

Minutes of a meeting of the  
**Lowlands Area Planning Sub-Committee.**

Held in the Council Chamber, Council Offices, Woodgreen, Witney, Oxfordshire OX28 1NB  
at 2.00pm on **Monday 8 July 2024.**

PRESENT

Councillors: Michael Brooker (Chair), Andy Goodwin (Vice-Chair), Joy Aitman, Julian Cooper, Steve Cosier, Rachel Crouch, Nick Leverton, Andrew Lyon, Michele Mead, David Melvin, Andrew Prosser, Sarah Veasey, Alistair Wray, and Adrian Walsh.

Officers: Max Thompson (Senior Democratic Services Officer), Ella Gray (Reception and Administration Officer), Clare Anscombe (Senior Planner), Curtis Badley (Planning Officer), James Nelson (Principal Planner) and Kelly Murray (Principal Planner).

Other Councillors in attendance: Nil.

**24 Apologies for Absence**

Apologies for Absence were received from Councillor Phil Godfrey.

**25 Declarations of Interest**

Councillor Julian Cooper stated that they knew of the applicant's agent, Mr Huw Mellor, in relation to Application 24/00655/FUL, and that it did not preclude them from participating in the consideration of the application.

**26 Minutes of Previous Meeting**

Councillor Adrian Walsh proposed that the minutes of the previous meeting, held on Monday 10 June 2024, be agreed by the Sub-Committee as a true and accurate record. This was seconded by Councillor Andy Goodwin and was put to a vote. There were 12 votes in favour, 0 votes against and 1 abstention. The vote was carried.

The Sub-Committee **Resolved** to:

1. Agree the minutes of the previous meeting, held on Monday 10 June 2024, as a true and accurate record.

**27 Applications for Development**

**28 24/00655/FUL 111 Manor Road, Witney**

Clare Anscombe, Senior Planner, introduced the application, for the erection of a dwelling with associated parking, bin and bike stores.

Huw Mellor addressed the Sub-Committee on behalf of the applicant, which raised a clarification point regarding heating systems to be used inside the proposed dwelling.

The Senior Planner continued with their presentation, which clarified the following points:

- Planning permission had been granted in May 2024 for an extension, however the applicant had changed the application and wished to build a separate dwelling of comparable size and proportions to the previous application;
- There would be provision for 2 parking spaces and a cycle store in the garden;
- The design was in keeping with the surrounding properties and similar materials would be used. The proposed dwelling would be a logical compliment to the character of the area and there would be no visual impacts on the street scene;

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- There were no policies in the National Planning Policy Framework that would give an obvious reason to refuse the application because no adverse impact would demonstrably outweigh the benefits of the application;
- The proposed dwelling would be built in Witney and have access to local services;
- The proposed dwelling would be 40 square metres which would be considered acceptable for occupancy. There would be enough space for leisure activities and an outdoor space to sit in;
- The neighbouring amenity impact would include some loss of privacy due to a proposed window on the first floor for the bathroom. A condition to use obscured glass would be included. There would be no significant impact of loss of privacy or loss of light;
- There were no objections from the Biodiversity or Drainage Officers.

The Senior Planner recommended the application be approved.

The Chair then invited the Sub-Committee to discuss the application, which raised the following points:

- Clarification on the number of windows lost when the proposed dwelling was constructed. The windows currently served the hallways. The ground floor window would remain, and the first-floor window would be removed;
- Clarification on: 1. living space meeting the current government requirements and enabling a comfortable living environment. 2. Whether the property could be extended to create a two-bedroom house in the future. The Senior Planner confirmed that the property was within government requirements when considering floor space. The property could be extended to create another bedroom without planning permission if extended internally and no condition could be added to prevent this as to enforce this condition would be difficult. Also, it would be difficult to remove permitted development rights due to the location of the dwelling;
- Clarification on the parking location not encroaching on the neighbouring land. All parking spaces were on the application land; either the application could include an informative which covered a reminder for a sustainability standards checklist – The Senior Planner advised the application would include this when notifying the applicant of the Sub-Committee's decision.

Councillor Andrew Prosser proposed that the application be approved, in line with Officer recommendations. This was seconded by Councillor Andy Goodwin, was put to a vote, and was unanimously agreed by the Sub-Committee.

The Sub-Committee **Resolved** to:

1. Approve the application in line with Officer recommendations.

Curtis Badley, Planning Officer, introduced the application, for the removal of an existing carport, the erection of a two-storey side extension to create a self-contained annexe, and formation of two additional off street parking spaces. The Planning Officer's presentation

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clarified that the proposed dwelling extension would respect the original character of the host dwelling.

Councillor Nick Leverton proposed that the application be approved, in line with officer recommendations. This was seconded by Councillor Andy Goodwin, was put to a vote, and was unanimously agreed by the Sub-Committee.

The Sub-Committee **Resolved** to:

- I. Approve the application, in line with officer recommendations.

### **30 Applications Determined under Delegated Powers**

The report giving details of applications determined under delegated powers was received, explained by Planning Officers, and noted by the Sub-Committee.

### **31 Appeal Decisions**

The report giving details of appeal decisions was received, explained by Planning Officers, and noted by the Sub-Committee.

### **32 Progress on Enforcement Cases**

Kelly Murray, Principal Planner (Enforcement and Appeals), introduced the report, which provided an update on progress in respect of priority enforcement investigations.

The Principal Planner gave the Sub-Committee an overview of the recent workload of the Enforcement and Appeals Team and numbers of priority cases and detailed the progress and nature of the outstanding enforcement investigations.

The Sub-Committee requested that more generalised information be made available to Planning Sub-Committees in future enforcement reports and that appropriate levels of communication regarding cases be exercised so that appropriate information could be made available to the public. This was noted by the Principal Planner.

The Principal Planner advised the Sub-Committee that in relation to the information contained within the report relating to specific enforcement cases, caution needed to be exercised in relation to information given within a public forum. Councillor Julian Cooper suggested that Democratic Services consider if future progress reports be considered in private session.

The Sub-Committee noted the content of the report.

The Meeting closed at 3.00pm.

CHAIR