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Minutes of the Services Committee meeting held at the Village Hall, Colnbrook on Tuesday 20th June 2017, commencing at 19:30.

Members Present: - Cllr Puja Bedi – Chair and Cllr's Angell, Bryant, Elum-Smith, Grewal, Kinane, Richardson, Smith

Officer Present: - No

Members of Public: - 0

1. Received and Approved Apologise for Absence

Apologies received and approved for Cllr's Brooks, Hood, Jackson and Laxman

2. Minutes

The minutes of the Services Committee meeting held on Tuesday 16th May 2017 were confirmed as a true record, these were not signed due to office copy not available, but to be signed at the next Parish Council meeting.

3. Declaration of Interests

None declared

4. Planning Matters

No new Planning Matters to discuss

Planning number **P/16862/000** 193 Vicarage Way was discussed as the Parish Council sent in **TWO** rejections notices to SBC but they still approved the planning application.

A copy of the emails received by SBC below;

12th June 2017

Dear Cllrs Bryant and Bedi,

Thank you for your e-mail.

I understand that residents might be unhappy, but the application has been approved on 22 May. It has become a common trend for households to have more en-suites recent times. I do not think it is for the Local Planning Authority to say how many bathrooms a property can have and therefore we do not have a policy to regulate this. We have a policy that prevents the conversion of family houses into flats, but that has not been indicated on the submitted drawings. We can only judge an application on face value and not on what might happen in future. There is no requirement to apply for planning permission to convert a house into a HMO, as long as there is no more than 6 occupants. If the property is used in future as an HMO, with more than 6 occupants, then permission would be required and we will take appropriate action.

I am sorry that this is not what you might have wanted to hear. I do not see the relationship between a proposed single storey extension for one household and a doctor's surgery, which will benefit the whole community.

Kind regards,

Wesley Mc Carthy, Planning Manager

15th June 2017

Dear Councillor Scott Bryant and Councillor Puja Bedi,

Thank you for your email dated 9 June about the planning application at 193 Vicarage Way.

Firstly I would like to assure you the concerns raised by the parish council and the residence of Vicarage Way were taken in to consideration when making the decision. As you will be aware, the council must determine planning applications in line with national and local planning policies and it does mean that sometimes applications will be approved even if objections have been received. There are also obviously a number of issues which must be assessed.

In this case my understanding is that your objections to the scheme were:-

- **Number of additional bedrooms which may lead to the property becoming multiple occupation**
- **Over development of the site**
- **Potential anti social activity due to comings and goings from the property**
- **Concerns about car parking**

It appears to me that the objections all relate to the potential use of the property for multiple occupation and/or independent bedsits rather than the actual size and design of the extension.

If the property was used for completely independent self contained flats, then planning permission would be needed for such a use. The situation concerning HMO's is however more complicated. The Use Classes Order defines dwellinghouses and HMO'S as follows:-

- **C3 Dwellinghouses** - this class is formed of 3 parts:
 - C3(a) covers use by a single person or a family (a couple whether married or not, a person related to one another with members of the family of one of the couple to be treated as members of the family of the other), an employer and certain domestic employees (such as an au pair, nanny, nurse, governess, servant, chauffeur, gardener, secretary and personal assistant), a carer and the person receiving the care and a foster parent and foster child.
 - C3(b): up to six people living together as a single household and receiving care e.g. supported housing schemes such as those for people with learning disabilities or mental health problems.
 - C3(c) allows for groups of people (up to six) living together as a single household. This allows for those groupings that do not fall within the C4 HMO definition, but which fell within the previous C3 use class, to be provided for i.e. a small religious community may fall into this section as could a homeowner who is living with a lodger.
- **C4 Houses in multiple occupation** - small shared houses occupied by between three and six unrelated individuals, as their only or main residence, who share basic amenities such as a kitchen or bathroom.

The Use Classes Order allows certain changes of use that do not need planning permission; one of the permitted changes is from Class C3 to Class C4. Therefore, the existing house could change to an HMO without the need for planning permission, regardless of whether an extension to the property was allowed or not.

I do understand your concern at the property extending because you suspect it may become an HMO and with that comes the potential for problems of anti social behaviour and parking problems. However, if an application is submitted which states it is for a householder extension for one family, the Local Planning Authority must consider it on this basis; it cannot refuse an application because it suspects how the property will be used in the future and in any case, change of use to an HMO is permitted development.

The officer did request amended plans to reduce the width of the extension from 3.6m to 3.2m to comply with the councils policies and also asked for the plans to be amended to exclude the ensuite bathrooms in each of the 3 downstairs bedrooms. The planning application was approved on 22 May 2007 and included a condition which states as follows:-

“The extension hereby permitted or any part of dwelling house and shall not be subdivided or used in multiple occupation”. This removes the permitted development rights to change to an HMO if the extension is constructed. It means that if they build the extension and want to use it as an HMO then they will need to apply for planning permission and neighbours will be consulted and will be able to make comments on the proposal.

I would stress that this does not mean they would need planning permission to change the existing house to an HMO if they don't build the extension.

I hope this clarifies the issues for you and that you can see that the planning department has listened to the concerns of residents about this particular planning application

Regards
Jenny Seaman, Team Leader

5. Environmental Working Group Update

Update from Cllr Ellum-Smith regarding the War Memorial;

Continuing with the door to door survey, an online survey will be made available on the Parish Council website.

An update of the current survey questions and responses to be given in chart format so that these can be displayed to Councillors and Residents. *Cllr E.Elum-Smith*

Cllr Ellum-Smith also put forward comments from residents of Sovereign Heights who suggested that a notice board be installed in this area. Cllr's Bryant and Bedi to look at this. It was noted that the current notice boards need some attention and Adam Landscapes be asked to provide a quotation for this.

Update from Cllr Puja Bedi regarding the Environmental Working Group

Update on the Christmas Trees and Decorations for December 2017, she had received details and costings for purchase or rental from a company with various styles of street lighting and tree decorations. She asked for suggestions on the size of the trees and style of lighting and the EWG are to finalise the lighting by the end of July to ensure that the order is in within time.

6. Councillor Drop in Session reminder

A reminder that the next Councillor Drop in Session will be on Saturday June 24th 2017 10.30 – 12.00, with Cllr's Raymond Jackson & Paul Brooks. The Village Hall will be available from 10am for Councillors to setup and the doors to open from 10.30am for residents to attend. Cllr. Angell reminded Cllr Bryant that the current A-boards need updating, Cllr Bryant will look into this and find idea replacement ones.

7. Questions to Chairman arising from the Council Meeting on Tuesday 6th June 2017

Cllr. Kinane brought to the attention of the committee that he had received a complaint from a resident on the Vicarage Way estate that when there are events on the weekend's that parking and noise is becoming an issue. Cllr Bryant said that this is a Village Hall Trust issue and will bring this to their attention.

Meeting closed at 20:08