

WEST OXFORDSHIRE DISTRICT COUNCIL

Minutes of the meeting of the  
**Uplands Area Planning Sub-Committee**

Held in the Council Chamber, Council Offices, Woodgreen, Witney, Oxfordshire OX28 1NB  
at 2.00 pm on **Monday, 17 November 2025**

PRESENT

Councillors: Julian Cooper (Chair), , Lidia Arciszewska, Mike Baggaley, Andrew Beaney, Genny Early, Roger Faulkner, Andy Goodwin, David Jackson and Elizabeth Poskitt

Officers: Ana Prelici (Senior Democratic Services Officer), Clare Anscombe (Career Grade Planner), Emile Baldauf-Clark (Career Grade Planner), Kelly Murray (Principal Planner for Enforcement and Appeals), Rebekah Orriss (Career Grade Planner) and Chris Hargraves (Head of Planning)

**55 Apologies for Absence**

Apologies for absence were received from Councillors Clements, Saul and Walker.

**56 Declarations of Interest**

The Chairman declared an interest in agenda item 4 (Applications for development) 25/02/43/FUL as the supporter, who was an Ex Councillor was known to him.

**57 Minutes of Previous Meeting**

**RESOLVED:** That the minutes of the previous meeting held on 20 October 2025 be confirmed as a correct record and signed by the Chairman.

**58 Applications for Development**

The applications for development were submitted as detailed in the schedule attached at page 17 of the document pack.

**59 23/03136/FUL Land and Woodland South Of Watermead Farm Spelsbury Road**

Change of Use from agricultural to 'glamping' campsite comprising 18 nos. camping units (8 nos. bell tents, 7 nos. shepherds huts and 3 nos. A-frame pods), ancillary facilities (including cafeteria and site reception, 2 nos. toilet and shower blocks, maintenance and storage barn), access and parking, and associated infrastructure.

The Planning Officer conducted a presentation which was noted by Members.

Both the objectors and the applicant were in attendance and spoke at the meeting.

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Speaking in objection: Mr Hans Eriksson and Mr Jonathan Finch-Dick

Mr. Finch-Dick raised objections regarding ecology, and the impact of the development on the surrounding woodland.

Speaking as applicant/supporter Mr Graeme Widdows. The applicant stated that the biodiversity net gain on the site met and was three times the statutory requirement.

Members discussed the application, highlighting the following points;

- Great weight must be given to conserving and enhancing the CNL as an area of outstanding natural beauty.
- Officers noted the site layout was sympathetic: structures were set back, tree cover retained, and visual impact minimised.
- The site was in a conservation target area, the Charlbury neighbourhood plan said that no development would be supported within this. While officers stated that they did not consider this had the effect of imposing a blanket ban on development within the area, great weight must be accorded to the need to achieve clear biodiversity net gains.
- The design was relatively unobtrusive and sympathetic to the woodland.
- There was insufficient evidence of clear biodiversity net gains and missing data on bats, which raised major concerns.

Members voted in favour of the officer's recommendation to refuse the application by majority decision.

It was proposed by Cllr Jackson and seconded by Cllr Arciszewska

**RESOLVED:** That the application be refused in line with officer's recommendations.

**60 25/01566/FUL Land At Church End Swerford Chipping Norton Oxfordshire**

Conversion of storage building to holiday let, with associated landscaping

The Planning Officer conducted a presentation which was noted by Members. The Officer's presentation made the following points:

- The application site was located within Swerford and within the Swerford Conservation Area

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- There were a number of heritage assets within close proximity of the site including listed and locally listed buildings, Swerford registered park & garden to the west and Swerford Castle Scheduled Monument
- The site was accessed from Back Lane, a Public Right of Way
- The existing building had a traditional design including materials which were considered to positively contribute to the character of the area
- A certificate of existing lawful use was granted in September 2017 for the use of the site for B8 storage of materials and equipment on the site. The certificate confirmed the use of the entire application site for the 'storage of materials and equipment falling within use class B8.' More recently, an application was submitted for the change of use of the building to a dwelling, which was dismissed at appeal. The Inspector considered that the proposal would preserve the CA and setting of listed and non-listed buildings. This application differs in that the proposed use is for a holiday let not a dwelling.
- The proposed development included the conversion of the building to a holiday let, with associated landscaping. The existing trees shown on the plan were to be retained and 2 car parking spaces were provided to the front.
- The proposal included the insertion of timber casement windows and doors in order to use the building as a holiday let. The mass, scale and footprint would remain the same.

Two bedrooms were proposed at first floor and living and kitchen space on ground floor.

Speaking as the applicant/supporter: Joanna Lishman

Members asked the following questions of clarification:

- if vehicle use would increase with a holiday let use. The speaker clarified that with a B8 storage use vehicle types are likely to be larger and could be intensified.
- by whom the building was currently used by and how often the owner needed to come and go from the site. The speaker confirmed that the storage unit was operated by a builder for storage of machinery and materials and he came and went as per his business requirements and owns the land.

The Planning Officer went onto summarise the merits of the application and made the following points:

- In terms of the principle of development, for the reasons set out in the report, the proposal was considered to comply with the key policies of the adopted local plan for the conversion of buildings to tourist accommodation.
- In terms of design, subject to conditions securing details of windows and doors, the proposal was considered to be acceptable and comply with key design policies.
- Regarding impact on heritage assets, as confirmed by the Inspector in the recent appeal, Officers considered that the proposal would preserve and conserve the

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character or appearance of the Swerford Conservation Area and would preserve the setting of listed and non-listed buildings in the vicinity of the site.

- There are no objections regarding impact on ecology, highway safety and amenity, and the main issues raised in the recent appeal have been addressed.
- There would still be loss of employment, but due to the lawful use of the site, it could in theory be used by anyone for any storage (such as the storage of belongings), not providing any or very little employment benefit. Further, the proposed use would benefit local facilities through visitation afforded by tourists, and other employment would ensue from such a use.
- Therefore, providing the holiday let was restricted to short stays only, in this case, the benefits of the proposed development were considered to outweigh the loss of employment use and so there were other material considerations that indicated that the application should be approved otherwise than in accordance with the development plan, and so the application is recommended for approval, subject to the conditions set out in the report.

Members asked the following questions of clarification:

- whether the previous application which was refused on the basis of adverse impacts to the Conservation Area, historic setting of non-designated heritage assets and in what way did this application differ from that in terms of the physical building proposed compared to the previous proposed building.
- The Planning Officer stated that the proposed external alterations did not differ from the previous application, however the Inspector for the recent appeal concluded that heritage assets would be preserved. Officers had to take that into account as a material planning consideration and so that is why, whilst the external alterations proposed are largely the same, Officers have concluded that heritage assets would be preserved.
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Members voted in favour of the officer's recommendation to approve the application by majority decision.

It was proposed by the Chairman and seconded by Cllr Poskitt

**RESOLVED:** That the application be approved in line with officer's recommendations.

**61 25/02143/FUL Vicks Garage Guildenford Burford Oxfordshire OX18 4SE**

Demolition of the existing building and the erection of a detached dwelling with access, parking and associated works. (amended plans)

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The Planning Officer conducted a presentation which was noted by Members.

- The site lay within Burford, a designated rural service centre, where the principle of residential development was supported under Local Plan policies OS2 and H2.
- The proposal redevelops previously developed land in a sustainable location, consistent with the spatial strategy and NPPF objectives.
- Marketing evidence and Economic Development comments confirmed continued employment use was no longer viable.
- Design reflected the footprint and scale of a previously approved office building, reinstates spatial gaps, and uses traditional materials.
- The removal of the existing garage and its replacement with a well-designed dwelling would enhance the character and appearance of the conservation area and respect the setting of nearby listed buildings.
- Highways officers raised no objection subject to conditions; two off-street parking spaces are proposed.
- No technical objections on contamination or ecology; conditions recommended.
- The application was recommended for approval.

The supporter was in attendance and spoke at the meeting.

Speaking as a supporter: Mr Derek Cotterill.

Members asked the following questions of clarification:

- access and parking arrangements, noting concerns about reversing and sharing spaces between Tiverton Cottage and the new dwelling.
- garden size and whether it met standards; the Officer confirmed it was sufficient.
- impact on the stone boundary wall and mature tree roots; the Officer confirmed the wall would be partially removed and tree impact considered.
- Members discussed drainage concerns and lowering of ground levels; the Officer clarified these are structural/civil matters, not planning considerations.
- Concerns were raised about contamination; the Officer confirmed conditions for remediation were included.
- Debate focused on parking, access, and proximity to trees

During debate, there was a proposal for approval in line with the Officer's recommendations but this motion did not receive a seconder. The Chairman then proposed that the application be deferred for a site visit to assess parking, access, and tree impact, which was agreed

**RESOLVED:** That the application be deferred pending a site visit, and be brought to the next meeting for further consideration.

**6225/02145/FUL Dashwood House Shipton Road Milton Under Wychwood Chipping Norton  
Oxfordshire OX7 6JH**

Proposed alterations and enlargement of existing building including extension at rear ground floor for kitchen/dining area for first and second floor flat (part retrospective)

Councillor Arciszewska left the Council Chamber.

The Planning Officer conducted a presentation which was noted by Members.

- The presentation made the following points: The proposal conserved the commercial floor area and proposed a minor addition to the living space associate with the existing flat and was therefore acceptable in principle.
- The proposal was acceptable in design terms, and had no significant adverse impact on neighbouring properties.
- The proposal has no effect on the Cotswolds National Landscape.
- The application was recommended for approval.

Members asked the following questions of clarification:

- the floorplan of the ground floor and the parts that would be communal and which could be used by separate businesses.
- the purpose of the application in the context of the planning history and how the rear extension would be divided between the commercial use and residential use. The Officer confirmed that the rear extension would be physically divided, but the commercial floorspace could be shared by up to two businesses.
- if the external wall would be affected by the extension. The Officer confirmed that there would be no impact on the wall.
- whether a condition was required to ensure the use of the ground floor could remain as commercial. The Officer confirmed that this was not needed as the lawful use was commercial and any future change of use would be subject to its own assessment.

Members voted in favour of the officer`s recommendation to approve the application by majority decision.

It was proposed by the Chairman and seconded by Cllr Goodwin.

**RESOLVED:** That the application be approved in line with officer`s recommendations.

**63 Applications Determined under Delegated Powers**

The applications determined under delegated powers were received

**RESOLVED:** That the report be noted.

**64 Appeal Decisions**

The officer reported on the appeal decisions as attached on page 93 of the agenda pack.

**RESOLVED:** That the report be noted.

The Meeting closed at 4.07 pm

CHAIR