names will be used only as indicated:

Crescent	For a crescent shaped road only. Often leaves and rejoins the same road
Close	For a cul-de-sac only
Square	For a square only
Hill or Rise	For a hill only
Terrace	For a terrace of houses but not a subsidiary name within another road
Mews	Officially a term for converted stables in a courtyard or lane but would be considered acceptable for most small terraced developments

5.3 All new pedestrian ways will have the suffix walk or path.



6.0 Property Numbering Guidelines

6.1 All new property development shall be numbered rather than named. We will number new and replacement properties when redevelopment takes place. However, new properties in an existing unnumbered street will require a property name.

6.2 New streets shall be numbered with odd numbers on the left hand side and even numbers on the right, commencing from the primary entrance to the street. Where the street is a thoroughfare between two other streets, the numbering shall commence at the end of the street nearest the centre of the town or village.

6.3 Consecutive numbering may be used in a cul-de-sac or in a situation where there is no scope for future development in the street.

6.4 The number of a property will be allocated to the street onto which the front door faces. If the front door provides no direct access from that street, an exception may be made.

6.5 Numbers should remain in sequence and wherever possible there shall be no exclusion of any number due to superstition or personal preference. However the Street Naming and Numbering Officer reserves the right to exclude a number from the sequence (for example, four or thirteen) at their discretion.

6.6 Flats and units shall be given individual numbers where possible; the sequence of the numbering depends on access to front doors of individual premises.

6.7 When a numbered property is converted to flats, the flats should be numbered, e.g. Flat 1, 20 High Street. A numbering scheme such as Flat A/Flat B or First Floor Flat shall be avoided. The same shall apply for units, apartments and other forms of property subdivision.

6.8 When new properties are built on an existing street and there are no available numbers to use whilst retaining the current sequence, a letter shall be used as a suffix, e.g. 15A.

6.9 New street names shall not be assigned for the sole purpose of avoiding numbers with a suffix.

6.10 A business name shall not take the place of a number or a building name.

6.11 Private garages and buildings used for housing vehicles and similar purposes will not be numbered.

6.12 A piece of land, e.g. a farmer's field, cannot be given an official address, only property on that piece of land can have a conventional address for the purposes of delivering mail and services.

6.13 In the event of unresolved disagreement, a final decision will be taken by the Senior Service Head who has delegated powers to approve numbering schemes, and there will be no right of appeal.

7.0 Changing a House Name or Adding a Name to a Numbered Property

7.1 The Authority will check the existing gazetteer and review every request to add or change an existing property name. Names will be considered acceptable unless they are duplicated within the local area or are likely to cause offence. Where a property has a number, it is the responsibility of the property owner to check the street the property is on to ensure the name is not already in use.

7.2 A property with a number must always use and display that number. Where a property has a name and an official number the number must always be included in the address and displayed on the property. The name cannot be regarded as an alternative. Any request to remove a number from an official address will be refused.

7.3 Once Royal Mail has processed an address change their on-line postcode service will normally reflect the change within 48 hours. However, any amendments can take several months to filter through to end users of Postcode Address File data. This will happen as external companies update their own databases with the latest Address Management Products. Therefore, any change to a property's name could potential cause problems where companies need to use or validate an address and are working with old data.

8.0 Naming Flats/Apartments and Offices

8.1 If the developer wishes to name a block of flats or buildings then they must supply a suitable name, which will be put through the same review process as a house name request.

8.2 All named blocks should end with one of the following:

Court or Mansions	For flats and other residential buildings
House	Residential blocks or offices
Point	High residential blocks only
Tower	High residential or office blocks
Lodge or Apartments	Residential buildings

8.3 Street suffixes detailed in this guide will not be allowed as a suffix for a building name.

8.4 Numbers will not be allowed as part of a building name to avoid confusion with property numbers.

9.0 Responsibility for Property Addressing

9.1 All elements of an address, with the exception of postcode and post town, are defined by Buckinghamshire Council. The numbers and names assigned to property and the official names assigned to streets are the intellectual property of the Authority.

9.2 Allocation of postcodes is managed by the Royal Mail and must be confirmed by them. Buckinghamshire Council will undertake this process on the applicant's behalf and inform the applicant and other interested parties.

9.3 The Authority reserves the right to complete a Street Naming and Numbering application without the provision of postcode or post town information. The maintenance of postcode information, and any future change to individual postcodes or postcode sectors, is the responsibility of the Royal Mail. Buckinghamshire Council accepts no responsibility or liability for omission of postcode or post town information, nor for any failure of services arising from this omission.

10.0 Applying for Street Naming & Numbering

10.1 When making an application for a plot or development to be numbered, the following information must be provided by completing our application form:

- (i) Contact name and details
- (ii) Location and type of development
- (iii) Official marketing name of the development
- (iv) Planning permission approval number
- (v) Suggested new street names when relevant
- (vi) Plans clearly showing plot numbers, location in relation to existing land and property, and the placement of front doors or primary access on each plot.
- (vii) Internal layout plans, if appropriate, for development that is sub- divided at unit or floor level.
- (viii) Details of postal delivery points for flats or apartments

10.2 Additional information may be asked for when necessary to process a request.

10.3 New properties in an existing unnumbered street will require a property name.

11.0 Charging for the Street Naming & Numbering Service

11.1 Buckinghamshire Council charge for the service of street naming and numbering

11.2 Charges are outlined as follows:

Street Naming/Numbering	
House name change	£94.00
Alias house name addition/change	£94.00
Street Naming for New Properties	
1 property	£188.00
2 – 5 properties	£300.00
6 – 25 properties	£350.00
26 – 75 properties	£600.00
76+ properties	£840.00
Plus charge per street	£425.00
Renaming or renumbering of a street where requested by residents	
1 – 5 properties	£1040.00
6 – 25 properties	£1331.00
26 – 75 properties	£1662.00
76+ properties	£2290.00

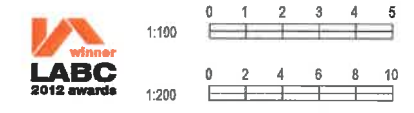
12.0 Disclaimer

12.1 All addresses created by street naming and numbering will be subject to the following disclaimer:

The allocation of this postal address (or addresses) does not serve as confirmation that any building or structure or the use of any such building or structure at the said address is authorised under Planning, Building Regulations or any other Legislation.

13.0 Disputes

13.1 Any disputes between a property owner and the Street Naming & Numbering Officer will initially be referred to the Authority Address Custodian. In the event of an unresolved disagreement, a final decision will be taken by the Head of Service who has delegated powers to approve street names and numbering schemes.



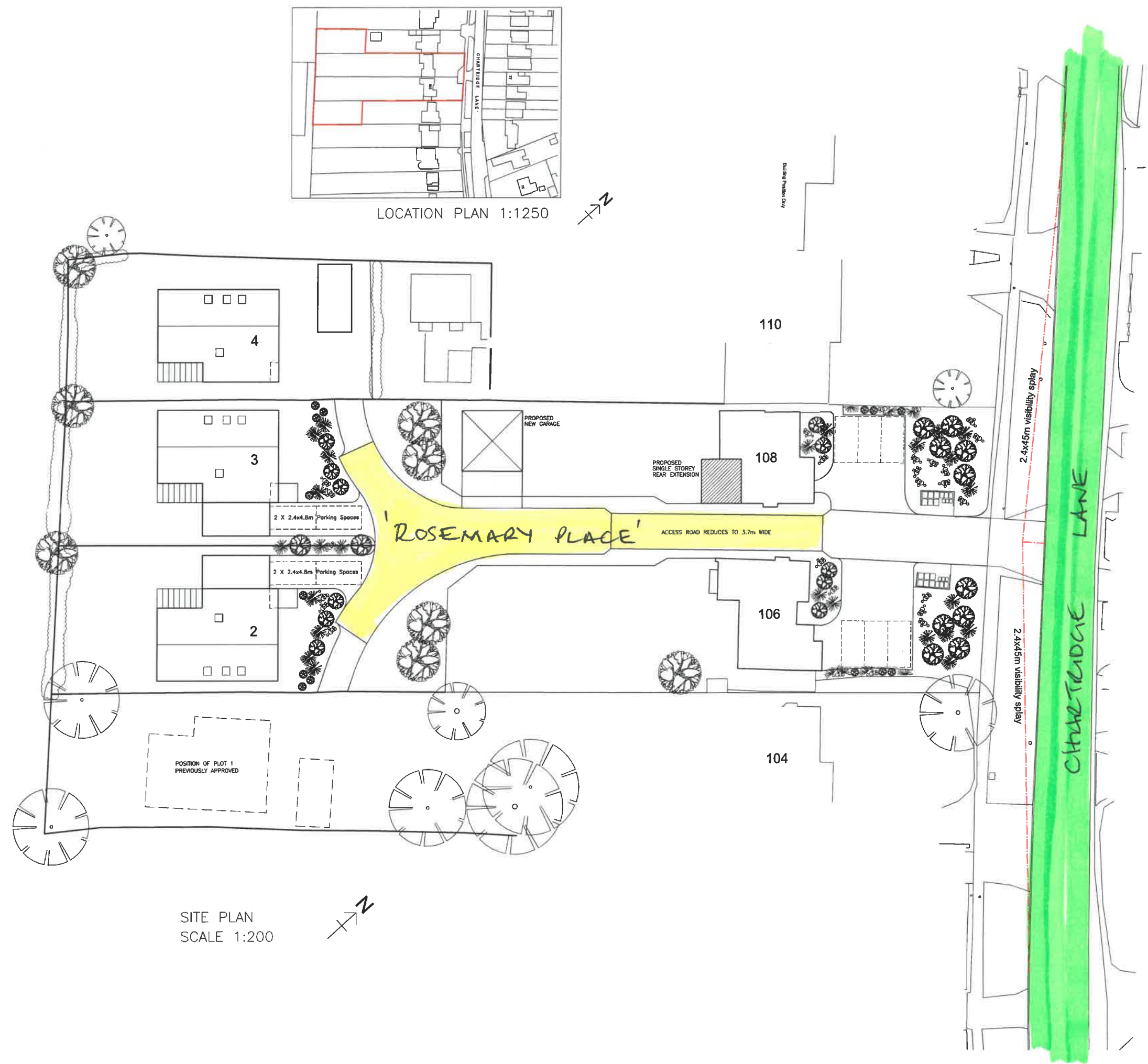
SCALE DRAWINGS FOR PLANNING PURPOSES ONLY

ALL DIMENSIONS TO BE CHECKED ON SITE PRIOR TO COMMENCEMENT AND ANY DISCREPANCY REPORTED TO RCCA

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LOCATION PLAN 1:1250



SITE PLAN SCALE 1:200

NOTE

REVISIONS

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 CHARTERED ARCHITECTS

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CONTRACT
**LAND R/O 104-110 CHARTRIDGE LANE
 CHESHAM
 BUCKS**

CLIENT
NATIONCREST PLC

DRAWING
SITE PLAN



DRAWN
 DATE
DEC 21

SCALE
1:200

JOB / DRWG No
1918-SP1



CHESHAM TOWN COUNCIL

INFORMATION SHEET FOR COUNCILLORS TO THE PLANNING COMMITTEE MEETING OF THE 12TH SEPTEMBER

26. Prior Notification – PL/22/2309/PNE 18 Upland Avenue.

Notification under The Town and 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 3.25 metres, maximum height 3.44 metres, eaves height 2.6 metres).