

# Agenda

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## West Area Planning Committee

Date: **Tuesday 12 May 2015**

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Time: **6.30 pm**

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Place: **The Old Library, Town Hall**

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For any further information please contact:

**Jennifer Thompson, Committee and Member Services Officer**

Telephone: 01865 252275

Email: [democraticservices@oxford.gov.uk](mailto:democraticservices@oxford.gov.uk)

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As a matter of courtesy, if you intend to record the meeting please let the Contact Officer know how you wish to do this before the start of the meeting.

# West Area Planning Committee

## Membership

<b>Chair</b>	Councillor Oscar Van Nooijen	Hinksey Park;
<b>Vice-Chair</b>	Councillor Michael Gotch	Wolvercote;
	Councillor Elise Benjamin	Iffley Fields;
	Councillor Bev Clack	St. Clement's;
	Councillor Colin Cook	Jericho and Osney;
	Councillor Andrew Gant	Summertown;
	Councillor Alex Hollingsworth	Carfax;
	Councillor Bob Price	Hinksey Park;
	Councillor John Tanner	Littlemore;

The quorum for this meeting is five members. Substitutes are permitted

### **HOW TO OBTAIN A COPY OF THE AGENDA**

In order to reduce the use of resources, our carbon footprint and our costs we will no longer produce paper copies of agenda over and above our minimum internal and Council member requirement. Paper copies may be looked at the Town Hall Reception and at Customer Services, St Aldate's and at the Westgate Library

A copy of the agenda may be:-

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- Subscribed to electronically by registering online at [mycouncil.oxford.gov.uk](http://mycouncil.oxford.gov.uk)
- Sent to you in hard copy form upon payment of an annual subscription.

# AGENDA

	<b>Pages</b>
<b>1 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS</b>	
<b>2 DECLARATIONS OF INTEREST</b>	
<b>3 OXFORD RAILWAY STATION: 15/00096/PA11</b>	11 - 22
<b>Site Address:</b> Oxford Railway Station, Park End Street	
<b>Proposal:</b> Application seeking prior approval for development comprising extension to the length of existing north bay platforms, replacement platform canopies, new re-locatable rail staff accommodation building and reconfiguration of short stay and staff car parking under Part 11 Class A Schedule 2 of the Town and Country Planning (General Permitted Development) Order 1995.	
<b>Officer recommendation:</b> The Committee approve prior approval - siting and design subject to the following conditions:	
<ol style="list-style-type: none"><li>1. Materials samples.</li><li>2. Windows in east and north facing elevations.</li><li>3. Contamination risk study.</li><li>4. Remediation Strategy.</li><li>5. Unexpected contamination.</li><li>6. Surface water disposal.</li><li>7. Time limit of 3 years.</li></ol>	
<b>4 CEDAR COTTAGE, WATER EATON ROAD: 15/00417/FUL</b>	23 - 34
<b>Site Address:</b> Cedar Cottage, Water Eaton Road	
<b>Proposal:</b> Demolition of existing bungalow. Erection of 2 x 5 bed semi-detached dwellings (Use Class C3) with provision of parking for 4 no. vehicles. Formation of rear decking and associated landscaping (Amended Plans).	
<b>Officer recommendation:</b> to approve the application subject to the following conditions:	
<ol style="list-style-type: none"><li>1. Development begun within time limit.</li><li>2. Develop in accordance with approved plans.</li><li>3. Samples.</li><li>4. Variation of Road Traffic Order - Water Eaton Road.</li><li>5. Vision Splays.</li><li>6. Flood risk assessment.</li><li>7. SUDS/Surface Water.</li><li>8. Larger cycle store.</li><li>9. Bats.</li><li>10. Design - no additions to dwelling.</li></ol>	

**5 7 MIDDLE WAY: 15/00710/FUL**

35 - 46

**Site Address:** 7 Middle Way

**Proposal:** Demolition of lock up garage and erection of 1 x 1 bed dwellinghouse (Use Class C3). (Resubmission following refusal of 13/02745/FUL) Erection of outbuilding. Provision of private amenity space. (Amended plans).

**Officer recommendation:** to approve the application subject to the following conditions:

1. Development begun within time limit.
2. Develop in accordance with approved plans.
3. Samples of materials.
4. Removal of Part 1 PD rights.
5. Removal of part 2 PD rights.
6. Exclusion from CPZ.
7. Garden building incidental.
8. Boundary treatment.
9. Bin and cycle parking details required.
10. Phased contamination.

**6 16 COMPLINS CLOSE:15/00539/FUL**

47 - 54

**Site Address:** 16 Complins Close

**Proposal:** Erection of single storey rear extension and insertion of 3 no. side windows. Formation of rear dormer window in association with loft conversion.

**Officer recommendation:** to approve the application subject to the following conditions:

1. Development begun within time limit.
2. Develop in accordance with approved plans.
3. Materials – matching.

**7 20 MERE ROAD: 15/00612/FUL**

55 - 60

**Site Address:** 20 Mere Road

**Proposal:** Demolition of the existing conservatory. Erection of single storey rear extension and first floor side extension above the re-instated garage.'

**Officer recommendation:** to approve the application subject to the following conditions:

1. Development begun within time limit.
2. Develop in accordance with approved plans.
3. Materials.

<b>8</b>	<b>CUTTESLOWE PARK: 15/00853/CT3</b> <b>Site Address:</b> Bottom Pavilion, Cutteslowe Park, Harbord Road.  <b>Proposal:</b> Replacement of existing roof and cladding. Erection of new external canopy, paving and ramp to north elevation. Formation of raised decked viewing platform with steel balustrade to east elevation.  <b>Officer recommendation:</b> to approve the application subject to the following conditions:  1. Development begun within time limit. 2. Develop in accordance with approved plans.	61 - 66
<b>9</b>	<b>PLANNING SERVICES IMPROVEMENT ACTION PLAN PURSUANT TO THE ROGER DUDMAN WAY REVIEW</b>  Report of the Head of City Development.  <b>Officer Recommendations:</b> The Committee is asked to:  1. Recognise the substantial work undertaken by officer in the Planning Service. 2. Understand that such improvement work does not cease and so will continue. 3. Agree that the Steering Group should continue to review progress of this improvement work. Ask officers to report to Committee in a year's time on such improvements. 4. Thank Vincent Goodstadt for his continuing support and feedback on the Action Plan work.	67 - 104
<b>10</b>	<b>MINUTES</b>  Minutes from the meetings of 14 April 2015.  <b>Recommendation:</b> That the minutes of the meeting held on 14 April 2015 are approved as a true and accurate record.	105 - 108
<b>11</b>	<b>FORTHCOMING APPLICATIONS</b>  Items for consideration by the committee at future meetings are listed for information. They are not for discussion at this meeting. 1. Former Wolvercote Paper Mill: Residential 2. Christ Church Meadow: Shop 3. New College: New music room 4. Fairfield, Banbury Road: Residential care home 5. University College, Staverton Road: Student accommodation 6. 96 Gloucester Green: Change of use from retail to restaurant 7. Westgate: Various conditions 8. St. John's Sportsground, Bainton Road: Nursery 9. 17 Lathbury Road: Variation of hours to nursery 10. Magdalen College School, Cowley Place: New Sixth Form building 11. 14 Polstead Road 12. Chiltern Line: Various planning conditions	

**12 DATE OF NEXT MEETING**

The Committee will meet on the following dates:

9 June 2015

7 July 2015

11 August 2015

8 September 2015

13 October 2015

10 November 2015

1 December 2015

5 January 2016

9 February 2016

8 March 2016

12 April 2016

## **DECLARING INTERESTS**

### **General duty**

You must declare any disclosable pecuniary interests when the meeting reaches the item on the agenda headed "Declarations of Interest" or as soon as it becomes apparent to you.

### **What is a disclosable pecuniary interest?**

Disclosable pecuniary interests relate to your\* employment; sponsorship (ie payment for expenses incurred by you in carrying out your duties as a councillor or towards your election expenses); contracts; land in the Council's area; licenses for land in the Council's area; corporate tenancies; and securities. These declarations must be recorded in each councillor's Register of Interests which is publicly available on the Council's website.

### **Declaring an interest**

Where any matter disclosed in your Register of Interests is being considered at a meeting, you must declare that you have an interest. You should also disclose the nature as well as the existence of the interest.

If you have a disclosable pecuniary interest, after having declared it at the meeting you must not participate in discussion or voting on the item and must withdraw from the meeting whilst the matter is discussed.

### **Members' Code of Conduct and public perception**

Even if you do not have a disclosable pecuniary interest in a matter, the Members' Code of Conduct says that a member "must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself" and that "you must not place yourself in situations where your honesty and integrity may be questioned". What this means is that the matter of interests must be viewed within the context of the Code as a whole and regard should continue to be paid to the perception of the public.

\*Disclosable pecuniary interests that must be declared are not only those of the member her or himself but also those member's spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.

## **CODE OF PRACTICE FOR DEALING WITH PLANNING APPLICATIONS AT AREA PLANNING COMMITTEES AND PLANNING REVIEW COMMITTEE**

Planning controls the development and use of land in the public interest. Applications must be determined in accordance with the Council's adopted policies, unless material planning considerations indicate otherwise. The Committee must be conducted in an orderly, fair and impartial manner.

The following minimum standards of practice will be followed.

1. All Members will have pre-read the officers' report. Members are also encouraged to view any supporting material and to visit the site if they feel that would be helpful
2. At the meeting the Chair will draw attention to this code of practice. The Chair will also explain who is entitled to vote.
3. The sequence for each application discussed at Committee shall be as follows:-
  - (a) the Planning Officer will introduce it with a short presentation;
  - (b) any objectors may speak for up to 5 minutes in total;
  - (c) any supporters may speak for up to 5 minutes in total;
  - (d) speaking times may be extended by the Chair, provided that equal time is given to both sides. Any non-voting City Councillors and/or Parish and County Councillors who may wish to speak for or against the application will have to do so as part of the two 5-minute slots mentioned above;
  - (e) voting members of the Committee may raise questions (which shall be directed via the Chair to the lead officer presenting the application, who may pass them to other relevant Officers and/or other speakers); and
  - (f) voting members will debate and determine the application.

At public meetings Councillors should be careful to be neutral and to listen to all points of view. They should take care to express themselves with respect to all present including officers. They should never say anything that could be taken to mean they have already made up their mind before an application is determined.

### 4. Public requests to speak

Members of the public wishing to speak must notify the Chair or the Democratic Services Officer before the beginning of the meeting, giving their name, the application/agenda item they wish to speak on and whether they are objecting to or supporting the application. Notifications can be made via e-mail or telephone, to the Democratic Services Officer (whose details are on the front of the Committee agenda) or given in person before the meeting starts.

### 5. Written statements from the public

Members of the public and councillors can send the Democratic Services Officer written statements to circulate to committee members, and the planning officer prior to the meeting. Statements are accepted and circulated up to 24 hours before the start of the meeting.

Material received from the public at the meeting will not be accepted or circulated, as Councillors are unable to view proper consideration to the new information and officers may not be able to check for accuracy or provide considered advice on any material consideration arising.

### 6. Exhibiting model and displays at the meeting

Applicants or members of the public can exhibit models or displays at the meeting as long as they notify the Democratic Services Officer of their intention at least 24 hours before the start of the meeting so that members can be notified.



## 7. Recording meetings

Members of the public and press can record the proceedings of any public meeting of the Council. If you do wish to record the meeting, please notify the Committee clerk prior to the meeting so that they can inform the Chair and direct you to the best plan to record. You are not allowed to disturb the meeting and the Chair will stop the meeting if they feel a recording is disruptive.

The Council asks those recording the meeting:

- Not to edit the recording in a way that could lead to misinterpretation of the proceedings. This includes not editing an image or views expressed in a way that may ridicule, or show a lack of respect towards those being recorded.
- To avoid recording members of the public present unless they are addressing the meeting.

For more information on recording at meetings please refer to the Council's [Protocol for Recording at Public Meetings](#)

## 8. Meeting Etiquette

All representations should be heard in silence and without interruption. The Chair will not permit disruptive behaviour. Members of the public are reminded that if the meeting is not allowed to proceed in an orderly manner then the Chair will withdraw the opportunity to address the Committee. The Committee is a meeting held in public, not a public meeting.

9. Members should not:

- (a) rely on considerations which are not material planning considerations in law;
- (b) question the personal integrity or professionalism of officers in public;
- (c) proceed to a vote if minded to determine an application against officer's recommendation until the reasons for that decision have been formulated; and
- (d) seek to re-design, or negotiate amendments to, an application. The Committee must determine applications as they stand and may impose appropriate conditions.