

## WEST OXFORDSHIRE DISTRICT COUNCIL

### Minutes of the meeting of the **Development Management Sub-Committee**

Held in the Council Chamber, Council Offices, Woodgreen, Witney, Oxfordshire OX28 1NB  
at 2.00 pm on **Monday, 8 June 2026**

#### PRESENT

Councillors: Andy Goodwin, Tammy Abarno, Andrew Beaney, Steve Cosier, Andrew Lyon, David Jackson, Elizabeth Poskitt, Sarah Veasey, Michele Mead, Jan Lund and Tim Sumner

Officers: James Nelson (Principal Planner), Mike Cassidy (Principal Planner), Fern Lynch (Principal Planner), Clare Anscombe (Career Grade Planner), Rebekah Orriss (Career Grade Planner), Nathan Harris (Assistant Planner), Lorna McShane (Planning Solicitor) and Sophie Drew (Lead Lawyer, property), Andrew Brown (Head of Democratic and Electoral Services), Mathew Taylor (Democratic Services Officer) and Anne Learmonth (Democratic Services Officer).

Other Councillors in attendance: Councillor James Robertshaw.

#### **1 Election of Chair**

Andrew Brown, Head of Democratic and Electoral Services opened the first meeting of Development Management Sub-Committee and asked for nominations for Chair.

Councillor Sumner proposed that Councillor Andy Goodwin be elected as Chair of the Development Management Sub-Committee for the municipal year 2026 – 2027. Councillor David Jackson seconded the proposal. With no other nominations made, the proposal was put to the vote and was agreed by the Sub-Committee.

The Development Management Sub-Committee resolved to:

- I. Elect Councillor Andy Goodwin as Chair of the Development Management Sub-Committee for the municipal year 2026/2027.

#### **2 Appointment of Vice Chair**

The Chair proposed that Councillor Mark Walker be appointed as Vice-Chair of the Development Management Sub-Committee for the municipal year 2026 – 2027. This was seconded by Councillor Steve Cosier. With no other nominations made, the proposal was put to the vote and was agreed by the Sub-Committee.

The Development Management Sub-Committee resolved to:

- I. Appoint Councillor Mark Walker as Vice- Chair of the Development Management Sub-Committee for the municipal year 2026/2027.

#### **3 Minutes of the Previous Meeting**

There were no minutes to approve due to the meeting being the first one held.

#### **4 Apologies for Absence**

Apologies for absence were received from Councillors Mark Walker, Roger Faulkner, Genny Early and Phil Godfrey.

Councillor Michele Mead substituted for Councillor Roger Faulker.

Councillor Tim Sumner substituted for Councillor Genny Early.

Councillor Jan Lund substituted for Councillor Phil Godfrey.

#### **5 Declarations of Interest**

25/01897/OUT Land West of Combe Road - Councillor Andrew Lyon stated he had once been a tenant of the Combe Housing Trust but was not predetermined.

26/00390/FUL Play Area, Windmill Road – Councillor Andrew Beaney asked if the members declare a corporate interest as the land was owned by West Oxfordshire District Council. Legal advice was that this was not needed.

Councillor Sarah Veasey declared that she had been involved in talks to secure the S106 funding for the play area. Councillor Veasey stated she would not vote and would step out of the Council Chamber whilst the application was heard.

26/00396/LBC and 26/00853/HHD 3 Church View, Bampton – Councillor Steve Cosier declared that the members knew the applicant Councillor Alistair Wray but did not have a prejudicial interest.

#### **6 Applications for Development**

##### **7 25/01897/OUT Land West of Combe Road**

Mike Cassidy, Principal Planner, presented the application for the outlined planning application with some matters reserved for the erection of 20 dwellings within a nature enhancement scheme.

The principal planner gave an overview of the application and highlighted the following points:

- The site was in the Stonesfield Conservation Area and in the Cotswolds National Landscape (CNL). The site comprised of a grass meadow with two coppices of trees which were to be retained and two wooden stable buildings in its western corner.
- The site was bound to the northeast, southeast and southern part of the southwestern boundary by hedgerow trees. Stonesfield Manor a Grade II listed building was to the north of the site. The site was surrounded by a mixture of agricultural land as well as a number of residential properties. The Stonesfield Roman villa was outside the site boundary on the opposite side of Combe Road.

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- The proposal for the site was for the erection of 20 dwellings with an access road onto Combe Road. The application was in outline form with means of access and site layout only to be considered.
- The proposed dwellings would consist of 20 units, 10 affordable and 10 market. Affordable dwellings would include 1, 2 and 3 bed homes and the market would include 3 and 4 bed homes. The homes would include air source heat pumps, solar panels and EV charging points.
- The Council's housing officer had identified a significant need for affordable housing in the Stonesfield area. The Council could not demonstrate a 5-year housing land supply.
- A Visual Impact Assessment had been undertaken, and it was found that there would be limited impact to the surrounding area. The site would retain the existing tree coverage and would be contained by boundary hedgerows. Limited trees would be removed for access to the site.
- The site was located in flood zone 1, was not prone to flooding and had sustainable drainage. The extension of the footpath by 2 metres and additional planting would be part of the development. The construction of the site would bring economic and employment opportunities. When considering the tilted balance, the harms did not outweigh the benefits of the proposal.

The Principal Planner recommended the application for approval subject to the completion of a satisfactory S106 legal agreement and subject to conditions as set out in the officer's report.

John Ashmore spoke in objection to the application and raised the following points:

- There were significant numbers of objections to the application.
- There was no demand for market housing within Stonesfield, and a housing needs assessment was not included in the application.
- There was limited transport links via buses and no train station.
- There were concerns about the road safety for pedestrians, especially near the war memorial and the junction there could not be improved.
- There were concerns regarding water pressure and sewage spills.

Councillor Lowe from Stonesfield Parish Council spoke in objection and raised the following points:

- The Parish Council strongly objected to the application.
- The Neighbourhood plan (which was in the process of being examined), Independent landscape assessment and housing needs assessment had not been considered.
- The data for housing need was flawed and most people who applied for housing via the Homeseeker's system were in the bronze category and of low housing need.
- The harms outweighed by the benefits and harm would be done to the landscape of the area.

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Councillor Michele Mead declared an interest that members of the sub-committee knew the next speaker Mr Bill Oddy but did not have a prejudicial interest.

Bill Oddy and Ben Tomlin of Independent Futures spoke in support of the application and raised the following points:

- The application would provide affordable housing for essential workers such as teaching staff, council workers and veterans.
- There were 13 people on the housing waiting list for the Stonesfield area.
- Affordable housing would enable people to remain in the village as private rental properties was expensive.
- The housing would also meet the needs of disabled residents.
- It was acknowledged that not all residents were in support of the application.

The Chair invited the members of the sub-committee to debate the application. The following points were raised.

- Concerns over the housing assessment and need for housing in the village of Stonesfield.
- The use of versatile and arable land for development. The officer confirmed that there was no policy to consult with DEFRA and part of the site would be retained as a meadow.
- Harms to the historical surroundings including mines and felling of trees. The officer confirmed there was limited harm identified to historical buildings due to the distance of 110 metres from the nearest building to the site. There was no evidence to suggest there were mines in the area. There would be limited removal of trees to create access to the site.
- The neighbourhood plan had not been adopted and was of very limited material consideration.
- Concern about the path being extended by 2 metres on one side of the road only and it was noted on the opposite side of the road there was a bus stop with no capacity to extend due to the trees. The officer confirmed that Oxfordshire County Council Highways had not objected to the application.
- Members suggested a site visit would be helpful to be able to look at the location and get a better understanding of the site.

Councillor Sarah Veasey proposed a site visit on Thursday 2 July at 9.30am. This was seconded by Councillor Michele Mead. This was put to the vote and agreed unanimously.

The Sub-Committee **resolved** to:

1. Attend a site visit on Thursday 2 July at 9.30am.

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### **26/00053/FUL Well Cottage, Thames Street**

Fern Lynch, Principal Planner, presented the application for the conversion of an existing garage / workshop to a dwelling. The property was located on the corner of St Thomas' Street and Dyers Hill. The site sat within the Charlbury conservation area and Cotswolds National Landscape CNL, and was adjacent to a Grade II listed building. The conversion included a separate 2 bed dwelling from the garage workshop. The form and the character of the building would be retained with the addition of a side door and roof light. Charlbury Town Council objected to the application due to concerns over the parking provision.

The Principal Planner continued with the presentation and raised the following points:

- The building was for re-use and the application was in accordance with policies E3 and OS2. The character and appearance of the building would be preserved.
- There were no impacts on the Local Plan, Neighbourhood Plan and the CNL.
- Concerns had been raised about the parking provision, the possibility of visitors parking on the public footpath. The applicant had demonstrated parking provision for cycles and 1 vehicle within the plot, and this was over and above the parking standard requirements of OCC parking standards.
- The application was recommended for approval with conditions.

James Simpson, the applicant, addressed the Sub-Committee. The property had been vacant and was an eyesore and was within the Charlbury Conservation Area and the Cotswolds National Landscape. The proposal was to create a living space in a sustainable area and include cycle parking and EV charging. The parking provision was in accordance with Oxfordshire County Council parking standards.

The Chair invited the sub-committee to debate the application, and the following points were raised:

- Concerns about the previous use of the garage and any concealed petrol tanks that could cause contamination. The Principal Planner highlighted condition 8 which asked that no work be carried out until a study had been done to assess any contamination.
- Concerns of the location of the plot being on a junction Members asked if there was a need for a construction traffic management plan.
- The members highlighted condition 7 and the inclusion of a Bat Box. They asked that a swift box also be included and would be more practical.

Councillor David Jackson proposed that the application be approved in line with the officer's recommendations with an amendment to condition 7 to include a Swift Box, and an additional

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condition number 9 for a Construction Traffic Management plan. This was seconded by Councillor Elizabeth Poskitt. This was put to the vote and agreed unanimously.

The Development Management Sub-Committee **resolved** to:

- I. Approve the application in line with officer's recommendations with an amendment to condition 7 to include a Swift Box and an additional condition number 9 for a Construction Traffic Management plan.

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### 26/00390/FUL Play Area, Windmill Road

Councillor Sarah Veasey left the Council Chamber.

Clare Anscombe, Planning Officer, presented the application for the replacement of existing hard surfaced playground with new fenced multi-use games area. The site was located at the south boundary of North Leigh and north of the A4095. West Oxford District Council own the land. The existing tarmac would be removed and replaced with a MUGA and would be painted green. There would be a 3-metre fence around the perimeter of the site made of mesh which would maintain the security of the play area.

The Planner continued with the presentation which raised the following points: As a play area already existed on the site, the principle of the development was acceptable; there were no objections to the application; there was no impact regarding light and noise to the neighbouring residents subject to a condition that covered the provision of external lighting on the site.

Councillor David Harris, North Leigh Parish Council addressed the sub-committee and raised the following points: the replacement play area would be funded by developers' contribution; the play area was a much-needed facility and had support from the local community including younger residents who had contributed to the parish meetings. The site would provide both basketball and football provision. The play area was in a dip and would not impact neighbouring housing.

The Chair invited the sub-committee to debate the application, and the following points were raised: Members asked that if the council did not own the land would the application have been delegated to officers for a decision.

Councillor Tim Sumner declared that he was a member of the Executive and asked for clarification if he could vote on the application and it was confirmed that he could.

Councillor Andrew Lyon proposed that the application be approved in line with officer's recommendations. This was seconded by Councillor Cosier. This was put to the vote and agreed unanimously.

The Development Management Sub-Committee Resolved to:

- I. Approve the application in line with the officer's recommendation.

Councillor Sarah Veasey returned to the Council Chamber.

## **10 26/00774/LBC The Fox Inn, 27 Enstone Road**

Rebekah Orriss, Senior Planner, presented the application for internal alterations to include the opening up of an existing doorway and works to the inglenook fireplace (retrospective). The application was for listed building consent. The Fox Inn was a Grade II listed building in the conservation area. The application was for works in the building and did not impact the conservation area. The inglenook fireplace was traditionally closed in however the surrounding sides had been removed and the doorway widened.

The Planner continued with the presentation which raised the following points:

- The building was Grade II listed, and the planning authority are statutorily required to have special regard to the desirability of preserving the building and its setting;
- The NPPF stated that any harm or loss of the significance of a designated heritage asset should require clear and convincing justification;
- The inglenook fireplace was a focal point of the bar and the official listing referred to the fireplace;
- Both the conservation officer and Historic England, who are statutory consultees objected to the works carried out.
- The officers recognised the refurbishment and reopening of the pub as beneficial, the specific works carried out were not of public benefit.
- Officers considered that the works have not preserved the special architectural and historic interest of the listed building in accordance with the 1990 Act and the significant of the heritage assets have not been sustained in accordance with section 16 of the NPPF and the proposal was recommended for refusal.

Councillor Steve Ferrelly, Middle Barton Parish Council, spoke in support of the application and raised the following points: the benefits of having a public house in the village; the revised internal layout created a better space for the customers opening up the connectivity of the bar and restaurant; the fireplace was still a main feature of the building and the alterations had not altered the character of the building.

Chris Flemming and Tony O'Sullivan spoke in support of the application and raised the following points: the alterations secured the long-term future of the pub and were community focused; the pub supported employment in the village and surrounding areas; there had been over 126 letters of support for the application as well as support from the Heritage Consultant.

The Chair invited the sub-committee to debate the application, and the following points were raised:

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- Members asked for clarification on if the harm to the door could be regularised. The officer confirmed that the statutory consultees had considered that there was harm to the building however Historic England had suggested that the widening of the doorway could have been acceptable if it was amended to a lesser extent.
- The fireplace was still functioning, but the wood-burner had been removed. The original design of the Inglenook fireplace was enclosed on three sides however the back of the fireplace had been removed to open up to the snug room behind.
- The members highlighted the importance of protecting listed buildings such as public houses, however the importance of supporting public houses for the benefit of local communities. The planning officer clarified that the application was considered on whether the benefits outweighed the harms to the building.
- The members highlighted the number of previous occupiers of the public house who had not been able to make the business viable for various reasons and how it was not in the community's capacity to purchase the public house and run it as a community. The members highlighted the amount of local support and how the current owner has engaged with the community to make the pub work as a business.

Councillor Steve Cosier proposed to approve the application against the officers' recommendations. This was seconded by Councillor Andrew Lyon and put to the vote.

Voting Record: For - 5 Against- 1 Abstention - 4

The Development Management Sub-Committee **resolved** to:

- I. Approve the application against the officers' recommendations.

4.45pm The Chair stopped the meeting for a 5-minute comfort break.

## II 26/00806/FUL Cherry Tree Cottage, Lower End

The meeting resumed at 4.50pm.

Nathan Harris, Planning Officer, presented the application for the change of use of Cherry Tree Cottage from holiday let to dwelling. The plot was located on the corner of Lower End with Cooks Lane to the East and Chapel Lane to the west and was in close proximity to the A44 to the south. There were no changes to the existing and proposed floor plan apart from the addition of a small sparrow terrace to the property. The property was screened by a mature planting which restricted views to the street scene. The property was currently listed as a holiday let however the application supported the re-use of the building as a dwelling. The house was located in the CNL, was already part of the built-up village and no new development was proposed on the site. There were no identified harms, and no objections had been received from OCC highways. The application was recommended for approval.

The Chair invited the sub-committee to debate the application, and the following points were raised:

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- The members asked for clarification on the history of the site which had been changed to a holiday let in 2016 on appeal
- Members asked for clarification on the policies from the Local Plan that covered this application as one was recorded as OS2 new.
- Members asked if the change from holiday let to dwelling would have an impact on the employment to the area. Members acknowledged that the change to dwelling would go some way to help with the housing shortage.

Councillor Tim Sumner declared an interest that he lived in Salford.

Councillor Steve Cosier proposed to approve the application in line with the officers' recommendations. This was seconded by Councillor Elizabeth Poskitt and put to the vote.

Voting Record: For 9 Against 0 Abstention 1.

The Development Management Sub-Committee **Resolved** to:

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

## 12 26/00396/LBC 3 Church View, Bampton

George Matthews, Planning Officer, presented the application for internal alterations to create a new loft access opening in the first floor bedroom with integral ladder access. The application was before the sub-committee due to the applicant being an elected member of West Oxfordshire District Council. The property was a Grade II listed building in Bampton. The changes to the property were internally only. The relocation of the loft access was for easier and safer access including an integrated ladder. The current access would be closed up using materials that complimented the age and character of the building. The application was recommended for approval.

The Chair asked for any questions of clarification or comments. Members asked for clarification on whether the application would have been determined under delegated authority by officers if the applicant had not been an elected member of the Council. The officer confirmed that this was the case.

Councillor Andrew Lyon proposed that the application be approved in line with officer recommendations. This proposal was seconded by Councillor Steve Cosier and put to the vote.

Voting Record: For 10 Against 0 Abstention 0

The Development Management Sub-Committee **Resolved** to:

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

**13 26/00638/LBC Asthall Manor**

James Nelson, Principal Planner, presented the application for internal alterations to include the installation of internal wall insulation to improve thermal performance. The application was before the sub-committee due to the applicant being an elected member of West Oxfordshire District Council. The application was for Listed Building Consent. The manor building dates from the early 17<sup>th</sup> century. The building is located on the western side of the hamlet of Asthall and within the Asthall Conservation area. The conservation officer had no raised any objections and the application was recommended for approval.

The Chair asked for any questions of clarification or comments. Members asked for clarification on whether the application would have been determined under delegated authority by officers if the applicant had not been an elected member of the Council. The officer confirmed that this was the case.

Councillor Andrew Lyon proposed that the application be approved in line with officer recommendations. This proposal was seconded by Councillor Elizabeth Poskitt and put to the vote.

Voting Record: For 10 Against 0 Abstention 0

The Development Management Sub-Committee **Resolved** to:

1. Approve the application in line with officer recommendations.

**14 26/00853/HHD 3 Church View, Bampton**

Sarah Weaver, Planning Officer, presented the application for the erection of a detached garden studio. The application was before the sub-committee due to the applicant being an elected member of West Oxfordshire District Council. The studio would be of a simple design and located 16 metres from the host listed building. It would be located 9 metres from the neighbouring property. The front doors would be patio full length windows and include two rear high-level windows. There would be no harms to neighbouring properties. The officer recommended the application for approval.

The Chair asked for any questions of clarification or comments. Members asked for clarification on whether the application would have been determined under delegated authority by officers if the applicant had not been an elected member of the Council. The officer confirmed that this was the case.

Councillor Andrew Lyon proposed that the application be approved in line with officer recommendations. This proposal was seconded by Councillor Steve Cosier and put to the vote.

Voting Record: For 10 Against 0 Abstention 0

The Development Management Sub-Committee **Resolved** to:

1. Approve the application in line with officer recommendations.

**15 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.

**16 Appeal Decisions**

The report giving details of the appeals was received, explained by officers and noted by the sub-committee.

Councillor Andrew Beaney thanked the officers for all their hard work on both delegated powers and appeal decisions reports.

The Meeting closed at 5.15pm

CHAIR