

**BERKHAMSTED TOWN COUNCIL**

Minutes of the Meeting of the

**TOWN PLANNING COMMITTEE**

held in the Council Chamber, Civic Centre, Berkhamsted on

**Monday 20 January 2020 at 7.30 pm**

**MEMBERS PRESENT:**

Councillors: G Stevens – Chair  
C Corry – Vice Chair  
P de Hoest  
P Fisher  
J Jones

**ALSO PRESENT:**

Mrs J Harley, Deputy Town Clerk

5 members of the public

**TP 01/20 To receive Apologies for Absence**

Apologies were received from Cllr A Armytage and Cllr P White.

**TP 02/20 To receive Declarations of Interest regarding items on the agenda.**

Cllr P de Hoest declared a personal interest in item TP 4/20, 6, as he is involved with the local Save Lagley Meadow Campaign.

Cllr P Fisher declared a personal interest in application 19/03067/FHA as the architect was known to him.

Cllr G Stevens declared personal interests in the following applications:  
20/00005/FUL as the architect was known to him;  
20/00027/RET as he had visited an objector; and  
20/00039/FUL as the agent and the operator of the business was known to him.

All of the Committee declared a personal interest in application 19/03206/TCA as the application had been made by the Town Council.

**TP 03/20 Minutes of the Previous Meeting held on 23 December 2019.**

The minutes of the meeting held on 23 December 2019 were approved as a correct record and were duly signed as such by the Chair.

1. Road Traffic Orders

i) **NOTICE UNDER SECTION 14.2 OF THE ROAD TRAFFIC REGULATION ACT 1984.TEMPORARY CLOSING OF WHITEHILL, BERKHAMSTED**

NOTICE is given that owing to the likelihood of danger to the public whilst electrical works are being undertaken, all traffic is temporarily prohibited from using that length of Whitehill, Berkhamsted from its junction with Whitehill Court south eastwards and north eastwards to its junction with Gravel Path, a distance of approximately 365 metres.

The work is expected to take 14 days to complete between the hours of 9.00am and 5.00pm when started on the 18 December 2019. An alternative signed route will be provided for traffic whilst the road closure is in place.

The prohibition imposed by this notice can remain in force for up to 21 days.

ii) **THE HERTFORDSHIRE (TEMPORARY CLOSING OF GRAVEL PATH, BERKHAMSTED AND THE FOOTPATH SITUATED BENEATH GRAVEL PATH, BERKHAMSTED) ORDER 2020**

NOTICE is given that Hertfordshire County Council intends to make an Order under Section 14(1) of the Road Traffic Regulation Act 1984, the effect of which will be: -

1. To prohibit all vehicular traffic from using that length of Gravel Path, Berkhamsted from its junction with Chapel Street north eastwards to its junction with George Street, a distance of approximately 93 metres ("The Road").

An alternative route will be via Chapel Street, Castle Street, Station Road and Gravel Path.

2. To prohibit all pedestrians from using the footpath situated beneath Gravel Path, Berkhamsted from a point 14 metres north west of a point in line with the north western boundary of No.8 George Street north westwards and north eastwards for a distance of approximately 36 metres ("the Footpath").

An alternative route will be via the footpath situated to the rear of Nos.8-34 George Street, the footpath situated on the east side of 'The Rising Sun' public house, the footway situated on the west side of George Street and the footway situated on the south and north sides of Gravel Path.

The Order is needed because bridge maintenance works are proposed to be executed on or near the Road and Footpath.

If the Order is made, it shall come into force on 7 February 2020 for a period of up to 6 months. However, the restrictions specified shall only take effect at the times indicated by signs on or near the Road and Footpath.

iii) **BOROUGH OF DACORUM (LOWER KINGS ROAD AND BOURNSIDE, BERKHAMSTED) (OFF-STREET PARKING PLACES) (AMENDMENT NO. 5) ORDER 2020 - update on action previously agreed at the Town Planning meeting on the 23 December 2019.**

To **receive** an update on the consultation response to the above-mentioned order as per the agreed action at the previous Town Planning meeting on the 23 December 2019. A draft response prepared by Cllr Stevens had been circulated on the 13 January 2020 to the Parking Forum, Berkhamsted Citizens Association and Berkhamsted Citizens Townscape Group for comment, ahead of the deadline response date of the 20 January 2020.

It was **noted** that the consultation response had been sent to Dacorum Borough Council (DBC) on the 17 January 2020.

2. **Tree Preservation Orders**

None had been received.

3. **Licensing**

Premises Licence received in respect of:  
Pizza Express  
Unit 3, 300 High Street.

The application was **noted**.

4. **Berkhamsted School Invitation – proposal for new sixth form centre at Castle Campus**

To **note** an invitation received on the 28 December 2019 from Berkhamsted School, inviting Councillors to attend a preview evening of the school's proposed plans for a new sixth form centre at Castle Campus. The preview evenings took place on the 15 January 2020 and public exhibitions took place on the 13 and 18 January 2020.

The invitation was **noted**.

5. **Dacorum Borough Council's New Single Local Plan (to 2036)**

The Committee **received** and **discussed** a short paper prepared by Cllr Conlan which examined the preliminary principles of development relating to the New Single Local Plan.

It was **agreed** that it was prudent for the Town Council to have such a paper to represent its statement of intent and that it would be revised in the future in conjunction with the official Town Council's consultation of the Local Plan. Further, the paper should also be sent to James Doe, the Assistant Director for Planning at DBC for information.

**Action: Town Clerk**

6. **Berkhamsted Sports Centre**

- (i) Following discussions at Full Council on 13 January 2020 to **RESOLVE** that a Working Group be established to progress discussions with Dacorum Borough Council on this important matter;

Cllr G Stevens **proposed**, Cllr C Corry **seconded** and it was therefore **RESOLVED** that a Sports Centre Working Group be established and its core membership shall be: Cllr A Armytage, Cllr P de Hoest, Cllr G Stevens (Chair), Cllr P White and Cllr N Woolner. Non-council members with particular expertise and interest will also be drawn into the group.

- (ii) To **agree** terms of reference.

It was **agreed** that in view of the Council's Climate Emergency declaration in June 2019, the terms of reference should be amended to reflect the Council's aspiration to achieve carbon neutrality in the community by 2030, which is also in line with Dacorum's sustainability measurements.

**Action: Deputy Town Clerk**

**TP 05/20 Multi Storey Car Park Update**

The original anticipated handover date of the 18 February 2020 has been delayed pending the substation installation. The current handover date is now expected to be mid-March 2020. A meeting of the Parking Forum is due to be scheduled.

**TP 06/20 Public Participation**

It was **RESOLVED** to suspend Standing Orders during the course of the meeting to invite **public participation** on items on the agenda.

**TP 07/20** The Committee considered forms and drawings for applications relating

to the Town of Berkhamsted received from Dacorum Borough Council (DBC) and it was **RESOLVED:**

That Dacorum Borough Council be informed of the Council's comments and observations, if any, as follows. The Council trusted that due regard would be taken of any objection which might be received from neighbours in the vicinity.

19/03067/FHA	<p><b>AMENDED/ADDITIONAL INFORMATION</b>            Conversion of existing garage and car-port into habitable space. Loft conversion and associated alterations            7 St Margaret's Close (SD)</p> <p>Following advice from the Planning Department that all the proposed works would be approved under LDP, the Committee, despite reservations agreed -  <b>No Objection</b></p>
19/03001/FHA	<p>Single storey side extension            29 Connaught Gardens (HE)</p> <p><b>No Objection</b></p>
19/03165/FHA	<p>Small brick-built porch to front of house            21 Egerton Road (HE)</p> <p><b>No Objection</b></p>
19/03171/RET	<p>Retrospective planning application for replacement of post and rail fencing on the south east elevation with a 6ft close board fence and erection of a garden structure (pergola) within 1m of the highway's boundary            22 Ashlyns Road (JR)</p> <p>The Chair suspended Standing Orders to enable members of the public to speak.</p> <p>The applicant, Elise Matthews, told the Committee that retrospective planning permission had been sought as it was uncertain that planning consent was required for the works.</p> <p>She explained that the replacement and new fencing had been installed for both landscaping and security purposes and to safeguard their dog. Should it be required, green screening on the fences will be planted to soften the landscaping. From a safety perspective there is no change to visibility on the corner of the road.</p> <p>The Chair reinstated Standing Orders.</p> <p><b>No Objection</b></p>
19/03180/FHA	Loft conversion with pitched roof dormer to rear roofslope and

	<p>rooflights to front and rear roofslopes. 2 Birtchnell Close (JR)</p> <p><b>No Objection</b></p>
19/03181/FHA	<p>Porcelain Patio with Horizontal Cladding Fence in Cedar Wood 24 Cedar Road (JS)</p> <p><b>No Objection</b></p>
19/03199/TPO	<p>T2. Copper beech. Fell. Replacement planting of a new copper beech is proposed in a similar location. 1 Lincoln Court (EP)</p> <p><b>No Objection</b>, with a replacement to be planted as stated in the application.</p>
19/03206/TCA	<p>Works to Trees Butts Meadows Allotments (CL)</p> <p><b>No Objection</b></p>
19/03207/FUL	<p>Change of use from A1 (Shops) to A3 (Restaurants and Cafes) 5-7 Lower Kings Road (SR)</p> <p><b>No Objection</b>, in principle to change of use. The Committee await the full application.</p>
19/03210/FHA	<p>Construction of a first floor, part two storey, part single storey rear extension. 71 George Street (MS)</p> <p><b>No Objection</b></p>
19/03225/FHA	<p>Garage extension and remodelling 4 Brackenhill (JS)</p> <p><b>Concern</b></p> <p>The Committee were concerned that the proposed rear balcony may result in possible overlooking of the adjacent dwelling to the West.</p> <p>Appendix 3 (I)</p>
19/03239/FHA	<p>Installation of Greenhouse 1 Murray Road (SR)</p> <p><b>No Objection</b>, the Committee anticipate tree work and associated applications.</p>
19/03246/FHA	<p>Single and Two Storey Extensions to Rear and Replacement Roof Lowfield, 9 Park View Road (JS)</p>

	<p><b>Defer Decision</b></p> <p>As the dwelling is in the Conservation Area and on a hill, the proposal to raise the roof height by 1 metre may adversely impact the adjacent buildings which the current drawings do not adequately show. The Committee deferred their decision until such drawings are made available.</p>
19/03248/FHA	<p>Extension and remodelling of existing dwelling (second storey extension over existing bungalow; replacement garage; demolition of existing garage, conservatory rear wing and bay; remodelling of interior and adjustments to windows) Highlands Kings Road (BC)</p> <p>Following a review of the application, the planning history and appeals, the Committee agreed <b>No Objection</b>.</p>
19/03251/LDP	<p>Proposed loft conversion with front Velux's and Rear Box Dormer 64 Billet Lane (EP)</p> <p><b>Noted</b></p>
19/03264/FHA	<p>Single Storey Rear and Side Return Extension 17 Queens Road (HE)</p> <p><b>Objection</b></p> <p>Although the Committee had no objection in principle to the single storey rear extension, the scale of the proposed new dormer represents an over development. Additionally, the application makes no allowance for parking provision in an already congested road.</p> <p>CS12</p>
19/03267/FUL	<p>Change of Use from Office (B1A) to Acupuncture Therapist (D1) First Floor, Buckland House, Dower Mews (JS)</p> <p><b>No Objection</b></p>
20/00005/FUL	<p>Construction of new attached dwelling and alterations to existing property including construction of single storey rear extension. Widening of existing crossover to 5.4m. 12 Bourne Road (EP)</p> <p><b>Objection</b></p> <p>The Committee's decision has not changed from the last time it objected to an application for this property in July 2019. This would be a significant rear and side elevation with four new windows proposed. This property is part of a row of four identical houses and the proposed scheme that includes raising the roof will result in a property not in keeping with the street scene.</p>

	CS11, CS12
20/00013/FHA	<p>First floor front and rear extension with associated alterations 9 Murray Road (JG)</p> <p><b>Objection</b></p> <p>The Committee had no objection to the rear extension but it was agreed that the proposed front extension would change the street scene. Although the application states no change to parking, it does not include details of parking provision in view of the garage being removed if the application is approved. Murray Road will continue to experience parking issues and the Committee would like to see details of parking measures being implemented for spaces within the property curtilage</p> <p>CS11, CS12.</p>
20/00023/FHA	<p>Loft conversion with front and rear dormers 33 Tortoiseshell Way (JM)</p> <p><b>No Objection</b></p> <p>The side fenestration should be obscure to avoid loss of the neighbour's amenity.</p>
20/00027/RET	<p>Addition of through-wall condenser unit and soundproofing system Missenden House, 6A Murray Road (RF)</p> <p>The Chair suspended Standing Orders to enable members of the public to speak.</p> <p>Dr Richard Tipton, objected to the application stating that it does not comply with the corresponding planning application which was granted in July 2018. This application included a swimming pool with an underground sound-proofed plant room in which the equipment was supposed to be installed. This did not happen and instead a condenser and heat pump were installed on the back entrance of the applicant's property in August 2018, resulting in unbearable noise disturbance into Dr Tipton's property as the equipment runs almost constantly. A further application for installation of the condenser was applied for, and although this was refused by Dacorum on the grounds of noise and lack of a noise report, the equipment remains as does the associated noise disturbance to Dr Tipton. He requested that the Committee consider his comments when making their consultation decision on this RET application.</p> <p>The Chair reinstated Standing Orders.</p> <p><b>Objection</b></p>



	<p>The Committee viewed pictures showing the scale of the equipment which had been taken by Cllr G Stevens when he made a site visit.</p> <p>The new planning application includes a sound assessment report in which an adverse decibel level of 53 was measured. The report made recommendations for measures to reduce the noise impact to acceptable levels, together with specific operating hours. However, the report does not guarantee that the noise level will be eliminated with these measures in place.</p> <p>The Committee strongly objected to the equipment having been installed even though permission had been refused by Dacorum. The product information for the heat pump advertises it as not requiring planning permission and it was agreed that this would be taken up separately with the planning enforcement team at Dacorum.</p> <p>In the absence of a firm guarantee that the proposed enclosure will sufficiently reduce the noise to an acceptable level of 40 dB(A), the Committee requested that the equipment should be moved to the underground location in the original approved application and that use of the equipment should cease until the neighbour's amenity has been restored.</p> <p>Appendix 3 (vi)</p>
20/00034/FHA	<p>Single Storey Rear Extension and Internal Alterations 19 Clarence Road (EP)</p> <p><b>No Objection</b></p>
20/00039/FUL	<p>Installation of a portacabin in the car park for use as temporary office accommodation. Installation of new vertical roller shutter doors and profiled metal cladding to bay no. 1 to provide additional access into warehouse storage area Unit 1 Canalside Northbridge Road (SR)</p> <p><b>No Objection</b></p>

**TP 08/20 Planning Appeals**

Appeal received in respect of the following application:  
4/01446/19/FHA, Raise the roof height and create a new bedroom with ensuite bathroom, Arewa Shootersway Lane.

The appeal was **noted**.

**TP 09/20 Planning Appeal Decisions**

None had been received.

**TP 10/20 Planning decisions**

There was a short discussion regarding the recent decisions schedule that had been circulated with the agenda.

**TP 11/20      Close of Meeting**

The meeting closed at 8:54pm.

**Signed**.....

**Date**.....

DRAFT For Consideration at Town Planning 20-01-20

## BTC Statement on Principles of Development within Berkhamsted – Local Plan January 2020

### Preamble

1. The Berkhamsted Town Council (BTC) recognises that there are a number of sites within the town which are likely to be proposed for development as part of the current and upcoming Local Plan process.
2. Accordingly, the Council has given thought to and agreed a number of principles it would like to see adhered to and reflected in DBC policy as the specifics of the proposals are developed.
3. These principles are largely driven by the recognition that our commitment to action to address the climate emergency, must be carried through into practical measures and that we must not allow building which will further add to our town's carbon footprint or contribute to further environmental degradation.
4. They are also driven by a desire to build strong and resilient neighbourhood communities within the town and to ensure that adequate infrastructure is in place to allow for a thriving public realm and good quality of life for existing and future residents.
5. The principles outlined in this paper are necessarily high level and we recognise that they will require translation into specific standards and detail. At this time, BTC wishes to place on record its aspiration that any new development should conform to the highest current standards of environmental sustainability and should promote integrated communities.
6. The following comments relate primarily to new development as that is what is most likely to come through into the Local Plan but the principles could equally well apply to brown field development opportunities.

### Medium to large developments (estates) – *centred on community and quality of life*

Recognising that there may be proposals for some larger scale developments (which we take to be circa 100 homes and with cumulation by builder/developer) on the outskirts of town, the Council wish to see the following principles incorporated:

1. These development should operate not just as residential areas but as discrete neighbourhoods with their own services and infrastructure.
2. Provision of a Community Hub is central - the purpose of such a provision would be to provide local shared space for meetings, social and leisure activities and rentable shared work spaces. The space would allow for the development of strong social infrastructure.

The effect will be to build community, reduce vehicle based travel and provide security through neighbourhood activity throughout the day.

3. Play areas and community open areas distributed throughout the development to allow for children to play out, potentially independently and to form close local friendships. Play areas should be free of vehicle traffic and visible from the housing they serve.
4. Diversity of housing type and tenure – developments must be mixed, to promote social cohesion and form strong communities.
5. Provision for small local businesses and social enterprises to develop, to allow residents to live and work in the same locality and to improve diversity and community.
6. Use of Zoned Development to increase local mixed employment opportunities.

## Construction and Design – *zero carbon standards and resilience built in*

All housing must be built to zero carbon standards. Although we recognise that ‘zero carbon’ will incorporate more than the measures outlined below, we nevertheless wish to draw attention specifically to the following:

1. We would prefer to see maximum density housing in some areas with the specific purpose of also maximising community spaces as referred to above and below.
2. All power and heat to be sourced from renewables and provision of renewably sourced district heating/combined heat and power.
3. Rainwater harvesting and use of grey water.
4. Technologies to maximise clean water use efficiency – with objective of achieving Waterwise standard of 100 litres per day as a minimum.
5. Biodiversity offset as a fundamental condition of development.
6. The use of trees and natural habitat to carbon offset, reduce flooding and protect against high summer temperatures.
7. The use of hedges and wildlife corridors to promote native species and provide habitat.
8. Green rooves to attract insects, butterflies etc and to improve thermal efficiency and water run-off.
9. Where parking is unavoidable, provision should be made underground or in shared home-specific facility away from the dwellings. The principle is to reduce space given over to personal parking and consolidate in one area, allowing streets for freedom of children, pedestrians and cyclists and to enhance quality of life.
10. High standard, accessible bike storage.

## Amenity/Infrastructure – *reducing emissions and improving quality of life*

1. Ensure that all new development sites are linked safely and efficiently for cyclists and pedestrians with other areas both within and outside of the new development.
2. Provide more cycle and pedestrian entry/exit points and fewer vehicle traffic entry/exits – to promote more cycle/pedestrian ‘rat runs’ which are potentially quicker than using the car

3. Local public transport provision to also support the above linkages.
4. All new developments should include car sharing services with a minimum of two cars per 100 homes and with a minimum of two cars.
5. Provision of electric vehicle charging points for private vehicles and use of EV in neighbourhood car clubs.
6. Increase medical provision in neighbourhoods, potentially using the community hub.
7. Ensure adequate provision for education, siting schools within walking distance of new development (or new development within walking distance of existing schools).
8. Communal gardens and allotments provided on all new development.
9. Maximise water efficiency and recycling potential to ensure continued good supply with least stress exerted on local sources.
10. Provision of neighbourhood food composting facilities.

DRAFT