

Welcome to the Parish conference



Guest speaker

Clr Carole Paternoster

Parish Liaison update

Hazrat Hussain
Parish liaison officer

Parish Liaison update

- New responsibilities - AVDC members, bigger picture on issues around the Vale.
- Proactive approach - New ways of passing on information
 - EOT updates
 - Invalid upon receipts applications
- Past issue, consultee access issues
 - Windows address, Outlook, hotmail & live

Parish Liaison update

- Parish support page
 - Helpful information
 - Quick and easy access

Support for Parish and Councillors



Search for planning applications



About planning enforcement



Search for licensing applications



Council and democracy overview



Parish councils



Contact Parish and Members Support team



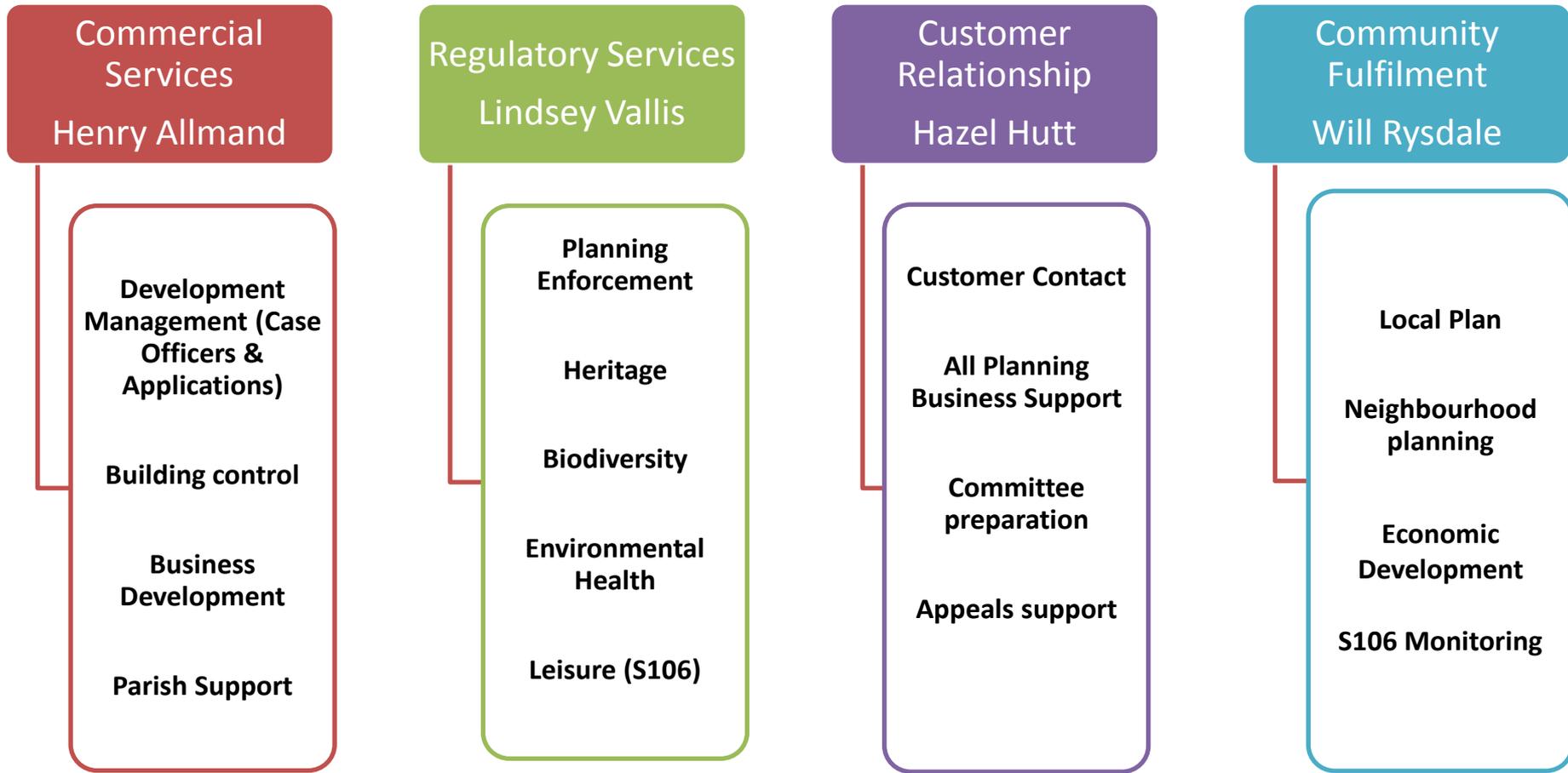
What happens to planning applications

Structural changes

Henry Allmand

Group manager, Commercial services

AVDC Structural Changes - Planning



Recruitment - challenges

- National shortage of town & country planners
- Recognised challenge within the industry
- AVDC particularly affected due to volumes and complexity of work
- **5 case officer vacancies currently / 21 in structure**
- **Contract planners making up the difference**

Recruitment - Successes

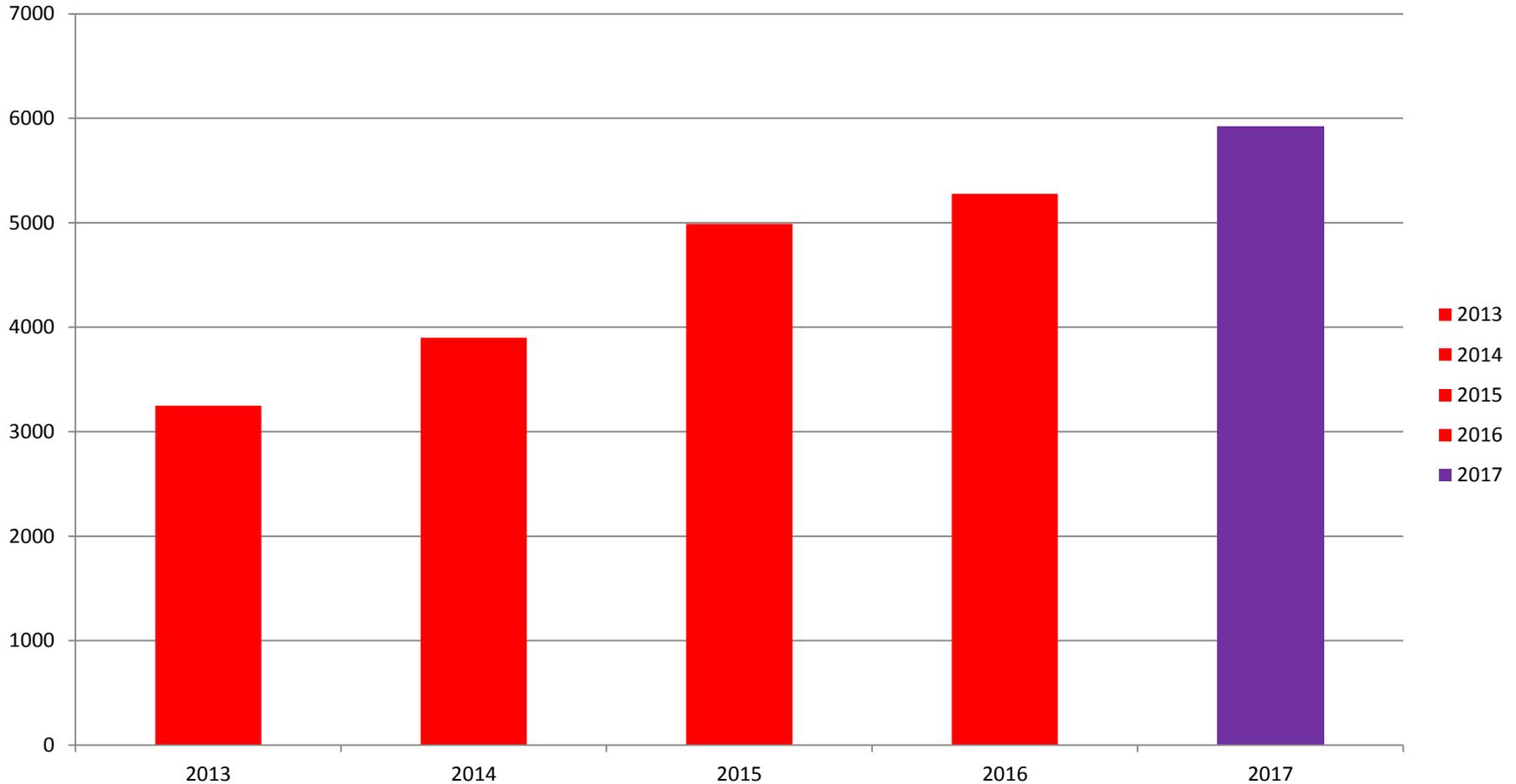
- 9 external appointments since September 2017
- 2 external managers appointed
- 4 internal moves into service
- 3 graduates recruited (2017)
- Graduate scheme continuing in 2018
- Partnership with University of Reading established
- Statutory fee increase = new posts to be introduced
- **Planning staff turnover post-restructure = 0**
- **Culture of success, team work and resilience = high performance**

Performance Monitoring

- Internal audit report – DM & Enforcement
- Official government stats & reporting
- New KPIs for Commercial Services
- Benchmarking against other LPAs

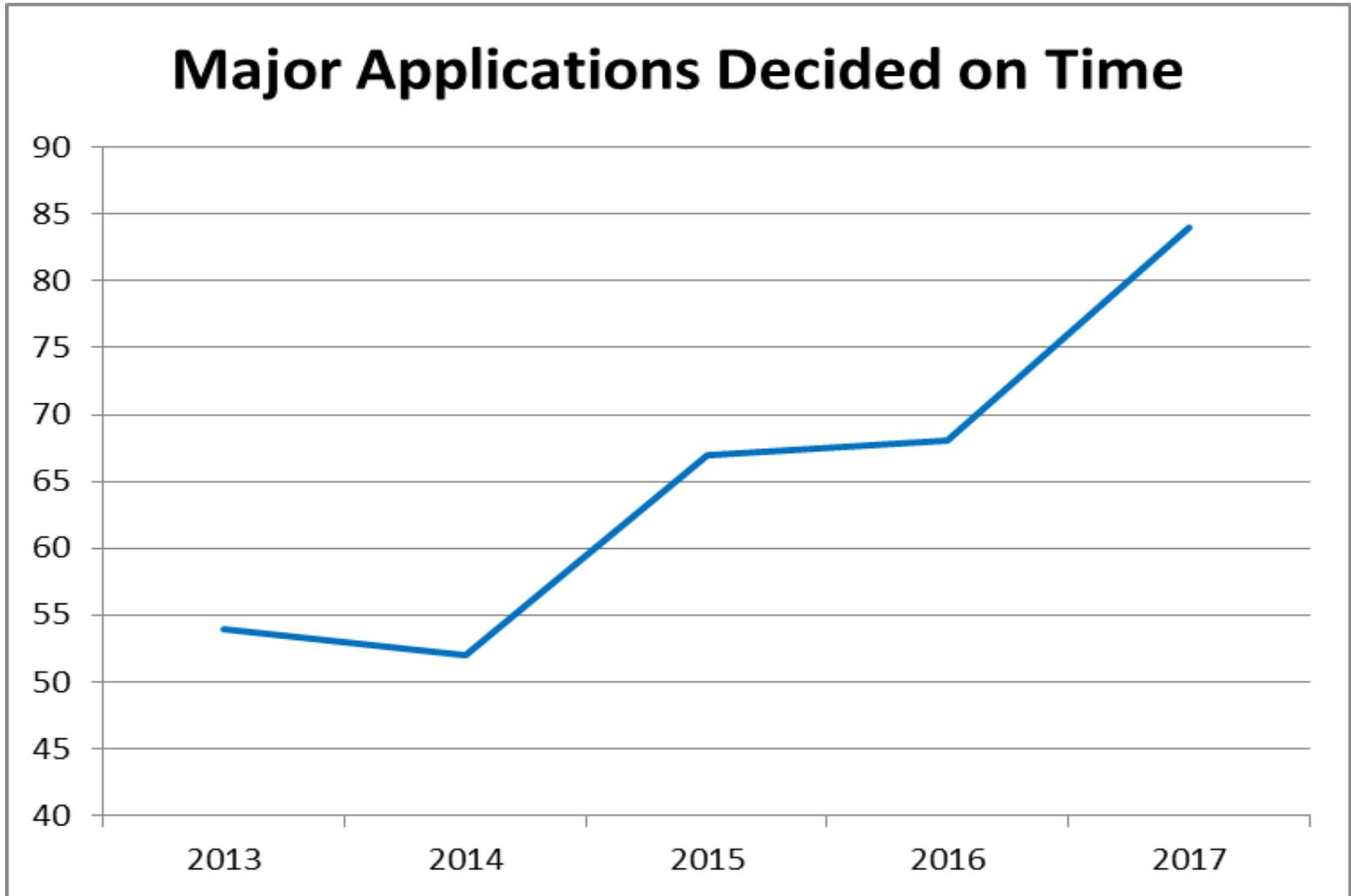
DM Workload - all work types

Workload



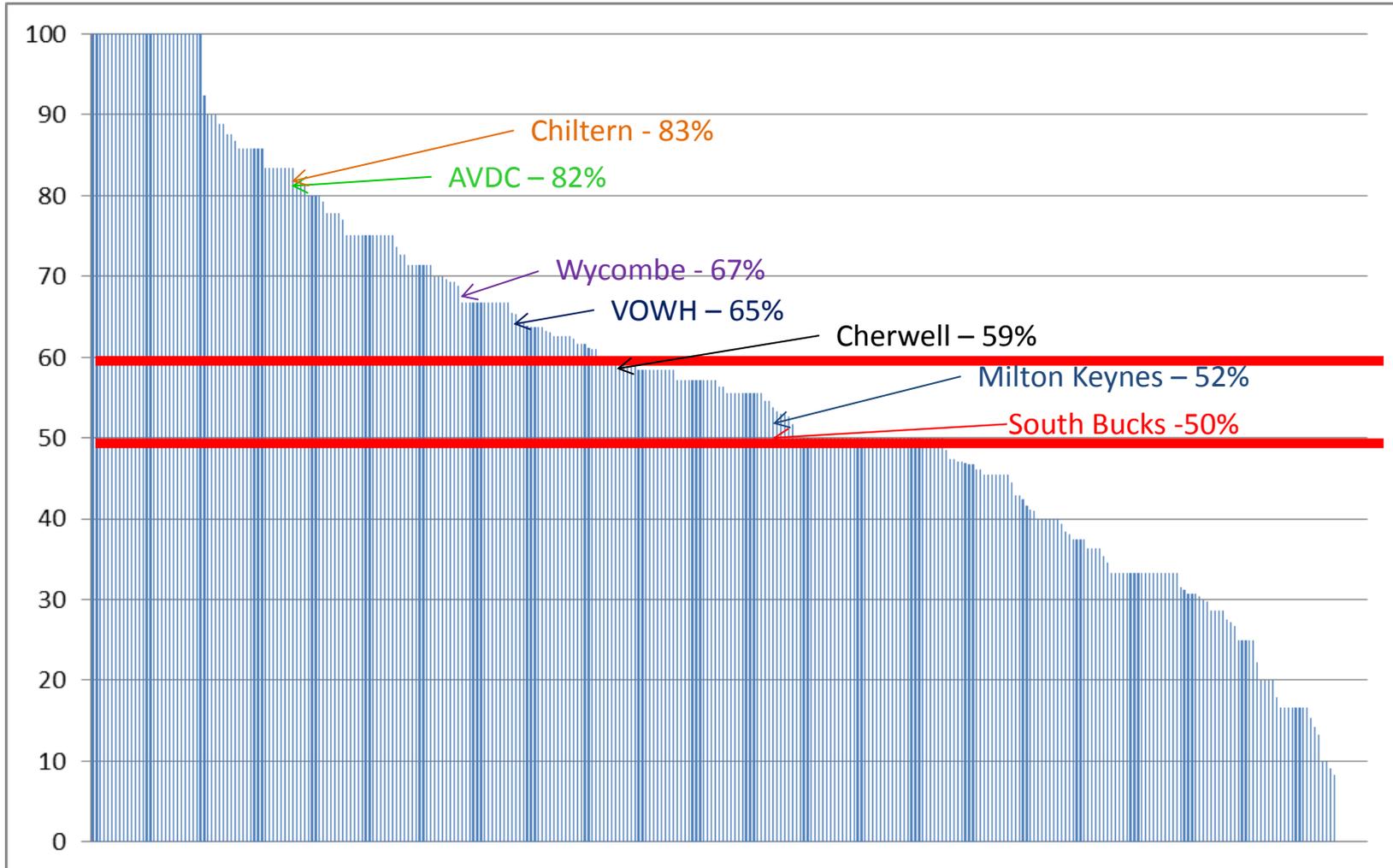


Planning Performance Major Applications 2013 to 2017





% of Major Applications Processed on time July – September 2017



Future for Development Management

- Managing growth agenda for Aylesbury Vale
- Communication & Customer Focus
- Our vision for the Commercial Services Group:
 - ***We are going to*** ...change the face of local authority commercial and built environment services locally and nationally, setting industry performance standards and receiving recognition for innovation and quality by 2019
- **We are not there yet – but moving in the right direction...**

Connected Knowledge

Megan Blackburn

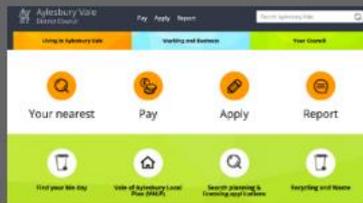
Connected Knowledge Programme
Manager

Connected Knowledge – What does it mean?



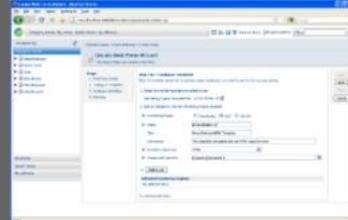
Digital customer journey

Publish content



- New Website
- Less pages
- Customer journeys
- Search
- Apps

'Posting' requests



- Emails
- Forms
- Social media

Real time - bi directional



- View actual data
- Change data
- Change circumstances
- Pay and see new balance
- One stop shop

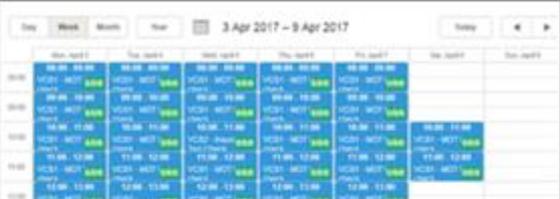
Predictive processing



- Prompt customer directly with relevant information
- Sign post relevant offers
- Know the customer

Connected Knowledge

Self managed booking slots



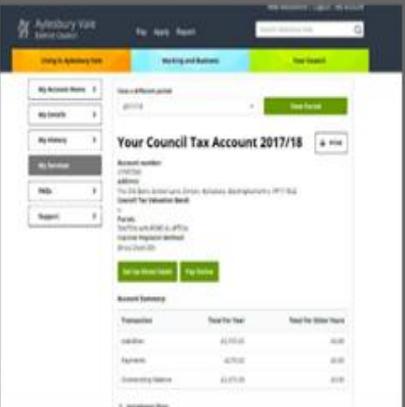
Smart Waste process



Active My Account users: 48,000

Linked Council Tax accounts: 26,000

Council Tax & Benefits



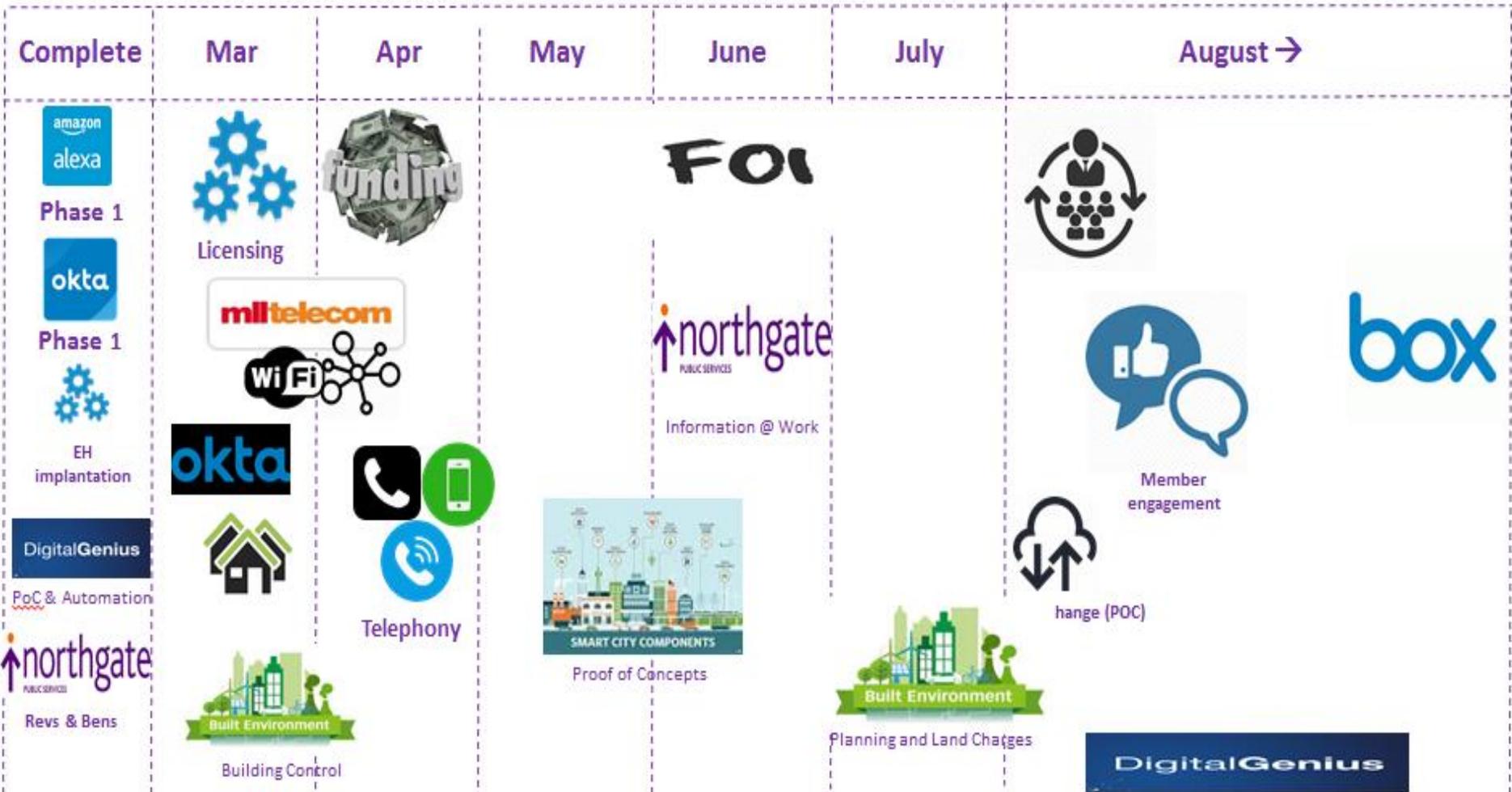
Connected Knowledge – What's next?



First council
to launch
Alexa
skills



Connected Knowledge roadmap



Casual Vacancies, Ordinary Elections & Other Matters Casual

Bill Ashton (Democratic Manager)

Craig Saunders (Democratic Specialist)

Peter Brown (Electoral Manager)

Elections 2019

- Elections on 2 May 2019
- First PC meeting must take place within 21 days
- All Councillors must:-
 - Sign Declaration of Acceptance of Office (to be retained by Parish Clerk)
 - Complete and sign Register of Interests form within 28 days – copy to be sent to AVDC's Monitoring Officer (Ifty Ali)

Elections 2019

- Failure to notify the Monitoring Officer of RoI is a criminal offence
(Maximum fine: £5,000 and disqualification from office)
- AVDC has a duty to publish Registers of Parish Councillor interests on its website

Elections 2019

- Packs & Notices will be mailed to clerks as previously
- There will be charges for;
 - Uncontested (approx £125)
 - Contested (TBA) but will be more than 2015 (only District & Parish in 2019)

Elections 2019

- For remaining vacancies after uncontested ordinary election, co-option permissible without vacancy notice
- Provided quorate, must receive a simple majority of Cllrs present at meeting

Casual Vacancies

- Vacancy Notices on display for 14 calendar days before co-option (day 1 is the day after it is posted)
- Please forward copies of notice to AVDC
- Display 'as soon as practicable' (except where declared vacant by court or council)
- Notices cannot be combined
- Template Notices available from AVDC
- Election cannot be requested 6 months before retirement of Cllrs (8th November 2018)

Checklist for Clerks

Reminder

- Keep AVDC up-to-date with changes to Clerk's details
- Resignation of Councillors (inform the Elections team)
- Seek advice from Electoral Manager on election / co-option processes

Preparatory work for May 2019

- **Community Governance Review**
 - Publishing ToR shortly
 - Then formal consultation
- **Review of Polling Districts & Places**
 - Will be in contact to generally check if existing arrangements are okay
 - Where specific issues, will seek a view before formal consultation.

Break

Please take up to 15 minutes and
then re-join us

Internal AVDC Planning consultees

Gareth Bird

Environment team Manager

- Acts of Parliament
- Case law
- National Planning Policy Framework
- Neighbourhood Plans
- Local Plan – saved policies
- Supplementary Planning Documents (SPD)
- Listed Buildings and Conservation Areas
- Landscape Character Area Studies
- Permitted Development
- Local Development Order (LDO)

Legislation & Policy

Public Comments

- ✓ Road safety and traffic
- ✓ Daylight
- ✓ Privacy or noise disturbance
- ✓ Design and appearance
- ✓ Conservation of buildings,
- ✓ Trees, open space, and safeguarding the countryside;
- ✓ Appearance of the area
- ✓ Government guidance
- ✓ Case law and previous decisions
- ✓ Relevant planning policies

- Parish and town councils
- Statutory bodies
- Buckinghamshire County Council
- Highways
- Health & Safety Executive
- National Grid
- Utility Companies
- Historic England
- Natural England
- National Rail
- Neighbouring Councils
- Canal and River Trust

External Consultees

Internal Consultees

- Building Control & Structural Engineering
- Contaminated Land
- Drainage incl SUDs
- Economic Development
- Environmental Health
- Forward Plans
- Heritage & Conservation
- Highways Engineer
- Housing
- Landscape , Trees, & Ecology
- Leisure, S106 & Community Centres
- Town Centre Management

Planning Enforcement

Philip Dales

Principal Planning Enforcement Officer
Regulatory Services

Planning Enforcement

Purpose:

- Contributes to and maintains confidence in the planning system
- Underpins regulatory system based on submission of applications
- **Discretionary**
- **Seeks to remedy harm rather than punish**
- Predominantly reactive

Planning Enforcement

Key points:

- Have to work within a statutory framework
- Level of harm caused - would planning permission be granted
- Prioritise response according to harm
- Onus on negotiating a solution where possible but....
- Enforcement options are available
- Can take time to reach a final outcome

Planning Enforcement

How do we investigate a complaint?

- Gathering of information
- Consideration of information
 - Is there a breach, if so, is it harmful ?
- Action
 - Close - no breach or harm caused
 - Invite application – prospect of conditional permission being granted
 - Request removal/cessation – no prospect of permission being granted –
 - Formal action – if actual or serious harm

Planning Enforcement

Statistics – 2017

- 586 - complaints received
- 496 – cases closed
- 209 – breaches identified
- 80 – breaches ceased
- 64 – permission granted
- 65 – not expedient to pursue
- 10 - notices served
- 1 – injunction

Planning Enforcement

Help us to help you:

- Report suspected breaches of planning control using our website form
- Direct communications to planningenforcement@aylesburyvaledc.gov.uk
- Have a single point of contact
- Read the Planning Enforcement Plan on our web site.
- Keep us up to date with any changes

VALP Update

Susan Kitchen

Corporate Planner

VALP update

- Proposed submission consultation carried out in November to December last year
- Since then have been processing the comments received
- Around 2,500 comments were made on the VALP
- The next stage is formally submitting the Plan

VALP update

- Also have been preparing for submission of the plan to government by
- Updating topic papers
- Getting MOUs signed with other authorities
- Preparing the consultation statement
- Carrying out PAS self-assessment checklists

Timetable

- End of Feb: Submission
- Est. Spring: inspector assigned, their issues identified
- Est. Summer: start of examination hearings
- Est. Autumn of 2018: Inspectors report and potential consultation on main modifications
- Est. Start of 2019: Adoption of VALP

Neighbourhood Plans and appeals

Still high interest in neighbourhood planning:

- 15 made now
- 4 more submitted to us and going through either submission consultation or examination

Appeals:

- Another appeal won in Buckingham/Maids Moreton
- 11 inquiry decisions in past 12 months, 9 won, 1 partly approved and only 1 lost

S106

Susan Kitchen & Joe Houston

PLANNING OBLIGATIONS

- What are they?
- Why are they used?
- What matters can they cover?

PLANNING OBLIGATIONS

How do they work?

- Covenants- bi lateral or unilateral
- involve all parties with an interest in the land



Legislative framework- Use and Scope

Community Infrastructure Levy Regulations

Regulation 122 site specific mitigation measures

Planning obligations should only be sought where they meet all of the following tests:

- a) necessary to make the development acceptable in planning terms;
- b) directly related to the development; and
- c) fairly and reasonably related in scale and kind to the development

Use and Scope

Regulation 123 limitations on use

- Reason to grant permission
- Infrastructure
- Community Infrastructure
- Funding or provision of infrastructure
- Regulation 123(3) pooling restriction:
 - 5 or more separate agreements to specified project
- Exemptions:
 - minor development
 - 10 or less, less than 1000sq/m threshold

Legislative framework

Community Infrastructure Levy Regulations

- “Infrastructure” is defined to include:
- *“(a) roads and other transport facilities,*
- *(b) flood defences,*
- *(c) schools and other educational facilities,*
- *(d) medical facilities,*
- *(e) sporting and recreational facilities,*
- *(f) open spaces”*

NPPF & NPPG:

Government guidance

- Paragraphs 203 to 206 of the National Planning Policy Framework
- NPPG
- Planning obligations should only be used where it is not possible to address unacceptable impacts through a planning condition.
- In all cases - ensure that the obligation meets the relevant tests for planning obligations
- Planning obligations must be fully justified and evidenced- Development Plan Policy

Policy framework

- Development Plan Policy
 - Adopted AVDLP
 - Made Neighbourhood Plans
 - SPDs and SPGs

- Emerging VALP policies
 - SPDs
 - CIL

How can parishes influence?

Legislative framework and government guidance

- Regard to be paid to development viability
- Heads of Terms identify matters to cover
- Pre app stage- set out at early stage additional demands on infrastructure
- Application: Submission of comments in responses
- Contact by officers on site specific projects eg leisure
- Standard template S106
- VALP/ SPDs/CIL engagement

S106

Table 1 – Indicative Guide to On or Off-Site Provision

Number of dwellings proposed	4-15	16-49	50-99	100-199	200-299	>300
Amenity Green Space	✓	✓	✓	✓	✓	✓
Public Open Space	£	£	✓	✓	✓	✓
Equipped Play Facilities	£	£	✓	✓	✓	✓
Youth Shelter/Meeting Area	£	£	£	✓	✓	✓
Skateboard Facility	£	£	£	£	£	✓
MUGA (multi-use games area)	£	£	£	£	£	✓
Floodlit STP (synthetic turf pitch)	£	£	£	£	£	£
Playing Pitches	£	£	£	£	£	✓
Changing Pavilion	£	£	£	£	£	✓
Community Centre	£	£	£	£	£	✓
Dry Sports Centre	£	£	£	£	£	£
Swimming Pool	£	£	£	£	£	£
Heritage and Interpretation	£	£	£	✓	✓	✓
Entertainment Complex	£	£	£	£	£	£
Arts Centre	£	£	£	£	£	£
✓	On-site provision will normally be required					
£	Contribution towards off-site provision will normally be required					

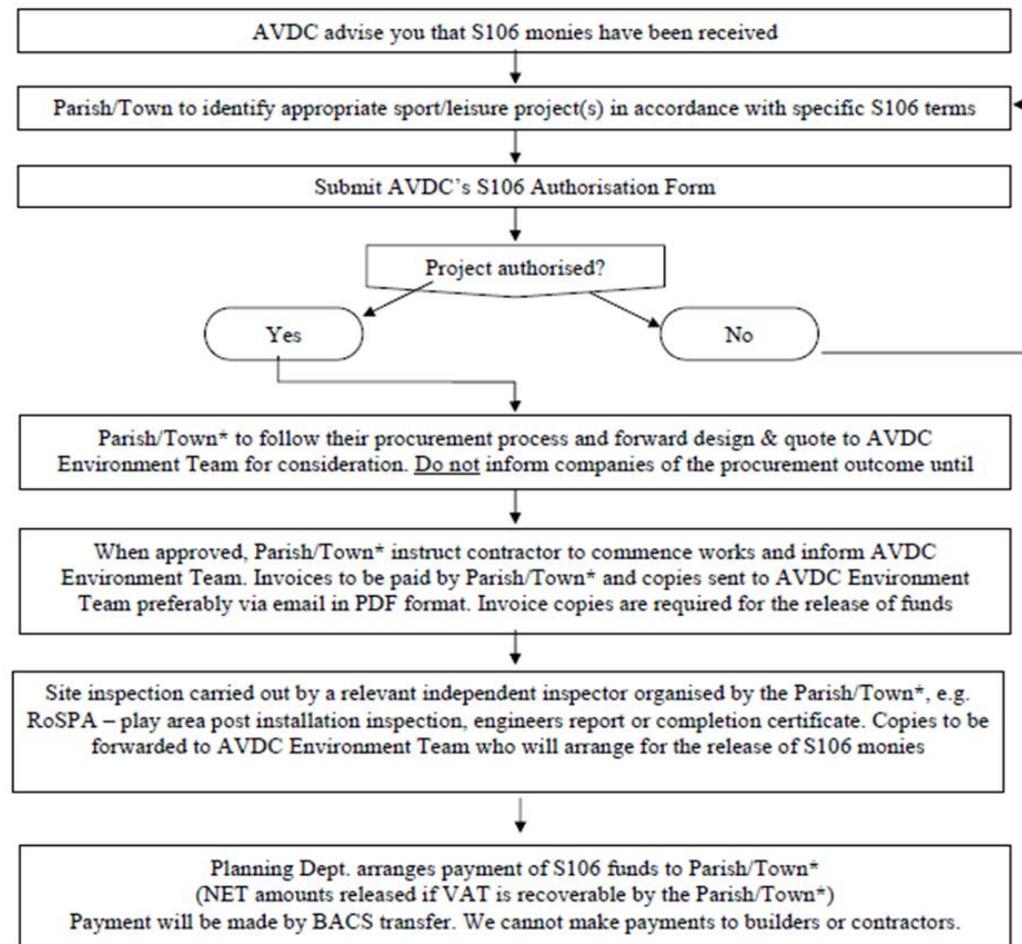
S106

MATRIX OF SPORT, LEISURE AND CULTURAL FACILITY PROVISION STANDARDS IN AYLESBURY VALE

Geographical Level	Public Open Space	Equipped Play Facilities	Youth Shelter / Meeting Area	Skateboard Facility	MUGA	Floodlit STP	Playing Pitches	Changing Pavilion	Community Centre	Dry Sports Centre	Swimming Pool	Heritage and Interpretation	Entertainment Complex	Arts Centre
Hamlet (under 100)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rural Parish 1 (100-300)	PO1	EP1	0	0	0	0	0	0	0	0	0	0	0	0
Rural Parish 2 (300-1,000)	PO2	EP2	YS1	0	0	0	PP1	CH1	CC1	0	0	HI1	0	0
Rural Parish 3 (1,000-3,000)	PO3	EP3	YS1	SB1	MU1	0	PP2	CH1	CC2	0	0	HI1	0	0
Cluster	0	0	0	SB1	MU1	0	PP3	CH1	CC3a and b	0	0	HI1	0	0
Secondary Settlement (Buckingham, Winslow, Wendover, Haddenham)	PO4	EP4	YS2	SB1	MU2	ST1	PP4	CH1	CC3a and b	SC1	SW1	HI2	EC1	AC1
Primary Settlement Community Area	PO4	EP4	YS2	SB1	MU2	0	PP4	CH1	CC2	SC1	SW1	0	EC1	0
Primary Settlement	PO5	0	YS3	SB2	0	ST2	PP4	CH1	0	SC1	SW1	HI3	EC2	AC1

S106

Parish & Town S106 Projects Authorisation & Claims Process



S106

S106 Projects Authorisation Form



Planning Details

Planning Application No:
Development:
Total Received:
Current Balance:
Date Received by AVDC:
S106 Wording: 'local sport and leisure facilities determined by the Council in accordance with community needs as identified in the SPG'

Project

Main Contact:
Tel:
Email:
Site:

Overview (maximum 150 words – full details to be provided in 'Project Detail')

Total amount of S106 funds requested	£
Other funding secured?	£
Total cost of project	£

Payment Details

Bank Name:
Account Name:
Account Number:
Sort Code:

Project Detail

Project Proposal:

Expand on your summary given on the front page of this form. Try to be specific about what you will do, when, and how you will do it. Include any consents required (Planning; Environment Agency) the project timescale, or how this funding fits in if this is part of a larger project.

Project Demand:

Tell us how you have identified the need for the project within your Town or Parish. Include details of consultation and/or demand for the project, and how you think your project will meet this need.

Project Outcomes:

Please tell us what outcomes you hope to achieve and how you will measure these. How will the project increase user numbers from current levels?

For AVDC Use

Signature

Enter Date

Environment Team Authoriser:

Cabinet Member for Communities:

Planning Authoriser:

To approve this proposal, please sign & date above.

HS2 & E-W Rail update

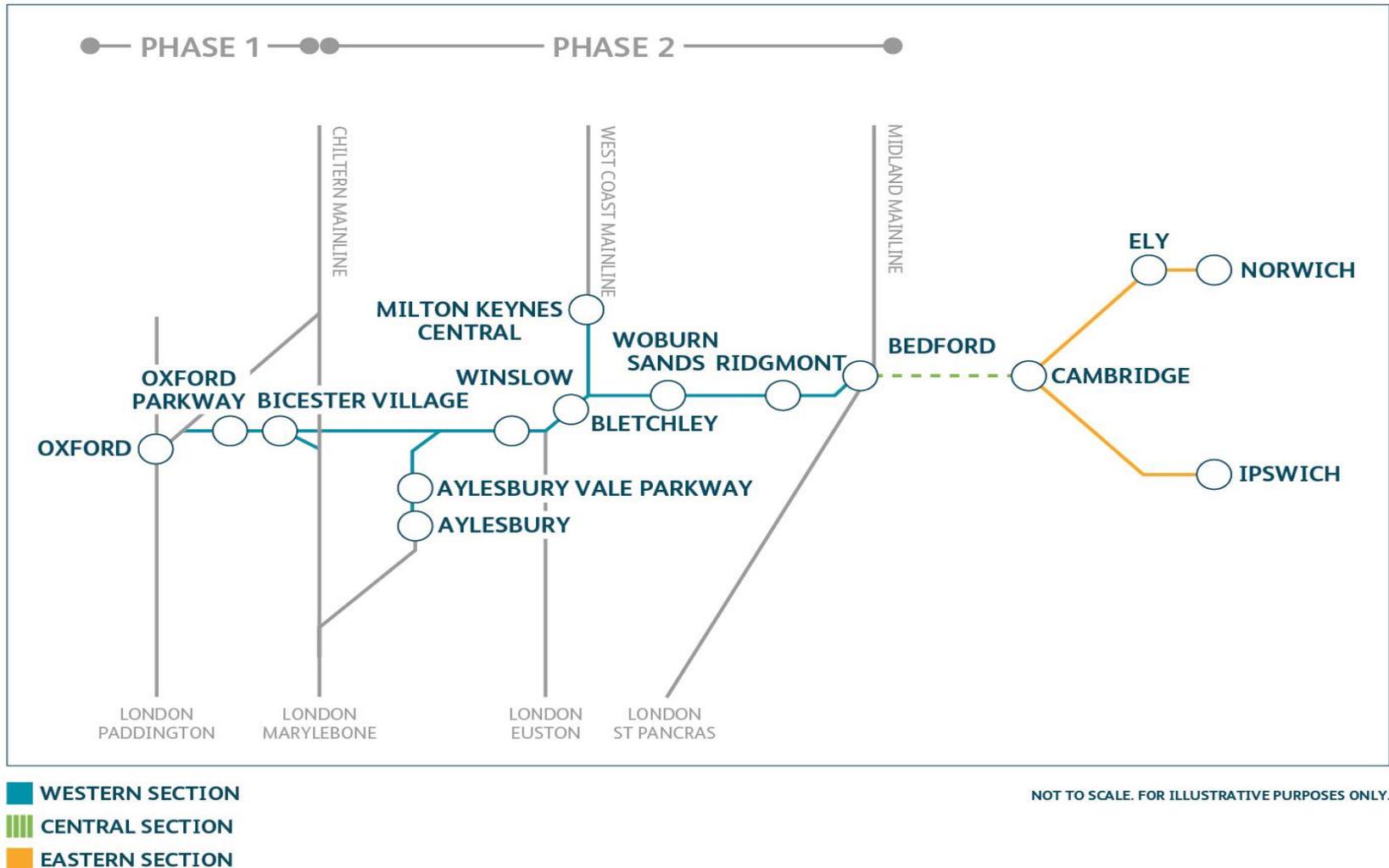
Susan Kitchen
Corporate Planner

HS2

- More information can be found on our website as well as a link to the community fund;

<https://www.aylesburyvaledc.gov.uk/section/high-speed-2-hs2-overview>

East West Rail - Programme





Q&A's