

WEST OXFORDSHIRE DISTRICT COUNCIL

Minutes of the meeting of the

**Lowlands Area Planning Sub-Committee**

Held in the Committee Room 1, Council Offices, Woodgreen, Witney, Oxfordshire OX28  
1NB at 2.00 pm on **Monday, 13 January 2025**

PRESENT

Councillors: Michael Brooker (Chair), , Julian Cooper, Steve Cosier, Phil Godfrey, Nick Leverton, Andrew Lyon, David Melvin, Andrew Prosser, Sarah Veasey, Adrian Walsh, Alistair Wray and Liam Walker

Officers: James Nelson (Principal Planner), Clare Anscombe (Senior Planner), and Rebekah Orriss (Planner), Curtis Badley (Planner), Melanie Dodd (Senior Ecologist), Andrew Brown (Head of Democratic Services and Elections), Ana Prelici (Senior Democratic Services Officer) and Anne Learmonth (Democratic Services Officer).

Other Councillors in attendance: None.

**82 Apologies for Absence**

Apologies for absence were received from Councillor Andy Goodwin, Councillor Rachel Crouch and Councillor Michele Mead.

Councillor Liam Walker substituted for Councillor Michele Mead.

**83 Declarations of Interest**

23/03220/S73 Land at Former Stanton Harcourt Airfield, Main Road, Stanton Harcourt.

Councillor Steve Cosier declared that he was a resident and the ward member for the application, would be speaking in objection to the application. Councillor Cosier would not sit on the Sub-Committee while the application was considered.

24/01726/HHD and 24/01727/LBC Farmside, Sutton Lane, Sutton.

Councillor Andrew Lyon declared that he had worked with Ian Davidson who spoke in objection to the applications. Councillor Lyon did not take part in the determination of the application.

The Chair, Councillor Michael Brooker, declared that he knew the architect and did not take part in the determination of the application.

24/02702/FUL Unit C, Newman Court, Range Road, Witney.

Councillor Andrew Prosser declared that the property was owned by West Oxfordshire District Council, and that as a member of the Council's Executive, he would not take part in the determination of the application.

## 84 Minutes of Previous Meeting

The Democratic Services Officer, Anne Learmonth advised that the following corrections had been made;

The Councillor's present – Councillors Cosier and Prosser were not recorded as attended the meeting however they were present.

24/01726/HHD and 24/01727/LBC Farmside, Sutton Lane, Sutton.

Ian Davidson, spoke in objection to the application. Mr Davidson raised a number of objections and stated that a window in the proposed extension would overlook the patio on his property.

Councillor Steve Cosier proposed that the minutes held on Monday 9 December 2024, be agreed by the Sub-Committee as a true and accurate record. This was seconded by Councillor Phil Godfrey, was put to the vote and was unanimously agreed by the Sub-Committee.

The Sub-Committee **Resolved** to:

- I. Agree the minutes of the previous meeting held on Monday 9 December 2024 as a true and accurate record.

## 85 Applications for Development

### 86 24/02415/FUL Shuttles Cottage, Chapel Road, South Leigh.

Rebekah Orriss, Planning Officer, presented a retrospective application to link the garden of Shuttles Cottage for access to the paddock and use of the drive and field access, with associated landscaping works.

Graham Soames, agent for the applicant addressed the Sub-Committee and raised the following points, permission was needed as the drive was a private access to Shuttles Cottage; the drive was barely visible from the street due to planting and the Parish Council supported the application. The drive would be for occasional use.

The Planner's presentation addressed the following points:

- The application was retrospective and the had the support of the Parish Council, however these views were contrary to those of the Planning Officer. There were no objections from Oxfordshire County Council Highways.
- The Shuttles Cottage had been identified as a non-designated heritage asset, although it was not locally listed.
- The application was contrary to policies OS2, OS4, H6, EH2 and EH16 of the West Oxfordshire Local Plan 2031, the relevant paragraphs of the NPPF and the West

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Oxfordshire Design Guide 2016. The design and form had a harmful impact on the local landscape setting of Shuttles Cottage.

- The surrounding land was undeveloped and categorised as semi-enclosed with farmland used for agricultural purposes. The proposed access and track did not form a logical addition to the existing curtilage associated with the cottage.
- The track had been created in the land south of Shuttles Cottage and connected to the existing driveway to the paddock. The track ran parallel to the highway boundary with a small area of land between track and railing. There was not sufficient justification regarding the need for the proposed track to offset the identified harm.
- The Officers were of the view that the track formed an extension of the residential land associated with Shuttles Cottage and was a change of use of the land. The application was recommended for refusal.

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

- The Members asked for clarification regarding the boundary and ownership of the land.
- The Members thanked the Planning Officer for the presentation, the clear and concise information that was plan led.

Councillor Nick Leverton proposed that the application be refused in line with Officer's recommendations. This was seconded by Councillor Steve Cosier and was put to the vote and was agreed unanimously.

The Sub-Committee **Resolved** to:

1. Refuse the application in line with Officer's recommendations.

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### **23/03220/S73 Land at Former Stanton Harcourt Airfield, Main Road, Stanton Harcourt.**

Councillor Cosier left the Sub-Committee and sat in the public gallery.

Clare Anscombe, Senior Planning Officer, presented the application for a variation of conditions 2, 24, 25 and 26 to the planning permission 18/01611/FUL to allow changes to the landscape proposal and to include additional pedestrian footpath (amended description and plans.

Councillor Steve Cosier spoke in objection to the application and raised the following points; concerns regarding the planting and maintenance of trees not being managed properly, loss of planting due to contamination of soil due to rubble from construction. Councillor Cosier confirmed that once the developer had completed work on the site, the maintenance of the site would be run by a management company.

Mark Gay, agent for the application raised the following points; confirmed that he was the speaking for the Planning Director of Hayfield homes, how the developer was committed to remaining on the site until the planting and landscaping issues had been resolved. Mr Gay confirmed that going forwards the developer would work with ecology and arboricultural

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specialists as part of a management plan and would remain on site until the work had been completed before being handed over to a management company.

The Planner's presentation addressed the following points:

- The application sought the variation of conditions 2, 24, 25 and 26 of the planning permission 18/01611/FUL to allow changes to the landscape proposal and to include an additional pedestrian footpath.
- The application was amended with landscaping proposals to remove those trees which had failed to establish and replace them with more suitable native species. There was also a proposal to vary condition 24 relating to bat and bird boxes and a proposal to amend condition 2 to vary the approved plans including a plan showing an additional pedestrian footpath.
- There was a proposal to vary condition 26 to include an updated Landscape and Ecological Management Plan to reflect the amended proposals. The Biodiversity Officer had raised no objections, and it was considered that the variations complied with Section 15 of the NPPF and policy EH3 of the West Oxfordshire Local Plan 2031.
- The Parish Council had objected to the application.
- The Officer recommendation was for approval, subject to amended conditions and the original section 106 agreement and deed of variation.

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

- Members asked if progress had been made with the management plan and why the pathway going to the sales office / house had been retained. It was confirmed that the plan had been split into zones to enable issues to be identified and managed. The pathway was to be kept as it was a useful link up to the gatehouse.
- Members asked for clarification on contamination of the site, problems with establishing planting and watering. The Senior Ecologist officer confirmed that they had visited the site on 24 September 2024 to review the existing site which was not as bad as expected. With the replacement planting and input from the ecologist who had knowledge of the site from 2018, the east and west sides were much better.
- Members noted that there had been no response from the Tree Officer and asked for clarification on what information was sought on the planting of trees. The Planning Officer confirmed that the Tree Officer had been consulted, however no response had been received on the current application. The Senior Ecologist confirmed that research had been undertaken as to what trees were suitable for the site and additional hedgerows had been planted on the boundary of the site.
- The Members suggested that the local community and Parish Council work with the developer to work together on the management plan.

Councillor Liam Walker proposed that the application be approved in line with Officer's recommendations. This was seconded by Councillor Adrian Walsh and was put to the vote

**Voting record** - 9 for the proposal and 1 vote against. The vote was carried.

The Sub-Committee **Resolved** to:

- I. Approve the application in line with Officer's recommendations.

Councillor Julian Cooper asked that the application be put in front of the Development Control Committee as there had not been information submitted by the Tree Officer within the report before the Sub-Committee. Democratic Services Officer to action.

Councillor Steve Cosier re-joined the Sub-Committee.

**88 24/01726/HHD Farmside, Sutton Lane, Sutton.**

**89 24/01727/LBC Farmside, Sutton Road, Sutton.**

The Chair advised the Sub-Committee that both applications for Farmside, Sutton Lane, would be heard together, but each application would be voted on separately.

Clare Anscombe, Senior Planner introduced the applications for 24/01726/HHD and 24/0727/LBC Demolition of a single storey rear extension and porch, erection of a two-storey rear extension, conversion of outbuilding into a utility room and associated works (amended plans). The Senior Planner drew the Sub-Committee's attention to the Additional Representations report which gave details of the amended Daylight and Sunlight Report and a letter from the Objector, Mr Davidson regarding amenity, light and privacy concerns.

Ian Davidson, spoke in objection to the application which raised a number of concerns regarding the BRE Guidelines not being met, incorrect measurements, impact on his amenity, and no independent consultation regarding information submitted.

David Wallom, applicant, addressed the Sub-Committee which raised a number of points regarding the high-quality design of the proposed extension, impact on light, the internal floor levels of applicant and neighbouring properties was near identical and reassurance was provided that there would be no impact when the extension was completed.

The Senior Planner's presentation addressed the following points:

- The applicant's and neighbouring properties were Grade II listed buildings. The property dated from the 18<sup>th</sup> Century and lay within the Stanton Harcourt and Sutton Conservation Area.
- The current kitchen extension was of poor architectural quality. The proposed design was a more sensitive design and would be clearly separated from the original building by a glass roof link. It was considered that the proposed design and materials would preserve the special architectural and historical interest of the listed building.
- Concerns had been raised by the neighbour regarding the impact on daylight and overshadowing of the neighbouring property, particularly along the East facing aspect. A Daylight and Sunlight assessment plan had been submitted in accordance with the latest BRE guidelines for Daylight and Sunlight (2022) and officers considered that the impact upon the living conditions of third parties would be acceptable.

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- The proposed development complied with policies OS1, OS2, OS3, OS4, H6, T2, EH3, EH8, EH9, EH10, EH11 and EH12 of the West Oxfordshire Local Plan 2031, the West Oxfordshire Design Guide 2016 and with relevant paragraphs of the NPPF. The application was recommended for approval subject to conditions and informatives set out in the report.

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

- Members found the site visit to be useful and thanked the applicant for the additional information that had been provided in the Additional Representations report. The concerns of the neighbouring property had been acknowledged by the Sub-Committee.
- Members agreed that the design preserved the historical features of the property and enhances the heritage assets. This did not alter the character of the original building.
- The Parish Council had objected to the application, Members asked for clarification on what was being objected to. The Senior Planner confirmed that the objection was regarding proposed materials and concerns of safeguarding the character and appearance of the building.
- The Parish Council also objected on the massing of the properties due to extension sizes. The Senior Planner confirmed that the proposed development was modest in comparison to other extensions on neighbouring properties.

24/01726/HHD Farmside, Sutton Lane, Sutton

Councillor Steve Cosier proposed that the application be approved in line with Officer's recommendations. This was seconded by Councillor Liam Walker and was put to the vote.

**Voting record**-9 for the proposal, 1 against and 2 abstentions. The vote was carried.

The Sub-Committee **Resolved** to:

1. Approve the application in line with Officer's recommendations.

24/01727/LBC Farmside, Sutton Road, Sutton

Councillor Steve Cosier proposed that the application be approved in line with Officer's recommendations. This was seconded by Councillor Liam Walker and was put to the vote.

**Voting record** - 9 for the proposal, 1 against and 2 abstentions. The vote was carried.

The Sub-Committee **Resolved** to:

1. Approve the application in line with Officer's recommendations.

**90 24/01374/FUL Playing Field, Cote Road, Aston**

James Nelson Principal Planner introduced the application for a proposed floodlit Multi Use Games Area (MUGA) on land adjacent to an existing basketball practice area at the Aston and Cote Recreation Ground (amended plan).

The Principal Planner's presentation addressed the following points:

- The proposed site of the Multi Use Games Area, MUGA was in flood zone 3, however due to the permeable surface and water drainage it was not a concern.
- There were no third-party comments or objections. However, the application was before the Sub-Committee due to the height of the floodlights, which would be 8m. The Parish Council and Highways had not objected to the application.
- The proposed MUGA would replace a dilapidated pavilion building and would be 10 metres from the boundary with the Cote Road which ran alongside the recreation area. The floodlights would be situated at each corner of the site. The use would be for Football, Basketball and Tennis.
- The impact on neighbours would be minimal due to the site being located well away from houses within the village. A condition was included to protect the amenity of the local residents, landscape character and to limit the usage of electricity. Times for use would be 07:30-21:30 Monday – Saturday and 08:00-21:00 Sundays.
- The application would result in benefit to the local communities providing an accessible space for various sports to be played as well as improving the current location. The application complied with the West Oxfordshire Local Plan 2031 including OS1, OS2, OS4, E5, EH2, EH3, EH7 EH8, EH9 and EH10. The application was recommended for approval subject to conditions set out in the report.

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

- Members asked for clarification on ownership of the site. A member of the public confirmed that Trustee of Aston and Cote Community owned the site. There were changing facilities in the Village Hall on the site.
- The access from the field gate was not included in the application. There were no changes to the main access to the site.
- Members commented on the good design of the lighting which limited the impact on surrounding properties. The site also provided opportunities to support various sports within the village.

Councillor Steve Cosier proposed that the application be approved in line with Officer's recommendations. This was seconded by Councillor Liam Walker and was put to the vote. The vote was unanimous.

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The Sub-Committee **Resolved** to:

1. Approve the application in line with Officer's recommendations.

**91 24/02702/FUL Unit C, Newman Court, Witney.**

Councillor Andrew Prosser left the Council Chamber.

Curtis Badley, Planning Officer presented the application for a change of use from B1 to B2 motor service and repairs.

The Planner's presentation addressed the following points:

- The application was before the Sub-Committee due to West Oxfordshire District Council owning the property.
- The existing use was for replacement window screens, the change of use would be for motor service and repairs. There would be no changes to the building externally.
- There were no objections from Oxfordshire County Council Highways or the Witney Town Council.
- The application complied with policies OS2, EI and T4 of the adopted Local Plan 2031 and the West Oxfordshire Design Guide 2016. The application was recommended for approval.

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

- Members asked for clarification on other businesses on the site and if they were of a similar nature. The Planning Officer confirmed that the applicant had similar business of the others on the site. A condition covered the limited use of the site for diagnostic and repair purposes only.

Councillor Julian Cooper proposed that the application be approved in line with Officer's recommendations. This was seconded by Councillor Liam Walker and was put to the vote. The vote was unanimous.

The Sub-Committee **Resolved** to:

1. Approve the application in line with Officer's recommendations.

Councillor Andrew Prosser returned to the Council Chamber.



**92 Applications Determined under Delegated Powers**

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

Page 73: Item 10: 24/0206/FUL; Councillor Leverton asked for clarification on the application and its approval. James Nelson, the Principal Planner, confirmed he would send Councillor Leverton an email update on the application.

Page 75: Item 22: 24/02522/S73; Councillor Veasey asked for clarification on the affordable housing numbers and size of the units. The Principal Planner confirmed he would send Councillors Veasey and Julian Cooper an email update on the application.

Page 75: Item 24: 24/02559/CND; Councillor Leverton asked for clarification on the water networks upgrades. The Principal Planner confirmed that the developer had to confirm that there was network capacity to the housing and confirmed there was a Grampian condition on the development.

**93 Appeal Decisions**

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

The Meeting closed at 3.51 pm

CHAIR