

Democratic Services

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**WEST OXFORDSHIRE
DISTRICT COUNCIL**

4 December 2020

SUMMONS TO ATTEND

MEETING: LOWLANDS AREA PLANNING SUB-COMMITTEE

PLACE: TO BE HELD VIA VIDEO CONFERENCING BECAUSE OF SOCIAL DISTANCING REQUIREMENTS AND GUIDANCE (see [note](#))

DATE: MONDAY 14 DECEMBER 2020

TIME: 2:00 pm

Membership of the Sub-Committee

Councillors Ted Fenton (Chairman); Carl Rylett (Vice-Chairman); Owen Collins, Maxine Crossland, Harry Eaglestone, Duncan Enright, Hilary Fenton, Steve Good, Jeff Haine, Richard Langridge, Nick Leverton, Kieran Mullins and Harry St John

RECORDING OF MEETINGS

The law allows the council's public meetings to be recorded, which includes filming as well as audio-recording. Photography is also permitted.

As a matter of courtesy, if you intend to record any part of the proceedings please let the Committee Officer know before the start of the meeting.

A G E N D A

1. Minutes of the meeting held on 9 November 2020 ([copy attached](#))

2. Apologies for Absence and Temporary Appointments

3. Declarations of Interest

To receive any declarations of interest from Councillors relating to items to be considered at the meeting, in accordance with the provisions of the Council's Local Code of Conduct, and any from Officers.

4. Applications for Development (Report of the Business Manager – Development Management – [schedule attached](#))

Purpose:

To consider applications for development, details of which are set out in the attached schedule.

Recommendation(s):

That the applications be determined in accordance with the recommendations of the Business Manager – Development Management.

5. Applications Determined under Delegated Powers and withdrawn applications (Report of the Business Manager – Development Management - [copy attached](#))

Purpose:

To inform the Sub-Committee of applications either determined under delegated powers or withdrawn.

Recommendation:

That the report be noted.

6. Update regarding Enforcement Issues at The Paddocks, Bampton (Report of the Business Manager – Development Management – [copy attached](#))

Purpose:

To update members as to progress regarding the unauthorised developments at The Paddocks, Bampton.

Recommendation:

That the report be noted.

7. Future Frequency of Meetings of the Sub-Committee (Report of the Head of Democratic Services – [copy attached](#))

Purpose:

To consider a possible change in the frequency of meetings of the Sub-Committee, such that it aims to meet on a four weekly cycle rather than once a month.

Recommendation:

That the Sub-Committee considers this report and gives a view to be considered by Council when it approves a programme of meetings for 2021/22.



Giles Hughes
Chief Executive

This agenda is being dealt with by Amy Bridgewater-Carnall Tel: (01993) 861522
Email: democratic.services@westoxon.gov.uk

Note: Councillors will be sent an invitation to the remote meeting via Cisco Webex. Members of the public may view the meeting via [Facebook Live](#). A Facebook account is not required.

WEST OXFORDSHIRE DISTRICT COUNCIL

Minutes of the meeting of the
Lowlands Area Planning Sub-Committee
held via video conferencing at 2.00pm on **Monday 9 November 2020**

PRESENT

Councillors: Ted Fenton (Chairman), Carl Rylett (Vice Chairman), Owen Collins, Maxine Crossland, Harry Eaglestone, Duncan Enright, Hilary Fenton, Steve Good, Jeff Haine, Richard Langridge, Nick Leverton, Kieran Mullins and Harry St John.

Officers: Abby Fettes (Interim Locality Lead Officer Development Management), Miranda Clark, (Senior Planner, Development Management), Sarah Hegerty (Planner, Development Management); Stuart McIver (Career Grade Planner); Amy Bridgewater-Carnall (Senior Strategic Support Officer) and Ben Amor (Strategic Support Officer).

33. MINUTES

RESOLVED: That the minutes of the meeting of the Sub-Committee held on 12 October 2020, copies of which had been circulated, be approved as a correct record and signed by the Chairman.

34. APOLOGIES FOR ABSENCE AND TEMPORARY APPOINTMENTS

There were no apologies for absence.

35. DECLARATIONS OF INTEREST

Councillor Ted Fenton disclosed an interest in application numbers 20/01893/FUL and 20/01894/LBC by virtue of his previous long-term employment by Cokethorpe School; and Councillor Nick Leverton disclosed an interest in application number 20/02273/HHD by virtue of being related to the applicant.

Councillors Ted Fenton and Leverton confirmed that they would leave the meeting during the consideration of these applications.

36. APPLICATIONS FOR DEVELOPMENT

The Sub-Committee received the report of the Business Manager – Development Management, giving details of an application for development, copies of which had been circulated.

RESOLVED: That the decisions on the following applications be as indicated, the reasons for refusal or conditions related to a permission to be as recommended in the report of the Business Manager – Development Management, subject to any amendments as detailed below:-

(i) **19/03478/FUL – Lords Farm, 2 Queen Street, Eynsham**

The Planning Officer, Mr Stuart McIver introduced the application.

This application was taken in conjunction with the following item 19/03479/LBC, which dealt with the Listed Building Consent for the site.

Ms Debbie Dance addressed the meeting on behalf of the applicant, Oxford Preservation Trust. A summary of her submission is attached as Appendix A to the original copy of these minutes.

Information contained in the follow on report advised that amended plans had been received on 22 October 2020 and had been uploaded to the Council's website. An additional condition was proposed regarding the treatment of timbers along with three additional conditions and an informative from the Biodiversity officer relating to bats, birds and external lighting.

The Planning Officer then presented his report containing a recommendation of approval. He advised that Conservation Officer had been consulted as part of the process and outlined the reasons that officers felt the principle of development was acceptable. It was noted that the Parish Council had submitted a detailed objection.

Councillor Rylett addressed Members and reminded them that the Council had a duty of care to Listed Buildings. He raised a number of concerns regarding parking, the location of the site near a junction and the potential for the building to be used for community purposes in the future. Due to the level of concern regarding the impact on the listed building, he proposed that the application be deferred to allow for a video of the interior and rear of the property to be taken, in lieu of a site visit.

In response to the issues raised, the Mrs Fettes reminded the Committee that the Conservation Officer had been consulted and no technical objection had been received from County Highways. In addition, any potential future use of the building was not a consideration as Members had a duty to consider the proposal in front of them.

Councillor Langridge felt that there was a need to preserve buildings for future use and was a 'light touch' and sensitive application. He therefore proposed that the application be granted as per officer's recommendations. This was seconded by Councillor Haine.

It was noted that there was already a proposal on the table, however, having failed to find a seconder, the proposal fell.

A number of Members concurred with the view put forward by Councillor Langridge and it was noted that application accorded with Local Plan policies E3 and H2. Officers highlighted the information contained in the addendum.

The Officer recommendation of approval was then put to the vote and was carried subject to the additional conditions and informative listed below:

Approved

9. Prior to any works taking place, the Local Planning Authority will require a full survey of the existing historic timbers, undertaken by a suitably qualified structural engineer, and a schedule of works for any insect / fungal treatment of timbers. This shall be reviewed and approved in writing by the Local Planning Authority before work commences.
10. The development shall be completed in accordance with the recommendations in Section 4 of the Bat Survey report, dated 28th September 2020, prepared by GS Ecology, as submitted with the planning application. All the recommendations shall be implemented in full according to the specified timescales, as modified by a relevant

European Protected Species Licence, unless otherwise agreed in writing by the local planning authority, and thereafter permanently retained.

REASON: To ensure that the bats and birds are protected in accordance with The Conservation of Habitats and Species Regulations 2017 (as amended), the Wildlife and Countryside Act 1981 as amended, Circular 06/2005, the National Planning Policy Framework (in particular Chapter 15), Policy EH3 of the West Oxfordshire Local Plan 2031 and in order for the Council to comply with Part 3 of the Natural Environment and Rural Communities Act 2006.

11. Before occupation, details of the provision of nesting opportunities for birds (e.g. 1 no. house sparrow terrace, 3 no. starling boxes and 2 no. 'small nest boxes' on the north or east-facing elevations) mounted onto the walls of the buildings shall be submitted to the local planning authority for approval. The details shall include the specific designs of the nesting features to be implemented, alongside the approved architectural plans (drawing no. P.1354_084, P.1354_085 and P.1354_086) and a timetable for their provision. The approved details shall be implemented before the dwelling/s hereby approved is/are first occupied and thereafter permanently retained.

REASON: To provide additional roosting for bats and nesting birds as a biodiversity enhancement in accordance with paragraphs 170, 174 and 175 of the National Planning Policy Framework, Policy EH3 of the West Oxfordshire Local Plan 2031 and Section 40 of the Natural Environment and Rural Communities Act 2006.

12. Before occupation, details of external lighting shall be submitted to and approved in writing by the local planning authority. The details shall show how and where external lighting will be installed (including the type of lighting), so that it can be clearly demonstrated that areas to be lit will not disturb or prevent bat species using their territory or having access to any roosts and that light spillage into wildlife corridors will be minimised as much as possible.

All external lighting shall be installed in accordance with the specifications and locations set out in the approved details, and these shall be maintained thereafter in accordance with these details. Under no circumstances should any other external lighting be installed without prior consent from the local planning authority.

REASON: To protect roosting, foraging and commuting bats in accordance with the Conservation of Habitats and Species Regulations 2017 (as amended), the Wildlife and Countryside Act 1981 (as amended), Circular 06/2005, the National Planning Policy Framework (in particular Chapter 15), Policy EH3 of the West Oxfordshire Local Plan 2031 and in order for the Council to comply with Part 3 of the Natural Environment and Rural Communities Act 2006.

Informative

Please note that this consent does not override the statutory protection afforded to species protected under the terms of the Wildlife and Countryside Act 1981 (as amended) and the Conservation of Habitats and Species Regulations 2017 (as amended), or any other relevant legislation such as the Wild Mammals Act 1996 and Protection of Badgers Act 1992.

All British bat species are protected under The Conservation of Habitats and Species Regulations 2017 (as amended), which implements the EC Directive 92/43/EEC in the United Kingdom, and the Wildlife and Countryside Act 1981 (as amended). This protection extends to individuals of the species and their roost features, whether occupied or not. A derogation licence from Natural England would be required before any works affecting bats or their roosts are carried out.

Where the presence of roosting bats have been confirmed, updated surveys are required if the period of time between the survey and commencement of development extends more than 12 months. Updated surveys are required to identify any changes to the bat roosting status on site.

All British birds (while nesting, building nests, sitting on eggs and feeding chicks), their nests and eggs (with certain limited exceptions) are protected by law under Section 1 of the Wildlife and Countryside Act 1981 (as amended) and the Countryside and Rights of Way Act 2000. Works that will impact upon active birds' nests should be undertaken outside the breeding season to ensure their protection, i.e. works should only be undertaken between August and February, or only after the chicks have fledged from the nest.

In the event that your proposals could potentially affect a protected species, or if evidence of protected species is found during works, then you should seek the advice of a suitably qualified and experienced ecologist and consider the need for a licence from Natural England prior to commencing works (with regard to bats).

(ii) 19/03479/LBC – Lords Farm, 2 Queen Street, Eynsham

The Planning Officer, Mr Stuart McIver introduced the application.

This application was taken in conjunction with the previous item 19/03478/FUL, which dealt with the planning permission for the site.

Ms Debbie Dance addressed the meeting on behalf of the applicant, Oxford Preservation Trust. A summary of her submission is attached as Appendix A to the original copy of these minutes.

Information contained in the follow on report advised that amended plans had been received on 22 October 2020 and had been uploaded to the Council's website. An additional condition was proposed regarding the treatment of timbers along with three additional conditions and an informative from the Biodiversity officer relating to bats, birds and external lighting.

The questions, comments and debate detailed above included this application in their consideration.

Councillor Langridge reiterated his support for the application and proposed that the application be granted as per officer's recommendations. This was seconded by Councillor Haine.

The Officer recommendation of approval was then put to the vote and was carried subject to the additional conditions and informative listed below:

Approved

13. Prior to any works taking place, the Local Planning Authority will require a full survey of the existing historic timbers, undertaken by a suitably qualified structural engineer, and a schedule of works for any insect / fungal treatment of timbers. This shall be reviewed and approved in writing by the Local Planning Authority before work commences.
14. The development shall be completed in accordance with the recommendations in Section 4 of the Bat Survey report, dated 28th September 2020, prepared by GS Ecology, as submitted with the planning application. All the recommendations shall be implemented in full according to the specified timescales, as modified by a relevant European Protected Species Licence, unless otherwise agreed in writing by the local planning authority, and thereafter permanently retained.

REASON: To ensure that the bats and birds are protected in accordance with The Conservation of Habitats and Species Regulations 2017 (as amended), the Wildlife and Countryside Act 1981 as amended, Circular 06/2005, the National Planning Policy Framework (in particular Chapter 15), Policy EH3 of the West Oxfordshire Local Plan 2031 and in order for the Council to comply with Part 3 of the Natural Environment and Rural Communities Act 2006.

15. Before occupation, details of the provision of nesting opportunities for birds (e.g. 1 no. house sparrow terrace, 3 no. starling boxes and 2 no. 'small nest boxes' on the north or east-facing elevations) mounted onto the walls of the buildings shall be submitted to the local planning authority for approval. The details shall include the specific designs of the nesting features to be implemented, alongside the approved architectural plans (drawing no. P.1354_084, P.1354_085 and P.1354_086) and a timetable for their provision. The approved details shall be implemented before the dwelling/s hereby approved is/are first occupied and thereafter permanently retained.

REASON: To provide additional roosting for bats and nesting birds as a biodiversity enhancement in accordance with paragraphs 170, 174 and 175 of the National Planning Policy Framework, Policy EH3 of the West Oxfordshire Local Plan 2031 and Section 40 of the Natural Environment and Rural Communities Act 2006.

16. Before occupation, details of external lighting shall be submitted to and approved in writing by the local planning authority. The details shall show how and where external lighting will be installed (including the type of lighting), so that it can be clearly demonstrated that areas to be lit will not disturb or prevent bat species using their territory or having access to any roosts and that light spillage into wildlife corridors will be minimised as much as possible.

All external lighting shall be installed in accordance with the specifications and locations set out in the approved details, and these shall be maintained thereafter in accordance with these details. Under no circumstances should any other external lighting be installed without prior consent from the local planning authority.

REASON: To protect roosting, foraging and commuting bats in accordance with the Conservation of Habitats and Species Regulations 2017 (as amended), the Wildlife and Countryside Act 1981 (as amended), Circular 06/2005, the National Planning Policy Framework (in particular Chapter 15), Policy EH3 of the West Oxfordshire Local Plan

2031 and in order for the Council to comply with Part 3 of the Natural Environment and Rural Communities Act 2006.

Informative

Please note that this consent does not override the statutory protection afforded to species protected under the terms of the Wildlife and Countryside Act 1981 (as amended) and the Conservation of Habitats and Species Regulations 2017 (as amended), or any other relevant legislation such as the Wild Mammals Act 1996 and Protection of Badgers Act 1992.

All British bat species are protected under The Conservation of Habitats and Species Regulations 2017 (as amended), which implements the EC Directive 92/43/EEC in the United Kingdom, and the Wildlife and Countryside Act 1981 (as amended). This protection extends to individuals of the species and their roost features, whether occupied or not. A derogation licence from Natural England would be required before any works affecting bats or their roosts are carried out.

Where the presence of roosting bats have been confirmed, updated surveys are required if the period of time between the survey and commencement of development extends more than 12 months. Updated surveys are required to identify any changes to the bat roosting status on site.

All British birds (while nesting, building nests, sitting on eggs and feeding chicks), their nests and eggs (with certain limited exceptions) are protected by law under Section 1 of the Wildlife and Countryside Act 1981 (as amended) and the Countryside and Rights of Way Act 2000. Works that will impact upon active birds' nests should be undertaken outside the breeding season to ensure their protection, i.e. works should only be undertaken between August and February, or only after the chicks have fledged from the nest.

In the event that your proposals could potentially affect a protected species, or if evidence of protected species is found during works, then you should seek the advice of a suitably qualified and experienced ecologist and consider the need for a licence from Natural England prior to commencing works (with regard to bats).

(iii) 20/01893/FUL – Cokethorpe School, Cokethorpe Park, Ducklington

In accordance with his earlier disclosure of interest, Councillor Ted Fenton left the meeting during the consideration of this and the following application, and the Vice Chairman, Councillor Carl Rylett, took the Chair for that period.

The Planning Officer, Mrs Miranda Clark introduced the application and explained that the application was before Committee because the Chairman had previously been employed by Cokethorpe School. She went on to explain that an objection had been received in the last few days from Historic England and, as a result, officers were minded to request deferral of the application because the agent had not had time to consider the objections or liaise with Historic England.

This application was taken in conjunction with the following item 20/01894/LBC, which dealt with the Listed Building Consent for the site.

Councillor Enright addressed Members and stated that although this was unexpected it appeared to be the most sensible approach. He therefore proposed that the application be deferred as per officer's request. This was seconded by Councillor Crossland.

The Officer recommendation of deferral was then put to the vote and was carried.

Deferred

(iv) 20/01894/LBC – Cokethorpe School, Cokethorpe Park, Ducklington

In accordance with his earlier disclosure of interest, Councillor Ted Fenton left the meeting during the consideration of this and the following application, and the Vice Chairman, Councillor Carl Rylett, took the Chair for that period.

The Planning Officer, Mrs Miranda Clark introduced the application and explained that the application was before Committee because the Chairman had previously been employed by Cokethorpe School. She went on to explain that an objection had been received in the last few days from Historic England and, as a result, officers were minded to request deferral of the application because the agent had not had time to consider the objections or liaise with Historic England.

This application was taken in conjunction with the following item 20/01894/LBC, which dealt with the Listed Building Consent for the site.

Councillor Enright addressed Members and stated that although this was unexpected it appeared to be the most sensible approach. He therefore proposed that the application be deferred as per officer's request. This was seconded by Councillor Crossland.

The Officer recommendation of deferral was then put to the vote and was carried.

Deferred

(Councillor Fenton re-entered the meeting and resumed the Chair)

(v) 20/02153/S73 – Land East Of 90 High Street, Standlake

The Planning Officer, Mrs Miranda Clark introduced the application and advised that the report contained a recommendation of refusal. She reminded Members that this site had been considered at a recent Planning meeting and the Committee had taken the decision to remove permitted development rights.

The applicant, Ms Georgina Crumlish addressed Members in support of the application and a copy of her submission is attached as Appendix B to the original copy of these minutes.

Councillor Leverton advised that he remembered the application from the last consideration and supported the officers' report. He proposed that the application be refused as per officers' recommendations.

This was seconded by Councillor Haine who felt that officers were correct and it was regular process to remove permitted development rights in these circumstances.

A number of Members noted that neither the Parish Council nor neighbours had commented and highlighted the varied character along High Street. A recent appeal relating to a property at 131 Abingdon Road was discussed and it was suggested that it was difficult to see that this request would cause substantial harm.

In response, Mrs Clark explained that officers did consider the property at Abingdon Road to be different in character and therefore did not feel the comparison was acceptable.

Councillor Good queried what changes would be possible to the property under permitted development rights. Officers advised that a number of outbuildings could be constructed to areas excluding the front of the site, plus extensions to the rear and alterations such as dormer windows. Members were reminded that this decision would not stop any changes being made but planning permission would need to be applied for to ensure officers could manage and maintain the character of the area.

The Chairman clarified that this decision did not mean “no further development” but would retain the removal of permitted development rights.

The Officer recommendation of refusal was then put to the vote and was carried.

Refused

(vi) 20/02273/HHD – 123 Queens Road, Carterton

In accordance with his earlier disclosure of interest, Councillor Nick Leverton left the meeting during the consideration of this application.

The Planning Officer, Ms Sarah Hegerty introduced the application and explained that the application was before Committee because the applicant was related to District Councillor Nick Leverton.

The Planning Officer presented her report containing a recommendation of approval and guided Members through images of the site and proposed development.

Councillor Langridge proposed that the application be granted as per officers’ recommendations.

Councillor Enright clarified that the application would have been approved under delegated powers if the applicant was not related to a District Councillor. Officers confirmed that it would. Councillor Enright therefore seconded the proposal to approve.

Following a query from Councillor St John, officers clarified the location of the roof lights on the rear extension.

The Officer recommendation of approval was then put to the vote and was carried.

Approved

37. APPLICATIONS DETERMINED UNDER DELEGATED POWERS, APPLICATIONS WITHDRAWN, AND APPEAL DECISIONS

The report giving details of (i) applications determined under delegated powers or withdrawn; and (ii) appeal decisions, was received and noted.

Councillor Eaglestone raised a concern that the local councillor had not been informed of application 20/01772/RES on page three of the report. Officers explained that if the outline application had been approved, and the principle of development agreed, the reserved matters application did not have to come to Committee for approval. It was, however, in the Committee’s gift to request that a reserved matters application be submitted to them if they wished.

Following a further query from Councillor Eaglestone, officers clarified the purpose of a Certificate of Lawfulness.

Ms Clark outlined the two appeal decisions detailed in the report and, following a question from Councillor Enright, confirmed that enforcement action would now be taken on application 20/00195/HHD.

The meeting closed at 3.07 pm.

CHAIRMAN

WEST OXFORDSHIRE DISTRICT COUNCIL

LOWLANDS AREA PLANNING SUB-COMMITTEE

Date: 14th December 2020

REPORT OF THE BUSINESS MANAGER-DEVELOPMENT MANAGEMENT



Purpose:

To consider applications for development details of which are set out in the following pages.

Recommendations:

To determine the applications in accordance with the recommendations of the Strategic Director. The recommendations contained in the following pages are all subject to amendments in the light of observations received between the preparation of the reports etc and the date of the meeting.

List of Background Papers

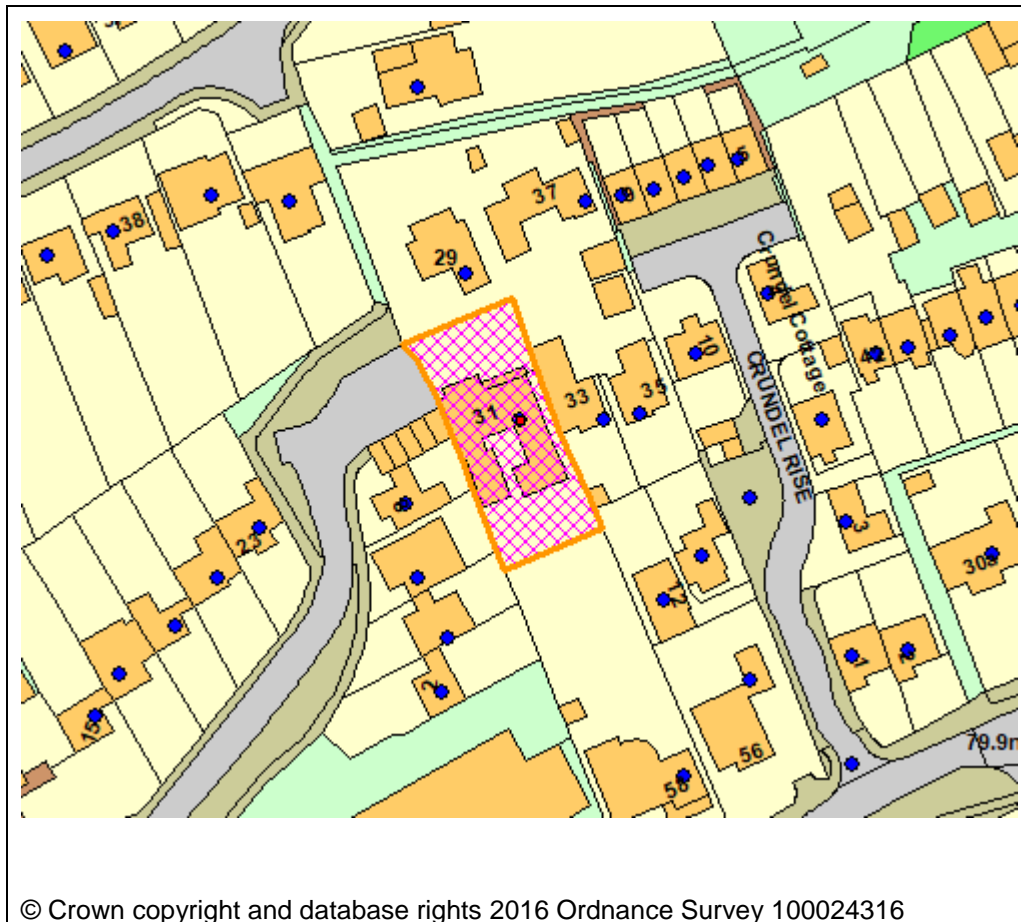
All documents, including forms, plans, consultations and representations on each application, but excluding any document, which in the opinion of the 'proper officer' discloses exempt information as defined in Section 1001 of the Local Government Act 1972.

Please note that observations received after the reports in this schedule were prepared will be summarised in a document which will be published late on the last working day before the meeting and available at the meeting or from www.westoxon.gov.uk/meetings

Application Number	Address	Page
20/01444/HHD	<u>Razzi House, 31 Moorland Close, Witney</u>	3
20/01500/FUL	<u>26 Park Road, North Leigh</u>	7
20/01893/FUL	<u>Cokethorpe School, Cokethorpe Park, Ducklington</u>	12
20/01894/LBC	<u>Cokethorpe School, Cokethorpe Park, Ducklington</u>	21
20/02416/FUL	<u>79 Milestone Road, Carterton</u>	26
20/02650/HHD	<u>105 Burford Road, Carterton</u>	33

Application Number	20/01444/HHD
Site Address	Razzi House 31 Moorland Close Witney Oxfordshire OX28 6LN
Date	3rd December 2020
Officer	James Nelson
Officer Recommendations	Approve
Parish	Witney Town Council
Grid Reference	434947 E 210065 N
Committee Date	14th December 2020

Location Map



Application Details:

Installation of raised patio, fencing and associated landscaping.

Applicant Details:

Mr Mohammed

Razzi House, 31 Moorland Close, Witney, Oxfordshire, OX28 6LN

I CONSULTATIONS

1. Parish Council Witney Town Council objects to this proposal as it results in a loss of privacy to the neighbours and also results in the loss of the ability to maintain the fence belonging to 31 Moorland Close.

2 REPRESENTATIONS

- 2.1 Comments in opposition to the proposal have been received from Mr Robert Cocks of 12 Crundel Drive. Objection is raised on the grounds that the patio would, if approved, result in unacceptable levels of overlooking.

3 APPLICANT'S CASE

- 3.1 No Design and Access Statement has been submitted as part of this application.

4 PLANNING POLICIES

OS4NEW High quality design
H6NEW Existing housing
DESGUI West Oxfordshire Design Guide
NPPF 2019

The National Planning Policy framework (NPPF) is also a material planning consideration.

5. PLANNING ASSESSMENT

Background Information

- 5.1 This application seeks part-retrospective planning consent for the installation of a raised patio, fencing and associated landscaping at Razzi House, 31 Moorland Close, Witney. The application site does not lie within any areas of special designation.
- 5.2 The application is brought before members of the Lowlands Area Planning Sub-Committee following objection to the proposal having been raised by the Witney Town Council.
- 5.3 Relevant Planning History:
- 16/03361/HHD- Two separate single storey rear extensions;
 - 18/00077/HHD- Amendment to 16/03361/HHD to increase size of single storey extension to lounge; and
 - 19/00039/PENF- Enforcement Investigation into unauthorised raised patio
- 5.4 The application follows an enforcement investigation and negotiations with the applicant have resulted in the proposed raised sections of the patio being set back from the Eastern and Western boundaries of the site by 1 meter. In addition, fencing and soft planting are proposed along both boundaries.

Principle

- 5.5 Taking into account planning policy, other material considerations and the representations of interested parties your officers are of the opinion that the key considerations of the application are:
- Principle;
 - Residential Amenity; and
 - Visual Amenity
- 5.6 This application seeks permission for the installation of a raised patio, fencing and associated landscaping within the residential curtilage of an existing dwelling. The principle of development is therefore acceptable subject to design and amenity issues being carefully considered against the West Oxfordshire Local Plan, West Oxfordshire Design Guide and the relevant paragraphs of the NPPF.

Residential Amenity

- 5.7 The site shares common boundaries with six neighbouring properties and sits on a significant slope running from the North of the site to the South. In terms of overlooking, the proposed raised patio will be screened on either side by close board fencing measuring 2 meters in height. This will ensure that neighbouring properties directly East and West of the rear garden of the site will be unaffected in terms of overlooking by the development. To the South, existing conifer trees screen the site meaning that no overlooking will occur in this direction. The South-Eastern and South-Western corners of the plot will be partially screened by the proposed fencing. Soft planting is proposed that will enclose the site, thereby mitigating the potential for any unacceptable levels of overlooking to occur into the gardens of both 4 Moorland Close and 12 Crundel Rise. As such, your officers consider that the proposal is acceptable in terms of overlooking.
- 5.8 With regard to overbearing, the proposed 2 meter fencing will be set back 1 meter from the site boundary and softened by planting. Therefore, your Officers consider that the proposal will not result in any negative impacts in relation to overbearing.

Visual Amenity

- 5.9 The proposed development is sited within the rear garden of the property and is therefore not visible within the wider street scene. Therefore, your Officers consider that the proposed development would give rise to no adverse impacts with regard to the visual amenity of the street scene.

Conclusion

- 5.10 In light of this assessment, the proposed is recommended for approval as your Officers consider it complies with West Oxfordshire Local Plan Policies OS4 and H6; the WODC Design Guide and the NPPF 2019.

6 CONDITIONS

- I. That the development be carried out in accordance with the approved plans listed below.

REASON: For the avoidance of doubt as to what is permitted.

2. That a two metre high close boarded fence shall be erected in the location as annotated on drawing P3-B within 3 months of this grant of planning permission and shall be retained as such thereafter.

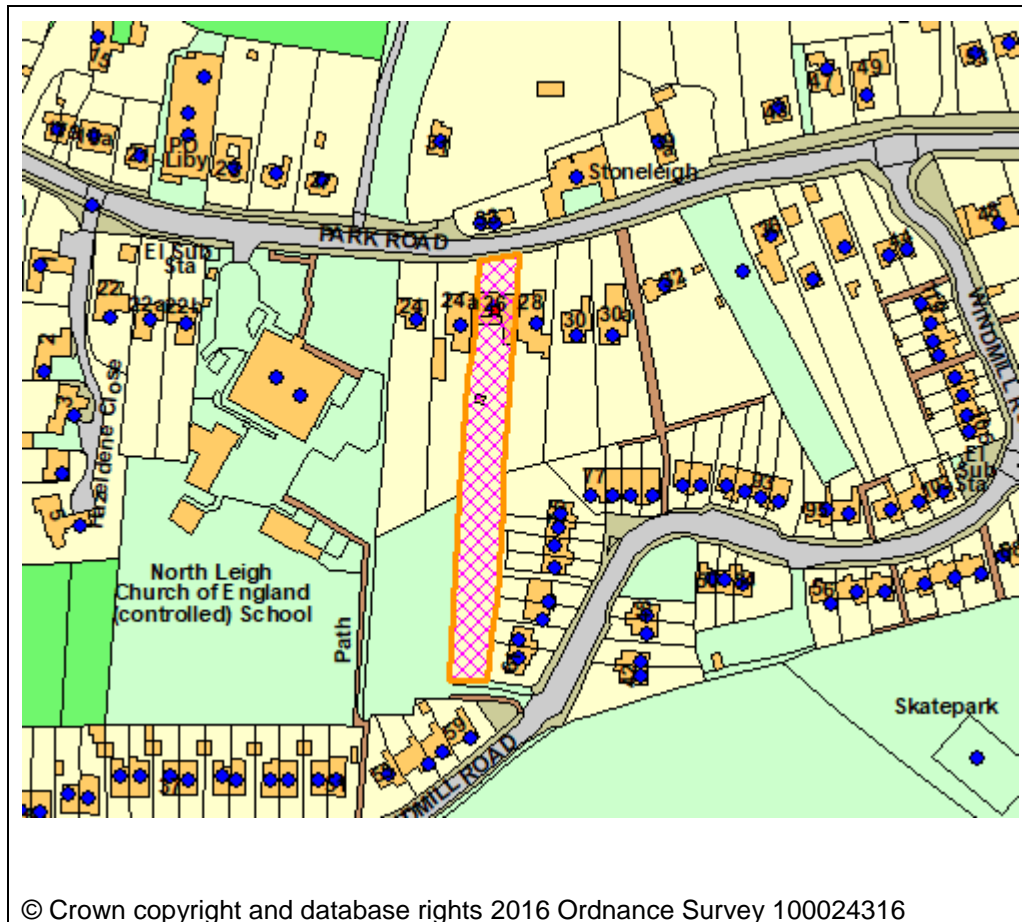
REASON: In the interests of the residential amenity of adjoining properties.

3. That details of the height and species of the soft planting to be installed along the Eastern and Western boundaries of the Plot be submitted to, and approved in writing by, the Local Planning Authority within 2 months of the date of this consent and implemented within 3 months and to be retained as agreed thereafter. In the event of any of the trees or shrubs so planted dying or being seriously damaged or destroyed within 5 years of the completion of the development, a new tree or shrub of equivalent number and species, shall be planted as a replacement and thereafter properly maintained.

REASON: In the interests of the residential amenity of adjoining properties.

Application Number	20/01500/FUL
Site Address	26 Park Road North Leigh Witney Oxfordshire OX29 6RX
Date	3rd December 2020
Officer	Stuart McIver
Officer Recommendations	Approve
Parish	North Leigh Parish Council
Grid Reference	438902 E 212876 N
Committee Date	14th December 2020

Location Map



Application Details:

Installation of a vehicular access.

Applicant Details:

Mr Robert Sutton
75 Trelawney Ave
Slough, SL3 8RG

I CONSULTATIONS

- I.1 OCC Highways Oxfordshire County Council, as the Local Highways Authority, hereby notify the District Planning Authority that they object to the granting of planning permission. Refuse that the red edged application area does not include access to the highway.
- NB should the application area be amended the applicant will need to demonstrate that the car park access road is suitable by way of visibility and geometry to serve the additional vehicular movements.
- I.2 WODC Legal And Estates We have now received legal advice and after a review of the Title Registers for 26 Park Road and the Council's Car Park off Windmill Road it has been concluded that no legal right of access exists across the Council owned land to the rear of 26 Park Road to where the proposed gates are to be installed. Furthermore we have not received any requests for a right of access across the Council's land from the owner of 26 Park Road.
- I.3 OCC Highways I note the 2.4 x 43m vision crosses 3rd party land not in the red edged area. Given the location, traffic flows etc I find the existing splay acceptable.
- The drawing now shows the red edged application area to include the access to the highway - I would not object to the formation of an access for the use as described.
- Please note that I do not find the proposed access suitable to serve further development.
- I.4 Parish Council North Leigh Parish Council objects to this application on the grounds that it has the potential to endanger the lives of primary school children when leaving and entering the school car park on foot or in cars.

2 REPRESENTATIONS

- I.1 Two objection comments have been received. A summary of the comments is as follows:
- Potential increase in use of the road when new housing development is built and potential increase in footfall and pedestrian use
 - Belief that the proposal is the first step towards a permanent access for a new housing development application
 - Concern that the new access will be used by construction traffic
 - Size of gate is unnecessary
 - Concern that increased vehicle use would have a detrimental impact on surrounding boundary treatments
 - The additional parking is not required along Park Road
 - The additional vehicular access is not required
 - The planning statement states that the adjacent car park is not in regular use; however the car park is significantly used during school hours

- Affect local ecology
- Design and layout
- Highways
- Landscape
- Neighbourliness
- Policy / Principle

3 APPLICANT'S CASE

- 3.1 A planning statement has been submitted with the proposal. A full version of this is available on the Council's website. The statement has been summarised and concluded as follows:
- 3.2 The proposed development is to install a vehicular access on the southern boundary of the application site, thereby allowing vehicular access from the site onto the access road serving the car park. The purpose of the access is to allow vehicles to enter and park at the southern end of the garden, to allow the collection and disposal of garden waste and cuttings and also to allow additional parking for the plot.
- 3.3 The new access will be cut through the existing privet hedgerow on the site's southern boundary with a five bar gate set back 5m from the access road in order to allow vehicles to park before entering the site. Only a section of the privet hedge will need to be removed for this. Mesh fencing on concrete posts will be provided from the gap in the privet hedge back to the five bar gate.
- 3.4 In 2012, there was an application to install an access from the southern car park entrance which was granted but not implemented. This application seeks to reinstate that approval for the same reasons on which the previous submission was granted.
- 3.5 In summary, the development is found to be acceptable when considered against both the local and national planning policy framework.

4 PLANNING POLICIES

DESGUI West Oxfordshire Design Guide
 OS2NEW Locating development in the right places
 OS4NEW High quality design
 T4NEW Parking provision
 The National Planning Policy framework (NPPF) is also a material planning consideration.

5 PLANNING ASSESSMENT

Background Information

- 5.1 This application is to be heard before the Lowlands Planning Sub-Committee as the Parish Council have objected to the proposal.
- 5.2 The proposal seeks consent for installation of a vehicular access.
- 5.3 The application relates to 26 Park Road, a detached bungalow located within close proximity to North Leigh Church of England Primary School.

5.4 Relevant planning history:

12/0715/P/FP - Formation of new vehicular access and new entrance gates - Approved
20/00224/FUL - Demolition of existing bungalow. Erection of five dwellings - Refused

5.5 Taking into account planning policy, other material considerations and the representations of interested parties your officers are of the opinion that the key considerations of the application are:

- Principle
- Residential Amenity
- Highways

Principle

5.6 Third party representatives have raised concern regarding the motives behind the proposal given the previous refused application at the site for demolition of existing bungalow and erection of five dwellings. These comments are noted, however from a planning perspective, your officer's role is to assess the proposal on its merits and identify the harm that arises, as opposed to assessing other potential future proposals at the application site. A condition has been attached stipulating that any potential permission granted is only for the purposes specified in the application submission.

5.7 West Oxfordshire District Council Legal and Estates were consulted as part of the planning process and concluded that that no legal right of access exists across the Council owned land to the rear of 26 Park Road to where the proposed gates are to be installed, and that no request has been received for a right of access across the Council's land from the owner of 26 Park Road. Officers note that the applicant has not got a right of access across the Council owned land; however this is not a material planning consideration as the right of access is controlled under separate legal legislation. Members should be aware that any potential planning permission would not override this separate legal legislation.

5.8 Policy T4 of the Local Plan supports proposals for additional parking where parking is provided in accordance with the County Council's adopted parking standards and should be sufficient to meet increasing levels of car ownership. As such, your officers consider the principle of the proposed new vehicular access acceptable subject to consideration of the matters below.

Residential Amenity

5.9 Your officer's consider that the proposed installation of vehicular access will not lead to a significant increase in noise and disturbance, and as such, will not have a detrimental impact on the residential amenity of the surrounding neighbours.

Highways

5.10 Third party representatives and the Parish Council have raised a concern regarding the proposed vehicular access and the impact it will have on the surrounding road network and highway safety.

Oxfordshire County Council Highways were consulted as part of the planning process and in their first response objected to the proposal as the red edged application area did not include access to the highway. However, the applicant has submitted amended plans including red edged application area illustrating access to the highway and details of vision splays for the proposal. Oxfordshire County Council Highways were re-consulted and raised no objection to the amended plans but stated that the proposed access would not be suitable to serve further development.

Conclusion

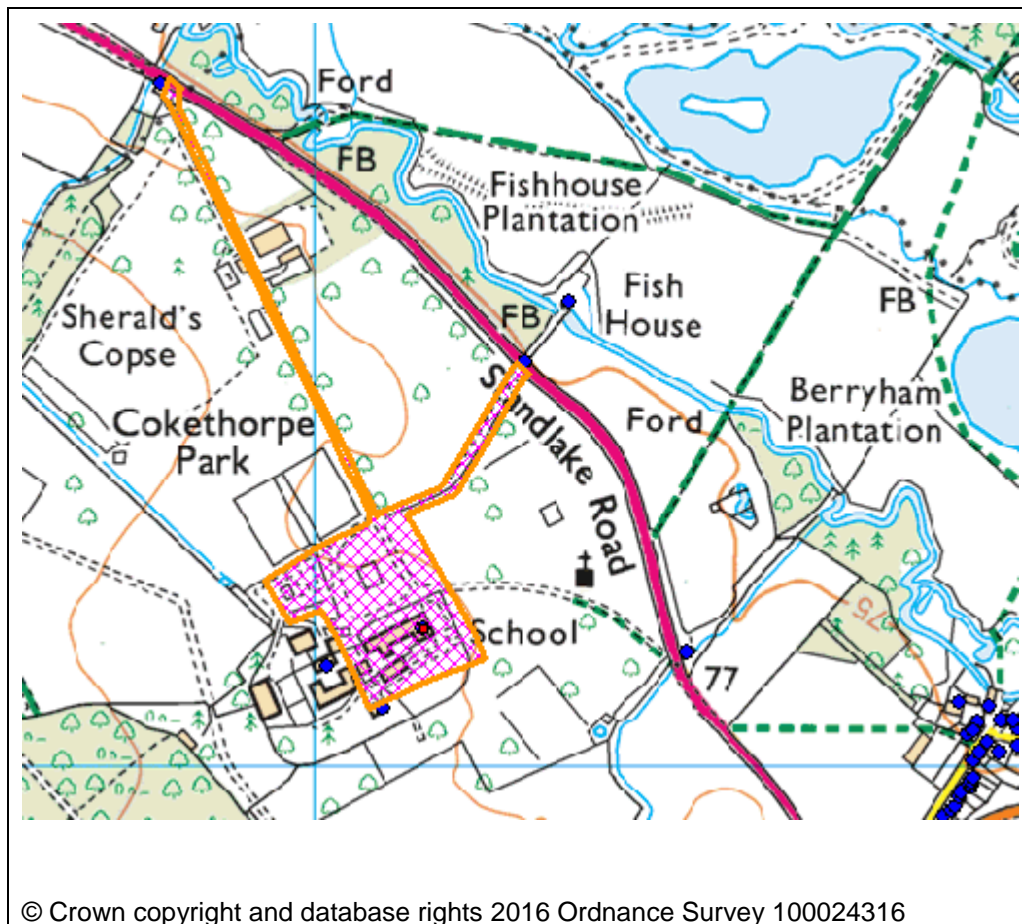
- 5.11 In light of the above assessment, the application is recommended for approval as your officers consider that it complies with the provisions of policies OS2, OS4 and T4 of the adopted Local Plan; WODC Design Guide 2016 and the relevant paragraphs of the NPPF 2019.

6 CONDITIONS

1. The development hereby permitted shall be begun before the expiration of three years from the date of this permission.
REASON: To comply with the requirements of Section 91 of the Town & Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act, 2004.
2. That the development be carried out in accordance with the approved plans listed below.
REASON: For the avoidance of doubt as to what is permitted.
3. The development shall be constructed with the materials specified in the application.
REASON: To ensure that the development is in keeping with the locality and for the avoidance of doubt as to what is permitted.
4. The land outlined in red shall be used for the purposes as stated in the applicant's supporting planning statement dated the 16th June 2020.
REASON: The site is only suitable for the use specified because of the special circumstances of the site, and for the avoidance of doubt as to what has been submitted.

Application Number	20/01893/FUL
Site Address	Cokethorpe School Cokethorpe Park Ducklington Witney Oxfordshire, OX29 7PU
Date	3rd December 2020
Officer	Miranda Clark
Officer Recommendations	Approve
Parish	Hardwick And Yelford Parish Council
Grid Reference	437144 E 206183 N
Committee Date	14th December 2020

Location Map



Application Details:

Demolition of the existing changing room building and construction of a new science building (part two storey, part three storey). Erection of single storey changing room building together with associated hard and soft landscaping works.

Applicant Details:

Mrs Harriet Stapleton, Cokethorpe School, Cokethorpe Park, Ducklington, Oxon, OX29 7PU

I CONSULTATIONS

- I.1 Parish Council Hardwick-with-Yelford Parish Meeting-These two proposals are for alterations to school buildings in Cokethorpe School. They will not be visible from the road or to the general public. There are no grounds on which any member of this Parish could object to the proposals.
- I.2 Biodiversity Officer Precautionary working has been detailed for great crested newts, bats, nesting birds as well as badgers and other mammals (e.g. hedgehogs). These are considered mostly satisfactory. Although the ecology report states that there is no suitable reptile habitat on site, I still consider that the scrub on site (some of which is to be removed) could offer potential opportunities. Precautionary working should therefore be outlined for reptiles. Precautionary measures for great crested newts and reptiles should also include the storage of any building and demolition materials above the ground on pallets or in skips to prevent these species from using them as shelter.
The PWMS should also now be combined into a more comprehensive statement for all relevant species.
The final statement should be prepared and submitted to the LPA.
The approved statement can then be implemented as a condition of planning consent.
Biodiversity Net Gain
The proposal includes the removal of 9 no. trees on site, a section of species-rich hedgerow and an area of scrub. Proposed enhancements include tree planting and the supplementary planting of hedgerows.
As the proposal includes the loss of several habitat features, I recommend that further enhancements are included within the scheme so that a net gain in biodiversity is achieved. For example, I highly advise that management within parts of the amenity grassland is reduced and potentially sown with a wildflower or tussocky grassland seed mix. This will enhance the ecological value of the site. A wildlife pond could also be created on site and this will provide habitat for amphibians (including great crested newts, supporting the existing population on site), reptiles and invertebrates. Ideally, the pond should be planted with native marginal species, have gradual sloping sides and should not be stocked with fish.
A biodiversity net gain metric would not be required in this case, however, the proposal should still ensure that there is a net gain and so the enhancement measures recommended above should be incorporated into the scheme. Confirmation of this is required before a positive determination of the application.
- I.3 Newt Officer No Comment Received.
- I.4 Thames Water No objection - informatives to be added.

- 1.5 WODC Landscape And Forestry Officer No Comment Received.
- 1.6 Adjacent Parish Council No Comment Received.
- 1.7 Adjacent Parish Council No Comment Received.
- 1.8 WODC Drainage Engineers No Comment Received.

2 REPRESENTATIONS

- 2.1 No comments received at the time of writing.

3 APPLICANT'S CASE

- 3.1 Various statements have been submitted with the application which can be viewed in full on line. The Planning Statement conclusions have been summarised as;

- Having regard in particular for the requirements of paragraph 126 of the NPPF, the new science and changing buildings will:
- Sustain and enhance the Cokethorpe site and parkland setting
- Bring about wider social, cultural, economic and environmental benefits
- Make a positive contribution to local character and distinctiveness; and
- Draw on the contribution made by the historic environment to the character of a place.

- 3.2 Furthermore, the detailed design of the proposals have been thoroughly developed through a rigorous consultation process both internally and externally. This has included balancing a high quality and appropriate design within the sensitive historic context.

- 3.3 The proposals have been developed alongside technical assessments of the site, including heritage and conservation, flood risk and drainage, ecology, and arboriculture which have informed and support the design. A range of sustainability measures using be lean, be clean and be green principles have been incorporated into the design.

- 3.4 Overall, the proposals represent a highly sustainable development, aligning with the principles of economic, social and environmental sustainability in accordance with the golden thread of the NPPF, and local planning policies. There is therefore a planning presumption that the School's application should be approved.

4 PLANNING POLICIES

OS1NEW Presumption in favour of sustainable development
OS2NEW Locating development in the right places
OS4NEW High quality design
E5NEW Local services and community facilities
EH11 Listed Buildings
EH13 Historic landscape character
EH3 Biodiversity and Geodiversity

EH9 Historic environment

T4NEW Parking provision

The National Planning Policy framework (NPPF) is also a material planning consideration.

5 PLANNING ASSESSMENT

Background Information

- 5.1 The application site is located on the southern edge of Witney between Hardwick and Ducklington. The School site is bordered by Standlake Road (A415) to the east/north east and farmland to the south and west. The proposed development sites are situated to the south side of the school grounds, beside the main group of buildings. There are various Listed buildings within the school grounds and protected trees.
- 5.2 The application is seeking planning consent for a new science building, a changing rooms building, and changes to the parking on site as well as changes to landscaping, parking and traffic flows on site.
- 5.3 The application was deferred from last month's committee meeting due to an objection being received from Historic England. Since the last meeting both the agent and Historic England have been discussing the issues. It is anticipated that revised plans will be received prior to the meeting.
- 5.4 Taking into account planning policy, other material considerations and the representations of interested parties your officers are of the opinion that the key considerations of the application are:

Principle

- 5.5 The proposed development will create a new Science Building, to form an improved working environment for staff and a new science hub for the School community. The existing science labs will be used by the Junior School rather than the Mansion. The Mansion will then be used by senior pupils and the arts. The proposed changing rooms are to replace an existing building, to be located nearer the main sports facilities. Alterations to the existing car park to create additional parking, and additional crossings are also proposed.
- 5.6 Your officers consider that Policy E5 of the adopted West Oxfordshire Local Plan is of most relevance regarding the principle of development regarding local services and community facilities. This Policy states that the Council will support the development and retention of local services and community facilities to meet local needs and to promote social well being, interests, interaction and healthy inclusive communities.

Siting, Design and Form

- 5.7 The proposed siting of the science building has taken into consideration the existing large trees and also the proximity of the Listed Mansion. The proposed science building is to be of a timber framed two storey and three storey block. A flat roof is proposed for additional learning purposes and will be concealed behind a brick parapet.

- 5.8 Access to the roof space of the new building is provided from the main stair core, where the lift also provides accessible access. At the corner of the stair core is a large glass lantern providing views of the surrounding buildings and parkland. The roof space has planters for growing plants and facilitates a hands on teaching environment. A frameless glass balustrade 1.3m high is proposed to ensure maximum safety when on the roof. In addition half of the roof will provide space for photovoltaic cells to maximise the opportunity for solar energy.
- 5.9 The building is proposed to be brick where it is used elsewhere in the existing garden wall. The composite windows and doors will be grey in colour and have corner feature windows located at key junctions, with the north elevation featuring a large glass lantern providing views over the parkland.
- 5.10 Your officers consider that the principle of the proposed design is acceptable. However at the time of writing, your officers are awaiting revised plans which are in response to Historic England's comments. Any revisions that are received are anticipated to be received prior to the meeting, where your officers will verbally update Members.
- 5.11 The siting for the new changing pavilion is to the north of the middle quad on the left corner of the existing cricket pitch. Set forward from the road and clear of existing trees, the location provides changing facilities within close proximity to the sports facilities. It is also in a location with ready access to existing vehicular and pedestrian routes as the building will also be used by visiting teams.
- 5.12 The building will be of timber cladding with a green roof, and one end of the building will be recessed into the ground 500mm to minimise the impact on the setting. Your officers consider that this proposed building is acceptable in terms of design, scale and siting.

Landscape and Ecology

- 5.13 In total there are eleven trees and five tree groups requiring removal across the site. Three additional trees have been recommended for removal by the arboriculturalist as although not required to facilitate the development removal would benefit better quality surrounding trees.
- 5.14 Sixteen new trees will be planted across the site as well as new areas of planting, to mitigate the loss of the existing trees / tree groups required to facilitate the development and to create a long-term contribution to the green infrastructure at Cokethorpe.
- 5.15 Your ecology officer had requested amendments including that precautionary working for reptiles was included and that further enhancements should be included within the scheme so that a net gain in biodiversity is achieved.
- 5.16 Additional enhancements have been made within the landscaping scheme such as the supplementary planting of hedgerows, provision of dead wood features, and an area of wildflower planting. Your ecology officer has no further comments and conditions have been advised.

Setting of Listed Building

- 5.17 The proposed building Science building is adjacent to existing Listed Buildings, including the Grade II star Mansion, and the Bell Tower. The development has been designed to be of a

scale sympathetic to the character of these adjacent buildings. The height is less than the Mansion, and the design is considered to be in keeping with the proportions of the brick bays and windows on the science building relating to the Georgian proportions of the Mansion.

- 5.18 As the proposed Science building is within close proximity to a number of listed buildings, in accordance with Section 66 (l) of the Planning (Listed Buildings and Conservation Areas) Act as amended, the local planning authority shall have special regard to the desirability of preserving the buildings setting or any features of special architectural or historic interest which it possesses. Given the location of the new science building, being set away from the main Grade II star Listed Mansion and other important Grade II Listed buildings, and that the proposed design incorporating some existing details from the Mansion your officers are of the opinion that the setting of the listed buildings will be preserved. However at the time of writing, your officers are still assessing the overall impact to the setting of the listed buildings in terms of the scale of the proposed Science building. Further advice from Historic England is also anticipated.
- 5.19 As the proposed changing room building is set further away, your officers consider that the setting of the Listed Buildings will not be adversely affected.

Highways

- 5.20 The proposed changes to the car parking on site include thirty additional parking spaces created in the existing car park, two new drop off points connected to safe pedestrian routes, a one way system entrance into and exit from the car park to reduce congestion, new crossing point to provide access to changing building, and a new passing lay by along the main entrance. As these works are located within the application site your officers do not consider that there will be adverse impacts to highway safety issues.

Residential Amenities

- 5.21 Given that there are no separate residential properties in close proximity of the proposed buildings, your officers are of the opinion that the development will not adversely affect residential amenity.

Conclusion

- 5.22 Your officers are of the opinion that whilst the proposed science building is of a large scale and set close to existing important heritage assets, and trees, that the siting of the building has been fully assessed and appraised. The proposed design is also considered supportable by your officers. In terms of the concerns of Historic England and your officers regarding the proposed scale of some parts of the building, it is anticipated that a full verbal update will be given to Members at the meeting.

6 CONDITIONS

1. The development hereby permitted shall be begun before the expiration of three years from the date of this permission.
REASON: To comply with the requirements of Section 91 of the Town & Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act, 2004.
2. That the development be carried out in accordance with the approved plans listed below.

REASON: For the avoidance of doubt as to what is permitted.

3. Before above ground building work commences, a schedule of materials (including samples) to be used in the elevations of the development shall be submitted to and approved in writing by the Local Planning Authority. The development shall be constructed in the approved materials.
REASON: To safeguard the character and appearance of the area.
4. The development shall be completed in accordance with the recommendations in Section 5 of the Ecological Appraisal report, dated 20/10/2020 prepared by BSG Ecology, as submitted with the planning application. All the recommendations shall be implemented in full according to the specified timescales, unless otherwise agreed in writing by the local planning authority.
REASON: To ensure that the bats, birds, reptiles, amphibians, badgers and hedgehogs are protected in accordance with The Conservation of Habitats and Species Regulations 2017 (as amended), the Wildlife and Countryside Act 1981 as amended, Circular 06/2005, the National Planning Policy Framework (in particular Chapter 15), Policy EH3 of the West Oxfordshire Local Plan 2031 and in order for the Council to comply with Part 3 of the Natural Environment and Rural Communities Act 2006.
5. Before the erection of any external walls, details of the provision of bat roosting features (e.g. bat boxes/tubes/bricks on south or southeast-facing elevations) and nesting opportunities for birds (e.g. house sparrow terrace, starling box, swift brick or house martin nest cup on the north or east-facing elevations) either integrated into the external walls of the new buildings or mounted onto existing external walls and/or suitable mature trees, shall be submitted to the local planning authority for approval. The details shall include a drawing/s showing the types of features, their locations within the site and their positions on the elevations of the buildings, and a timetable for their provision. The approved details shall be implemented before the dwelling/s hereby approved is/are first occupied and thereafter permanently retained.
REASON: To provide additional roosting for bats and nesting birds as a biodiversity enhancement in accordance with paragraphs 170, 174 and 175 of the National Planning Policy Framework, Policy EH3 of the West Oxfordshire Local Plan 2031 and Section 40 of the Natural Environment and Rural Communities Act 2006.
6. Before the erection of any external walls, details of external lighting shall be submitted to and approved in writing by the local planning authority. The details shall show how and where external lighting will be installed (including the type of lighting), so that it can be clearly demonstrated that light spillage into wildlife corridors will be minimised as much as possible.

All external lighting shall be installed in accordance with the specifications and locations set out in the approved details, and these shall be maintained thereafter in accordance with these details. Under no circumstances should any other external lighting be installed without prior consent from the local planning authority.
REASON: To protect foraging and commuting bats in accordance with the Conservation of Habitats and Species Regulations 2017 (as amended), the Wildlife and Countryside Act 1981 (as amended), Circular 06/2005, the National Planning Policy Framework (in particular Chapter 15), Policy EH3 of the West Oxfordshire Local Plan 2031 and in order for the Council to comply with Part 3 of the Natural Environment and Rural Communities Act 2006.
7. Before the occupation of the development hereby approved, a comprehensive landscape scheme shall be submitted to and approved in writing by the Local Planning Authority. The scheme shall be in accordance with the measures outlined within the Soft Landscaping Plan (drawing no.

ADP-00-ZZ-DR-L-1902, Rev S2 P3) and include, but not necessarily be limited to, the following biodiversity enhancements:

- i) The creation of a green roof;
- ii) An area sown with a tussocky grass seed mix;
- iii) Tree planting using native, locally sourced species;
- iv) A wildflower meadow area;
- v) The supplementary planting/infilling of hedgerows with native, locally sourced species;
- vi) Enhancements to the pond to improve the suitability for great crested newts;
- vii) The provision of dead wood habitat for invertebrates, reptiles and amphibians;

and a 5-year aftercare maintenance plan for all landscaped areas.
It must show details of all planting areas, tree and plant species, numbers and planting sizes. The proposed means of enclosure and screening should also be included, together with details of any mounding, walls and fences and hard surface materials to be used throughout the proposed development.

The entire landscaping scheme shall be completed by the end of the planting season immediately following the completion of the development or the site being brought into use, whichever is the sooner.

REASON: To provide full details of all landscaping and to enhance the site for biodiversity in accordance with paragraphs 170, 174 and 175 of the National Planning Policy Framework, Policy EH3 of the West Oxfordshire District Local Plan 2031 and in order for the Council to comply with Section 40 of the Natural Environment and Rural Communities Act 2006.

8. If within a period of five years from the date of planting of any tree/hedge/shrub that tree/hedge /shrub, or any replacement, is removed, uprooted or destroyed, or dies, or becomes seriously damaged or defective, another tree/hedge /shrub of the same species and size as that originally planted shall be planted in the same location as soon as reasonably possible and no later than the first available planting season, unless otherwise agreed in writing by the local planning authority.

REASON: To ensure effective delivery of approved landscaping and to secure enhancements for biodiversity in accordance with paragraphs 170, 174 and 175 of the National Planning Policy Framework, Policy EH3 of the West Oxfordshire Local Plan 2031 and in order for the Council to comply with Section 40 of the Natural Environment and Rural Communities Act 2006.

NOTES TO APPLICANTS:-

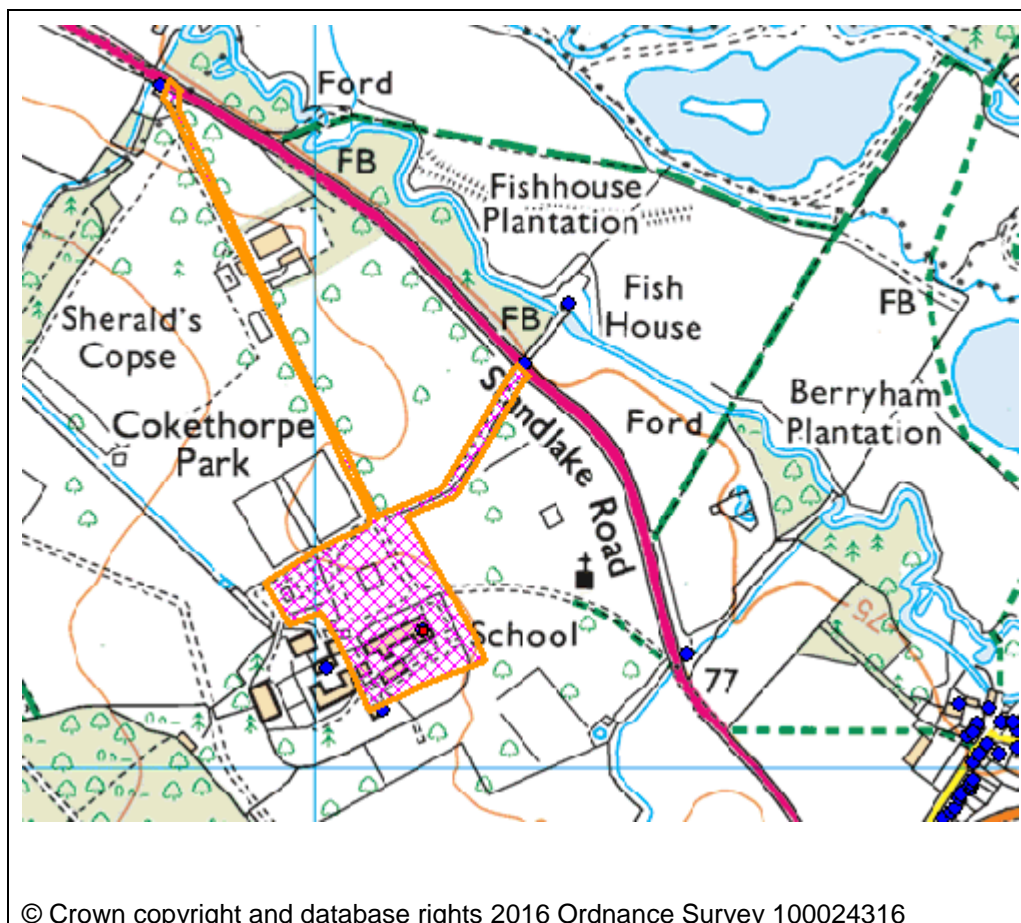
1. Please note that this consent does not override the statutory protection afforded to species protected under the terms of the Wildlife and Countryside Act 1981 (as amended) and the Conservation of Habitats and Species Regulations 2017 (as amended), or any other relevant legislation such as the Wild Mammals Act 1996 and Protection of Badgers Act 1992.
2. All British bat species are protected under The Conservation of Habitats and Species Regulations 2017 (as amended), which implements the EC Directive 92/43/EEC in the United Kingdom, and the Wildlife and Countryside Act 1981 (as amended). This protection extends to individuals of the species and their roost features, whether occupied or not. A derogation licence from Natural England would be required before any works affecting bats or their roosts are carried out.
3. All British birds (while nesting, building nests, sitting on eggs and feeding chicks), their nests and eggs (with certain limited exceptions) are protected by law under Section 1 of the Wildlife and

Countryside Act 1981 (as amended) and the Countryside and Rights of Way Act 2000. Works that will impact upon active birds' nests should be undertaken outside the breeding season to ensure their protection, i.e. works should only be undertaken between August and February, or only after the chicks have fledged from the nest.

4. In the event that your proposals could potentially affect a protected species, or if evidence of protected species is found during works, then you should seek the advice of a suitably qualified and experienced ecologist and consider the need for a licence from Natural England prior to commencing works (with regard to bats).

Application Number	20/01894/LBC
Site Address	Cokethorpe School Cokethorpe Park Ducklington Witney Oxfordshire, OX29 7PU
Date	3rd December 2020
Officer	Miranda Clark
Officer Recommendations	Approve
Parish	Hardwick And Yelford Parish Council
Grid Reference	437144 E 206183 N
Committee Date	14th December 2020

Location Map



Application Details:

Alterations to include demolition of the existing changing room building and construction of a new science building (part two storey, part three storey) to include works to existing garden walling and new arched opening to provide access onto the field together with associated landscaping works.

Applicant Details:

Mrs Harriet Stapleton, Cokethorpe School, Cokethorpe Park, Ducklington, Oxon, OX29 7PU

I CONSULTATIONS

- I.1 Conservation Officer
- Firstly, I think that the general strategy and the proposed location are supportable. It would probably have been preferable for this to be set at the rear, near the large sports building, but I can see that there is some operational justification for the current site. And as we noted, a new building on the proposed site would tend to be read against the complex overall - unlike the new building that we approved on the north-west side, which is set somewhat away from the complex, and which tends to dominate the views from the main road.
- However, whilst I think that the predominantly two-storey approach is the correct one, this seems to have worked out more blocky and voluminous than I was expecting.
- Does the two storey main part have to be quite so tall - and does it need the raised section at the east end?
- Can the prominent three-storey part at the west end be omitted, preferably, or at least mitigated and lowered, perhaps with a pitched form to break the blockiness?
- Do they really need the roof terrace and all the associated clutter?
- I.2 Parish Council
- Hardwick-with-Yelford Parish Meeting - These two proposals are for alterations to school buildings in Cokethorpe School. They will not be visible from the road or to the general public. There are no grounds on which any member of this Parish could object to the proposals.
- I.3 Historic England
- We believe that the scheme, as currently designed, adversely impacts the significance of the designated mansion and bell tower, as well as their setting. The degree of heritage harm that the proposals would cause to that significance is not fully justified, as alternative, less contentious locations could be explored.
- Further comments after discussions with your officers and the agent;
- Additional information and visual materials have allowed us to appreciate the justification for the preferred sites of the new science building and the new changing rooms. However, in our view, the scale, mass and design of the new science building, as currently proposed, would still entail a high level of less than substantial harm to the character of a number of key listed buildings and their setting.
- As undeveloped discussions between your Local Authority and the applicant at preapplication stage have identified scope for alternative, less disrupting design strategies, the harm that the current scheme for the new science building would

cause to the significance of identified heritage assets and their setting is not fully justified. As such, the current proposals for the science block fail to meet the requirements of paragraph 194 of the NPPF.

2 REPRESENTATIONS

2.1 No comments received at the time of writing.

3 APPLICANT'S CASE

3.1 Various statements have been submitted with the application which can be viewed in full on line. The Planning Statement conclusions have been summarised as;

3.2 Having regard in particular for the requirements of paragraph 126 of the NPPF, the new science and changing buildings will:

- Sustain and enhance the cokethorpe site and parkland setting
- Bring about wider social, cultural, economic and environmental benefits
- Make a positive contribution to local character and distinctiveness; and
- Draw on the contribution made by the historic environment to the character of a place

3.3 Furthermore, the detailed design of the proposals have been thoroughly developed through a rigorous consultation process both internally and externally. This has included balancing a high quality and appropriate design within the sensitive historic landscape.

3.4 The proposals have been developed alongside technical assessments of the site, including heritage and conservation, flood risk and drainage, ecology, and arboriculture which have informed and support the design. A range of sustainability measures using be lean, be clean and be green principles have been incorporated into the design.

3.5 Overall, the proposals represent a highly sustainable development, aligning with the principles of economic, social and environmental sustainability in accordance with the golden thread of the NPPF, and local planning policies. There is therefore a planning presumption that the School's application should be approved.

4 PLANNING POLICIES

OS4NEW High quality design

EH11 Listed Buildings

EH13 Historic landscape character

EH2 Landscape character

The National Planning Policy framework (NPPF) is also a material planning consideration.

5 PLANNING ASSESSMENT

Background Information

5.1 The application site is located on the southern edge of Witney between Hardwick and Ducklington. The School site is bordered by Standlake Road (A415) to the east / north east and

farmland to the south and west. The proposed development sites are situated to the south side of the school grounds, beside the main group of buildings. There are various Listed buildings within the school grounds including a Grade II star Listed Building.

- 5.2 The proposed development will create a new Science Building, to form an improved working environment for staff and a new science hub for the School community. The existing science labs will be used by the Junior School rather than the Mansion. The Mansion will then be used by senior pupils and the arts. The proposed changing rooms are to replace an existing building, to be located nearer the main sports facilities. Alterations to the existing car park to create additional parking, and additional crossings are also proposed.
- 5.3 The application was deferred from last month's Committee meeting due to an objection being received from Historic England. Since the last meeting both the agent and Historic England have been discussing the issues. It is anticipated that revised plans will be received prior to the meeting.
- 5.4 This application is seeking Listed Building consent for the alterations to the assumed listed garden wall to provide access into the proposed science building and create a new arched opening to provide access onto the field.
- 5.5 Taking into account planning policy, other material considerations and the representations of interested parties your officers are of the opinion that the key consideration of this application is the impact to the Listed Buildings.

Principle

- 5.6 Your officers consider that the principle of forming new openings into the existing garden wall is acceptable. The garden wall encloses the site and has already several openings and breaks which provide key connections into different parts of the site.

Siting and Design

- 5.7 The proposed siting of the science building has taken into consideration the existing large trees and also the proximity of the Listed Mansion. The proposed science building is to be of a timber framed two storey and three storey block. A flat roof is proposed for additional learning purposes and will be concealed behind a brick parapet.
- 5.8 Access to the roof space of the new building is provided from the main stair core, where the lift also provides accessible access. At the corner of the stair core is a large glass lantern providing views of the surrounding buildings and parkland. The roof space has planters for growing plants and facilitates a hands on teaching environment. A frameless glass balustrade 1.3m high is proposed to ensure maximum safety when on the roof. In addition half of the roof will provide space for photovoltaic cells to maximise the opportunity for solar energy.
- 5.9 The building is proposed to be brick where it is used elsewhere in the existing garden wall. The composite windows and doors will be grey in colour and have corner feature windows located at key junctions, with the north elevation featuring a large glass lantern providing views over the parkland.

- 5.10 Your officers consider that the principle of the proposed design is acceptable. However at the time of writing, your officers are awaiting revised plans which are in response to Historic England's comments. Any revisions that are received are anticipated to be received prior to the meeting, where your officers will verbally update Members.
- 5.11 With regards to the proposed new openings within the Listed garden wall, officers have no objection due to their modest scale and design. As such your officers do not consider that the historic fabric of the existing garden wall will be adversely affected.

Heritage Assets

- 5.12 Two proposed door ways are to be provided within the existing wall which your officers consider are acceptable in scale and appearance.
- 5.13 As the site is within the curtilage of a listed building, your officers are required to take account of Section 66 of the Planning (Listed Buildings and Conservation Areas) Act 1990 as amended which states that in considering whether to grant listed building consent for any works the local planning authority shall have special regard to the desirability of preserving the building or its setting or any features of special architectural or historic interest which it possesses. Given that the proposed openings are of a modest scale and discreet in form, your officers consider that the character and appearance of the Listed wall will not be adversely affected.

Conclusion

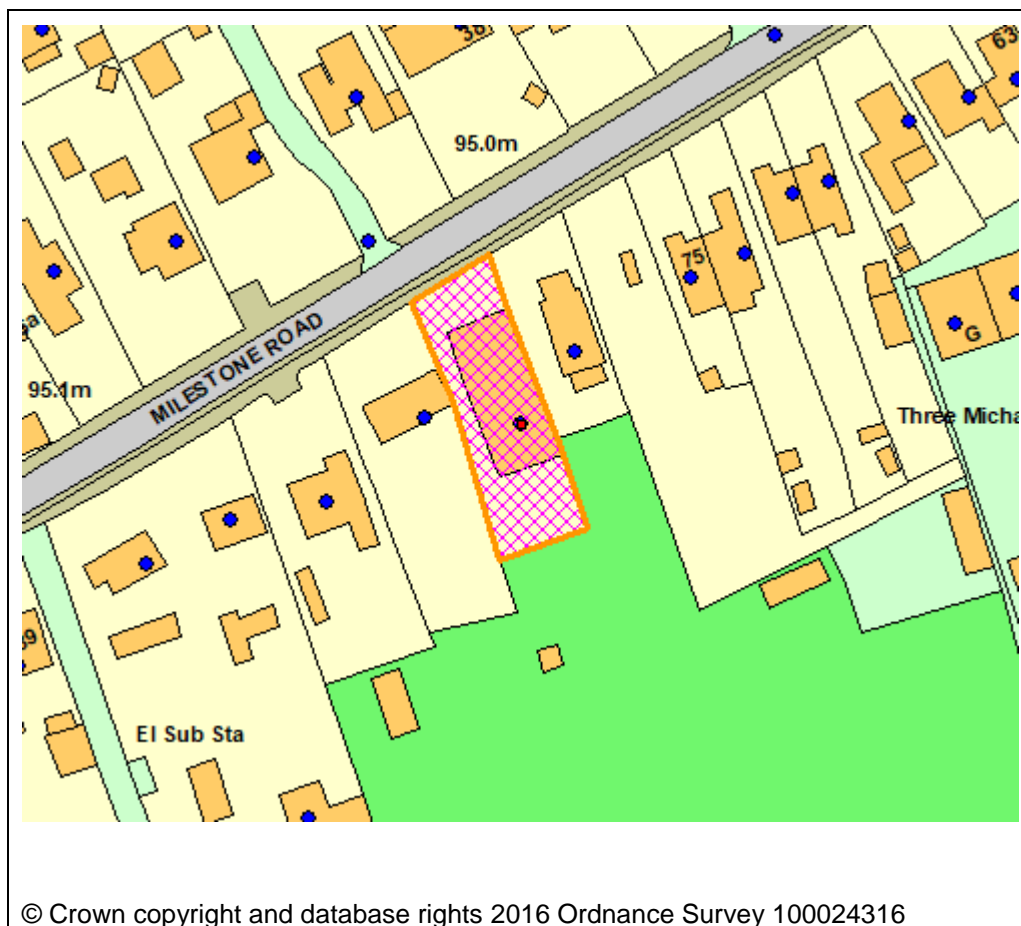
- 5.14 Your officers consider that the proposed changes to the Listed garden wall will not harm the existing visual character and appearance and as such is compliant with the relevant policies of the adopted West Oxfordshire Local Plan stated above, and the relevant paragraphs of the NPPF. However further discussions are taking place between your officers and the applicants regarding the proposed scale of the Science Building and how it relates to the setting of the surrounding Listed Buildings. A verbal update will be given to Members at the meeting.

6 CONDITIONS

1. The works must be begun not later than the expiration of three years beginning with the date of this consent.
REASON: To comply with the requirements of the Planning (Listed Buildings and Conservation Areas) Act 1990 as amended by the Planning and Compulsory Purchase Act 2004.
2. That the development be carried out in accordance with the approved plans listed below.
REASON: For the avoidance of doubt as to what is permitted.
3. Before above ground building work commences, a schedule of materials (including samples) to be used in the elevations of the development shall be submitted to and approved in writing by the Local Planning Authority. The development shall be constructed in the approved materials.
REASON: To safeguard the character and appearance of the area.
4. No demolitions, stripping out, removal of structural elements, replacement of original joinery or fittings and finishes shall be carried out except where shown and noted on the approved drawings.
REASON: To preserve internal features of the Listed Building.
5. All new works and works of making good shall be carried out in materials, and detailed, to match the adjoining original fabric except where shown otherwise on the approved drawings.
REASON: To preserve the architectural integrity of the Listed Building.

Application Number	20/02416/FUL
Site Address	79 Milestone Road Carterton Oxfordshire OX18 3RL
Date	3rd December 2020
Officer	Miranda Clark
Officer Recommendations	Refuse
Parish	Carterton Town Council
Grid Reference	427815 E 206111 N
Committee Date	14th December 2020

Location Map



Application Details:

Construction of 8 no. one bed flats together with associated works and formation of new vehicular access.

Applicant Details:

Balliol Homes Ltd
College Mead, Little Blenheim, Yarnton, Oxon, OX5 1LX

I CONSULTATIONS

- | | | |
|-----|--------------------------------|--|
| I.1 | Parish Council | The Town Council made comments in support of the Planning Application. Officers asked to check regarding possible lack of privacy for neighbouring properties. |
| I.2 | Thames Water | No objection - notes and conditions advised. |
| I.3 | WODC Drainage Engineers | Condition advised. |
| I.4 | OCC Highways | No objection subject to conditions. |
| I.5 | WODC Env Health - Lowlands | <p>I have no objection in principle to this proposal but given the proximity of Brize Norton airfield I must recommend refusal until a noise survey is carried out and submitted for approval. The noise survey should address the issue of aircraft and traffic noise and detail any additional acoustic insulation measures that may be required to ensure that internal noise levels comply with those specified in BS8233:2014.</p> <p>These may include further insulation to the roof structure as well as windows and doors. Attention should be paid to any additional ventilation measure that may may be required.</p> <p>The proposed dwellings show an open plan living/kitchen area. The applicant should be aware that this gives an increased risk of problems from condensation and mould and should carefully address the balance between heating, ventilation and insulation to minimise this increased risk. This point is raised for information only.</p> |
| I.6 | MOD - Landowner - Safeguarding | No Comment Received. |
| I.7 | MOD MOD (Brize Norton) | No objection. |
| I.8 | Oqema Ltd | No Comment Received. |

2 REPRESENTATIONS

- 2.1 One letter received from 75 Milestone Road Carterton. The comments have been summarised as;
- I will be a neighbouring property of this development. The first floor windows and balconies will be overlooking my garden/property. Resulting in the loss of privacy in my much loved private garden, I have spent a lot of time, effort and money making our garden a summer living space to enjoy the weather, entertaining our family in a private, not overlooked garden.

- My garden is also south facing, enjoying the sun all day, the evening sun will be blocked by your property, so not only a loss in privacy, but a loss of natural light, enjoyable sunsets!!
- I purchased my property 7 years, the main reason being the neighbour properties were bungalows, with no one overlooking it.
- Why would you build flats on a road predominantly made up of bungalows? I would have no objections to bungalows erected on this site.

2.2 Mr H Watts has also submitted comments, which have been summarised as;

- I would respectfully ask that this development at this moment in time not be supported as such it would be piecemeal development eroding the Local Plan allocated site at Milestone Road.
- Whilst I think that the design of the 8 flats are indeed modern and will serve the need for housing for single or young couple without children, this type of development can easily be built further into the large site under planning application 19/02809/FUL to which Abby Fettes is responsible as the case Officer.
- It would in no way put the new owner of 79 Milestone Rd nose out of place, as flats are not in keeping with the existing street scene, and should your Officers collectively negotiate with Diane Howcroft of Partner Construction/Partner Homes, then it would make a fair compromise for both parties to agree a way forwards, because the Master Plan must not be damaged by ignorance of these landowners the whole benefit must directly be given to the emerging community with safety and quality housing as a result.
- So again to say, 79/81 forms part of the allocated site, and must not be diluted just for 8 possibly leading to 16 flats on the frontage of Milestone Road, when a Gateway Entrance could be provided with 79/81 Milestone Road serving the larger development and a safer one than the previous attempt?
- Would you kindly provide a copy of my letter to all the members of the Lowlands Planning Committee.

3 APPLICANT'S CASE

3.1 A Planning Statement has been summarised as;

3.2 The style of the properties on Milestone Road is varied with some being brick, or stone, or render or recon stone and further along the road on the same side is a mobile home park development.

3.3 The site area is 0.1ha and is a broadly rectangular shape with its narrow (north western) boundary fronting onto Milestone Road 500m to the West of its junction with Black Bourton Road. There is extensive residential development to the North, and Milestone Road is characterised by detached and semi-detached properties, many set well back behind front gardens and parking areas.

3.4 There will be eleven on site car parking spaces. One of which will be for disabled use. We note from application 14/01971/FUL that OCC Highways accepted that a number of visitor spaces could be provided on street parking on Milestone Road. We have shown the full requirement of OCC with one space per new dwelling and visitor spaces at 0.4 per new dwelling, so if OCC still accept the 2014 arrangement two spaces could be omitted?

3.5 The proposed design is all two storeys with a mix of recon stone, render and horizontal cladding under pitched and hipped roofs. Gable dimensions and ridge heights respect nearby

buildings. The ridge height is only 100mm higher than the existing derelict structure. All side windows at first floor level will be obscure glazed so there will be no significant overlooking of No 77 nor 81 Milestone Road.

- 3.6 On the basis of the above we believe that the proposal is appropriate for the site and location, has due regard to the amenity of neighbouring properties and will not have an undue visual impact in relation to its surroundings. It is sympathetic to the established character of the area, the form, setting and scale of adjoining and nearby buildings. Removal of the derelict and dangerous building will improve the character and appearance of the area.
- 3.7 As part of the email received accompanying the revised plans, the agent's comments have been summarised as;
- 3.8 The application site is adjacent to other two storey & "chalet" style dwellings & our proposed ridge height is actually lower than many of the "one & a half" storey dwellings along Milestone Road & certainly lower than many of the two storey houses - No.83 for example . As pointed out in our Statement, the proposed ridge height is a mere 98mm higher than the derelict structure that is to be demolished. The scheme for residential development, on the large site to the south of the application site, includes 3 Storey Flats close to Milestone Road.
- 3.9 We are prepared to change the hips to low-pitch gables, & also to remove the cladding from the rear block so that it is all render - as are a significant number of other dwellings in Milestone Road - but the applicant wishes to keep the proposal for 8 flats.
- 3.10 We have also rearranged the parking so as to permit more dense screen planting (as per your request) and also enabling moving the proposed footprint 2 metres towards the front of the site. This also gives greater amenity space to the rear - also as per your request.

4 PLANNING POLICIES

OS2NEW Locating development in the right places

H2NEW Delivery of new homes

OS4NEW High quality design

T4NEW Parking provision

EH3 Biodiversity and Geodiversity

EH8 Environmental protection

The National Planning Policy framework (NPPF) is also a material planning consideration.

5 PLANNING ASSESSMENT

Background Information

- 5.1 The application site is part of the former Doris Watts Residential Home which is in a derelict state. To the rear of the site is the allocated housing site which planning application reference 19/02809/FUL for the erection of 214 dwellings with associated landscaping, surface water attenuation and parking was refused. 79-81 Milestone Road was included within this site allocate in the Local Plan 2031 under Policy CA2.
- 5.2 The site area is 0.1ha.

- 5.3 The application is seeking planning consent for eight one bed flats and new access. The application is to be heard before the Lowlands Area Planning Sub-Committee as the Town Council are in support of the application but asked officers to check regarding possible lack of privacy for neighbouring properties.
- 5.4 Previous planning history
14/01971/FUL Proposed residential development of the site to provide 14 apartments and associated access, parking and landscaping.
Withdrawn.
- 5.5 Taking into account planning policy, other material considerations and the representations of interested parties your officers are of the opinion that the key considerations of the application are:

Principle

- 5.6 Carterton is a Main Service Centre as defined in the adopted West Oxfordshire Local Plan Policy OS2. As such your officers consider that on previously developed land within a mature residential area that the principle of such development is acceptable. However your officers had concerns with the position, the scale, design, and materials of the proposed building. Revised plans which alleviated some of your officers concerns have been received. However the overall massing and scale of the proposed building, with the dominant parking feature to the front of the site remains a concern.

Siting, Design and Form

- 5.7 The proposed building is of a two storey form. Following your officers' advice the proposed use of cladding has been removed from the rear block and replaced with the use of render. The hipped roof form omitted and the use of gables introduced. Whilst this contributes to the concerns of your officers, it is the number of the proposed flats within the building itself which results in the proposed building of a large scale, which will be overly dominating in its immediate setting.
- 5.8 The existing character of this part of Milestone Road is predominantly of bungalows. Your officers note that the existing site is in a derelict state and a new building will improve the overall site and the visual character of the area. However your officers are of the view that the proposed scale of this building will significantly dominate the existing streetscene.
- 5.9 The General principles of Policy OS2 of the adopted West Oxfordshire Local Plan states that all development should:
- Be of a proportionate and appropriate scale to its context having regard to the potential cumulative impact of development in the locality;
 - Form a logical complement to the existing scale and pattern of development and/or the character of the area;
 - Be compatible with adjoining uses and not have a harmful impact on the amenity of existing occupants
- 5.10 Policy OS4 of the adopted West Oxfordshire Local Plan states that; New development should respect the historic, architectural and landscape character of the locality, contribute to local

distinctiveness and, where possible, enhance the character and quality of the surroundings and should:

- demonstrate high quality, inclusive and sustainable design with the provision of a safe, pleasant, convenient and interesting
- environment where the quality of the public realm is enhanced.

5.11 Your officers advised the applicant to reduce the scale of the scheme from eight flats to six flats. This reduction would then have allowed the form, scale and massing of the proposed building to be less intrusive and dominant to the visual context of the streetscene. However this has not been agreed.

Highways

5.12 OCC Highways have not objected to the scheme but have recommended conditions. Whilst comments have been received regarding piecemeal development and creating one main access from the allocation site to the rear, this is not before your officers. As such your officers have to assess the planning merits of this current proposal.

5.13 The amended plans illustrate some adjustment to the siting of the proposed building. However your officers consider that the car parking area to the front of the site will still be dominant within this part of Milestone Road.

Residential Amenities

5.14 Policy OS4 of the adopted West Oxfordshire Local Plan states that new development should not harm the use or enjoyment of land and buildings nearby including living conditions in residential properties.

5.15 The Town Council made comments in support of the application but asked officers to check regarding possible lack of privacy for neighbouring properties. Given that the immediate building is that of 81 Milestone Road which in itself is of a derelict state, your officers do not consider that the neighbouring properties to the application site will be adversely affected. The proposed balconies are positioned to the rear elevation. The proposed windows to the side elevations, are to be a mix of obscure glazing and high level windows.

5.16 With regards to the objection received from your Environmental Health officer, further information regarding the type of windows was received from the applicant. Need to fill in.

Conclusion

5.17 Whilst some revisions have been made to the current scheme, your officers consider that due to the number of flats not being reduced, that the scale and massing of the building remains. As such the proposed building, due to its scale, together with the parking to the front, results in an overly dominant and incongruous addition to the visual appearance and character of this part of Milestone Road.

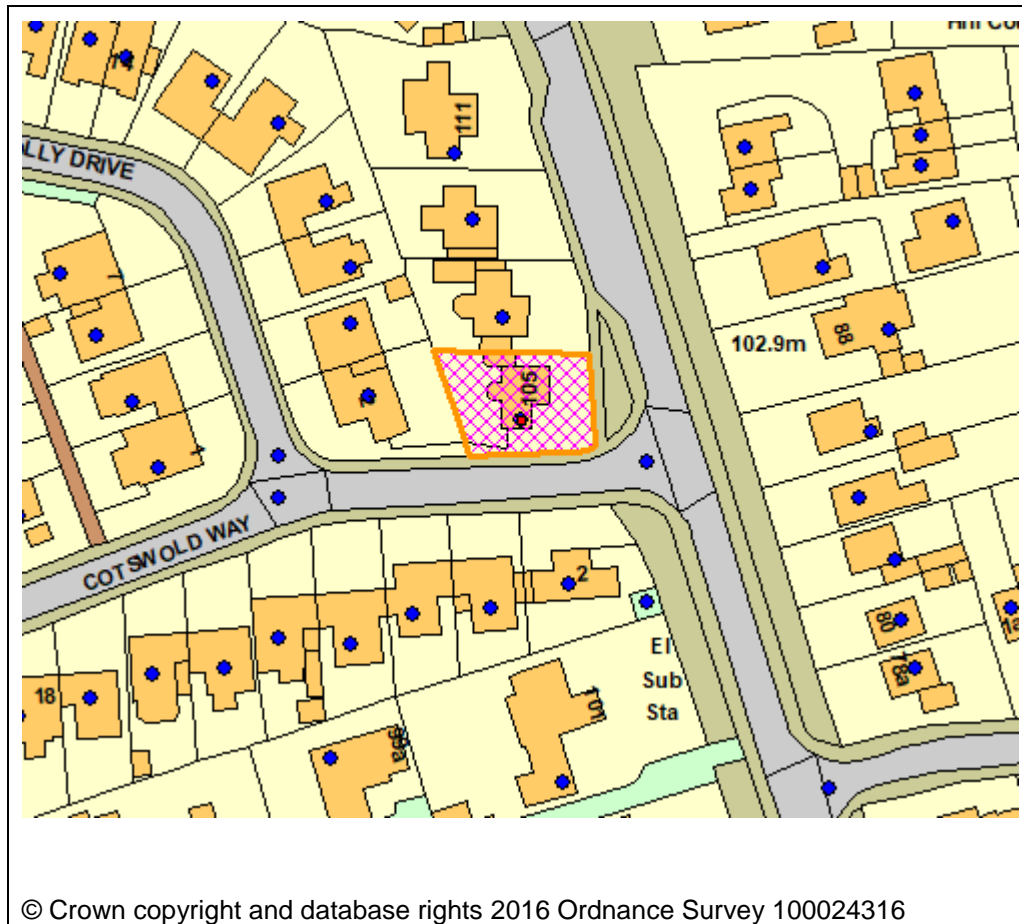
5.18 As such your officers consider that the proposal is contrary to the relevant policies of the adopted West Oxfordshire Local Plan and the relevant paragraphs of the NPPF.

6 REASON FOR REFUSAL

- I. By the reason of the proposed scale, form and massing, the proposed building will appear significantly incongruous and overly dominant with the immediate locality. The proposed building will adversely affect the character and visual appearance of the streetscene. As such the proposal is contrary to Policies OS2 and OS4 of the West Oxfordshire Local Plan, the West Oxfordshire Design Guide, the National Design Guide and the relevant paragraphs of the NPPF.

Application Number	20/02650/HHD
Site Address	105 Burford Road Carterton Oxfordshire OX18 1AJ
Date	3rd December 2020
Officer	Miranda Clark
Officer Recommendations	Approve
Parish	Carterton Town Council
Grid Reference	427817 E 207611 N
Committee Date	14th December 2020

Location Map



Application Details:

Render rear extension and move a fence in garden.

Applicant Details:

Mr Dylan Bartle
105 Burford Road
Carterton
Oxfordshire, OX18 1AJ

I CONSULTATIONS

- 1.1 Parish Council Carterton Town Council would ask officers to check whether the fence would obscure the driver's view on leaving the property.
- 1.2 OCC Highways The proposal, if permitted, will not have a significant detrimental impact (in terms of highway safety and convenience) on the adjacent highway network.
- Oxfordshire County Council, as the Local Highways Authority, hereby notify the District Planning Authority that they do not object to the granting of planning permission.

2 REPRESENTATIONS

- 2.1 No third party comments have been received to date.

3 APPLICANT'S CASE

- 3.1 No supporting statement submitted with the application.

4 PLANNING POLICIES

OS2NEW Locating development in the right places

OS4NEW High quality design

T4NEW Parking provision

The National Planning Policy framework (NPPF) is also a material planning consideration.

5 PLANNING ASSESSMENT

Background Information

- 5.1 The application relates to a detached dwelling located within a residential area of Carterton. The property is located on a corner plot, set back from Burford Road and the junction with Cotswold Way. The application is seeking planning consent to clad a new extension and to reposition a garden fence.
- 5.2 The application is to be heard before the Members of the Lowlands Area Planning Sub-Committee by the request of Cllr Mrs Crossland.
- 5.3 The planning reasons have been summarised as;
- 5.4 Re-siting the fence right upto the public footpath would be damaging to the visual amenity of the entrance to a housing development of over 100 properties, highway safety issues, and would set a precedent for the future.
- 5.5 Taking into account planning policy, other material considerations and the representations of interested parties your officers are of the opinion that the key considerations of the application are:

Principle

- 5.6 Previously the extension was deemed permitted development. However as the applicant now wishes to change the materials to that which does not match the host dwelling, the extension now comes under planning control.
- 5.7 The proposed repositioning of the fence requires planning permission due to the proposed height of the fence adjacent to a public highway.
- 5.8 Your officers consider that the principle of such proposals is acceptable.

Siting, Design and Form

- 5.9 The exterior finish of the extension is to be white render, whilst the host dwelling is constructed of brickwork. Given that render is considered to be a vernacular material, and the extension is to be located to the rear of the dwelling, your officers do not consider that the proposal will result in a detrimental impact to the visual appearance of the streetscene.
- 5.10 The proposed fence is to be of a close board wooden fence. It is proposed to be positioned further forward of the existing fence adjacent to Cotswold Way. It is only on this boundary and will not extend up to the junction with Burford Road.
- 5.11 Your officers consider that given the limited length of the proposed fence, that the visual appearance and open aspect of the existing streetscene will not be adversely affected by the proposal.

Highways

- 5.12 OCC Highways were consulted on the application and have no objections to the proposal.

Residential Amenities

- 5.13 Your officers consider that the proposal will not harm residential amenities in terms of loss of light, given the location of the proposed fence.

Conclusion

- 5.14 Your officers consider that the proposed extension is acceptable in terms of the impact to neighbouring properties' residential amenities, the visual appearance of the streetscene, and how it relates to the host dwelling. Whilst the proposed fence will project adjacent to the footpath, given the distance that the proposed fence will be sited along the boundary with Cotswold Way, your officers do not consider that such a detrimental visual impact will result to the character and appearance of the streetscene. In terms of highway safety issues, OCC Highways have raised no objection to the proposed development.
- 5.15 As such in view of the above your officers consider that the proposal complies with the relevant policies of the West Oxfordshire Local Plan and the NPPF.

6 CONDITIONS

1. The development hereby permitted shall be begun before the expiration of three years from the date of this permission.
REASON: To comply with the requirements of Section 91 of the Town & Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act, 2004.
2. That the development be carried out in accordance with the approved plans listed below.
REASON: For the avoidance of doubt as to what is permitted.
3. The development shall be constructed with the materials specified in the application.
REASON: To ensure that the development is in keeping with the locality and for the avoidance of doubt as to what is permitted.

Application Types Key

<u>Suffix</u>		<u>Suffix</u>	
ADV	Advertisement Consent	LBC	Listed Building Consent
CC3REG	County Council Regulation 3	LBD	Listed Building Consent - Demolition
CC4REG	County Council Regulation 4	OUT	Outline Application
CM	County Matters	RES	Reserved Matters Application
FUL	Full Application	S73	Removal or Variation of Condition/s
HHD	Householder Application	POB	Discharge of Planning Obligation/s
CLP	Certificate of Lawfulness Proposed	CLE	Certificate of Lawfulness Existing
CLASSM	Change of Use – Agriculture to Commercial	CND	Discharge of Conditions
HAZ	Hazardous Substances Application	PDET28	Agricultural Prior Approval
PN42	Householder Application under Permitted Development legislation.	PN56	Change of Use Agriculture to Dwelling
PNT	Telecoms Prior Approval	POROW	Creation or Diversion of Right of Way
NMA	Non Material Amendment	TCA	Works to Trees in a Conservation Area
WDN	Withdrawn	TPO	Works to Trees subject of a Tree Preservation Order
		FDO	Finally Disposed Of

<u>Decision Code</u>	<u>Description</u>	<u>Decision Code</u>	<u>Description</u>
APP	Approve	RNO	Raise no objection
REF	Refuse	ROB	Raise Objection
PIREQ	Prior Approval Required	P2NRQ	Prior Approval Not Required
P3APP	Prior Approval Approved	P3REF	Prior Approval Refused
P4APP	Prior Approval Approved	P4REF	Prior Approval Refused

West Oxfordshire District Council – DELEGATED ITEMS
Week Ending 29th October 2020

	Application Number.	Ward.	Decision.
1.	20/01153/FUL	Ducklington	APP
	Placement of four steel containers to be ancillary to the existing agricultural use (toilets, welfare, administration and storage), Installation of Klargester Biodisc plant and erection of fence and gate, for a period of ten years (amended) (Part Retention) Paradise Fields Curbridge Witney Mr Allan Holmes		
2.	20/01413/HHD	Alvescot and Filkins	APP
	Affecting a Conservation Area Erection of a detached double car port and home office (amended), (amended plans). Lime Tree Cottage The Walk Main Road Mr And Mrs A Battrick		

3. **20/01470/HHD** Carterton North West APP
 Replace collapsed boundary wall with fencing and section of new fence and gate (Amended Plans)
20 Lavender Place Carterton Oxfordshire
 Mr Mike Markham
4. **20/01557/FUL** North Leigh APP
 Erection of detached dwelling
42 Windmill Road North Leigh Witney
 Mr T Genshaw
5. **20/01631/S73** Witney West APP
 Variation of condition 2 of planning permission 19/02011/RES to allow amendments to the approved elevations of units 2, 4, and 7 including amendments to the lighting scheme.
Land At West Witney Downs Road Curbridge
 c/o Agent
6. **20/01635/HHD** Alvescot and Filkins APP
 Affecting a Conservation Area
 Alteration and erection of single storey side and rear extensions (amended), (amended plans).
Brookside Kencot Lechlade
 Mr M Hill
7. **20/01909/FUL** Eynsham and Cassington APP
 Change of use from Business Use (B1) to a mixed use of Business Use (B1) and Art Gallery (D1).
66 Mill Street Eynsham Witney
 Mr Duncan McLean
8. **20/01915/OUT** Brize Norton and Shilton REF
 Self-Build and/or Custom Housebuilding plots for 2 detached dwellings, (Outline application with all matters reserved except for access)
 (Revised Plans)
Brock Cottage Burford Road Brize Norton
 C/o Agent
9. **20/02329/FUL** Hailey, Minster Lovell & Leafield APP
 Conversion of existing barn and stable to a self contained unit
New Inn Cottage Foxburrow Lane Crawley
 Mr Colin G Dingwall

- | | | | |
|-----|---|--|-----|
| 10. | 20/01989/S73 | Standlake, Aston & Stanton
Harcourt | APP |
| | <p>Non compliance with condition 2, 3, 4 and 6 of planning permission 17/02784/FUL to allow amendment to approved design of main house extensions and to introduce a phasing plan. To enable the submission pre commencement details to be submitted for specific phases and to update ecology mitigation proposals.</p> <p>Pimms Farm West End Stanton Harcourt
Mr And Mrs Barlow</p> | | |
| 11. | 20/02047/HHD | Witney North | APP |
| | <p>Affecting a Conservation Area</p> <p>First floor rear extension
37 Bridge Street Witney Oxfordshire
Mr R Atlas</p> | | |
| 12. | 20/02048/LBC | Witney North | APP |
| | <p>Affecting a Conservation Area</p> <p>First floor rear extension
37 Bridge Street Witney Oxfordshire
Mr R Atlas</p> | | |
| 13. | 20/02049/CND | Ducklington | APP |
| | <p>Discharge of conditions 6 Part 2, 11, 18 and 19 of planning permission 19/00728/FUL
Eastnor Place Ducklington Lane Witney
C/O Agent</p> | | |
| 14. | 20/02054/FUL | Ducklington | APP |
| | <p>Erection of agricultural storage building.
Land At E432490 N207077 West Of A4095 Lew Bampton
Mr E Freshwater</p> | | |
| 15. | 20/02056/HHD | Standlake, Aston & Stanton
Harcourt | WDN |
| | <p>Affecting a Conservation Area</p> <p>Erection of single storey rear extensions.
3 Red Lion Cottages Church Road Northmoor
Mr Daniel C South</p> | | |
| 16. | 20/02057/LBC | Standlake, Aston & Stanton
Harcourt | WDN |
| | <p>Affecting a Conservation Area</p> <p>Internal and external alterations to erect single storey rear extensions.
3 Red Lion Cottages Church Road Northmoor
Mr Daniel C South</p> | | |

17. **20/02066/FUL** Witney South APP
- Alterations to include changes to fenestration and doors, provision of first floor to create additional class B8 Business use and installation of internal and external staircases. Conversion of part of ground floor to provide a hot food takeaway (class use A5), (amended plans).
Unit 1 Cranbrook Court Avenue Two
Mr Mahmoud El Sharkawy
18. **20/02068/HHD** Carterton North West APP
- Part internal garage conversion into additional study space. (retrospective)
7 Sungold Place Carterton Oxfordshire
Mrs Suzie Ferguson
19. **20/02075/FUL** Alvescot and Filkins APP
Affecting a Conservation Area
- Erection of an eight bed residential home for children, Multi Use Gaming Area, minor works to the existing dormitory building and associated works (Part retention).
Alvescot Lodge Main Road Alvescot
Mr Colin Swaine
20. **20/02076/FUL** Standlake, Aston & Stanton APP
Harcourt
- Extension to outdoor kitchen and associated landscaping works
Rose Revived Newbridge Witney
Mr Richard Jackson
21. **20/02096/FUL** Alvescot and Filkins APP
Affecting a Conservation Area
- Change of use for an outbuilding from a residential domestic store room to a commercial room that can be used as a store and occasional use office to be occupied by the local history museum, Swinford Museum.
Fox House Filkins Lechlade
Mr Peter Gray
22. **20/02098/FUL** Alvescot and Filkins APP
- Erection of three Shepherd Huts for use as farmstay guest accommodation.
Downs Farm Westwell Burford
Mrs Jo Curtis
23. **20/02419/HHD** Witney South APP
- Erection of single storey rear extension
29 Highworth Place Witney Oxfordshire
Cottsway Housing Association

24. **20/02443/FUL** Witney Central APP
Affecting a Conservation Area
- Change of use of premises from shop to beauty salon.
12 Marriotts Walk Witney Oxfordshire
Mrs Joanne Williams
25. **20/02448/HHD** Bampton and Clanfield APP
Affecting a Conservation Area
- Internal and external alterations to existing garden room together with associated works.
(Amended)
The Deanery Church Close Bampton
Mr And Mrs E Armitage
26. **20/02450/LBC** Bampton and Clanfield APP
Affecting a Conservation Area
- Internal and external alterations to existing garden room together with associated works.
(Amended)
The Deanery Church Close Bampton
Mr And Mrs E Armitage
27. **20/02197/HHD** Eynsham and Cassington APP
Affecting a Conservation Area
- Alterations and erection of two storey front extension and first floor front extension above existing entrance.
2 Cassington Road Eynsham Witney
Mr And Mrs Black
28. **20/02203/FUL** Hailey, Minster Lovell & APP
Leaffield
- Affecting a Conservation Area
- External alterations to adapt an existing window opening for use as an emergency escape door from 1st floor guest accommodation, incorporation of new external metal escape stair and formation of new opening and door in boundary wall between Akeman Cottage and the Royal Oak.
Royal Oak High Street Ramsden
Mrs Amy Gadney
29. **20/02204/LBC** Hailey, Minster Lovell & APP
Leaffield
- Affecting a Conservation Area
- External alterations to adapt an existing window opening for use as an emergency escape door from 1st floor guest accommodation, incorporation of new external metal escape stair and formation of new opening and door in boundary wall between Akeman Cottage and the Royal Oak.
Royal Oak High Street Ramsden
Mrs Amy Gadney

30. **20/02214/HHD** Brize Norton and Shilton WDN
Affecting a Conservation Area
- Internal and external alterations to create single storey and first floor extensions
- Bridge House Bridge Street Shilton**
Mrs Smith
31. **20/02215/LBC** Brize Norton and Shilton WDN
Affecting a Conservation Area
- Internal and external alterations to include changes to fenestration with single storey and first floor extensions
- Bridge House Bridge Street Shilton**
Mrs Smith
32. **20/02226/HHD** Witney South APP
- Alterations and erection of single storey front extension
- 31 Abbey Road Witney Oxfordshire**
Miss Ellie Williams
33. **20/02229/HHD** Bampton and Clanfield APP
Affecting a Conservation Area
- Part conversion of existing integral double garage to enlarge existing kitchen and utility.
- Bushey Lodge Bushey Row Bampton**
Mr And Mrs Williams
34. **20/02240/HHD** Standlake, Aston & Stanton APP
Harcourt
- Affecting a Conservation Area
- Erection of two storey rear extension.
- Thistle Cottage 4 Wheelwright Court Ham Lane**
Mr And Miss James And Olivia Water And Ede
35. **20/02254/HHD** Ducklington APP
- Alterations and erection of single storey side extension and two storey rear extension with loft conversion, including rear box dormer (amended plans).
- 2 Well Lane Curbridge Witney**
Mr T Baldwin
36. **20/02258/HHD** Witney Central APP
- Erection of first floor extension above existing kitchen
- 36 Springfield Oval Witney Oxfordshire**
Mrs Kate Sutton

37. **20/02560/HHD** Standlake, Aston & Stanton Harcourt APP
Affecting a Conservation Area
Erection of two storey rear and single storey side extensions
23 Cote Road Aston Bampton
Mr Daniel Maddocks
38. **20/02282/FUL** Witney Central APP
Affecting a Conservation Area
Construction of detached dwelling and carport.
Ash Close Gloucester Place Witney
Sarah Beresford And James Nellist
39. **20/02283/S73** Hailey, Minster Lovell & Leafield APP
Affecting a Conservation Area
Variation of condition 2 of planning permission 19/00019/HHD to allow higher eaves and ridge heights with changes to fenestration and doors.
Shuckletts High Street Ramsden
Mr And Mrs Hunt
40. **20/02287/HHD** Carterton North West APP
Proposed change from a flat roof to a pitch roof on existing extension to rear of building.
23 Edgeworth Drive Carterton Oxfordshire
David Farrance
41. **20/02296/CND** Hailey, Minster Lovell & Leafield APP
Affecting a Conservation Area
Discharge of condition 5 (Windows and Doors Details) of 19/00019/HHD
Shuckletts High Street Ramsden
Mr and Mrs Hunt
42. **20/02297/HHD** Burford APP
Affecting a Conservation Area
Erection of single storey detached outbuilding
Crown Cottage 147 The Hill Burford
Mr And Mrs Delaney
43. **20/02555/HHD** North Leigh APP
Works to include construction of open sided verandah to rear elevation and alterations to existing vehicular access comprising of dropped kerb.
14 Perrott Close North Leigh Witney
Mrs Janet Durham

44. **20/02315/CND** North Leigh APP
 Discharge of conditions 3 (Materials),5 (access),6 (drainage),7 (boundary treatments) ,10 (landscaping),12 (ecology),13 (drainage) and 14 (tree protection) of planning permission 19/00339/FUL
Land Adjoining 35 Masons Grove North Leigh
 Mr Hopcroft
45. **20/02319/HHD** Hailey, Minster Lovell & Leafield APP
 Removal of existing rear flat roof extension and erection of a rear extension with glazed link.
Four Winds Bushey Ground Minster Lovell
 IE7 Limited
46. **20/02320/LBC** Hailey, Minster Lovell & Leafield APP
 Internal and external alterations to include the replacement of the rear flat roofed extension with a glazed link rear extension.
Four Winds Bushey Ground Minster Lovell
 IE7 Limited
47. **20/02340/OUT** Carterton South APP
 Replacement of existing bookmakers shop with a new 3-storey building incorporating a bookmakers shop at ground floor level and four 1-bed flats across 3 floors
16 Black Bourton Road Carterton Oxfordshire
 Mr Ryan Bishop
48. **20/02303/FUL** Carterton North West APP
 Replacement of stables with single 3 bed dwelling and associated works.
93 Shilton Road Carterton Oxfordshire
 Mr And Mrs Mike And Carol Hogg
49. **20/02651/HHD** Hailey, Minster Lovell & Leafield APP
 Replace detached garage with double garage with office above.
Stacks Priest Hill Lane Hailey
 Mr Tom Wilson
50. **20/02380/S73** Carterton North East APP
 Variation of condition 2 of planning permission 19/03224/FUL to allow provision of front entrance porch, alterations to fenestration and changes to internal layout together with changes to car parking layout and creation of vehicular access for each property.
Former 24 Sellwood Drive Carterton
 Mr Vince O'Brien

51. **20/02388/HHD** Witney Central WDN
 Alterations and erection of single storey rear extension.
1 Beech Road Witney Oxfordshire
 Mr Terry Jones
52. **20/02474/PN42** Eynsham and Cassington P2NRQ
 Extend existing conservatory by a further 1m (5.2m from original rear elevation of dwelling x 2.1m height to eaves/2.9m max height).
41 Old Witney Road Eynsham Witney
 Mr John Edmunds
53. **20/02399/HHD** Eynsham and Cassington APP
 Affecting a Conservation Area
 Erection of single storey rear extension.
Juniper House 3 Wrights Lane Eynsham
 Mr Daniel Ede
54. **20/02685/HHD** Witney North APP
 Affecting a Conservation Area
 Erection of conservatory
9A West End Witney Oxfordshire
 Mr David Gouldin
55. **20/02442/HHD** Bampton and Clanfield APP
 Alterations and erection of two storey rear extension.
29 Calais Dene Bampton Oxfordshire
 Mr Julian White
56. **20/02516/PN56** Standlake, Aston & Stanton P2NRQ
 Harcourt
 Installation of solar panels to existing roofed storage bays.
Sheehan Recycled Aggregates Plant Dix Pit Linch Hill
 Ms Tara Sheehan
57. **20/02460/HHD** Witney South WDN
 Enclose existing carport to form garage
3 Applegarth Court Witney Oxfordshire
 Mr A Holiday
58. **20/02700/HHD** Carterton South APP
 Alterations and erection of single storey rear extension.
3 Larksfield Close Carterton Oxfordshire
 Mr And Mrs Silver

59. **20/02486/HHD** Witney South APP
Affecting a Conservation Area
- Alterations and erection of two storey and single storey rear extensions
(Modification of Planning Permission Ref. No. 20/01070/HHD)
22 Lowell Place Witney Oxfordshire
Mr Chris Brosnan
60. **20/02813/FUL** Carterton South APP
- Construction of a new vehicular access
1 Carterton Industrial Estate Carterton Oxfordshire
Foddy Bothers Ltd
61. **20/02505/HHD** Witney East APP
- Alterations and erection of front porch and extension of existing raised patio to rear.
17 The Willows Witney Oxfordshire
Mr And Mrs Sprowell
62. **20/02734/HHD** Witney West APP
- Erection of first floor rear extension above existing living room.
43 Idbury Close Witney Oxfordshire
Mr G Smith
63. **20/02524/HHD** Brize Norton and Shilton APP
- Alterations and erection of single storey rear extension.
Quarry Dene Burford Road Brize Norton
Mr Terry Hinchly
64. **20/02543/HHD** Eynsham and Cassington APP
Affecting a Conservation Area
- Erection of two storey side extension. (Amended)
Hawthorn House Hawthorn Road Eynsham
Mr S Wall
65. **20/02573/HHD** Carterton South APP
- Erection of a first floor extension to front elevation
177 Queens Road Carterton Oxfordshire
Mr Gary Brown
66. **20/02863/HHD** Standlake, Aston & Stanton APP
Harcourt
- Affecting a Conservation Area
- Erection of a single storey extension
Pear Tree House 2 Foxbury Court Stanton Harcourt
Mr And Mrs J Brown

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|-----|--|-----------------------------------|-------|
| 67. | 20/02633/PN42 | Witney East | P2NRQ |
| | Erection of conservatory (3.44m x 2.1m height to eaves/3.14m max height).
156 Manor Road Witney Oxfordshire
Miss Victoria Ellis | | |
| 68. | 20/02867/HHD | Hailey, Minster Lovell & Leafield | APP |
| | Erection of carport to side of property.
145 Brize Norton Road Minster Lovell Witney
Mr Peter Mullins | | |
| 69. | 20/02944/LBC | Eynsham and Cassington | APP |
| | Affecting a Conservation Area

Installation of limestone floor tiles to dining room and hallway
25 Acre End Street Eynsham Witney
Mrs J Cox | | |
| 70. | 20/02639/HHD | Witney East | APP |
| | Erection of single storey rear extension
16 Madley Brook Lane Witney Oxfordshire
Mr And Mrs Gargan | | |



WEST OXFORDSHIRE
DISTRICT COUNCIL

WEST OXFORDSHIRE DISTRICT COUNCIL

Name and date of Committee	Lowlands Area Planning Sub-Committee Monday 14 December 2020
Report Number	Agenda Item No. 6
Subject	Update as regards enforcement issues at The Paddocks, Bampton
Wards affected	Bampton
Accountable member	Councillor Jeff Haine, Cabinet Member for Planning Email: jeff.haine@westoxon.gov.uk
Accountable officer	Kim Smith Principal Planning Officer (Enforcement) Tel:01993861676 ; Email: kim.smith@publicagroup.uk
Summary/Purpose	To update members as to progress regarding the unauthorised developments at The Paddocks, Bampton
Annexes	None
Recommendation	That the report be noted.
Corporate priorities	Supporting and building prosperous and inclusive local communities
Key Decision	No
Exempt	No
Consultees/ Consultation	None

I. BACKGROUND

- 1.1. Following the six monthly progress on enforcement cases update report to Members on September 14 this year, Members requested a more detailed report in respect of the breaches of planning control at The Paddocks, Weald Street, Bampton.
- 1.2. Section C of the progress report outlined in brief the breaches and actions taken over the last couple of years to seek to address the issues on the land which do not only include planning matters but also involve other Services within the Council including Housing, Benefits, ERS (site licensing) and external agencies including the police, the fire and rescue service and utility companies.

2. MAIN POINTS

- 2.1. Members will be aware that the site originally gained consent for a limited number of Gypsy caravans but that in recent years a significantly higher number of units have been placed on the land and that a number of them are occupied by non Gypsy residents. As such this is a breach of control that the Planning service has been seeking to remedy by a combination of seeking retrospective applications where it is possible that the development may be regularised and in parallel by taking the actions necessary to be able to instigate more formal enforcement action. However the effectiveness of this latter course of action is curtailed by a number of limiting factors. These include restrictions imposed by Covid practices and procedures, the human rights of the occupiers of the site in terms of any connections with local schools/ local health provision, the provision/availability of alternative housing accommodation should any action result in occupiers of the site being made homeless, staff home working, availability of court time, cost/staff resources etc. These matters have considerably slowed/limited the potential for effective action under planning legislation.
- 2.2. There are however other obvious concerns in respect of the present level of occupation including the close proximity of the caravans on a number of the plots in terms of quality of living environment and safety/welfare of the occupiers including children.
- 2.3. In light of the complexity of the issues in dealing with the unauthorised occupation of the site under planning legislation a multi -agency meeting took place virtually on 23 October 2020. As a result of that meeting it was agreed that the lead in respect of the next actions would be taken jointly by other agencies at this time. It was anticipated that this action would have been completed some 6 weeks post the 23 October. However, the subsequent 4 week lock down imposed by the Government on 05/11/2020 has delayed this action which it is now hoped will take place early in the new year.
- 2.4. Whilst action on the planning breaches on the site has been protracted over time your Officers continue working with a number of the plot owners with a view to securing planning permission for a lesser number of caravans .In fact, as Members are aware, plots 1 and 2 have secured planning permission subject to a legal agreement for a maximum of 6 caravans on the land. The agent who secured that permission for the plot owners has advised that he anticipates preparing a further similar planning application for the plot adjoining plots 1 and 2.
- 2.5. Dependent upon the outcome of the actions to be undertaken by the other agencies it may be that matters are considerably improved on site without the need for planning enforcement action. However we are continuing to progress that route as a back stop – albeit that as set out above this may be a long and protracted process.

3. FINANCIAL IMPLICATIONS

- 3.1. Members set aside a sum of money to pay for specialist legal advice to assist in progressing the case. This advice has formed the basis for the actions undertaken thus far. There is no need for further funding at this point

4. LEGAL IMPLICATIONS

- 4.1. None currently identified

5. RISK ASSESSMENT

- 5.1. Given the close proximity of the caravans there are a number of potential risks in terms of spread of fire, spread of Covid, safety and welfare of children in potentially dangerous living conditions etc. However these are unlikely to be resolved expeditiously under Planning legislation - which is why other agencies have now agreed to take the lead in progressing some of the breaches on site.

6. EQUALITIES IMPACT

- 6.1. No direct impact although Gypsies enjoy separate status under Planning legislation and making persons homeless is a direct impact on their Human Rights. However no such action arises directly from this report which is to note only.

7. ALTERNATIVE OPTIONS

- 7.1. The report is just to note and does not recommend any actions.

8. BACKGROUND PAPERS

- 8.1. None.



WEST OXFORDSHIRE
DISTRICT COUNCIL

WEST OXFORDSHIRE DISTRICT COUNCIL

Name and date of Committee	Lowlands Area Planning Sub-Committee Monday 14 December 2020
Report Number	Agenda Item No. 7
Subject	Future Frequency of Meetings of the Sub-Committee
Wards affected	All in the Lowlands Area
Accountable member	Councillor Ted Fenton, Chair of the Lowlands Area Planning Sub-Committee Email: ted.fenton@westoxon.gov.uk
Accountable officer	Keith Butler, Head of Democratic Services Tel: 01993 861521 Email: keith.butler@westoxon.gov.uk
Summary/Purpose	To consider a possible change in the frequency of meetings of the Sub-Committee, such that it aims to meet on a four weekly cycle rather than once a month.
Annexes	None
Recommendation	That the Sub-Committee considers this report and gives a view to be considered by Council when it approves a programme of meetings for 2021/22.
Corporate priorities	N/A
Key Decision	N/A
Exempt	No
Consultees/ Consultation	None

1. BACKGROUND

- 1.1. This report asks the Sub-Committee to consider a change in the frequency of its meetings, such that it would generally meet every four weeks rather than once a month.

2. MAIN POINTS

- 2.1. For many years, both of the Area Planning Sub-Committees have met once a month. Uplands has usually been on the first Monday of the month, and latterly Lowlands on the second, although bank holidays, the Christmas period and elections all mean that this is not always the case.
- 2.2. This report asks the Sub-Committee to consider whether it would support a change such that it would generally meet every four weeks, starting after the annual meeting of the Council on May 2021. Planning officers advise that because of the additional time to prepare items for “virtual meetings” they have restricted referrals to committee to only applications required under the scheme of delegations. Prior to this the practice had been to refer some of the more controversial or strategic delegated decisions to members, and an extra meeting in the schedule each year would allow this desirable practice to resume.
- 2.3. Equally importantly, a change would additionally have the advantage that it would be easier to meet statutory deadlines as there would not be four five-week gaps built into the process.
- 2.4. By the time of this meeting, a similar report will have been considered by Uplands (at its meeting on 7 December), and account will be taken of the outcome of consideration by both Sub-Committees when a report is presented to Council on 20 January 2021 relating to the programme of meetings for 2021/2022.
- 2.5. In prior consultation with the Chair of the two Sub-Committees it was commented that some recent agendas/meetings have been very short, and suggested that there should be a proviso that if there is no business for a particular meeting which cannot await a future meeting, the Chair may agree to its cancellation. The Sub-Committee may wish to include this in its consideration of the matter.

3. FINANCIAL IMPLICATIONS

- 3.1. There would be minimal additional cost arising from an extra meeting of each of the Sub-Committees during the course of a year and indeed it may help to spread out the resources to service such meetings thereby reducing the burden on staff.

4. LEGAL IMPLICATIONS

- 4.1. The report has no legal implications.

5. ALTERNATIVES/OPTIONS

- 5.1. The Sub-Committee is free to agree to a change, to retain the current system, or to suggest something different.

6. BACKGROUND PAPERS

- 6.1. None