

Agenda

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West Area Planning Committee

Date: **Tuesday 12 May 2015**

Time: **6.30 pm**

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

For any further information please contact:

Jennifer Thompson, Committee and Member Services Officer

Telephone: 01865 252275

Email: democraticservices@oxford.gov.uk

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

Chair	Councillor Oscar Van Nooijen	Hinksey Park;
Vice-Chair	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

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AGENDA

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2 DECLARATIONS OF INTEREST	
3 OXFORD RAILWAY STATION: 15/00096/PA11	11 - 22
Site Address: Oxford Railway Station, Park End Street	
Proposal: 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.	
Officer recommendation: The Committee approve prior approval - siting and design subject to the following conditions:	
<ol style="list-style-type: none">1. Materials samples.2. Windows in east and north facing elevations.3. Contamination risk study.4. Remediation Strategy.5. Unexpected contamination.6. Surface water disposal.7. Time limit of 3 years.	
4 CEDAR COTTAGE, WATER EATON ROAD: 15/00417/FUL	23 - 34
Site Address: Cedar Cottage, Water Eaton Road	
Proposal: 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).	
Officer recommendation: to approve the application subject to the following conditions:	
<ol style="list-style-type: none">1. Development begun within time limit.2. Develop in accordance with approved plans.3. Samples.4. Variation of Road Traffic Order - Water Eaton Road.5. Vision Splays.6. Flood risk assessment.7. SUDS/Surface Water.8. Larger cycle store.9. Bats.10. Design - no additions to dwelling.	

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.

8	<p>CUTTESLOWE PARK: 15/00853/CT3</p> <p>Site Address: Bottom Pavilion, Cutteslowe Park, Harbord Road.</p> <p>Proposal: 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.</p> <p>Officer recommendation: to approve the application subject to the following conditions:</p> <ol style="list-style-type: none"> 1. Development begun within time limit. 2. Develop in accordance with approved plans. 	61 - 66
9	<p>PLANNING SERVICES IMPROVEMENT ACTION PLAN PURSUANT TO THE ROGER DUDMAN WAY REVIEW</p> <p>Report of the Head of City Development.</p> <p>Officer Recommendations: The Committee is asked to:</p> <ol style="list-style-type: none"> 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
10	<p>MINUTES</p> <p>Minutes from the meetings of 14 April 2015.</p> <p>Recommendation: That the minutes of the meeting held on 14 April 2015 are approved as a true and accurate record.</p>	105 - 108
11	<p>FORTHCOMING APPLICATIONS</p> <p>Items for consideration by the committee at future meetings are listed for information. They are not for discussion at this meeting.</p> <ol style="list-style-type: none"> 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.

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WEST AREA PLANNING COMMITTEE

12 May 2015

Application Number: 15/00096/PA11

Decision Due by: 9 March 2015

Proposal: 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. (PLEASE NOTE THIS IS NOT A PLANNING APPLICATION BUT A NOTIFICATION SUBMITTED BY NETWORK RAIL FOR PRIOR APPROVAL BY OXFORD CITY COUNCIL)

Site Address: Oxford Railway Station, Park End Street **Appendix 1**

Ward: Jericho And Osney

Agent: N/A

Applicant: Network Rail

Recommendation:

PRIOR APPROVAL REQUIRED - Siting and design acceptable

For the following reasons:

- 1 The proposals constitute works needed to improve capacity and services at Oxford Station and to implement the first phase of the Oxford Station Masterplan. The location, design and external appearance of the proposals are acceptable subject to concerns about the impact on residential and neighbourhood amenity being addressed by the imposition of conditions dealing with the submission of materials samples, land contamination assessments, the removal of the temporary TOC building after 3 years, and the submission of applications to authorise the development works associated with the Oxford Station Masterplan. The proposal is therefore considered to accord with the requirements of the relevant policies in the Oxford Local Plan, Core Strategy, Sites and Housing Plan, and West End Area Action Plan.
- 2 Officers have considered carefully all objections to these proposals. Officers have come to the view, for the detailed reasons set out in the officers report, that the objections do not amount, individually or cumulatively, to a reason for refusal and that all the issues that have been raised have been adequately addressed and the relevant bodies consulted.

- 3 The Council considers that the proposal accords with the policies of the development plan as summarised below. It has taken into consideration all other material matters, including matters raised in response to consultation and publicity. Any material harm that the development would otherwise give rise to can be offset by the conditions imposed.

Subject to the following conditions, which have been imposed for the reasons stated:-

- 1 Materials samples
- 2 Windows in east and north facing elevations
- 3 Contamination risk study
- 4 Remediation Strategy
- 5 Unexpected contamination
- 6 Surface water disposal
- 7 Time limit of 3 years

Main Local Plan Policies:

Oxford Local Plan 2001-2016

CP1 - Development Proposals

CP8 - Design Development to Relate to its Context

CP25 - Temporary Buildings

TR10 - Oxford Station Improvements

Core Strategy

CS1_ - Hierarchy of centres

CS2_ - Previously developed and greenfield land

CS5_ - West End

CS9_ - Energy and natural resources

CS10_ - Waste and recycling

CS13_ - Supporting access to new development

CS14_ - Supporting city-wide movement

CS18_ - Urban design, town character, historic environment

CS27_ - Sustainable economy

West End Area Action Plan

WE6 - Frideswide Square & railway station forecourt

Sites and Housing Plan

HP14_ - Privacy and Daylight

Other Material Considerations:

National Planning Policy Framework
Planning Practice Guidance

Representations Received:

The Rewley Park Management Committee and numbers 1, 8, 12 17 and 19 Stable Close comment that there will be:

- an unacceptable loss of sunlight to houses and gardens in Stable Close which are already overshadowed by the Said Business School extension;
- overlooking and loss of privacy;
- increased noise and air pollution from vehicles, buses, roof plant, and cooking smells and extractor fans; and,
- loss of house values as a result of significantly diminished local amenities.
- Any obtrusive signage should be avoided.

25 and 34 Abbey Place object to this development and comment that the Oxford Station Masterplan is not a foregone conclusion and there needs to be proper public consultation in order to plan this area correctly.

Railfuture, Thames Valley Branch - has commented that this is an important development which should be supported as part of much needed improvements to rail facilities and services in this area.

Statutory and Internal Consultees:

Environment Agency – no objections, subject to conditions concerning assessment of risk from contaminated land.

Natural England – no objections.

Officers Assessment**Site and Surroundings**

1. The site is adjacent to the north side of the main Oxford Station building and extends to 0.73 ha. It is currently occupied by a single-storey, flat roofed, brick building (6.5 metres high) used by the Train Operating Companies (TOC) as staff accommodation, stores and catering facilities; together with external storage (some covered), existing platforms, platform canopies and a surface car park (public rail users short stay: 36 + 8 disabled; and rail staff: 46 + 4 disabled).
2. The site slopes gently from trackside eastwards and is partly elevated above the surrounding residential areas (Rewley Road, Stable Close, Rickyard Close) to the east, and the Said Business School. It has a ramped vehicle access up from the bus interchange in front of the station supported by a retaining wall on its eastern boundary to a lower level footpath/cycleway leading into the adjacent residential areas. Residential properties in Cripsey

Road and Abbey Road face or back onto the site from the west across the rail lines.

The Proposals

3. It is proposed to demolish the existing single storey TOC building, and the two-sided canopy to platforms 1 and 3 (north of the pedestrian over bridge).

Track and platform lengthening and new platform canopies

4. The track running into Platform 3 is to be lengthened southwards (into part of the current short stay car park) by some 35 metres bringing its southern end closer to the main station building (to a point just by the pedestrian over bridge – see comparison drawing at **Appendix 2**). Platform 3 is to be widened (eastwards) and will encompass the bottom of the pedestrian over bridge. A new (northbound) platform to the east of the new track is to be built. These proposals are required in order to accommodate the longer trains which will be operated by Chiltern Railways between Oxford and Marylebone.
5. Cantilever gull wing type canopies suspended off steel columns are proposed over the extended and reconfigured Platforms 1 and 3; and over the new northbound platform and gate line enclosure. The canopies are to be of steel frame construction with single skin profile metal cladding in a mid-grey colour.

Temporary TOC building

6. The existing TOC building needs to be demolished to make way for the track lengthening and platform modifications described above. The proposed temporary TOC will replace the existing accommodation (see comparison drawing at **Appendix 2**).and will allow implementation of the first phase of the Oxford Station Masterplan.
7. A new rectangular, two-storey, flat roofed, re-locatable temporary building is to be erected providing a gross internal area of 1400m² for TOC accommodation and food processing space for the three catering companies already operating at the station. It is to be a modular construction, much of which is to be constructed off-site and assembled on-site. It is proposed to have a footprint of some 56.4m x 12.2m and is to be 8.3 metres high.
8. The east elevation of the new temporary building is to be articulated through dark grey window panels, doors, and 'brise soleil'; separated by vertical panels of buff facing brick slips and high quality light/mid grey horizontal metal cladding attached to the exterior of the modular units. The roof is to be a single skin profiled metal cladding but is not expressed in the external appearance: a low parapet is proposed. The staff entrances are on the east elevation accessed via a metal ramp and steps.
9. The elevations at the south end (visible from the Station forecourt) and north end (visible from Rewley Road) are to be articulated through panels of buff

facing brick slips and high quality light/mid grey horizontal metal cladding with limited fenestration.

10. The west elevation (facing the platforms and tracks) is of a more utilitarian appearance designed with metal cladding but with some buff facing brick slip panels. Staff access doors directly onto the new platform are proposed, and part of a new canopy is located adjacent to this west flank of the new temporary building.
11. The temporary TOC building is to be constructed in two phases – the first replacing that which will be lost when the existing TOC building is demolished, and the second when further buildings are demolished in the wider station site in accordance with the Station Masterplan. The modular units proposed are suited to this phased construction and are manufactured off-site limiting noise and disruption in the construction phase.

Car park modifications

12. The main access ramp up from the bus forecourt is proposed to remain as it is, but the public short stay and staff car parking area is to be remodelled leading to a reduction in public parking of 15 spaces and a reduction in staff parking of 4 spaces. The TOC considers that this level of provision meets their needs. A new external pedestrian platform access is to be provided direct from the short stay parking area via a new gate in the southeast corner of the site adjacent to the main station building.

Sustainability

The modular construction means that these units can be removed and re-used elsewhere. Fenestration is laid out to maximise natural daylight.

Determining Issues

- The Prior Approval Process
- Location
- Design and external appearance

The Prior Approval process

13. In making these proposals, Network Rail intends to rely upon planning permission granted by Part 11 Class A to Schedule 2 of the General Permitted Development Order 1995 (as amended). Where development consists of or includes the erection, construction alteration or extension of a building this permission is subject to a condition requiring the Prior Approval of the Local Planning Authority to the detailed plans and specifications. These proposals include the erection of a building.
14. The General Permitted Development Order 1995 (as amended) states that Prior Approval is not to be refused by the Local Planning Authority, nor are conditions to be imposed, unless the Local Planning Authority is satisfied that:

- i. the development should and could reasonably be carried out elsewhere on the land; or,
 - ii. the design and external appearance would injure the amenity of the neighbourhood and is reasonably capable of modification to avoid such injury.
15. The determining issues in this case are therefore (i) the location/siting of the developments; and, (ii) their design and external appearance.
16. As already noted, these works are proposed in order to replace the existing TOC building, and to allow for the phased development of Oxford Station within the parameters of the Oxford Station Masterplan. The Masterplan is however still being developed and has not been the subject of a formal planning application process. The Council is working with the County Council, Network Rail and other partners and stakeholders to progress it to implementation. In these circumstances the City Council would like to see early submission of applications for the Transport and Works Act Orders needed to progress the Station Masterplan so that there can be reassurance that the temporary TOC building will not be required into the long term. In the light of concerns expressed later as to the design and external appearance of the building such that, but for the wider scheme, the recommendation would be that the application be refused, conditions to be applied to the Prior Approval are suggested that seek the removal of the temporary TOC building within 3 years should that justification cease to apply.

Track and platform modifications and new platform canopies

17. Under the Prior Approval process there is no objection to the location and design of these modifications. They are of necessity located contiguous with the existing tracks. The canopies are of a contemporary design and will not harm the amenity of the area.

Temporary TOC building – location/siting

18. The temporary TOC building is located in a position on this site which allows for the phased development of Oxford Station within the parameters of the Masterplan. Other locations within this site, or within the wider station site, including on the west side of the tracks, would interfere with that process. Its siting adjoining the proposed new platform is an operational requirement to allow staff access directly onto the platform.
19. The applicant has indicated that the building needs to be 2 storeys high in order to replace the existing TOC floor space and allow for staff numbers to grow with the growth of services and passenger numbers at the station, while at the same time retaining adequate on-site car parking for staff and a short stay/disabled public parking facility. A single storey building would occupy too much of the site area to meet all the external space requirements.

20. The location of the temporary TOC building close to residential properties, combined with the fact that it is proposed to be 2 storeys high has however raised concerns of overlooking, loss of sunlight and additional shading of adjacent houses and gardens in Stable Close (12 properties back onto the site).
21. In order to prevent overlooking, the applicant has confirmed that the windows facing Stable Close will be obscure glazed and non-opening below 1.7metres from finished floor level. This will be reinforced by condition.
22. In respect of sunlight and shading, residents have commented that currently they receive no winter sun from the east because of overshadowing from the Said Business School extension, and only very limited late afternoon winter sun from the west. A Sunlight and Shadow Analysis has therefore been submitted which shows that compared to the existing situation there will be:
- no change to the sunshine available to any of the rooms or gardens at these properties at any time of the year at 9am, 12 noon or 3pm;
 - no change to garden shading but possibly some additional room shading from 6pm onwards in April;
 - additional garden shading and possibly additional room shading from 6pm onwards in May and August;
 - additional garden shading in June and July from 6pm onwards but no additional room shading; and,
 - in September the gardens and rooms are shaded currently and as proposed.
23. Penetration of sunlight into gardens and rooms is very important to help minimise energy use, and promote good health and wellbeing. In this case however, while any loss of sunlight to properties is extremely regrettable, the loss of sunlight to these (12) properties is limited to the period from 6pm to sunset for 5 spring/summer months only. This is not considered to be so injurious to the amenity of the neighbourhood that Prior Approval should be withheld for this temporary building on the grounds of its location. The recommendation would have been otherwise for a permanent structure.
24. Concerns have also been raised about noise from people using the metal ramps/stairs, about noise/smell from increased vehicle movements, and about smells from catering facilities, in close proximity to residential properties.
25. The applicant has offered to apply noise-dampening materials to the metal ramps/stairs and this can be secured by condition. The applicant prefers to use metal ramps/stairs, as these are re-locatable and recyclable rather than concrete, which would not be a sustainable alternative. The applicant has also confirmed that buses will not use this area, and that the proposals will not generate any additional vehicle movements, indeed fewer given the loss of parking spaces. Food preparation will be largely making sandwiches with limited on-site cooking. A domestic scale fan is all that is required: this activity is already taking place in the same location on the site.

Temporary TOC building - external appearance

26. At the pre-application stage officers stated that, in accordance with national and local planning policy, a building of much higher quality design would be required in this location if it were to be a permanent building. As a temporary building it is of fair design, to which Prior Approval can be given subject to conditions (i) requiring the submission of materials samples; and, (ii) requiring removal once the building has served its purpose or that purpose ceases to be relevant.

Conclusion

27. The proposals constitute works needed to improve capacity and services at Oxford Station and to implement the first phase of the Oxford Station Masterplan. Under the Prior Approval process there is no objection to the track and platform modifications. Subject to conditions including the removal of the temporary TOC building within time limits specified, it is concluded that the location, design and external appearance of the proposed temporary TOC building is acceptable. The granting of Prior Approval for these proposals is therefore recommended.

Human Rights Act 1998

Officers have considered the Human Rights Act 1998 in reaching a recommendation to grant planning permission, subject to conditions. Officers have considered the potential interference with the rights of the owners/occupiers of surrounding properties under Article 8 and/or Article 1 of the First Protocol of the Act and consider that it is proportionate.

Officers have also considered the interference with the human rights of the applicant under Article 8 and/or Article 1 of the First Protocol caused by imposing conditions. Officers consider that the conditions are necessary to protect the rights and freedoms of others and to control the use of property in accordance with the general interest. The interference is therefore justifiable and proportionate.

Section 17 of the Crime and Disorder Act 1998

Officers have considered, with due regard, the likely effect of the proposal on the need to reduce crime and disorder as part of the determination of this application, in accordance with section 17 of the Crime and Disorder Act 1998. In reaching a recommendation to grant Prior Approval subject to conditions, officers consider that the proposal will not undermine crime prevention or the promotion of community safety.

Background Papers: 15/0096/PA11; Oxford Station Masterplan

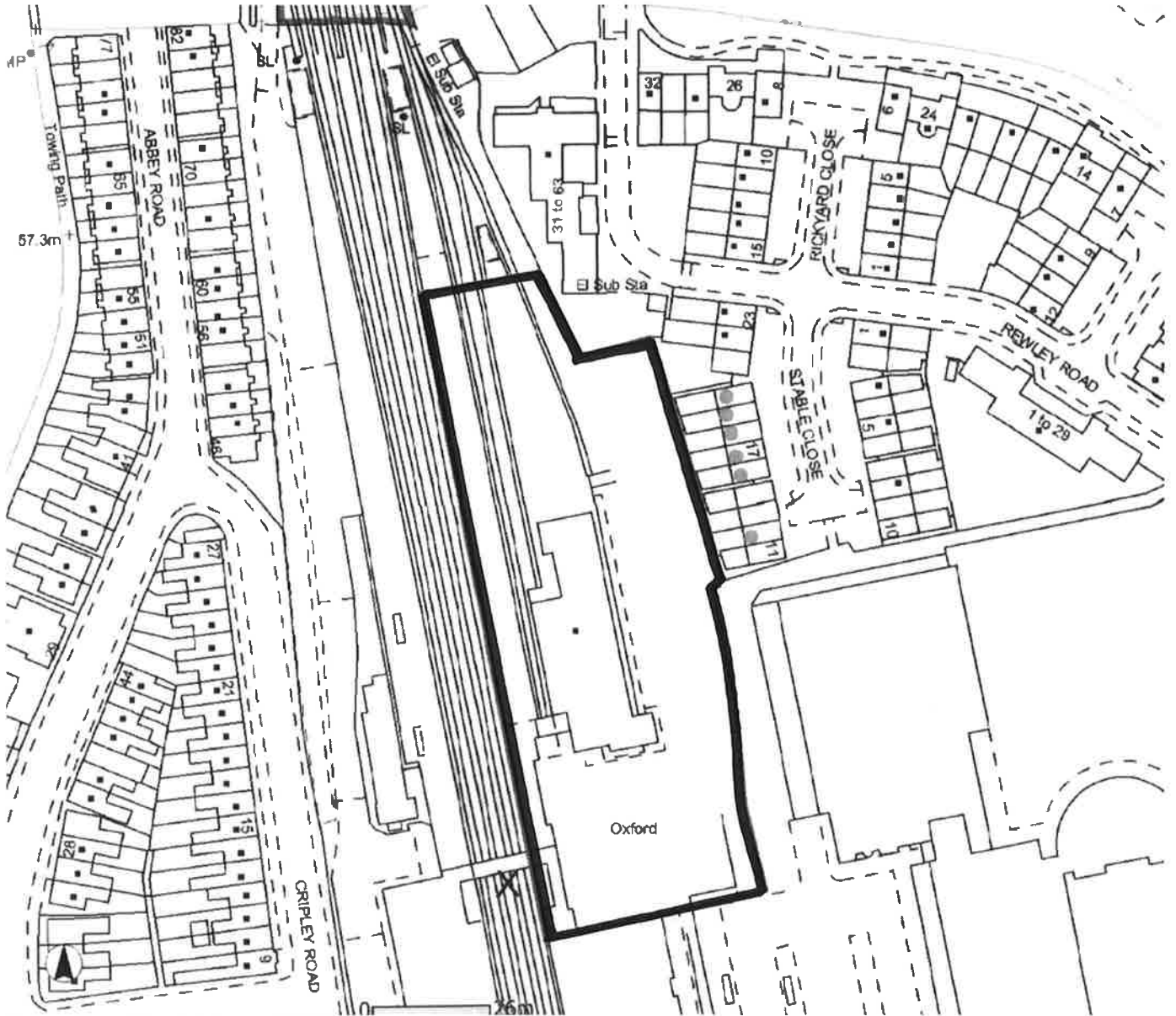
Contact Officer: Fiona Bartholomew

Extension: 2774

Date: 26th February 2015

Appendix 1

15/00096/PA11 - Oxford Railway Station



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Ordnance Survey 100019348

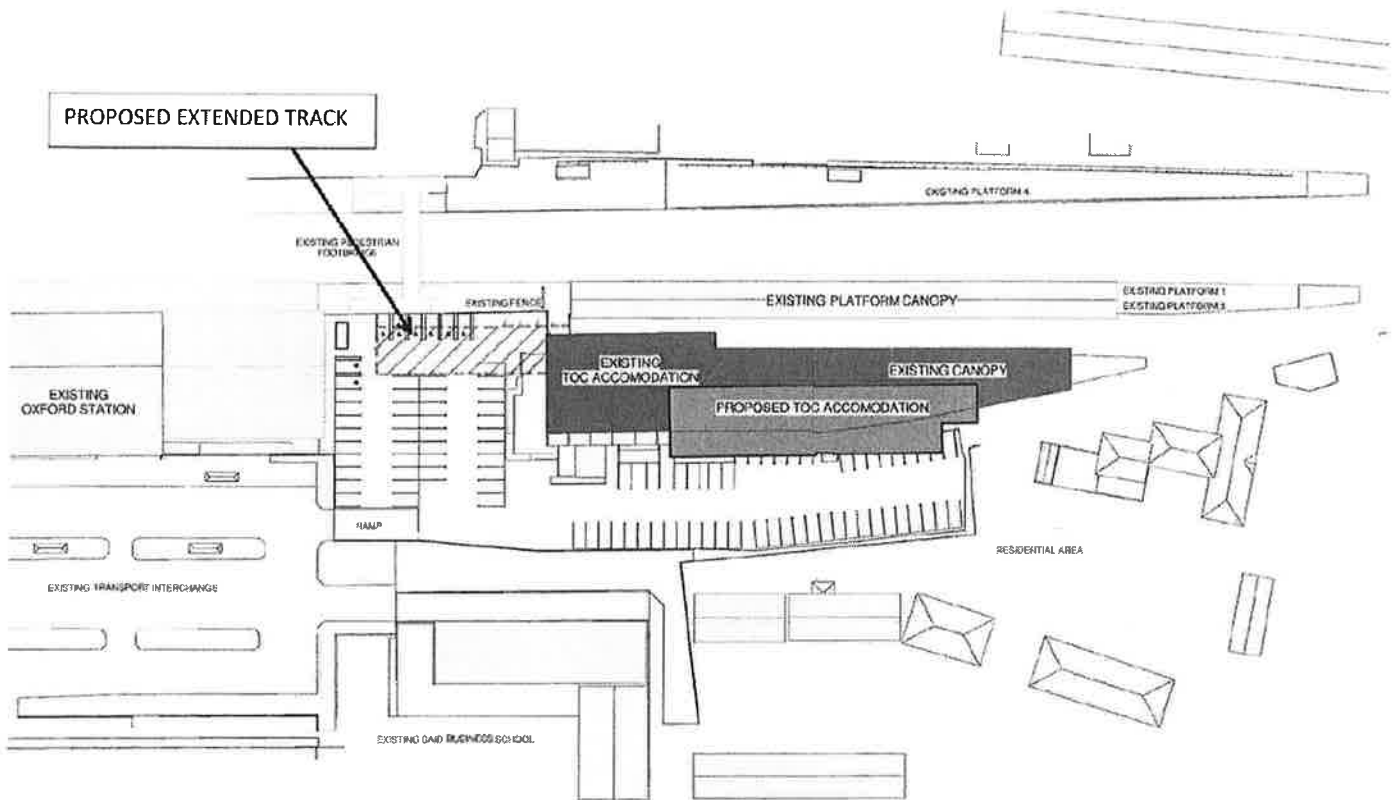


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Appendix 2

15/00096/PA11 - Oxford Railway Station

Comparison drawing – existing and proposed



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Ordnance Survey 100019348



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West Area Planning Committee

12 May 2015

Application Number: 15/00417/FUL

Decision Due by: 14th April 2015

Proposal: 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)

Site Address: Cedar Cottage Water Eaton Road, **Appendix 1**

Ward: Summertown Ward

Agent: Mr Neil Perry

Applicant: Mr Peter Wright

Application Called in – by Councillors -Fooks, Goddard, Gotch and Wade for the following reasons: overdevelopment of the site and negative impact on the surrounding dwellings due to the massing on the site, plus the impact on traffic safety with new drives facing an existing junction.

Recommendation:

APPLICATION BE APPROVED

For the following reasons:

- 1 The Council considers that the proposal accords with the policies of the development plan as summarised below. It has taken into consideration all other material matters, including matters raised in response to consultation and publicity. Any material harm that the development would otherwise give rise to can be offset by the conditions imposed.
- 2 Officers have considered carefully all objections to these proposals. Officers have come to the view, for the detailed reasons set out in the officers report, that the objections do not amount, individually or cumulatively, to a reason for refusal and that all the issues that have been raised have been adequately addressed and the relevant bodies consulted.

subject to the following conditions, which have been imposed for the reasons stated:-

- 1 Development begun within time limit
- 2 Develop in accordance with approved plans
- 3 Samples
- 4 Variation of Road Traffic Order - Water Eaton Road,

- 5 Vision Splays
- 6 Flood risk assessment
- 7 SUDS/Surface Water
- 8 Larger cycle store
- 9 Bats
- 10 Design - no additions to dwelling

Oxford Local Plan 2001-2016

- CP1 - Development Proposals
- CP6 - Efficient Use of Land & Density
- CP8 - Design Development to Relate to its Context
- CP9 - Creating Successful New Places
- CP10 - Siting Development to Meet Functional Needs
- NE15 - Loss of Trees and Hedgerows

Core Strategy

- CS2 - Previously developed and greenfield land
- CS9 - Energy and natural resources
- CS10 - Waste and recycling
- CS11 - Flooding
- CS12 - Biodiversity
- CS13 - Supporting access to new development
- CS18 - Urban design, town character, historic environment

Sites and Housing Plan

- MP1 - Model Policy
- HP2 - Accessible and Adaptable Homes
- HP9 - Design, Character and Context
- HP1 - Low Carbon Homes
- HP12 - Indoor Space
- HP13 - Outdoor Space
- HP14 - Privacy and Daylight
- HP15 - Residential cycle parking

Other Material Considerations:

- National Planning Policy Framework
- Planning Practice Guidance
- Parking Standards Supplementary Planning Document
- Balance of Dwellings Supplementary Planning Document

Relevant Site History:

64/14877/A_H - Outline application for the erection of a dwelling house and a garage for a private car. PER 26th May 1964.

57/06352/A_H - Bungalow. PER 10th September 1957.

Representations Received:

Water Eaton Road 5, 7, 13,

Harpes Road 78 (x2), 1, 13, 36, 37, 51, 35, 71, 28, 80, 20, 3, 76, 11, 38, 64, 67, 72, 22 (x2) 27, 60, 6A,

Summary of Comments:

- generally in support of a residential development of this type on the site
- buildings should not be any higher than the neighbouring flats
- plans for 2 over-bearing properties will substantially damage the present pleasant view of the countryside currently visible from a long way up Harpes Road all the way to Water Eaton Road
- at odds with the emerging Neighbourhood Plan housing priorities for the area which are for 2 bed units for young people and older people who need to downsize, and for affordable housing
- height and scale of the proposed houses are too vast, and the materials unsympathetic
- loss of trees and vegetation
- impact on adjoining properties could be extremely negative
- SUDs needs to be applied to areas of hard surfacing
- Out of character
- Overdevelopment
- Highway and pedestrian safety issues/insufficient parking
- Flood risks
- Lack of affordable housing

Oxford Civic Society: Very little quality in design, very little appreciation of the quality and specific characteristics of the site, set as it is on the river bank, no imagination and some fundamental flaws; the development would result in the provision of sub-standard and inconvenient accommodation; no provision has been made for storage of bins or bicycles, and the design precludes easy access to the rear of the properties, or even to the interior because of the steps involved.

Statutory Consultees:

Environment Agency Thames Region: We have no objection to the application as submitted, subject to the inclusion of a condition for the development to be carried out in accordance with the approved Infrastruct CS Ltd Flood Risk Assessment (FRA) and Drainage Strategy report number 14-1431.07.002

Highways Authority: This application should be granted but with suitable conditions applied in relation to exclusion from the CPZ, SUDS, vision splays and surface water.

Determining Issues:

- CIL & affordable housing contributions
- Principle
- Design
- Residential Amenity
- Lifetime Homes
- Sustainability
- Highways and parking
- Biodiversity

- Trees
- Flooding

Officers Assessment:

Site Description

1. The application site is located on the eastern side of Water Eaton Road opposite the junction with Harpes Road within Summertown Ward. **Appendix 1** refers. The site is currently occupied by a late 1950's / 1960's bungalow which is in a poor state of repair. To the north of the site is Eaton Court a three storey flat roofed block of flats and to the south is Cherwell Lodge, again a three storey block of flats but with a pitched roof. As the land falls away to the rear both blocks appear as four storey when viewed from this direction.

Proposal

2. The application is seeking permission for the erection of a pair of 5 bed dwellings with associated car parking and amenity space. The materials proposed are buff brickwork with reconstituted stone bandings and a slate roof.

Officers' Assessment

CIL and Affordable Housing Contributions

3. The Community Infrastructure Levy (CIL) is a standard charge on new development. The amount of CIL payable is calculated on the basis of the amount of floor space created by a development. CIL applies to developments of 100 square metres or more, or to new houses of any size. The reason that CIL has been introduced is to help fund the provision of infrastructure to support the growth of the city, for example transport improvements, additional school places and new or improved sports and leisure facilities. CIL is being brought in by councils across the country, although each local council has the ability to set the actual charges according to local circumstances. These proposals are liable to CIL contributions accordingly.
4. With regards to affordable housing the site falls below the threshold for these requirements as it relates to fewer than 10 dwellings.

Principle of Development

5. The National Planning Policy Framework (NPPF) encourages the effective use of land by reusing land that has been previously developed. The NPPF defines previously developed land as land which is or was occupied by a permanent structure, including the curtilage of the developed land and any associated fixed surface infrastructure. It goes on to state that Local Planning Authorities should resist inappropriate development of residential gardens however. In this case the land has been occupied by a single bungalow for many years and policy HP10 of the Sites and Housing Plan allows for the development of garden areas in appropriate circumstances. No objection is therefore raised to the principle of

residential re use of the land for residential purposes.

6. From there policy CS23 of the Oxford Core Strategy 2026 seeks to ensure that residential development delivers a balanced mix of housing to meet the projected future household need, both within each site and across Oxford as a whole. The mix of housing relates to the size, type and tenure of dwellings to provide for a range of households. The Balance of Dwellings Supplementary Planning Document (BoDs) which provides further detail sets out the appropriate housing mix for each Neighbourhood Area within the City. The application site is located within the Summertown Neighbourhood Area which has been classified as an “amber area” which requires the City Council to safeguard family dwellings and achieve a reasonable proportion of new family dwellings as part of the mix for new developments. The mix of units only applies to developments of 4 units or more however and no objection of principle is therefore raised to the provision of 2 large houses, subject to all other material considerations.

Design

7. Policy CS18 of the OCS states planning permission will only be granted for development that demonstrates high quality urban design. This is reiterated in policies CP1, CP8 and CP10 of the OLP and HP9 of the SHP. Policy CP1 states that planning permission will only be granted for development that respects the character and appearance of the area and which uses materials of a quality appropriate to the nature of the development, the site and its surroundings. CP8 states all new and extended buildings should relate to their setting to strengthen, enhance and protect local character and CP10 states planning permission will only be granted where proposed developments are sited to ensure that street frontage and streetscape are maintained or enhanced or created. HP9 states planning permission will only be granted for residential development that responds to the overall character of the area, including its built and natural features.
8. The new dwellings generally lie within the same footprint as the existing bungalow and have been designed in a “townhouse” style with a gabled roof to the street. From the front they appear as three storey dwellings with steps up to the front doors and bedrooms in the roof space. From the rear they are four storeys due to the slope of the land with a lower ground floor stepping out into the amenity space. This reflects the same pattern as the flatted developments either side of the application site.
9. In terms of the wider streetscene, Water Eaton Road has a mix of dwelling types and styles with the eastern side dominated by large blocks of flats of varying designs and materials. The western side is built out to a generally smaller scale however with terraces and individual dwellings.
10. Whilst the proposal is very different to the existing bungalow in its form and scale, it would be more consistent with neighbouring development in these terms, whilst acknowledging the variety of architectural styles to this side of the street. The houses are marginally taller than the flats to the south by 0.6m but this is not

considered to be significant. In addition there remain sufficient gaps between the proposal and the flats either side (almost 10m to the north and 5.5m to the south) to allow for views through to the River Cherwell and meadow beyond.

11. The proposed houses are unremarkable in their architecture but constructed of appropriate materials, (brick and slate) and are of appropriate scale in their context. They are therefore considered acceptable in terms of policy CS18 of the Core Strategy 2026, CP1, CP6 and CP10 of the Oxford Local Plan 2001-2016 and HP9 of the Sites and Housing Plan 2011-2026 in that they respect the character and appearance of the area and create an appropriate visual relationship with the form, grain, scale, and details of the site and the surrounding area.

Residential Amenity

12. Policy HP12 of the SHP requires good quality internal living accommodation, with the policy stipulating that planning permission will not be granted for new dwellings if any single family dwelling provides less than 75m² floorspace (measured internally). The proposed dwellings are well in excess of this criterion. Policy HP12 goes on to state that planning permission will not be granted for new dwellings if inadequate ceiling height, lack of natural lighting or natural ventilation, or a restricted outlook prevents proper use and enjoyment of the dwelling. These are substantial family dwellings with sufficient ceiling heights, natural light and ventilation and there is no restriction to their outlook. Again all these requirements are met.
13. Furthermore, policy HP13 of the SHP requires amenity space of adequate size and proportions for the size of house proposed. The City Council will expect an area of private garden for each family house which is at least equivalent to the original building footprint. Houses of 2 or more bedrooms must provide a private garden, of adequate size and proportions for the size of house proposed, for exclusive use by occupants of that house. A private garden is proposed for each new unit which vary in length between 11m and 13m and are considered to be of adequate size and proportions for the units proposed and the intended occupiers. The gardens also have the added benefit of backing onto a small stream and fine views towards the River Cherwell and meadows beyond.
14. On other matters policy HP13 requires adequate provision is made for the safe, discrete and conveniently accessible storage of refuse and recycling, in addition to outdoor amenity space. A wooden bin store has been provided in the rear garden. Similarly HP14 requires privacy and daylight for the occupants of both existing and new homes. In this case there are no windows in the side elevations of the adjoining blocks of flats and the proposed properties are of a similar depth and height to neighbouring flats. As such there are no issues of loss of privacy or sunlight/daylight, nor are there issues of the development being overbearing or creating an inappropriate sense of enclosure.

Lifetime Homes

15. Achieving mixed and balanced communities requires the City Council to plan for

people's different physical needs. The City Council wishes to see new homes built that are accessible to all who may wish to live in them, and visit them, including those with disabilities. The Lifetime Homes Standard is a widely used national standard, which goes further than statutory building regulations. LifetimeHomes specifications ensure that the spaces and features in new homes can readily meet the needs of most people, including those with reduced mobility. Policy HP2 of the SHP states planning permission will only be granted for new dwellings where all the proposed new dwellings meet the Lifetime Homes standard, though account will be taken of any genuine practical, viability or heritage constraints. The proposal has been designed to meet Lifetime Home standards.

Sustainability

16. Policy CS9 of the OCS sets out a commitment to optimising energy efficiency. A key strategic objective in the Core Strategy seeks to maximise Oxford's contribution to tackling the causes of climate change and minimise the use of non-renewable resources. New developments are therefore expected to achieve high environmental standards. An short energy statement has been included with the planning application which indicates high thermal efficiency through thermal mass and use of double glazing. The buildings are naturally ventilated with trickle ventilation and mechanical ventilation only in bathrooms and kitchens. All timber is proposed from sustainable sources only.

Highways and Parking

17. Policy CS13 of the OCS encourages low parking standards in locations accessible by walking, cycling and public transport. Policy HP16 states planning permission will be granted for car-free or low-parking houses and flats in locations that have good access to public transport, are in a controlled parking zone, and are within 800 meters of a local supermarket or equivalent facilities. In this case the development proposes 2 parking spaces per unit. As it is located within a Controlled Parking Zone it is recommended that it be excluded from eligibility for residents' permits however in order that existing conditions are not exacerbated. This can be achieved by condition. The Highway Authority has also requested a condition to provide vision splays for vehicles entering and leaving the site.

18. Similarly policy HP15 establishes a cycle parking requirement. Although a cycle store is included in this case it would accommodate only 2 cycles when large houses of this sort would require provision for at least 3 cycles. A condition is suggested requiring details of a larger store.

Biodiversity

19. A bat survey accompanies the planning application. It did not indicate the presence of any bat roosts in the existing bungalow but recommends that in the event of bats subsequently being identified upon construction that work stops and a mitigation strategy be submitted for approval and implemented before the development can continue. A condition is recommended accordingly.

20. The survey revealed no nesting birds.

Trees

21. The proposals will not affect any existing trees that are significant to public amenity in the area. Several trees have already been removed from this site but these were not protected and the applicant was entitled to remove them.

Flooding

22. Policy CS11 of the OCS states for all developments over 1 hectare and/or development in any area of flood risk from rivers (Flood Zone 2 or above) or other sources developers must carry out a full Flood Risk Assessment (FRA), which includes information to show how the proposed development will not increase flood risk. A flood risk assessment was submitted with the planning application and the Environment Agency were consulted accordingly. The Environment Agency raise no objection to the application as submitted, subject to the inclusion of a condition for the development to be carried out in accordance with the flood risk assessment submitted. A condition has been included to enforce the requirement.

Conclusion.

23. Whilst officers acknowledge the concerns raised in respect of the planning application, the existing bungalow is not of special merit and the houses it would replace are of a scale consistent with its neighbours. Each of the houses is well provided with amenity and parking spaces, and would not impose unacceptably on neighbouring properties. Matters relating car parking provision and bats or nesting birds if encountered can be addressed by condition. Overall officers have therefore concluded that the development makes good use of the site to provide two good quality family houses. Committee is recommended to support the application accordingly.

Human Rights Act 1998

Officers have considered the Human Rights Act 1998 in reaching a recommendation to grant planning permission, subject to conditions. Officers have considered the potential interference with the rights of the owners/occupiers of surrounding properties under Article 8 and/or Article 1 of the First Protocol of the Act and consider that it is proportionate.

Officers have also considered the interference with the human rights of the applicant under Article 8 and/or Article 1 of the First Protocol caused by imposing conditions. Officers consider that the conditions are necessary to protect the rights and freedoms of others and to control the use of property in accordance with the general interest. The interference is therefore justifiable and proportionate.

Section 17 of the Crime and Disorder Act 1998

Officers have considered, with due regard, the likely effect of the proposal on the need to reduce crime and disorder as part of the determination of this application, in accordance with section 17 of the Crime and Disorder Act 1998. In reaching a recommendation to grant planning permission, officers consider that the proposal will not undermine crime prevention or the promotion of community safety.

Background Papers: 15/00417/FUL

Contact Officer: Lisa Green

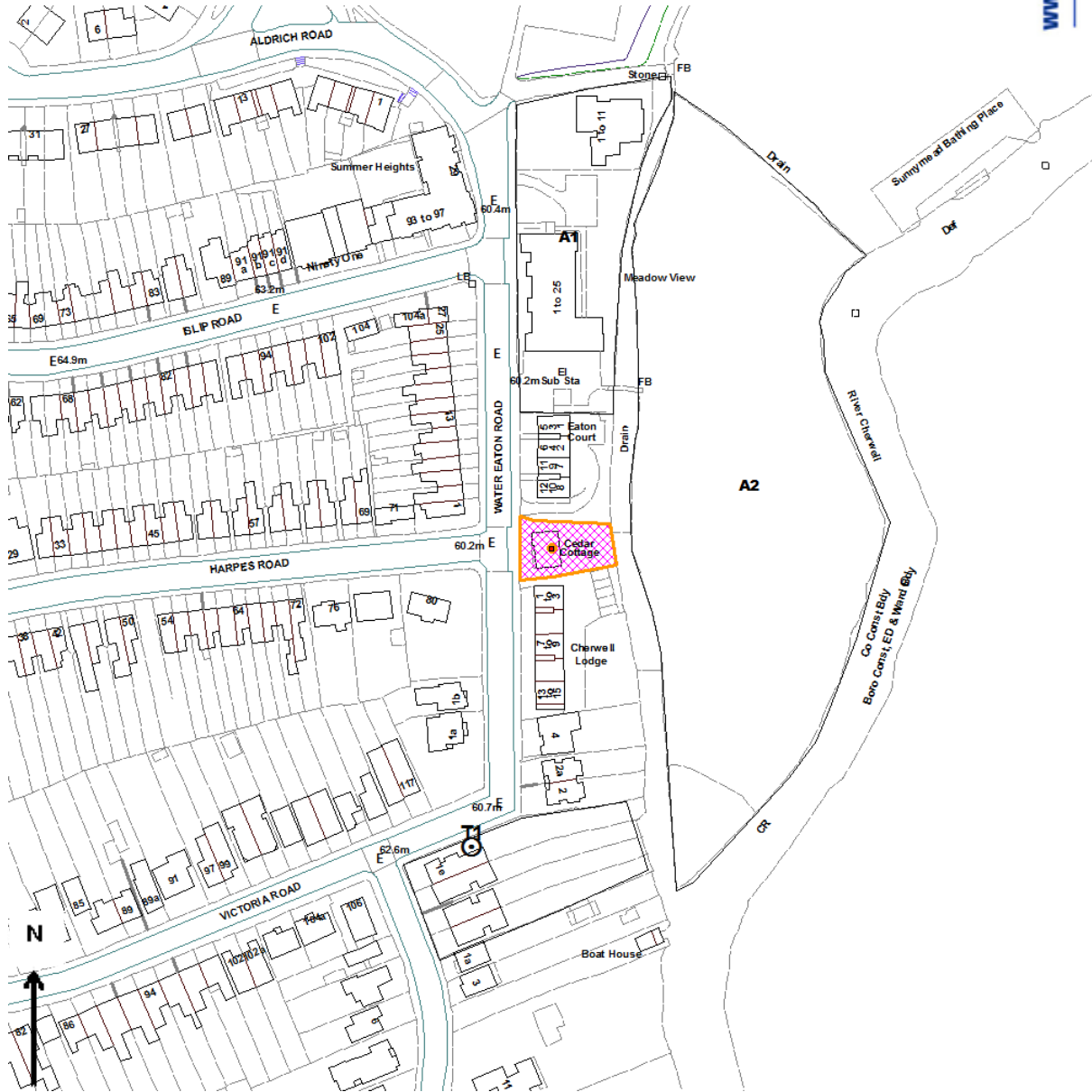
Extension: 2614

Date: 29th April 2015

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Appendix 1

15/00417/FUL - Cedar Cottage



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Ordnance Survey 100019348

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West Area Planning Committee - 12th May 2015

Application Number: 15/00710/FUL

Decision Due by: 6th May 2015

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)

Site Address: 7 Middle Way, **Appendix 1.**

Ward: Summertown Ward

Agent: Mr Robin Jones

Applicant: Mr Simon Hare

The application has been called into committee by the following members – Cllrs. Fooks, Wade, Gant and Goddard. The reason is given as follows:

“This is an amended version of the application refused last year, dismissed at appeal. There are still concerns about the impact on the character of the street, which was the reason for refusal last time, and some continuing concern about the impact on the neighbouring property. Committee need to decide whether or not the reasons for refusal have been adequately overcome.”

Recommendation:

APPLICATION BE APPROVED

For the following reasons:

- 1 The dwelling proposed is considered to form an appropriate visual relationship with surrounding development without giving rise to significant harm to neighbouring residential amenity. The dwelling would provide a reasonable standard of living for future occupiers and the safety of the public highway would not be materially compromised. Consequently the proposals are considered to accord with the requirements of the development plan including policies CP1, CP6, CP8, CP9, CP10 and CP22 of the Oxford Local Plan 2001-2016, policies CS2 and CS18 of the Oxford Core Strategy 2026 as well as policies HP2, HP9, HP11, HP12, HP13, HP14, HP15 and HP16 of the Sites and Housing Plan 2011-2026.
- 3 The Council considers that the proposal accords with the policies of the development plan as summarised below. It has taken into consideration all other material matters, including matters raised in response to consultation and publicity. Any material harm that the development would otherwise give

rise to can be offset by the conditions imposed.

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 risk assessment
- 11 Energy efficiency

Community Infrastructure Levy (CIL).

The proposed development would be liable for monetary contributions of £5478.70 in accordance with the Community Infrastructure Levy. The amount payable would be subject to inflation.

Oxford Local Plan 2001-2016

- CP1 - Development Proposals
- CP6 - Efficient Use of Land & Density
- CP8 - Design Development to Relate to its Context
- CP9 - Creating Successful New Places
- CP10 - Siting Development to Meet Functional Needs
- CP22 - Contaminated Land
- TR13 - Controlled Parking Zones

Core Strategy

- CS2 - Previously developed and greenfield land
- CS18 - Urban design, town character, historic environment

Sites and Housing Plan

- MP1 - Model Policy
- HP2 - Accessible and Adaptable Homes
- HP9 - Design, Character and Context
- HP11 - Low Carbon Homes
- HP12 - Indoor Space
- HP13 - Outdoor Space
- HP14 - Privacy and Daylight
- HP15 - Residential cycle parking
- HP16 - Residential car parking

Other Material Considerations:

- National Planning Policy Framework
- Planning Practice Guidance

Relevant Site History:

63/13047/AA H – Planning permission granted 22/10/1963 for office and storage

buildings for builders.

13/01886/FUL – Planning permission refused 12/09/2013 for demolition of lock up garage and erection of 3-bed dwelling house (use class C3) with integral garage. Erection of garden office to rear and provision of private amenity space and bins store (amended plans). The reasons for refusal were given as per below:

1. *“Having regard to the height and bulk of the proposed dwelling and its relationship with 9 Middle Way, the proposal would result in a loss of light to the ground floor kitchen area, to the main bedroom and to the outdoor courtyard area and would overlook and appear overbearing in the outlook from the house and garden at 9 Middle Way thereby detracting from the standard of residential amenities enjoyed by the occupiers of this property. In addition, the proposal would result in a loss of privacy to the kitchen window serving 8 South Parade. In this way the proposal would be contrary to policy HP14 of the adopted Sites and Housing Plan”.*
2. *“The proposal would result in a new garage abutting the pavement of Middle Way with poor visibility splays. The proposal would therefore be likely to result in cars pulling out over the pavement which would be detrimental to both pedestrian and general highway safety. The proposal would therefore be contrary to policy CP10 of the adopted Oxford Local Plan 2001 – 2016”.*

13/02745/FUL – Planning permission refused 10.12.2013 for demolition of lock up garage and erection of 2 storeys, 2-bed dwelling house (Use Class C3), erection of garden office to rear and provision of private amenity space and bins store. (amended plans). The reasons for refusal were given as per below:

1. *“As a result of its projection beyond the established building line and its awkward recessed integral car port, the proposed development fails to form an appropriate visual relationship with surrounding development to the detriment of the character and appearance of the area. The proposals therefore fail to comply with the requirements of policies CP1 and CP8 of the Oxford Local Plan 2001-2016 as well as policy CS18 of the Oxford Core Strategy 2026 and policy HP9 of the Sites and Housing Plan 2011-2026”.*
2. *“The height of the proposed house and its orientation to the south-east of 9 Middle Way would result in significant loss of sunlight and daylight for this neighbouring dwelling as well as give rise to an increased ability to overlook the small neighbouring rear garden of 9 Middle Way. The proposal will also result in the significant loss of privacy for occupiers of 8 South Parade when using their kitchen. Consequently the proposals fail to adequately safeguard the living conditions of occupiers of neighbouring dwellings contrary to the requirements of policies CP1 and CP10 of the Oxford Local Plan 2001-2016 as well as policy HP14 of the Sites and Housing Plan 2011-2026”.*

The decision was subsequently appealed and dismissed on 04/08/2014 by the Planning Inspectorate, giving the following reasons:

“Despite the variation in building size and design in the road and the traditional

design and detailing of the proposed house, with the forward siting I consider that it would not sit comfortably in the street scene and would be detrimental to the character and appearance of the area. As such, it would not accord with policy CP.8 of the Oxford Local Plan 2001-2016 (2005) which, among other things, requires all new buildings to relate to their setting to strengthen, enhance and protect local character; and requires that the siting, massing and design of development creates an appropriate visual relationship with the form, grain, scale, materials and details of the surrounding area”.

The full text of the appeal decision is reproduced as **Appendix 2** to this report. A partial award of costs was made in favour of the applicant on the basis that reference was made by the planning authority to the impact on 3 and 5 Middle Way when that did not form part of the reason for refusal and where no flank windows are shown in the approved plans for that property

Representations Received:

Four third party representations have been received, all objecting to the proposals. The concerns raised can be summarised as follows:

- Overdevelopment
- Adverse impacts to the character of site and street scene
- Overbearing on neighbour's private open space
- Loss of light
- Loss of privacy
- Loss of outlook
- Impacts to highway safety and traffic
- Inadequate parking
- Inaccurate plans

Statutory Consultees:

Highways Authority

The Highways Authority raised no objections to the proposed development subject to a restriction on the issuance of parking permits being that the subject site is located within a Controlled Parking Zone.

Environmental Development

Environmental Development raised no objections to the proposal subject to preliminary soil contamination investigations to be undertaken prior to development. This could be sought by way of a condition.

Determining Issues:

- Principle of development
- Design
- Amenity
- Parking and highways safety
- Energy efficiency

Officers Assessment:

Site Description

1. The application site consists of part of an unusual L-shaped parcel of land in Summertown which currently accommodates a number of single storey flat roof garage buildings. The garages are used for storage purposes, mainly in connection with surrounding residential properties and benefit from vehicular access along the south boundary. The garages are of a poor quality appearance that detract from the character and appearance of the area. The site in general also has an unkempt appearance and, as a result of its unusual shape, storage use, undeveloped nature and unsightly buildings, is something of an anomaly within the street.
2. Middle Way is primarily residential in nature with the southern end of the street featuring a mix of more traditional terraced two storey houses as well as newer two and a half storey buildings that combine to give the street an enclosed feel. The adjoining site to south benefits from extant planning permission for a two storey building with undercroft parking. Whilst the majority of the more historic buildings are not designated heritage assets, they are nonetheless of some architectural merit and positive contributors to the street scene.

Description of Proposed Development

3. The application seeks permission for the demolition of the existing garages and the erection of a part two storey, part single storey one bedroom house on the site to adjoin 9 Middle Way. A garden building is also proposed at the far end of the site in what would be the rear garden of the new house. A car port is proposed to allow off-street parking for one car.
4. The two storey part would be 5.5 metres wide x 6.1 metres deep x 6 metres high (4.7 metres to the eaves) and have a gable slate roof. The single storey part would be 7.9 metres deep x 5.5 metres wide x 2.9 metres high and have a felt flat roof.
5. The L-shaped plot is proposed to be divided such that the lower part of it will be effectively cut off from access leaving a small island of grassed land with four single storey garage blocks on it. It is understood that this is proposed to be purchased by a neighbouring business to use it as outdoor amenity space for staff. Such a use would, in any event, require consent for the change of use of the land.
6. Amended plans were received on 12/03/2015 and again on 09/04/2015 reducing the height of the eaves, increasing the pitch of the roof, deleting the garage door and amending the fenestration.

Principle of Development

7. The application site features a number of existing buildings on it and constitutes previously developed land. The site itself and the building have an adverse

impact on the character and quality of the area with the site being of low environmental value. The awkward location of the lower portion of the site and the landlocked effect of the development would lend itself to being used for private amenity space or being annexed for use associated with an adjoining plot.

8. While the development would reduce the number of bedrooms from previous applications officers support the principle of new residential development on the site so as to make more efficient use of the land given its sustainable location in accordance with the requirements of policy CP6 of the Local Plan as well as policy CS2 of the Core Strategy.

Design and Appearance

9. Policy HP9 of the Sites and Housing Plan 2011-2026 (SHP) requires new residential development to respond to the overall character of the area including its built and natural environment in terms of form, layout, density and appearance. These requirements are supported by policies CP1 and CP8 of the Local Plan as well as policy CS18 of the Core Strategy which requires new development to integrate successfully within its context.
10. In dismissing the appeal against refusal of the most recent application, (**Appendix 2**), the planning inspector noted that the proposed building would have been slightly higher than and sat forward of the adjoining property no. 9 Middle Way. While there is a varied pattern of development in the street scene, the proposed development would have been overbearing and incongruous with its immediate neighbours, exacerbating the existing overbearing impacts of nos.9A -11 Middle Way on no. 9 Middle Way. The planning inspector identified the siting of the building and its impact on the street scene, rather than the incongruous roof height, in summarising the reason for refusing the proposed development.
11. In response, the current application proposes a dwelling aligned with the main front and rear walls of the two storey parts of no. 9 Middle Way. The proposed dwelling would be 300mm higher than that of no. 9 Middle Way, with the eaves and roof line approximately 150mm higher than that of the adjoining dwelling. These differences would not be so great as to detract from either the design of the neighbouring dwelling or the character of the street scene more generally. It should be noted that the ridge to the roof would be set back slightly compared to no. 9 Middle Way and the pitch the same. Furthermore the eaves have been reduced in height compared to the previous application, with the two storey flat roof at the rear of no. 9 Middle Way obscured from the public domain by the proposed development.
12. The reduced scale of the dwelling would be consistent with the more historic scale of houses within the street such that it would appear to sit comfortably within the street scene and satisfy the concerns of the planning inspector in refusing to grant application no. 13/02745/FUL planning permission. Its form is more traditional and its design detailing appropriate given existing development within the street and its attempts to reflect established fenestration patterns and materials. Whilst the rear single storey element does have a significant flat roof it

still represents a significant improvement to the appearance of the site and would not be visible from any public areas. Consequently officers are satisfied that the form, scale and appearance of the dwelling is appropriate for its setting in accordance with the requirements of policy HP9 of the SHP as well as policies CP1 and CP8 of the Local Plan, and that the reasons for dismissing the appeal addressed.

Amenity

13. The proposed dwelling provides sufficient indoor floor space for good quality accommodation in accordance with policy HP12 of the Sites and Housing Plan. Sufficient outdoor space equivalent to the internal living areas would also be provided to satisfy policies CP10 of the Local Plan and HP13 of the Sites and Housing Plan. Windows to living areas would not be obstructed from receiving good daylight access and the internal layout and location of fenestration would provide good cross-ventilation. Windows and doors are directed towards the front and rear of the dwellings ensuring adequate privacy for occupants in compliance with policy HP14 of the Sites and Housing Plan. There is sufficient area for bin storage, details of which could be requested by way of a condition.
14. The development would generally comply with the provisions of HP2 of the Sites and Housing Plan for dwellings to be adaptable to Lifetime Home standards.
15. In dismissing the previous application, the planning inspector did not consider the proposed development to have an adverse impact to the daylight access, outlook and privacy of neighbouring properties. The lattice screen adjacent to the kitchen window of 8 South Parade was described by the planning inspector as a "contrived solution, [however it] would offer a reasonable compromise between maintaining privacy for existing and future occupiers and use of the land". The same solution is proposed now.
16. The form and scale of the building would generally be consistent with that previously refused with the exceptions of a greater front setback and lower roof form, thereby resulting in an acceptable relationship to neighbouring properties, maintaining their amenity in accordance with the determination of the planning inspector. Officers support the planning inspector's conclusions on the matter.

Parking and Highways Safety

17. The provision of one car space would accord with the provisions of policy HP16 and by extension appendix 8 of the Sites and Housing Plan. The Highway Authority has recommended that the site be excluded from the Controlled Parking Zone and the Traffic Regulation Order be amended accordingly.
18. The driveway would provide sufficient visibility splays to ensure the safe ingress and egress of vehicles without adverse impacts to the safety of highway users.
19. The proposed development would be required to provide one space for cycle storage in accordance with the provisions of policy HP15 of the Sites and Housing Plan. It is recommended that a plan be submitted to and approved by

the Local Planning Authority prior to the commencement of works. It would be expected that the bin and cycle store would be located within the front setback of the site to provide easy access. The scale of this structure should not be so great as to detract from the character of the area, and is preferable to the open storage of bins as seen at no. 9 Middle Way.

Energy Efficiency

20. Policy HP11 of the Sites and Housing Plan requires proposals for new dwellings to include an element of on-site renewable energy generation or low carbon technology depending on viability and feasibility. No details have been provided at this stage. However a condition can be imposed requiring such details.

Conclusion.

21. The proposed development overcomes the inspector's reasons for dismissing the previous application on appeal and would contribute in a small way to the City's housing stock and improve the character of the site and its relation with the surrounding area. The amenity of neighbouring properties and highway safety would not be adversely affected. Committee is recommended to support the proposals accordingly. As such it is recommended that planning permission is granted subject to conditions.

Human Rights Act 1998

Officers have considered the Human Rights Act 1998 in reaching a recommendation to grant planning permission, subject to conditions. Officers have considered the potential interference with the rights of the owners/occupiers of surrounding properties under Article 8 and/or Article 1 of the First Protocol of the Act and consider that it is proportionate.

Officers have also considered the interference with the human rights of the applicant under Article 8 and/or Article 1 of the First Protocol caused by imposing conditions. Officers consider that the conditions are necessary to protect the rights and freedoms of others and to control the use of property in accordance with the general interest. The interference is therefore justifiable and proportionate.

Section 17 of the Crime and Disorder Act 1998

Officers have considered, with due regard, the likely effect of the proposal on the need to reduce crime and disorder as part of the determination of this application, in accordance with section 17 of the Crime and Disorder Act 1998. In reaching a recommendation to grant of planning permission, officers consider that the proposal will not undermine crime prevention or the promotion of community safety.

Contact Officer: David Zabell

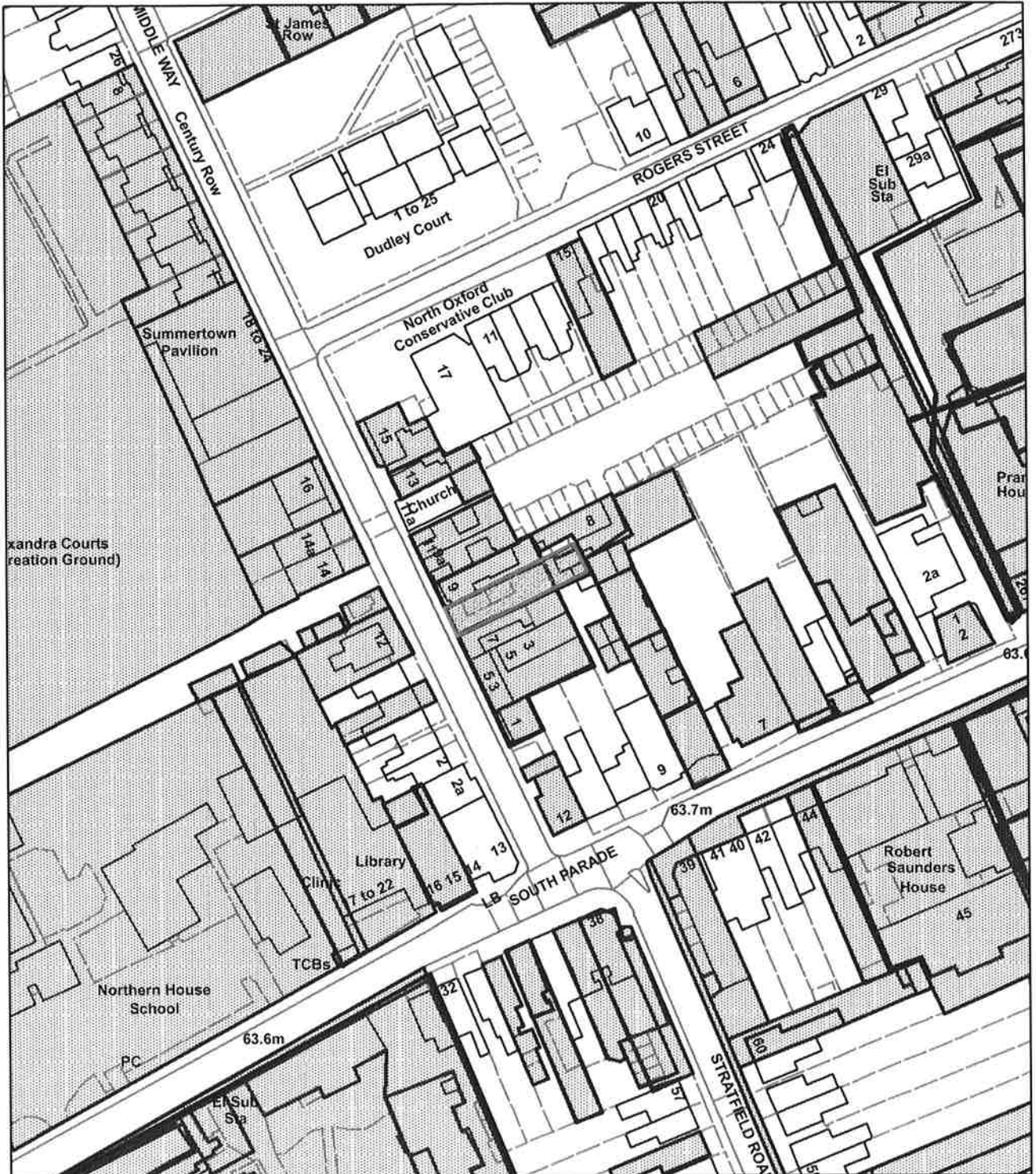
Extension: 2160

Date: 27th April 2015

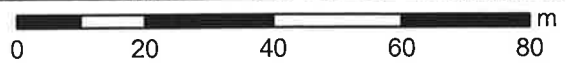
15/00710/FUL

7 Middle Way

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Oxford City Council

Planning

Scale: 1:1,115 (printed to A4)

Appeal Decision

Site visit made on 12 June 2014

by **Isobel McCretton BA(Hons) MRTPI**

an Inspector appointed by the Secretary of State for Communities and Local Government

Decision date: 4 August 2014

Appeal Ref: APP/G3110/A/14/2217604

7 Middle Way, Oxford OX2 7LH

- The appeal is made under section 78 of the Town and Country Planning Act 1990 against a refusal to grant planning permission.
- The appeal is made by Mr Simon Hare against the decision of Oxford City Council.
- The application Ref. 13/02745/FUL, dated 16 October 2013, was refused by notice dated 19 December 2013.
- The development proposed is demolition of lock up garage and construction of a 2-storey 2-bed house.

Decision

1. The appeal is dismissed.

Application for Costs

2. An application for costs was made Mr Hare against Oxford City Council. This application will be the subject of a separate Decision.

Main Issues

3. The main issues are the effect of the proposed development on the character and appearance of the area, and the effect on the living conditions of adjoining occupiers in terms of loss of light and privacy.

Reasons

4. The appeal site lies on the eastern side of Middle Way and comprises a long, narrow lock up garage towards the front of the site adjoining the boundary with 9 Middle Way and a narrow access way between this and the boundary with 3-5 to 2 further flat-roofed garages to the rear.
5. The proposal is for the erection of a 2-storey, 2-bedroom house with a single storey rear addition and a home office building at the end of the garden. The front main wall of the proposed house would extend to the back of the footway, though the ground floor entrance and carport would be slightly recessed to enable a bin store to be incorporated.
6. Middle Way is a predominantly residential road mainly characterised by small, 2-storey houses set back from the footway with low front walls and small, planted front gardens. In this part of Middle Way there are a few exceptions where properties are built to the back of the footway; a large 3-storey office building on the opposite side of the road at nos.18-24; a dwelling with 2

integral garages at no.2A; a pair of modern, semi-detached houses and a small church at nos.9A, 11 and 11A; and a single storey commercial building (with 2 storeys to the rear) at nos.3-5. Nevertheless, apart from the more historic and non-residential single storey building at nos.3-5 and church building at 11A, for the most part the buildings hard up against the footpath stand out in the street scene as being more visually intrusive and out of keeping with the softer, planted frontages of most of the domestic properties.

7. The adjoining house at no.9, one of the smaller dwellings in the road, is a 2-storey cottage with the front door set back from the main front elevation and a part 2-storey, part single storey section to the rear. The proposed house would be slightly higher than no.9 and set forward of it. Similarly nos.9A and 11 are also higher and set forward of no.9 and are much more imposing. Although relative building heights vary along the road, I consider that the proposed development with a higher ridge and forward siting would result in no.9 having an incongruous relationship with its immediate neighbours making it appear dominated by larger buildings on either side.
8. Despite the variation in building size and design in the road and the traditional design and detailing of the proposed house, with the forward siting I consider that it would not sit comfortably in the street scene and would be detrimental to the character and appearance of the area. As such, it would not accord with policy CP.8 of the Oxford Local Plan 2001-2016 (2005) which, among other things, requires all new buildings to relate to their setting to strengthen, enhance and protect local character; and requires that the siting, massing and design of development creates an appropriate visual relationship with the form, grain, scale, materials and details of the surrounding area.

Living Conditions

9. The 2-storey element of the proposed house would align with the main 2-storey part of no.9, and the remaining single storey addition would be no higher than the existing garage along this boundary. The appellant has demonstrated that, while there would be some loss of sunlight to the side windows at no.9 (about an hour at the autumn equinox), the development would accord with the Council's guidelines set out in policy HP14/Appendix 7 of the adopted Sites and Housing Plan 2011-2026 (2013) (SHP).
10. There is an approved scheme¹ for a first floor extension to the offices at no.3-5, set back on a line with the existing 2-storey building with undercroft parking. The Council argues that the cumulative effect of this development and the appeal proposal would significantly affect the outlook and privacy of the occupiers at no.9. The 2-storey element of that development would be set back into the site and the Council evidently considered its impact on sunlight and daylight at no.9, with the appeal site intervening, to be acceptable. The Council has adduced no substantiated evidence to demonstrate that daylight and sunlight levels as a result of the cumulative impact of that development and the appeal scheme would fall below an acceptable level.
11. The nearest first floor window in the proposed new house would be to a bathroom and could be required, by condition, to be high opening only and glazed with obscured glass. Views from the proposed first floor bedroom window towards the rear of no.9 would be at an oblique angle and mainly

¹ Ref. 14/00582/FUL dated 16 May 2014

constrained by the proposed single storey addition. It is commonplace for there to be some inter-visibility between first floor windows and adjoining gardens in urban situations such as this and I do not consider that there would be such a loss of privacy for the adjoining occupiers that the proposal should fail in this regard.

12. There is a ground floor kitchen window at the rear of 8 South Parade which faces directly onto the appeal site. The proposed garden office would be smaller than the existing lock up garage building which may slightly improve daylight to this window.
13. The occupier of no.8, however, contends that privacy would be reduced as, at present, activity at the garage is limited to drivers arriving and departing to collect or park a car, whereas a garden and garden office are likely to be used regularly. The appellant submitted an amended drawing which shows a fence/trellis along part of the joint boundary, offset from the kitchen window of no.8, which would help to minimise overlooking for both the occupiers of no.8 and future occupiers of the proposed house. This would be a somewhat contrived solution but, in my view, would offer a reasonable compromise between maintaining privacy for existing and future occupiers and use of the land at the appeal site. Details of such a fence and its retention could be required by condition if planning permission were granted.
14. I conclude that, subject to conditions, reasonable privacy and daylight would be maintained as required by SHP policy HP14/Appendix 7 so that the proposed development would not have an unacceptable effect on the living conditions of the adjoining occupiers and that the scheme would accord with policy CP.10 of the Local Plan in this respect.

Conclusion

15. Although I have not found the impact on the adjoining neighbours to be unacceptable, this does not outweigh the harm to the character and appearance of the area I have identified.
16. For the reasons given above I conclude that the appeal should be dismissed.

Isobel McCretton

INSPECTOR

West Area Planning Committee

12th May 2015

Application Number: 15/00539/FUL

Decision Due by: 10th April 2015

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

Site Address: 16 Complins Close, site plan at **Appendix 1**

Ward: St Margarets Ward

Agent: Mr Lance Dyson

Applicant: Mr Jing Jin

Application Called in – by Councillors –Wade, Goddard, Wilkinson and Fooks for the following reasons –doesn't take into account Waterways Management Committee Development Guidelines; integrity of terrace needs to be protected; disproportionately large dormer; heavy brick extension; visible from car park and canal path; jar on public eye; loss of light; overbearing; flooding

Recommendation:

APPLICATION BE APPROVED

For the following reasons:

- 1 The Council considers that the proposal accords with the policies of the development plan as summarised below. It has taken into consideration all other material matters, including matters raised in response to consultation and publicity. Any material harm that the development would otherwise give rise to can be offset by the conditions imposed.
- 2 Officers have considered carefully all objections to these proposals. Officers have come to the view, for the detailed reasons set out in the officers report, that the objections do not amount, individually or cumulatively, to a reason for refusal and that all the issues that have been raised have been adequately addressed and the relevant bodies consulted.

subject to the following conditions, which have been imposed for the reasons stated:-

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

Main Local Plan Policies:

Oxford Local Plan 2001-2016

CP1 - Development Proposals

CP6 - Efficient Use of Land & Density

CP8 - Design Development to Relate to its Context

CP10 - Siting Development to Meet Functional Needs

Core Strategy

CS18_ - Urban design, town character, historic environment

Sites and Housing Plan

HP9_ - Design, Character and Context

HP14_ - Privacy and Daylight

Other Material Considerations:

National Planning Policy Framework

Planning Practice Guidance

Relevant Site History:

14/02290/FUL - Erection of single storey rear extension and formation of 1no. dormer window to rear roofslope. WDN 1st October 2014.

24 Complins Close: 12/02166/FUL - Erection of single storey rear extension. Loft conversion to include insertion of rear dormer and three rooflights to front elevation. (Amended plans).PER 16th October 2012.

Representations Received:

Comments were received from the following with comments summarised below. 137 Frenchay Road, 23 Complins Close, 17 Complins Close, 7 Stone Meadow, 30 Lark Hill, 24 Clearwater Place, Councillor Wade.

- Large foot print/depth
- Detrimental impact on neighbours
- Loss of light
- Increase in flooding
- Garden would be too small
- Wrong roofing materials
- Dormer disproportionate
- Extension out of keeping
- Maximum amount of side windows and minimum brick pillars if glazed roof not possible
- Acknowledge and welcome, in most parts, the changes made

- Overbearing
- Set a precedent

Statutory Consultees:

No comments received

Determining Issues:

Design
Residential Amenity
Other

Officers Assessment:

Site Description

1. The application site comprises an end of terrace two storey property comprising two bedrooms with a conservatory at the rear. The property is set forward of its neighbour, No.17.) The property backs onto a parcel of land, close to Port Meadow to the east of the railway line. To the rear are mature trees and to the east is a car parking area which backs onto the Oxford Canal.
2. Complins Close is located off the Elizabeth Jennings Way, a residential development which constructed in 2002 on the former Unipart factory site. The Close is characterised by two and three storey houses and a block of flats with shared green spaces rather than individual front gardens. The green spaces are edged with trees and shrubs as well as several parking bays and bicycle racks.

Proposal

3. The application is seeking permission for the erection of single storey rear extension, insertion of 3 side windows in the east elevation and insertion of a dormer window in the rear roof slope.

Background

4. An application was submitted in August 2015 (ref.: 14/02290/FUL) for the erection of single storey rear extension and formation of 1no. dormer window to rear roofslope. This application was withdrawn after discussions with the case officer as the extension and dormer were considered to be too large. This current application is a result of discussions with the case officer after the previous application was withdrawn.

Assessment

Design

5. Policy CS18 of the Core Strategy, HP9 of the Sites and Housing Plan and Policies CP1 and CP8 of the adopted Oxford Local Plan combine to require that planning permission will only be granted for development which shows a high standard of design, that respects the character and appearance of an area and uses materials appropriate to the site and surroundings.
6. The proposed extension is 6.0m long, extends the full width of the house and has a dual pitched roof with the eaves at 2.6m and the ridge at 3.6m. It would replace the existing conservatory. The extension is simple in form with small high level obscure glazed windows on the west elevation, cill height windows in the east elevation and sliding doors facing into the garden. The side elevation (east) will form part of the boundary wall and replaces the existing close boarded fence. A similar type of extension has been built at No. 24 which also incorporates the side wall as the boundary wall with windows.
7. The three proposed windows in the east elevation are of the same proportions and style as the existing windows and will therefore not look out of character when viewed within the elevation and will in fact add some symmetry to the east elevation.
8. The dormer window has a pitched roof with lead finish to the front and cheeks and a full height inward opening pvc door with a Juliette balcony. The dormer whilst relatively large does not dominate the roof slope, the existing pitch still remaining the dominant form. Again a very similar dormer has been inserted at No. 24 the property at the other end of the terrace. Taken together the two dormers create a symmetrical form to the rear.
9. The proposals are therefore considered to be in keeping with the existing building in terms of design and use of materials. A condition is suggested to ensure all materials match the existing property.

Residential Amenity

10. HP14 of the Sites and Housing Plan states that planning permission will only be granted for new residential development that provides reasonable privacy and daylight for the occupants of both existing and new homes. HP14 also states that planning permission will not be granted for any development that has an overbearing effect on existing homes.
11. The only property potentially affected by the proposal is No. 17 Complins Close. This has a conservatory to the rear. The proposal does not breach the 24/25 degree code of practice in terms of sunlight/daylight when applied to the conservatory. The proposed extension is to the east of No. 17 therefore the proposal will not cause overshadowing due to the orientation of the gardens with the evening sun setting to the west.

12. The proposed extension extends 800mm beyond the end of the conservatory at No. 17. The common boundary between the two properties is a close boarded fence at 1.8m high. The proposed extension has a dual pitched roof which slopes away from the boundary with the eaves at 2.6m and the west elevation has three obscure glazed high level windows so this is not a blank brick wall facing No. 17. Taking these factors into account the proposed extension is not considered to be overbearing or create a sense of enclosure and will not harm the outlook of No. 17.
13. Given the set back of the rear of the property when compared to No. 17 the dormer window will not give rise to any excessive overlooking issues to No. 17.
14. The three proposed windows in the east elevation will overlook the car park and the canal beyond. They will increase natural surveillance of the parking area and will not cause any loss of privacy to the properties beyond the canal.

Other

15. Reference has been made in response to public consultation to Waterways Management Committee Development Guidelines. Whilst the guidelines may represent the thoughts and aspirations of the Management Committee they do not constitute any formally adopted document and have not been subject to any independent scrutiny or examination. They enjoy little or no status in themselves therefore. Nevertheless the concerns expressed in response to public consultation have been fully taken into account in assessing the proposals.

Conclusion:

16. Whilst the concerns of local residents are acknowledged officers have concluded that the built forms are appropriate and that the proposals are not harmful to the amenities of local residents. Committee is recommended to grant planning permission accordingly.

Human Rights Act 1998

Officers have considered the Human Rights Act 1998 in reaching a recommendation to grant planning permission, subject to conditions. Officers have considered the potential interference with the rights of the owners/occupiers of surrounding properties under Article 8 and/or Article 1 of the First Protocol of the Act and consider that it is proportionate.

Officers have also considered the interference with the human rights of the applicant under Article 8 and/or Article 1 of the First Protocol caused by imposing conditions. Officers consider that the conditions are necessary to protect the rights and freedoms of others and to control the use of property in accordance with the general interest. The interference is therefore justifiable and proportionate.

Section 17 of the Crime and Disorder Act 1998

Officers have considered, with due regard, the likely effect of the proposal on the need to reduce crime and disorder as part of the determination of this application, in accordance with section 17 of the Crime and Disorder Act 1998. In reaching a recommendation to grant planning permission, officers consider that the proposal will not undermine crime prevention or the promotion of community safety.

Background Papers: 14/02290/FUL, 15/00539/FUL

Contact Officer: Lisa Green

Extension: 2614

Date: 29th April 2015

Appendix 1

15/00539/FUL - 16 Complins Close



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West Area Planning Committee

-12th May 2015

Application Number: 15/00612/FUL

Decision Due by: 28th April 2015

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

Site Address: 20 Mere Road,
Appendix 1.

Ward: Wolvercote Ward

Agent: Thomas Man

Applicant: Mr FK Lee

The planning application is called into committee by Councillors Gotch, Fooks, Goddard and Wilkinson for the following reasons:

- The effect of the proposals on neighbouring properties;
- Inaccurately completed Design and Access Statement and Planning Application Form
- Inadequate detailing on drawings of visual and structural relationship with neighbouring properties

Recommendation:

APPLICATION BE APPROVED

For the following reasons:

- 1 The Council considers that the proposal accords with the policies of the development plan as summarised below. It has taken into consideration all other material matters, including matters raised in response to consultation and publicity. Any material harm that the development would otherwise give rise to can be offset by the conditions imposed.
- 2 Officers have considered carefully all objections to these proposals. Officers have come to the view, for the detailed reasons set out in the officers report, that the objections do not amount, individually or cumulatively, to a reason for refusal and that all the issues that have been raised have been adequately addressed and the relevant bodies consulted.

subject to the following conditions, which have been imposed for the reasons stated:-

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

Main Local Plan Policies:

Oxford Local Plan 2001-2016

CP1 - Development Proposals

CP6 - Efficient Use of Land & Density

CP8 - Design Development to Relate to its Context

CP10 - Siting Development to Meet Functional Needs

Core Strategy

CS18_ - Urban design, town character, historic environment

Sites and Housing Plan

MP1 - Model Policy

HP9_ - Design, Character and Context

Other Material Considerations:

National Planning Policy Framework

Planning Practice Guidance

Relevant Site History:

14/02709/PDC - PERMITTED DEVELOPMENT CHECK - Proposed infill extension. PRQ 24th November 2014.

15/00612/FUL - Demolition of the existing conservatory. Erection of single storey rear extension and first floor side extension above the re-instated garage' (Amended plans)(Amended description). PDE

Representations Received:

4 representations have been made, all objecting on the proposal impact on the street scene and the proposed design terms, neighbouring amenities as well as inaccuracies with the application form and submitted information

Determining Issues:

- Consultations
- Design
- Residential Amenity
- Other Matters

Officers Assessment:

Site

1. 20 Mere Road is a semi-detached dwelling that is also link attached to another dwelling. The property is located within a residential area and is part of a development of similar flat roofed link attached semi-detached houses as well as a diverse range of other dwelling designs.

Proposal

2. This application seeks planning permission for the replacement of a rear conservatory with a single storey rear extension and the replacement of the existing garage with a new garage and a 1st storey side extension above the reinstated garage element.

Application Form & Consultations

3. As part of the assessment revised plans have been requested twice, to reflect officer comments as well as public comments. The proposal as now to be determined reflects both comments. Furthermore public consultations have highlighted a number of inaccuracies and information that required further clarifications.

4. Officers are confident that all relevant planning issues have now been addressed and fully assessed in this report.

5. The description of development has also been amended to reflect the reinstatement of the garage.

Design

6. Policy HP9 of the Sites and Housing Plan as well as CS18 of the Core Strategy and CP8 of the Oxford Local Plan require that planning permission is only granted for developments of good design and that includes a form, layout and density, that fit into and respect the surrounding neighbourhood but that also make efficient use of the land.

7. The revised proposal is considered to be of a scale, size, form and density that fit into this residential area. The first floor side extension above the reinstated garage is considered sufficiently set back by nearly 8 meters and discreet as to not cause a terracing effect. The extension would measure 5 meters in depth and 3.4 in width, covered by a flat roof.

8. The impact on the street scene is therefore considered minimal, as the proposed extension would only be seen from the immediate experience of the front elevation. The design of the new window to the frontage is proposed to reflect existing neighbouring windows. Brick design and lintels are also considered a positive contribution as reflective of the existing design found in the dwelling. Rendering has now been omitted from the revised design.

9. The rhythm and design of the immediate housing development will not be interrupted as the set back is large enough to appreciate the distance and space.

10. On balance the proposed first floor side extension over the reinstated garage is considered acceptable in design terms and will not cause unacceptable harm to the visual amenities of the area or harm the architectural fabric of the immediate development and therefore accords with local plan policies.

11. The rear extension is slightly larger than could be achieved as “permitted development”, as it is proposed to project 4 metres to the rear and cover the 8 meters in width of the original built form.

12. It is acceptable in design, scale and form and is not considered to cause harm to the visual appearance of the property or its setting within the neighboring area.

13. The proposed sloping roof and two roof lights are also acceptable and in accordance with local plan policies.

Residential Amenity

14. The proposed first floor side extension over the reinstated garage will not have any adverse impact on light or privacy of the adjoining property as it complies with policy HP 14 of the Sites and Housing Plan and accompanying 45 degree guidelines.

15. In terms of the size of the rear extension, as indicated above a sizeable rear extension could be achieved under permitted development rights. The proposal projects by a further one metre only. The immediate neighbour to the south-east has not objected, and an existing extension there would not be negatively impacted by the proposal.

16. The neighbours to the north-western boundary have a sizeable rear extension, and are at a distance sufficient far away for no adverse harm to be caused by this application in terms of privacy and light issues.

Other Matters

17. Other issues raised by objectors are not material to the determination of the planning application but can be referred to relevant informatives. These would relate to matters such as drainage, the Party Wall Act and contractor behaviour.

18. Overall and on balance the proposal is considered acceptable and reflects the unusual architectural features of this part of Mere Road. The street is not negatively affected in its sense of space and rhythm due the large set back of the first floor extension which would be read as new and sympathetic additions, in accordance with the policies of the Local Plan, Core Strategy and Sites and Housing Plan.

Sustainability:

19. The proposal optimizes the available space for extension to the house whilst retaining an adequate garden and bringing the property up to modern living requirements. The extension would be subject to Building Regulation requirements

Conclusion:

Approve, subject to suggested conditions.

Human Rights Act 1998

Officers have considered the Human Rights Act 1998 in reaching a recommendation to grant planning permission, subject to conditions. Officers have considered the potential interference with the rights of the owners/occupiers of surrounding properties under Article 8 and/or Article 1 of the First Protocol of the Act and consider that it is proportionate.

Officers have also considered the interference with the human rights of the applicant under Article 8 and/or Article 1 of the First Protocol caused by imposing conditions. Officers consider that the conditions are necessary to protect the rights and freedoms of others and to control the use of property in accordance with the general interest. The interference is therefore justifiable and proportionate.

Section 17 of the Crime and Disorder Act 1998

Officers have considered, with due regard, the likely effect of the proposal on the need to reduce crime and disorder as part of the determination of this application, in accordance with section 17 of the Crime and Disorder Act 1998. In reaching a recommendation to approve, officers consider that the proposal will not undermine crime prevention or the promotion of community safety.

Background Papers: 15/00612/FUL

Contact Officer: Tobias Fett

Extension: 2241

Date: 1st May 2015

Appendix 1

Location of 20 Mere Road, Wolvercote



West Area Planning Committee

12 May 2015

Application Number: 15/00853/CT3

Decision Due by: 8th May 2015

Proposal: 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.

Site Address: Bottom Pavilion, Cutteslowe Park, Harbord Rd, **Appendix.**

Ward: Wolvercote Ward

Agent: Mr Peter Huzzey

Applicant: Oxford City Council

Recommendation:

APPLICATION BE APPROVED

For the following reasons:

- 1 The proposed works would improve the design and amenities of the Bottom Pavilion for use in association with the Cutteslowe Park football fields. In particular the works would make the building more accessible. The development would be consistent with the aims and objectives of the Oxford Green Spaces Strategy 2013-2027 which seeks to achieve a higher standard of pavilion provision for the District's playing pitches. The development would satisfy policies CP1, CP8, CP9 and CP13 of the Oxford Local Plan 2001-2016, CS18 and CS20 of the Oxford Core Strategy 2026 and the National Planning Policy Framework.
- 2 The Council considers that the proposal accords with the policies of the development plan as summarised below. It has taken into consideration all other material matters, including matters raised in response to consultation and publicity. Any material harm that the development would otherwise give rise to can be offset by the conditions imposed.

subject to the following conditions, which have been imposed for the reasons stated:-

- 1 Development begun within time limit
- 2 Develop in accordance with approved plans

Oxford Local Plan 2001-2016

CP1 - Development Proposals

CP8 - Design Development to Relate to its Context

CP9 - Creating Successful New Places

CP13 - Accessibility

Core Strategy

CS18 - Urban design, town character, historic environment

CS20 - Cultural and community development

Other Material Considerations:

National Planning Policy Framework

Planning Practice Guidance

Oxford City Council Green Spaces Strategy 2013-2027

Relevant Site History:

14/00696/CT3 - Replacement of existing roof and internal refurbishment. Application returned.

Representations Received:

Two representations were received at the time of writing this report, including from the Harbord Road Residents' Association, raising the following concerns:

- The Bottom Pavilion should not be leased exclusively to individual clubs
- The venue should not be granted a liquor license and should have restricted trading hours

Issues:

Maintenance of sports facilities

Design

Officers Assessment:

Site Description

1. Bottom Pavilion is located in the northeast area of Cutteslowe Park and east of the Cutteslowe Park Offices. The site is not located within the vicinity of any residential areas. The single storey building and adjacent tower provide change rooms, amenities, canteen and storage in association with the football pitches. The austere building appears currently out-of-use.

Proposed Development

2. Planning permission is sought for a replacement roof, deck, new and replacement windows and doors, canopy, ramp and internal alterations to the single storey building and replacement roof and cladding to the tower.
3. The proposed metal canopy would be located on the north elevation on the players' entrance to the single storey building. The canopy would be 2.5 metres x 2.8 metres x 3.3 metres. Continuous paving would lead to an accessibility ramp to

the proposed metal deck on the east elevation overlooking and with direct stair access to the football pitches. The deck would be 3 metres deep x 16.9 metres wide and replace an existing set of brick stairs.

Maintenance of Sports Facilities

4. The Bottom Pavilion is currently in an unkempt state and in accordance with the Oxford City Council Green Spaces Strategy 2013-2027 is scheduled for improved facilities. The majority of the internal floor area would be dedicated to change rooms, toilet and shower rooms, and a club/community room with kitchen to be used in association with the football pitches. The deck would provide a viewing platform of the football pitches. The associated tower would be renovated with upgrade to windows and brickwork.
5. The application relates to the use of the building in association with the football pitches. The concerns raised in representations about the use by individual clubs and drinks licence are not therefore matters related to the current refurbishment works.
6. The renovation of the sports pavilion would be consistent with policy CS20 of the Oxford Core Strategy and the Oxford City Council Green Spaces Strategy 2013-2027 which seeks to improve the public sporting and cultural facilities of the District.

Design

7. The Bottom Pavilion is an austere single storey building with limited architectural features. The proposed modifications are cosmetic with the focus to improve the internal layout and facilities, thereby retaining the inoffensive exterior.
8. The most significant addition would be the metal viewing platform to the east elevation overlooking the football pitches and the ramp to the north elevation. Whilst providing improved access and a dramatic view over the football pitches, the minimalist design would be compatible with the form and scale of the existing building. The renovated building would improve the public domain.
9. The new windows, doors and schedule of materials would similarly be compatible with the form of the existing pavilion and tower and would not detract from their setting. A condition requiring development be undertaken in accordance with the approved plans would include the schedule of materials listed on the proposed plans.
10. The renovation of the pavilion and associated tower would comply with the provisions of policies CP1, CP8, CP9 and CP13 of the Oxford Local Plan 2001-2016 and CS18 of the Oxford Core Strategy 2026.

Conclusion:

Approve with conditions

Human Rights Act 1998

Officers have considered the Human Rights Act 1998 in reaching a recommendation to grant planning permission, subject to conditions. Officers have considered the potential interference with the rights of the owners/occupiers of surrounding properties under Article 8 and/or Article 1 of the First Protocol of the Act and consider that it is proportionate.

Officers have also considered the interference with the human rights of the applicant under Article 8 and/or Article 1 of the First Protocol caused by imposing conditions. Officers consider that the conditions are necessary to protect the rights and freedoms of others and to control the use of property in accordance with the general interest. The interference is therefore justifiable and proportionate.

Section 17 of the Crime and Disorder Act 1998

Officers have considered, with due regard, the likely effect of the proposal on the need to reduce crime and disorder as part of the determination of this application, in accordance with section 17 of the Crime and Disorder Act 1998. In reaching a recommendation to grant planning permission, officers consider that the proposal will not undermine crime prevention or the promotion of community safety.

Contact Officer: David Zabell

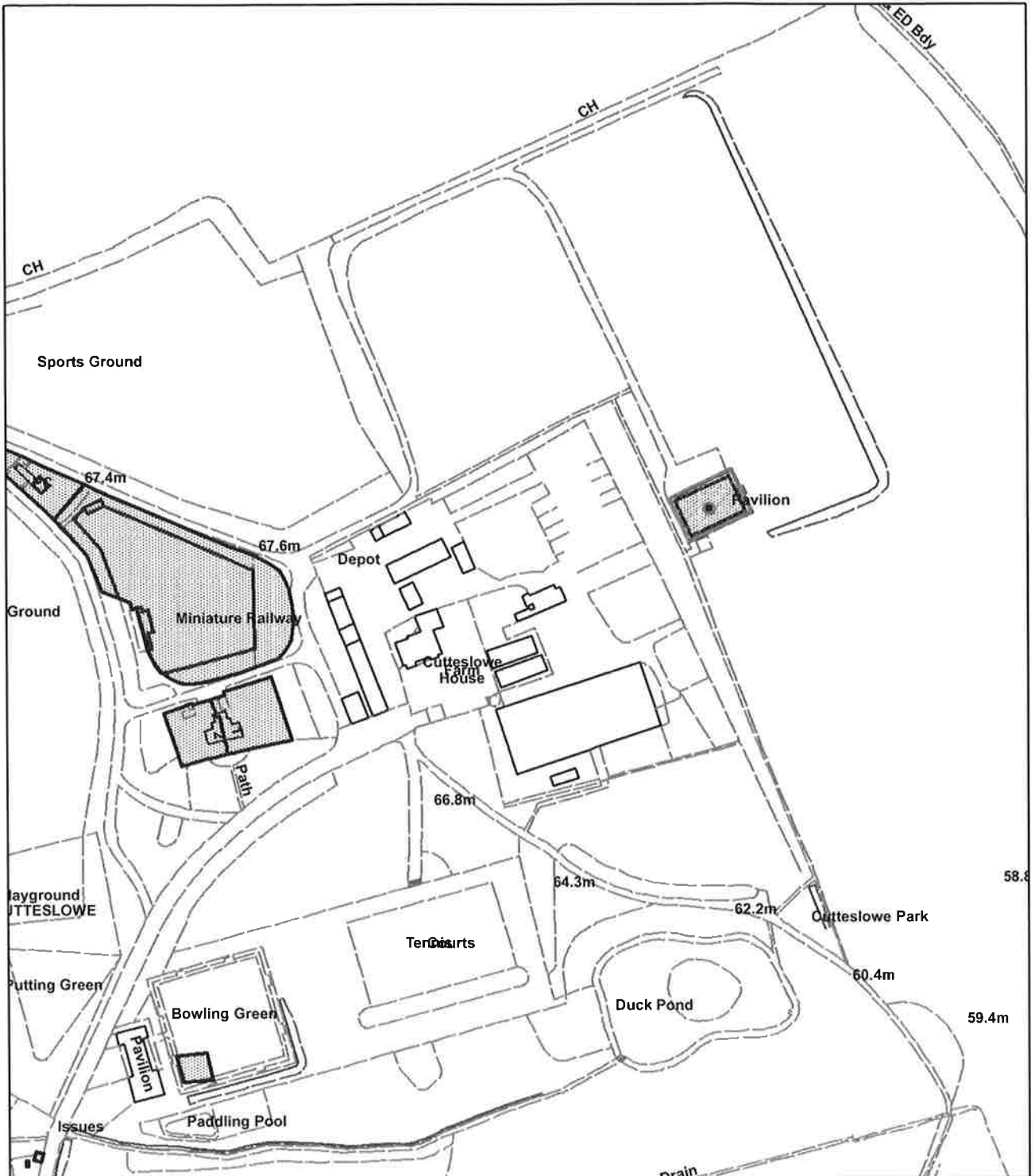
Extension: 2160

Date: 24th April 2015

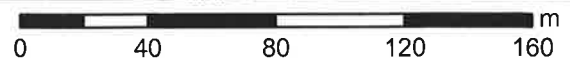
15/00853/CT3

Cotteslowe Park, Harbord Road

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Oxford City Council

Planning

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Report to:
West Area Planning Committee
East Area Planning Committee

12th May 2015
14th May 2015

Title of report:
Planning Services Improvement Action Plan Pursuant to the Roger Dudman Way Review

Recommendation: 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.
4. Ask officers to report to Committee in a year's time on such improvements.
5. Thank Vincent Goodstadt for his continuing support and feedback on the Action Plan work.

Main Report

1. At the WAPC and EAPC meetings in July and August last year the Committee received a progress report on the implementation of the Action Plan flowing from Roger Dudman Way Review Independent report from Vincent Goodstadt. This had been titled the "Planning Services Improvement Action Plan". The two committees asked to be kept informed of progress with the Action Plan.
2. The work outlined in the action plan has been largely implemented with the exception of a handful of longer term elements.
3. The Steering Group, established to oversee the implementation of the Action Plan, recently met to consider the Action Plan Schedule and a pair of supporting documents. These are all attached as appendices to this report.
 - A summary report from officers which outlined what the service has done to implement and embed the recommendations of the Action Plan. Appendix A
 - A feedback report from Vincent Goodstadt reporting on his assessment of the actions taken. Appendix B
 - The Action Plan Schedule itself. Appendix C
4. The summary report (attached as Appendix A) concluded:
 - The work on the action plan, carried out over the last year, has improved the quality, standard and consistency of planning service and has addressed the issues raised in the RDW report. The majority of the actions have now been implemented into the service but they will require on-going monitoring and review to ensure they continue to be relevant and embedded into the service.

- A table at the end of the Action Plan outlines those actions which are still to be fully implemented, many of which have become projects in their own right and independent of the original Action Plan. Their completion is beyond the remit and timescale of the Action Plan.
5. Vincent Goodstadt in his Feedback report (attached as Appendix B) concluded that:
 - A serious effort has been made by staff to respond to the recommendations of the RDW Review and embed them into the core processes and procedures of the department.
 - The progress on enhancing the design capacity of the Council has been particularly significant.
 - The outstanding tasks identified require a sustained commitment which would be best embedded into the departmental work programme and annual review and monitoring processes.
 - Work on the wider planning issues in terms of the managed expansion of the city and the University remain as priorities which would benefit from a clear timetable.
 6. The Steering Group recognised the considerable work that planning officers have carried out to respond to the RDW recommendations, implement the necessary changes and embed new and revised processes. It appreciated, however that the work to embed the processes and improve the planning service does not stop. Therefore, work will continue to monitor and review the service to ensure that the planning process responds to changing circumstances and expectations. In particular a number of projects are listed at the end of the Action Plan and work is planned to improve management effectiveness through workforce planning and embedding compliance with processes.
 7. Now the Action Plan is substantially complete, it is considered that the department is in a good position to put itself forward for a full external accreditation (Customer Service Excellence and ISO9001). This is scheduled to take place later this year.
 8. The Steering Group felt that it would be useful for it to retain its role and to meet on a 6 monthly cycle to review the further improvement actions.

Appendices

- A. Summary Report from Officers to the Steering Group
- B. Feedback Report from Vincent Goodstadt
- C. Planning Services Improvements Action Plan Schedule, including a table of future projects.

Background Papers: none

Contact Officer: Michael Crofton Briggs

Extension: 2360

Date: 30th April 2015

Appendix A:

Summary Report from Officers to the Steering Group

Recommendation

It is recommended to note the work that has been carried out in accordance with the tasks listed in the Action Plan and highlighted in this report. The actions have been implemented, with the exception of a handful of longer term elements.

The Planning Services Improvement Action Plan

The independent review into the Castle Mill Student Accommodation development by Vincent Goodstadt confirmed that the City Council met its statutory obligations in handling the planning application. The report did outline however, six principal areas of recommendations for adopting best practice. These related to planning procedures, consultation, design, committee reporting, conditions/ enforcement and wider strategic issues. They are set out in the Planning Service Improvement Action Plan (Appendix A).

This report outlines what the service has done to implement and embed the recommendations of the Action Plan. A number of new processes have been introduced and documents written. A list of the new documents is set out in Appendix B. Some of the actions cross-over different recommendations. For completeness, please refer to the Action Plan (Appendix A), which provides a response to each action derived from the recommendations.

1. Planning Procedures

Standard Operating Procedures (SOPs):

All of the existing Standard Operating Procedures (SOPs) have been reviewed and updated. Various new SOPs have been created as a result and the new additions are listed in Appendix B. The service has commenced a project to obtain ISO 9001 accreditation. As part of this the SOPs will be rationalised as appropriate, with the remaining information kept as guidance, in accordance with best practice.

Pre-application Process:

The review identified areas for improvement in the pre-application process generally and in how this service is provided to the University, with particular reference to improving the clarity of the informal and formal liaison arrangements and documentation of pre-application process. The pre-application Standard Operating Procedure (SOP), was reviewed and updated to include best practice. New templates were created for letter writing, structuring meetings and recording minutes and notes, improving quality and consistency and providing greater clarity in terms of auditing of the process. This more structured approach has proven helpful to less experienced Planners.

All requests for formal pre-application advice are now subject to a documented triaging process, by senior officers, who allocate cases, carry out an early cursory check of the proposal, identifying main policies and potential planning considerations, resource implications and appropriate engagement with applicants and others. At this point, the Triage Officer will also provide some initial advice to the case officer, about whether the case should go to the Oxford Design Review Panel (ODRP) and whether a Planning Performance Agreement (PPA) would be appropriate and whether (and why) to seek additional specialist policy advice.

Applicants are actively encouraged to 'front load' information during the pre-application stage, so as to add value to the process at an early stage, improve the quality and clarity of application documentation for all concerned and the efficiency of the process by reducing the need for approving details at pre-commencement stage, while providing increased certainty as to the quality of the built scheme.

Pre-application process with Oxford University

The three-weekly pre-application advice meetings held with the University are documented via circulated agendas and agreed recorded notes. The Council and the University have also had discussions with representatives of the Colleges as to developing a protocol of contact about future developments. This matter is outstanding and it is envisaged that the eventual agreed position will be documented in a published "handbook", to be created by the end of 2015.

Oxford Design Review Panel (ODRP)

Case officers discuss with developers the benefits of design review and referrals to the ODRP early in the pre-application stage. A promotional leaflet explaining the review process and its benefits to applicants has been published and is available on our website, while a guide for officers has also been produced to assist them with this task. There have been many positive examples of where the panel has added value to proposals and where applicants have been very satisfied with the service they have received. In a number of cases, this has resulted in repeat reviews.

Environmental Impact Assessment (EIA)

The EIA regulations and the best practice for interpretation and implementation have been reviewed by the Council's Planning Lawyer. A comprehensive guidance document outlining the key requirements for dealing with EIA developments was prepared and is available to all Planning Officers. In-house training was provided to Officers in October 2014 and one-to-one guidance and advice is available on a case-by-case basis from the Council's legal team. Further refresher training is scheduled every 6 months to help maintain awareness of the requirements in the legislation and the implementation of best practice.

Management of the electronic planning file:

The system used to manage the electronic case file is IDOX. The planners have attended training workshops with IDOX experts to explore the functionality of the system and to upskill them about uploading documents. Options were explored

with IT colleagues about organising the electronic file, but the functionality of IDOX is limited, although this was greatly improved by the latest system upgrade. This has improved the way members of the public can view documents on Public Access. We still want to have a well organised set of documents that are easily retrievable and aspire to enhance this area of our service through pursuing potential developments in our IT system. At the moment, all documents relating to each stage of the planning process (pre-app, application, conditions, NMAs etc.) are stored in separate electronic folders under different reference numbers, although these are linked under the planning history of the site and thus easy to refer to. If in the future, it is possible to create one electronic file with sub folders, this may be a further enhancement to the accessibility and ease of viewing each case and related cases.

2. Consultation Procedures

This part of the report focused on the best practice methods of consulting third parties about major planning proposals before a formal planning application is submitted. The Council has recently drafted the Statement of Community Involvement (SCI) which was reported to CEB on 19th November 2014 and went out to public consultation on 6th January 2015 for six weeks. The SCI provides a range of options for consultation. For large major proposals, decisions for public consultation will be taken on a case by case basis and a bespoke approach may be considered appropriate.

It is acknowledged that to achieve meaningful feedback to help inform a proposal, public engagement should be carried out early on in the process. Officers encourage applicants to ideally adopt a two stage approach, whereby they public are consulted to help inform the proposal and then they are reconsulted prior to submitting the planning application. The applicants can then show how the feedback may have influenced their proposal. The Council however cannot formally require such an iterative approach. Normally details of this would be documented with the application submission as part of the applicant's statement of community involvement as well as the design and access statement.

An advice note will be prepared to explain to members of the public our practice. A guidance note on best practice public consultation for major pre-application proposals is now available for applicants and forms the basis for such discussions between applicants and Officers at pre-application meetings and in response letters. The option for pre-application briefings with Officers and Members to present information about Major schemes is always available and taken up on a case by case basis. Recent briefings including Barton Park have proved to be helpful and this option is raised at an early stage for all appropriate Major applications.

Consultation once the planning application has been submitted:

The report makes a number of suggestions for improvements in how third parties are notified that a planning application has been submitted, particularly in reference to Major applications. These are highlighted within the weekly lists. A number of the suggested improvements on consultation have been incorporated into updated SOPs and Guidance Notes including, the Site Notice SOP, Amended Plans SOP

and guidance for the best practice on communicating the scale and massing of new developments.

3. Visual Impacts & Quality of Design

Design training for staff

The report recognised the efforts that had been made in establishing initiatives to improve design capacity within the Council and recommended that these be complemented by action to enhance the use of in-house expertise and to provide members with greater support in their considerations of design issues and visual impacts. A whole range of actions to this effect are set out in Note 3 in Appendix C which outlines how we have been doing this and how we continue to build on the work already carried out presently and in the future.

In August 2014, a Design Skills Audit was carried out in the service, identifying the design related qualifications and experience that various officers have and could be built upon further. The majority of the officers are enthusiastic about design and keen to develop their skills further. The skills audit assisted in the development of a training programme in the form of design workshops and group case conferencing sessions, upskilling all Officers and ensuring consistency in design quality and approach across the group. Two design training sessions were also provided by CABA, who facilitate the Oxford Design Review Panel, focusing on appraising developments and identifying and articulating design issues. Officers have also received extensive training about the process of taking applications to the ODRP through internal seminars, while they have also been improving their skills by attending review panel meetings, as participants or observers.

Design training: Members

In October 2014 CABA provided a training workshop on design skills and review for the first cohort of members. A second one is to take place in February 2015, with more to follow. In January 2015, a training session for members was provided on design in Oxford and a review of the Blavatnik building. A walking tour review of completed developments is also currently being organised for July 2015.

Oxford Design Review Panel (See entries above)

Design Supplementary Planning Guidance (SPD)

Work on a Design SPD is in progress with a view to complete it in 2015. This will be an excellent tool for Officers to use in assessing the quality of design and in negotiating schemes with applicants, developing their skills. It will also raise the profile and importance of high standards of design in Oxford.

Visualisation methods

The quality and clarity of the material presenting the design of developments is fundamental to the understanding and assessment of what the final building will look like by all concerned, including officers, members and residents. This

important point is emphasised at the pre-application stage whereby applicants are now asked to consider the range of best practice methods of representing this information clearly, before and during the planning application so that all interested parties can properly assess the proposal. A guide on the best practice for visualisations has been produced and will be available to applicants and on our website by 31st March 2015. This guide appears to be one of the first of its kind produced by Local Planning Authorities and it will be a useful tool to encourage applicants to raise the standard of their submissions. A positive example of this was the production of a 3D scale model during pre-application discussions for a new building adjacent to Seville House on Mansfield Road, which helped inform the final detailing of the proposed building on a sensitive site.

A trial using the Swiss Poles method of representing the proposed height of buildings was carried out at Elsfield Hall. This was a useful exercise, although it has however a number of practical drawbacks. Nevertheless it has helped to refine the Council's approach to encouraging applicants to consider using a wide range of best practice visualisation methods.

The use of electronic 3D models is becoming increasingly common and the Council are encouraging applicants to provide visual 'fly throughs' of their models which show the proposal in its context and from different viewpoints, allowing those viewing it to experience the proposed development in a more realistic format. A recent, positive example of this was the 'fly through' of the Primary Street and Squares of Barton Park presented to Members of the East Area Planning Committee on 11.02.15.

On 9th March 2015, three officers received training in the use of Sketchup, a 3D electronic modelling tool for designing new developments. This has helped ensure that the service is fully up to date with the latest developments in technology and able to understand and make the best use of it. The Officers now have individual Licences to use Sketchup and act as the Champions for exploring the benefits of this system and rolling out the training for using it to the rest of the service over the next year.

A conscious, structured effort has been made to raise the profile of the Council's expectation for high quality design and we now have a dedicated set of related web pages which are reviewed and added to when necessary. We are keen to establish our reputation as a Council that pushes for design excellence, supporting our vision to build a world class city for everyone.

4. Committee reporting

The report recommended that improvements be made to the way planning issues are presented in committee reports, with particular reference to creating a systematic documentation of the policy evaluation that has been undertaken and clarification about the extent and nature of any departure (non-compliance) from policy.

Weekly policy surgeries were introduced with planning policy officers, to discuss and clarify the policy context, and to help case officers incorporate policy comments into

reports. The policy surgeries were promoted at a group meeting where officers agreed best practice for addressing policy issues in committee reports. A guidance note on policy issues has been prepared to assist case officers. Policy support is also provided on a case by case basis whereby Lead Policy Officers are identified for Major developments or complex minor developments to assist the Case Officer on principle policy matters. At the pre-application stage, this has been useful in identifying whether a proposal would be a departure or not. The Planning Policy team also check each weekly list for any applications that may need to be identified as departures, as well as checking the Chief Principal Planner's list of forthcoming Major cases which are usually at the pre-application stage to ensure that the early consideration of these is also captured.

Following a review of existing best practice, informed by internal and external examples, two options for a typical report layout (to reflect individual Case Officers' report writing styles) have been suggested, which help record the case officers' policy assessment and provide an appropriate audit trail of the thought process undertaken by the Case Officer. The structure of the report will also make it easier to distinguish between those policies that Members need to be aware of because they may influence some particular aspect of the proposals and those policies that are central to the outcome of the application. To assist Members with understanding the details of the proposal, officers will seek to provide them at committee with all relevant visualisation material available, such as physical models, presentation boards, samples of materials, 3D fly through videos.

5. Planning conditions and enforcement

The report recommended that enforcement procedures and co-ordination (on conditions) should be strengthened through a greater auditing regime on decisions whether to take enforcement action or not. In response to this, pro-formas have been created to record the reasons for taking appropriate action as well as to close down enforcement investigations without further action.

The list of standard planning conditions have been reviewed and updated to improve their relevance and conformity with the latest best practice. The conditions have been coded into four broad categories to assist with future compliance. These are as follows: P – pre-commencement, C – during construction, O – pre-occupation, F – forever. ICT improvements are currently being carried out to list conditions into these categories.

6. Wider Planning Issues

The final set of recommendations in the report related to broad questions to inform wider planning strategy issues, such as capacity and pressure for development and impact. The Strategic Housing Market Assessment (SHMA) and the Strategic Housing Land Availability Assessment (SHLAA) and its review provide clarity on the capacity of the city to absorb growth and the pressures on building densities. They will help to inform decisions on the timing of any review of our own Core Strategy.

Actions embedded into the service

Throughout the year-long implementation of the Action Plan, the Officers responsible for this worked closely with Vincent Goodstadt, the author of the original report for the investigation. A number of workshops were held with Vincent Goodstadt and Officers from the Development Control and Planning Policy teams and then the conclusions of those discussions were shared with the relevant teams for consultation, agreement and then implementation. This was important to make sure there was clarity and agreement about the interpretation of the recommendations to ensure the actions implemented were relevant and purposeful.

Some of the actions such as the creation of a new system for allocating and triaging all pre-application enquiries were relatively straight forward to embed and the team are now used to this process. Others such as establishing a Handbook with the University and Colleges will require further work. The Action Plan is a record of the completion of tasks required to help implement the recommendations from the original review report, but it is appropriate to recognise that a number of actions will extend beyond the life time of the Action Plan because they are, in themselves longer-term projects and aspirations requiring additional time and resources, so that they too, are properly developed and embedded into the service.

Conclusion

The work on the action plan has been carried out over the last year with a wide range of actions, grouped under six broad categories, developed and implemented. These have improved the quality, standard and consistency of service provided and they have addressed a number of issues raised in the Vincent Goodstadt report. The majority of the actions have now been embedded into the service but they too, will require on-going monitoring and review to ensure they continue to be relevant and embedded into the service.

The table at Appendix D (and at the end of the original Action Plan) outlines the actions which are still to be implemented, many of which have become projects in their own right and independent of the original Action Plan. Their completion requires additional resources over and above that provided within the remit and timescale of that Action Plan.

There are a number of tasks within the Action Plan that have been started and indeed resulted in a change of working practices. However, to fully embed them into the service, additional time is required which takes us beyond the lifetime of the Action Plan. This is not unusual however and the progress of fully embedding these actions will be subject to future reviews indicated below:

Actions in the process of being embedded:

Action	Progress and Plans	Review
Effective interaction between Development Control and Planning Policy.	Policy input is identified at the pre-application stage through Triaging. Case Officers make an early assessment of their cases to establish	On-going.

<p>DC Planners approach to understanding the policy context.</p>	<p>what policy implications there may be and then proactively seek input from the Policy team. Weekly, Policy Surgeries are held which help DC Officers get clarification on issues of non-compliance, interpretation and implementation of policies.</p> <p>The Policy team review the weekly list of planning applications to help capture any potential departures from policy.</p> <p>Major Planning applications are assessed for non-compliance and departure at the validation stage.</p>	
<p>Improved auditing process and case management of all applications.</p>	<p>All Standard Operating Procedures (SOPs) have been reviewed and updated in preparation for the application for ISO 9001.</p> <p>The new SOPs created from this Action Plan have already assisted with this process and building on this, the requirements and importance of a more systematic approach to auditing has been embedded into the 2015 appraisal targets for staff.</p>	<p>Check case management of the file at the end of the life time of the planning application file – usually when the decision is signed off. Discuss issues with staff as and when they arise, at 1:1s and at bi-monthly appraisal meetings.</p>
<p>Organisation of the electronic file.</p>	<p>Develop a 'house style' for indexing documents on the electronic file which makes it clear what each document is.</p> <p>Training and an agreement of the most appropriate standard to be provided by DC to the Technical Services team.</p>	<p>Internal audit carried out by DC Team Leaders by the end of June 2015.</p> <p>On-going training for new staff will be required.</p>

Appendix B

IMPLEMENTATION OF THE ROGER DUDMAN WAY REVIEW RECOMMENDATIONS: REPORT BY V. GOODSTADT : APRIL 2015

Introduction

1. The Roger Dudman Way Review (January 2014) set out recommendations to improve the planning service. Since then planning managers have identified other actions (see Annex) to improve the service. These recommendations and actions are grouped under the six headings:
 - a. Planning procedures;
 - b. Consultation processes;
 - c. The assessment of visual impacts and the quality of design;
 - d. Committee reporting;
 - e. The enforcement of planning conditions; and
 - f. The wider implications for the planning service.
2. This report identifies the progress that has been made based on discussions with senior staff and a confidential survey of all planning staff on the impact of the revised procedures in improving the planning service. It was recognised from the outset that the recommendations included matters which could be implemented immediately whilst others would be achieved over a longer period. Therefore the report also identifies work which is still ongoing, yet to be commissioned or should be kept under review.

Planning Procedures

3. Internal procedures have updated Standard Operating Procedures on the following matters identified in the RDW Review:
 - a. The pre-application process including the standing meetings with Oxford University
 - b. The registration process, including the management of planning files
 - c. The triaging of applications to determine the action required,
 - d. A review of procedures related to the EIA scoping, advice and training
 - e. The use of standard conditions
 - f. Auditing of enforcement.
4. As a result there has been a noticeable improvement in pre-application procedures, a key issue for the RDW Review. Other changes in procedures have also been generally recognised as having improved albeit to a lesser extent. As part of any ongoing improvement plan for the service the following would be desirable
 - a. a clear auditing process to ensure new procedures are being applied;
 - b. a common approach by staff to the management of information on applications;
 - c. triaging of applications at all stages in processing the applications; and
 - d. the role of the policy team in supporting the development management.

Consultation Processes

5. The following matters were identified in the RDW Review:
 - a. Time for consultation on applications;
 - b. Pre-application engagement of interested parties and members
 - c. Documentation required pre-application;
 - d. Format of post-application weekly lists;
 - e. Updated site notices guidelines;
 - f. Procedures for clarifying the scale of major schemes, post-application
 - g. Procedures for consultation on revised plans;

h. Procedures for integration with other regulatory bodies

6. Some consultation procedures have been reviewed resulting improvement in procedures in pre-application engagement, site notices: and consultation on revised schemes. Others matters are being reviewed as part of a more systematic update of the Statement of Community Involvement. The current draft SCI draws upon some of the findings of the RDW Review, which is welcomed. The finalised version should reflect the updated planning procedures referred to in this report including the process for keeping respondents informed on decisions and the integration with other regulatory bodies..

Visual impacts and the quality of design

7. A key issue highlighted by the RDW Review was the need to improve the approach to the assessment of visual impacts and the quality of design. Since then the Design Review Panel has become well established and has dealt with several major schemes, including the Westgate. It has not been possible to interview the Review Panel but from the staff survey and external (and often unsolicited) feedback, the work of the Panel has been well received. This has also been reflected in the design training of staff who also are benefitting from attendance at or feedback from the design review panel sessions.
8. There is however still a need to implement the RDW recommendations relating to the presentation of visual impacts of potential schemes. In this context the proposed publication of guidance to applicants on how to represent design and the training of staff in digital visualisations will be potentially very valuable. It is also considered that the City would benefit from greater in-house capacity in urban design (comparable with that in other major historic UK cities) in order to enhance the ability of the City to sustain and improve its historic character

Committee Reporting

9. The RDW Review recommended improvements in the clarity with which matters were reported to committee. Internal advice has been prepared, with some improvements in reporting being felt by staff. The area where it is considered that officer reporting has been improved has been particularly in the systematic evaluation of the policy context for decisions.
10. It has however not been possible to sound out members on this matter. Nor has it been practical to assess individual reports. This is therefore a matter that needs to be kept under review and best practice promoted in having very focussed reports in terms of the information provided and decisions sought.

Enforcement of planning conditions

11. The RDW Review sought a more systematic and auditable approach to planning conditions. In particular it recommended a review of :
 - a. The determination of appropriate enforcement action
 - b. The review and updating of standard planning conditions
 - c. The use of standard planning conditionsAs a result the department has carried out a review of standard conditions which appears to have been well received, with around two thirds of staff seeing an improvement in the service they provide
12. Since the RDW Review was undertaken, the issue of planning conditions has been the subject to national consultation by the Government. It is therefore a matter that needs continual attention.

Wider Issues

13. The RDW Review highlighted wider planning issues that needed to be addressed. In particular it recommended action in relation to:
 - a. The completion of the Heritage Strategy
 - b. The issues related the management of the growth of the city; and
 - c. A more strategic approach to the long term needs of the universities.

14. In respect of each of these there has been progress although by their very nature it would not have been expected that they would have been completed within the first year after the review. In particular, the initiative taken by the City to engage the University and Colleges of Oxford is welcomed and needs continued commitment. This work links to management the city's long term growth which might therefore be a means of setting a timetable for the collaborative leadership that is being sought.

Conclusions

15. It is concluded from the above assessment that:
 - a. A serious effort has been made by staff to respond to the recommendations of the RDW Review and embed them into the core processes and procedures of the department;:

 - b. The progress on enhancing the design capacity of the Council has been particularly significant and needs to be reinforced by continued commitment to training, and to enhancing the internal design capacity;

 - c. The outstanding tasks identified require a sustained commitment which would be best embedded into the departmental work programme and annual review and monitoring processes. Work on the wider planning issues in terms of the managed expansion of the city and the University remain as priorities which would benefit from a clear timetable.

16. Overall much has been achieved though the RDW Review which provides a good basis for making further progress towards providing an exemplar planning service for Oxford. It is recommended that the department put itself forward for a full external accreditation of its updated operational policies and procedures..

17. Finally I would like to thank the staff of the planning service for their support and patience with my questioning. The progress that they have made has been achieved during a period when the financial and time pressures on their resources have been severe. Several officers in particular have put a great deal of time into taking on board the spirit as well as the letter of the RDW Review..

ANNEX of Extra Action Points in the Action Plan

- A. Processes**
 - a. External validation or accreditation of improvements and procedures
 - b. Review of how we organise the electronic application file. Data management
- B. Consultation**
 - a. Review of Statement of Community
 - b. Review the methods it uses to consult the public on planning applications
- C. Post Application guidance**
 - a. Application of project management procedures to applications.
 - b. Produce a full list of all Standard Operating Procedures (SOPS)
 - c. Design Review roll-out
 - d. Audit & Improve internal design expertise
- D. Use of conditions**
 - a. Monitoring of pre-commencement conditions
- E. Wider issues**
 - a. 1990 Act: impact of development on a Conservation Area

	<p><i>A3. Review of current internal procedure guidance, to confirm documentation of pre-app process. PPA – to be picked up in the protocol.</i></p> <p><i>A4. Include in internal guidance the process to secure Design Review by the Oxford Design Review Panel.</i></p> <p><i>A5. Consider a triage stage: with each pre-app request allocate a category or type which determines level or amount of resource, audit, clarity, processes</i></p>	<p>C Golden</p> <p>C Golden</p> <p>C Golden</p>	<p>A3. Complete and embedded.</p> <p>A4. Complete and embedded.</p> <p>A5. Complete and embedded.</p>	<p>a common protocol. This is likely to be called a Handbook and overseen by a joint University, College and City Council task Group.</p> <p>A3. Pre-application validation and allocation process has been reviewed and updated.</p> <p>A4. Internal guidance note produced for Officers about how to get applications to the Oxford Design Review Panel. Reference made to it in the pre-application letter template.</p> <p>A5. A pre-application Triage form has been drafted to be used for all Major and Minor pre-application enquiries, completed by Team Leaders at allocation.</p>
<p>Providing a clearer auditing regime of the submitted documents against the requirements in the published guidance in the registration process on major applications;</p> <p>Para 58. Clear audit at validation of documents submitted for major applications against requirements.</p>	<p><i>B1. New Internal procedure guidance on validation processes</i></p> <p><i>Take what we do already and document this, so it can be in idox to be seen. If a discretionary document explain this.</i></p>	<p>M Hancock & C Golden</p>	<p>B1. Complete and embedded.</p>	<p>B1. Reviewed and updated. New validation form created to be completed by Chief Principal Planer or Team Leader during validation. The completed form is kept on the public file and updated if more information is submitted with the application.</p>

	<p><i>B2. Training and implementation</i></p> <p><i>B3. Also process to go back and keep audit up to date as other information is submitted.</i></p> <p><i>B4. Carry out a review as to whether any further minor change is required to procedure.</i></p>		<p>B2. Complete and embedded.</p> <p>B3. Complete and embedded.</p> <p>B4. Complete.</p>	<p>B2. Local List Checklist rolled out to Officers at officer training forum. In use now. Available on our website.</p> <p>B3. See above re. SOP.</p> <p>B4. Future reviews may be carried out through internal audits, ISO 9001, review of validation lists.</p>
<p>A review of the EIA-related procedures</p> <p>Para 66. Review EIA procedure i. advice in pre-application, ii. Quality of forms and documentation used, iii. Training and briefing of officers in respect of Screening process.</p>	<p>C1. Review EIA procedure i. advice in pre-application, ii. Quality of forms and documentation used,</p> <p>C2. Training and briefing of officers in respect of Screening process</p> <p>C3 Plain English version. (The FOE 2005 campaigners' guide is helpful in this respect)</p> <p>C4. Legal Advice on screening and scoping</p>	MMorgan	<p>C1. Complete and embedded.</p> <p>C2. Complete and embedded.</p> <p>C3. Complete and embedded.</p> <p>C4. Complete and embedded.</p>	<p>C1. Initial improvements made autumn 2013. Full review produced. In use by officers.</p> <p>C2. Further internal and external training to officers October 14 organised by legal.</p> <p>C3. See C1 above.</p> <p>C4. Forms produced for screening and scoping and implemented. Legal advice to be sought on a case by case basis to inform determination as necessary.</p>
<p>EXTRA: external validation or accreditation of improvements and procedures</p>	<p>D1 Investigate which planning authorities have done this and what advice is available from national organisations such as PAS or</p>	N Grigoropoulos/L	<p>D1. Complete.</p>	<p>D1. M Crofton Briggs received proposal from Planning Officer Society Enterprises for a formal</p>

	<p>POS..</p> <p>D2 Scope out project, what help needed. Agree Action with Steering Group</p> <p><i>D3. Implement agreed action</i></p>	<p>Godin</p>	<p>D2. Complete.</p> <p>D3. Complete.</p>	<p>Review.</p> <p>D2. Agreed to ask V Goodstadt to review this Improvement Plan and the actions taken when complete and evidence of 'testing' can be provided. Examples of testing of processes have been outlined in Notes 1 – 4 and the final report concluding the Action Plan.</p> <p>D3. A series of workshops and testing meetings have been held with VG. Four notes (see above) have been produced which explain in more detail the amended and new processes that have been implemented in response to the recommendations in this Action Plan.</p> <p>Planning Services will shortly be working towards ISO 9001 accreditation. A seminar for Managers to launch this was held on 29.01.15.</p>
<p>EXTRA: Review of how we organise the electronic application file. Data management</p>	<p><i>E1. Devise guidance on data management, initially for application files. To aid audit, retrieval and clarity.</i></p> <p><i>Proposal could be to put data in sub-sections that relate to the stages in the</i></p>	<p>L Godin/C Golden</p> <p>Support from L Godin and</p>	<p>E1. Complete and embedded.</p>	<p>E1. Workshops were held on 22nd and 24th September, 1st October to explore functionality of IDOX, provide extra training for Officers across City Development. There has been increased functionality</p>

	<i>process in IDOX (pre-app; submission, consultation, negotiation, changes, committee report, decision, compliance with conditions.). And label each piece of data better. To include all sections including Heritage, photos,</i>	ICT		<p>in IDOX since December and we are now able to use filters to look through and find documents more easily and clearly.</p> <p>Options to organise the list of documents in the electronic file were explored with IT but the functionality of the system did not allow for any alternative format or set up.</p>
II. Consultation Processes.				
<p>A Further development of pre-application guidelines: Para 91. Best practice – resource intensive, so most appropriate for majors.</p> <p>Para 98.</p> <ol style="list-style-type: none"> 1.Allow more time between project inception and the proposed commencement date 2.Engage other appropriate parties (including members) in pre-application discussions, and not just officers; 3.Provide opportunities for presentations and briefings to members; 4.Encourage a two-stage consultation on major applications ; and 5. Set down clearer guidelines on the desired documentation. 	<p><i>A1. Workshop or brainstorm to explore options and best approach. Scoping of pre-application guidance on consultation</i></p> <p><i>A2. Prepare internal procedure guidance</i></p> <p>A3. External applicant protocol. Consider how best to persuade prospective applicant the value of initial consultation while scheme is still at option or conceptual stage and capable of change in response to consultation.</p> <p>A protocol/guidance note for developers on the consultation they need to do for different sized developments.</p>	C Golden	<p>A1. Complete and embedded.</p> <p>A2.complete and embedded.</p> <p>A3. Complete and embedded.</p>	<p>A1. Discussed at Officer forum and team meetings.</p> <p>A2. Guidance note produced for pre-application consultation best practice.Early internal case conferencing of all potentially sensitive cases.</p> <p>A3. See Guidance note for applicants on pre-application consultation. Applicants are advised via pre-application responses to undertake two rounds of public consultation and take schemes to the ODRP.</p> <p>Options considered and a guidance note produced for applicants to be attached to email</p>

				and letter correspondence and a section for the website written. Bespoke consultation for appropriate cases. A4. Pre application briefings are held for Major planning applications where appropriate.
	<i>A4. Work with Members on greater participation at this stage</i>		A4. Complete and embedded.	
B EXTRA: Review of Statement of Community Involvement Current SCI was adopted in 2006 and does not reflect the most up to date regulations in relation to policy documents so there was a case for review in any event but RDW adds to this. <i>EXTRA.</i> A question to Council on 3 rd Feb asks that Council review the methods it uses to consult the public on planning applications.	B1. SCI review would, covers pre-application consultation. Starts with PID, scope and public engagement/involvement B2. Review of SCI through statutory process	M Jaggard	B1. Complete – to be embedded.	B1. The SCI was reported to CEB on 19 th November and went out to public consultation on 6.01.15 for six weeks. Sets out in detail the whole range of consultation processes. B2. A separate note on the SCI has been prepared for VG to provide additional detail (NOTE 4).
C. Post-application guidance on planning processes. Para 99 1. A more structured approach to the weekly lists to enable the ready identification of major developments; 2.A more effective provision of Site Notices; 3.Additional means for communicating the scale and massing of major developments; 4.Consultation on revised drawings; 5.The provision of feedback to respondents on planning decisions; and 6. The planning processes to be more integrated with other regulatory processes.	C1. Ensure all actions documented in internal procedure guidance –weekly list, Site notices, consultation on revised drawings,	C Golden	C1. Complete and embedded.	C1. Weekly list template has been changed to make it easier to spot Major planning applications. Protocols written for all. Means of documenting each action explained in the protocol. The Site Notice SOP has been updated which includes the more effective provision of site notices consultation on revised drawings. Guidance note written for best

	<p>C2. Provision of post-application guidance notes for applicants/page on our website. Major developments, feedback on planning decisions</p> <p>C3. Clarification about what is/isn't an NMA/MMA.</p>		<p>C2. Complete and embedded.</p> <p>C3. Complete and embedded.</p>	<p>practice for the means for communicating the scale and massing of major development.</p> <p>Notes about how the Council will feedback decisions to respondents on the planning pages of the website.</p> <p>C2. Post-application guidance notes for applications on our website. A new section of the website dedicated to post-application stage. A section about feedback on applications posted on the page where people submit comments, explaining that individual feedback cannot be provided but that the Officers report, decision notice and reason for approving or refusing an application will be available to view on the online planning file. All planning matters raised are addressed within the Officers report.</p> <p>C3. Guidance notes and information on our website and being used by the DC team, passed onto applicants during duty, pre-app and post app discussions.</p>
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	C4. Integrate planning process with other regulatory processes by; Use pre-commencement conditions less, where important sort out before decision made. Already there with contamination		C4. Complete and embedded.	C4. Frontloading of applications is positively encouraged with a good opportunity for this at the pre-application stage. See Note 1 on Processes. Also see C2 on Page 20. Contamination matters are already considered early as part of the validation process.
D. EXTRA: Application of project management procedures to applications.	D1. Consider merit of treating a major application as a 'project' with associated, but proportionate, project management? e.g. (as a minimum) set up a project plan with key stages and milestones that covers pre-and post-app stages.	N Grigoropoulos	D1. Complete and embedded.	D1. Agreed with F Byrne and L Higgins to pilot project management procedure as part of a major application (PPA). A project brief has been written for Jericho Canalside. This can be used as an example for Officers. A Template has been produced for PPAs/Project Briefs to be prepared to follow in managing Majors as a project. The template is available in the DC Manual. This new process was embedded with all DC Officer at the Officer Forum in December 2014.
E. EXTRA: Produce a full list of all Standard Operating Procedures (SOPS)	E. Bring together all existing procedure notes SOPS , plus a list of those in preparation. Undertake a gap analysis. Review all to ensure fit for purpose.	L Godin	E1. Complete and in the process of being embedded.	E1. Confirmation reached on what processes documented following BPI of application processes.

	Consider how to make available for easy use by all officers.			A full review and update has been carried out.
III. Visual Impacts & Quality of Design It is recommended that existing initiatives to improve the design capacity of the Council should be complemented by action to enhance the use of in-house expertise and to provide members with greater support in their considerations of design issues and visual impacts by:	Para 145 – expanded below			
Developing greater technical capacity (IT and skills) to take advantage of the rapidly evolving potential for interpreting design and integration with established GIS systems;	<p>A1. Prepare guidance or a requirement spec. for applicants based on current technology to improve visualisation of proposed development. Verified views, digital imagery, computer generated ‘fly through’.</p> <p>Importance of Verified views. Encourage applicants to produce models Have hard copies of the plans on boards from applicants for Members to view before the committee meeting.</p> <p>Confirm that ‘wire line’ drawing no longer acceptable.</p>	C Golden	A1. Complete.	<p>A1. Draft of guidance note written which outlines what type of best practice options are available. Due to be published and available on the website and to applicants at the end of April 2015.</p> <p>See above. Officers are actively encouraging applicants to consider a wide range of options for best practice presentation of proposals.</p> <p>Hard copies of plans to be presented at committee on boards for appropriate major applications.</p> <p>Wire line drawings form part of the formal Landscape Visual Assessment (LVA) methodology as part of EIA submissions but clearly we need other ways of assisting Members and members of the</p>

	<p>Exploring more immediate and site specific options, such as the use of Google Sketch Up to help understanding of scale and massing.</p> <p>A2. Feasibility study to understand what is possible.</p>		<p>A2. Complete.</p>	<p>public to visualise the effect of proposals.</p> <p>We have trialed Swiss Poles at Elsfield Hall and we are seeking to encourage applicants to consider using this method in relevant cases as part of pre-application discussions. We are still developing the detail of how the Swiss Pole system will work so that we can make applicants aware of it. Three DC Planners now have Sketchup and have received formal training in how to use it with a view to rolling out this training to other relevant Officers.</p> <p>A2. Westgate BLD have a BIM model that has been seen at their London offices. Contact made with Mr Gaskin at Brookes, discussed a proposal for a 3D virtual model of the City.</p>
Improving the advice on the design evidence used to support application, in particular in the preparation of Design and Access Statements	<p>B1. Review of our current advice and assessment of DAS, to include understanding of latest Government guidance.</p> <p>B2. Internal procedure guidance</p>	C Golden	<p>B1. Complete and embedded.</p> <p>B2. Complete and embedded.</p>	<p>B1. Reviewed, changes noted. See below.</p> <p>B2. Written, given to Officers. Stored in the DC Manual.</p>

	<p>B3. To check latest Government Guidance and our Validation Checklist.</p> <p>B4. Potential to have a Design section on the planning pages of our website. This could include guidance on how to complete a good Design and Access statement as well as information on latest schemes and the Oxford Design Review Panel.</p>		<p>B3. Complete and embedded.</p> <p>B4. Complete and embedded.</p>	<p>B3. Done. The Local Validation Checklist to be reviewed by next summer 2015.</p> <p>B4. A new section for the website published under 'Design in the planning process'.</p> <p>http://www.oxford.gov.uk/PageReader/decP/Designintheplanningprocess.htm</p> <p>This is under constant review and will be added to/amended when appropriate.</p>
Enhancing member 'training' on design and planning;	<p>C1. Explore with Members how they would like to achieve this.</p> <p>C2. Potential role of Oxford Design Review Panel or its members.</p> <p>C3. Set up post development site visits to help Members review decisions – good</p>	N Grigoropoulos	<p>C1. Complete and in the process of being embedded.</p> <p>C2. Complete and in the process of being embedded.</p> <p>C3. Complete and in the</p>	<p>C1. Post elections training has been provided on probity and the planning system and SHLAA and SHMA and housing provision. Meeting with lead Cllrs, discussed Member training for the year.</p> <p>C2. Agreed format and seeking two dates in the Autumn.</p> <p>Member training workshop on lessons learned on individual cases took place in January Members Briefing 2015.</p> <p>Half a day of post development site visits will be held with staff in</p>

	examples and also where improvements could have been made.		process of being embedded.	May 2015 and then site visits for Members will follow shortly after.
Investigating and adopting the best new field-based approaches to assessing the visual impact of new development <i>This is reference to poles, balloons or scaffolding.</i>	D1. Run a pilot on a Council own scheme. -Evaluate pilot -Options paper for future scope and operation, with opportunities and risks. D2. Importance of plans showing the context of a proposal, i.e. neighbouring properties, for smaller applications.	N Grigoropoulos	D1. Complete and in the process of being embedded. D2. Complete and in the process of being embedded.	D1. "Swiss poles" pilot carried out and an evaluation carried out with Elsfield Hall reported to the WAPC on 22 nd July 2014 with recommended actions. Formal roll out session with all officers held on 7 th October 2014. Discussion with lead members already taken place and Councillor Fry is exploring the potential of Bauprofil providing this service in Oxford. D2. Discussed with some Members. This is outlined in the best practice guide for visualisations. To include as part of the 2015 review of the validation checklist.
EXTRA: Design Review	E1. In partnership with Cabe, establish the Oxford Design Review Panel. E2. Work with case officers to introduce the appropriate proposals to Design Review and how to make best use of the Panel's report. Templates for use with each project E3. Leaflet to explain to developers and to inform the public	M Crofton Briggs	E1. Complete and embedded. E2. Complete and embedded. E3. Complete and embedded.	E1. Oxford Design Review Panel established in 2014. E2. Cabe met case officers to review initial reviews. Quarterly meeting with Chair of ODRP and David E on 20 May. E3. Leaflet and document about the Service drafted and published on Website.

<p>EXTRA: Improve internal design expertise</p>	<p>F1. Skills audit and schedule, L&D opportunities <i>(could include a parallel design panel then compare and contrast with the panel's conclusions)</i></p> <p><i>Options paper to 'fill' gaps to include possibility of employing a permanent urban designer.</i></p> <p>F2. <i>Internal design charettes - design workshops for the DC teams to focus on</i></p>	<p>C Golden</p>	<p>F1. Complete and embedded.</p> <p>F2. Complete and embedded.</p>	<p>F1. Design Skills audit has been carried out. CG reviewed the results which show generally, Officers appreciate the value of good design and that they are enthusiastic about developing their skills and knowledge.</p> <p>The audit identified a number of gaps within the team and thus opportunities for further training with particular emphasis on materials, the use of Sketchup.</p> <p>Working with the Oxford Design Review Panel to provide training to Officers to help them review the quality of design in schemes. Workshop to be carried out later this year. Nick Worledge has joined the team focusing on Majors and we are benefiting from his design skills and experience. The new Heritage and Design Team Leader post is also a part specialist post which could be filled by an Urban Designer and could be instrumental in helping to raise the status of design within City Development.</p> <p>F2. Alongside weekly case conferencing sessions, the DC</p>
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	<i>more daily design issues.</i>			team also hold bimonthly design workshops which focus on more daily design issues. We have also just started weekly case conferencing sessions for small residential developments. Minutes are taken at each meeting and the points raised are recorded so that they may inform the new design guide.
IV. Committee Reporting It recommended that the presentation of the planning issues of major applications to committee should be strengthened by				
A systematic documentation of the policy evaluation including clarification of the extent and nature of any departure (non-compliance) from policy Para 167 systematic record of evaluation against all policies that seen as material	A1. Internal meeting to explore and scope out <i>Internal procedure guidance to explain how officers should record evaluation against all policies</i> A2. Understand issue of non-compliance and greater level of explanation necessary. A3. <i>Advice note prepared.</i>	M Armstrong A Roche/ L Goddard	A1. Complete and embedded. A2. Complete and embedded. A3. Complete and embedded.	Weekly surgeries are held with members of the Policy team who give advice to DC Planners. These sessions aim to help clarify and explain the policy context. A2. Meeting with Officers taken place to promote policy weekly surgeries and agreed best practice for addressing this issue in committee reports. A3. Separate note prepared for VG covering the identification and assessment of policies in report writing and the issue of non-compliance.
A more evidenced-based approach to the	B1. Review of report writing guidelines, to	M	B1. Complete	B1. Template committee reports

<p>presentation of the choices before committee, and the impact of mitigation through conditions in reports</p> <p>Para 187 report could have been clearer in evaluation and analysis of the choices that were put before committee.</p> <p>Eg report asserted need for student accommodation but could have gone further to explain why and give current achievement against 3,000 policy,</p>	<p>provide extra guidance to authors on such matters as evaluation, analysis of choices and weight.</p> <p>B2. To include a dialogue with key members.</p> <p><i>B3. Workshop or brainstorm to explore options and best approach.</i></p> <p><i>B4. Internal procedure guidance based on review of existing report template. Augment to include advisory notes to report writers.</i></p> <p><i>B5. Lead policy officer assigned to majors in an advisory capacity; to flag up other sources of information; to be sounding board for discussions about choices and weight to be attached to different policy objectives</i></p>	<p>Armstrong</p>	<p>and embedded.</p> <p>B2. Complete</p> <p>B3. Complete and embedded.</p> <p>B4. Complete and embedded.</p> <p>B5. Complete and embedded.</p>	<p>produced. Guidance note as set out in section above.</p> <p>B2. Meeting with chair of WAPC 8/10/2014. Note produced on this and other issues.</p> <p>B3. Discussed at DC Team Meeting in July 2014. A follow up workshop held in October 2014.</p> <p>B4. Guidance written for report authors to be used in cases where there is a need for a balanced recommendation. One-to one support and guidance is offered for specific cases also.</p> <p>B5. Chief Principal Planner circulates list of Major applications and a Lead Policy Officer is identified. A spreadsheet has been created which identifies all the key officers dealing with a Major planning application. This is kept on and updated through the M drive.</p>
<p>The use of alternative means of addressing design considerations (e.g. in terms of visualisations and where necessary site visits).</p>	<p>C1. Better visualisation for Members: Augment power point with other means such as models and exhibition boards (favoured method of the Design Panel)</p>	<p>C Golden/ N Worlledge</p>	<p>C1. Complete and in the process of being embedded.</p>	<p>C1. See 3 above.</p> <p>Officers encourage applicants to present their schemes with best</p>

Relates to section 3 above, and how illustrate and communicate design considerations to Members.	See III. Visual Impacts & Quality of Design above <i>C2. Internal procedure guidance. Publish external guidance and standard to be followed such as verified views.</i>		<ul style="list-style-type: none"> C2. Complete. 	practice techniques for visualisation at committee. Relates to section 3 above. C2. See Draft Visualisations best practice document.
V. Planning Conditions It is recommended that enforcement procedures and coordination (on conditions) should be strengthened through:				
An auditable process for determining the appropriate enforcement action Para 205 Review with legal of current process. Eg. Is there the discretion to take no action absolute? Eg. need clear decision process to decide to take no action.	<i>A1. Necessity to document decision especially when no action, and formally to secure sign off by a senior reviewer.</i> <i>A2. Internal report template</i> <i>A3. Procedure guidance</i>	M Morgan / M Armstrong	A1. Complete and embedded. A2. Complete and embedded. A3. Complete and embedded.	A1.A Pro-forma created and now used to provide audit trail. Pro-forma also to write off enforcement cases A2 Report template / pro-forma completed. A3. Procedure guidance complete. See above.
A review of the use of standard planning conditions, and updating of them where necessary	<i>B1. New schedule of standard conditions,</i> <i>B2. Structure decision notices to set out conditions in four categories</i>	M Armstrong / M Hancock	B1. Complete and in the process of being embedded. B2. Complete and in the	B1. All standard conditions have been reviewed and updated. B2. Conditions will now be coded into the four categories in order

	<p><i>(no additional submission, pre-commencement, pre-occupation, post completion)</i></p> <p><i>B3. Produce short guidance note on how to code unique conditions</i></p> <p><i>B4. Test system with new decision notices</i></p>		<p>process of being embedded.</p> <p>B3. Complete and in the process of being embedded.</p> <p>B4. To be tested in March 2015.</p>	<p>that decision notices can be produced to list the conditions in the relevant order. ICT are working on amending recommendation and decision screens in Uniform accordingly. Categories coded as P = pre-commencement, C = during construction, O= pre-occupation and F = forever.</p> <p>B3. This has been discussed regularly at Officer Forums and Team Meetings and explanations given about how to code unique conditions so that they will be automatically pulled through into relevant categories.</p> <p>Testing will need to await the completion of the IT project. This is now a project in its own right.</p>
<p>Inter-agency co-ordination to address the issues set out in the main report</p> <p>Review how much is left to pre-commencement conditions and what is agreed before decision made.</p> <p>Eg. Assess importance of issue and when needs to be agreed before consent given</p>	<p><i>C1. Internal discussion to understand issue, explore options and agree guidance to officers.</i></p>	<p>N Grigoropoulos</p>	<p>C1. Complete and embedded.</p>	<p>C1. Discussed at team meetings in the context of the Government proposals on conditions. Agreed with Officers that they need to seek to frontload the process at pre-app stage to reduce the number of pre-commencement conditions or progress issues especially where this affects health at an early stage. Ensuring that applicants engage the</p>

	<p><i>C2. Confirm approach with agency partners</i></p>	<p>C2. Complete and embedded.</p>	<p>Environment Agency and Thames Water early at pre-application stage (PPA). Also, new process on land contamination was introduced earlier this year.</p> <p>To bear in mind when reviewing the Validation list in 2015.</p> <p>Confirming the above to Officers at the meeting on 7th October and follow with a procedure note.</p> <p>Either way, our aspiration is to produce a guidance note for applicants to be written about the benefit of frontloading conditions and what information and level of information that can be submitted in an application. This is also reflected in the current DCLG consultation on planning matters including conditions.</p> <p>C2. Discussed with statutory consultees (Thames Water, Environment Agency and Land Contamination Officer), the need to encourage applicants to provide more information up front in relation to drainage, flooding and land contamination to reduce the need for pre-</p>
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				commencement conditions requiring submission for additional details. This would enable fuller assessment at an earlier stage prior to decision and would minimise delays for the applicant to commence works on site. To confirm in writing with agencies.
The use of a range of media should be considered to provide accurate and accessible information that addresses these concerns (to the general public) Planning involves complex issues. Consider how we explain and communicate these. Consider briefing notes or similar for the general public, eg distinction between contaminated land and land containing contaminates.	D1. <i>Open a running list of 'complex' issues that might benefit from lay explanation.</i> <i>Use of section on Web for general planning guidance</i> D2. <i>Check whether explanation is available somewhere else, if we can link to all the better.</i>	L Godin with help from C Golden	D1. Complete and embedded. D2. Complete and embedded.	D1. See D2. New content for the 'pre-application stage' web page has been published. To be updated as necessary. D2 Link to the Planning Portal's A-Z Glossary on the website.
EXTRA: Monitoring of pre-commencement conditions	E1. <i>Assess role for AIs and BC to report on impending commencement.</i> <i>Correlation with needs for CIL monitoring?</i> <i>See conditions above : Structure decision notices to set out conditions in four categories (no additional submission, pre-commencement, pre-occupation, post completion)</i>	M Armstrong	E1. Complete and embedded.	E1. Use CIL re commencement Extra code on conditions relating to threat to health and safety issues eg land contamination. See C2 above. Rolled out to Officers on 7 th October 2014. Use of informatives to advise on the use of conditions. Proactive Enforcement: This works together with how we are implementing the new system for

				conditions. System set up so that if additional resources are available in the future, we can look at extra resources.
	<i>E2. Review means of communication to applicants their responsibility?</i>		E2. Complete and embedded.	E2 See above for conditions. The decision notice will be produced to focus on which conditions will need to be discharged at which point.
VI. Wider Planning Issues				
Enhancing the planning service in terms of planning process, policy and strategy Para 214, 215, 216	<p>A1. Improve clarity on 'departure' from the plan.</p> <p>A2. Is the City full? Lack of space leads to pressure to build higher with impact on urban form and views.</p> <p>Consider when appropriate to review the capacity of the City to absorb growth. – associated to issue below.</p> <p><i>Would tie into 3D virtual model of the City in 3 above.</i></p> <p>A3. Need to have answer to question 'when will Core Strategy be reviewed?' (agree not an option NOT to do a review)</p>	M Jaggard	<p>A1. Complete and embedded.</p> <p>A2. Complete and embedded.</p> <p>A3. Complete.</p>	<p>A1. See Note 3. Policy Officer attended January Officer's Forum to provide guidance. Weekly Policy surgeries also held.</p> <p>A2. Complete.As below</p> <p>A3. The Strategic Housing Land Availability Assessment review (March) provides clarify on the</p>

	<p><i>Consideration relates to SHMA output Universities dialogue, SEP, Growth Fund and wider Oxford Growth Strategy matters.</i></p> <p>The imminent publication of the SHMA and the work that flows from that under the duty to cooperate (including discussions that we are instigating with the Planning Inspectorate) will help to inform decisions on the timing of any review of our own Core Strategy</p>			capacity to absorb growth and the pressures on building higher. Now agreed this to be independently assessed to reassure other Oxford LAs. Consultant appointed
<p>Progressing and formalising a more strategic approach to the future development needs and engagement with the Universities and Colleges</p> <p>Para 219 Work with the Universities and colleges towards a 15 yr business plan. The future of the Universities depends on the City it is in as much as on global competitiveness.</p> <p>Help the Universities and Colleges take community engagement seriously.</p>	<p><i>B1. Hold a College and University workshop and Prepare a brief to go out with invitation to same Proposition:</i></p> <p><i>B2. Joint commissioning of consultants - Where next for Oxford, the University and Colleges over a 5 to 15 yr horizon? / Oxford Growth Strategy?</i></p> <p>B3 Evaluate strategy produced and use to feed into consideration of the Core Strategy and Oxford Growth Project.</p> <p>B4. Guidelines for University and College community engagement.</p>	M Crofton Briggs	<p>B1. Complete.</p> <p>B2. Complete.</p> <p>B3 Can only start when B2 complete.</p> <p>B4 Not started</p>	<p>B1. Initial meeting with colleges and University 17 March</p> <p>B2 Agreed to form a task group, to: * Commission consultants for the Framework * Compile the Handbook.</p> <p>B3. Can only start when B2 complete.</p> <p>B4. Work with the Task Group.</p>
c. EXTRA: 1990 Act: impact of development on a Conservation Area	C1. Assessment of this challenge and what this means for Planning Policies.	M Jaggard and N Worlledge	C1. In hand Target Spring 2016 .	C1. A panel has been set up with dedicated Officers. We're at the scoping stage and have

Argument to the review that even development in the foreground of a long distance view of a conservation area has an impact on that conservation area even though that development itself is not in close proximity to the CA.	Bring this into the preparation of the Design and Heritage SPD?			undertaken consultation with Development Control Planners. This is a project in its own right.
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Outstanding Actions which are projects independent of this Action Plan:

Task	Owner	Progress	Timescale
The creation of a protocol likely to be known as a Handbook which is overseen by a joint University, College and City Council task group.	Michael Crofton-Briggs	Further discussions to convene to take this forward and complete.	End of December 2015.
Review of the Statement of Community Involvement (SCI).	Lyndsey Beveridge	Completed a public consultation on the draft SCI. Having considered the comments received, we will be taking the final one to CEB in June 2015 for adoption.	End of June 2015.
Finalise and publish the best practice guidance document: 'Improving the presentation and visual quality of drawings and documents submitted with a planning application'.	Clare Golden	A draft version has been produced which is used by Officers. A final, formatted version will be produced as a guidance booklet to be published on our website and used by applicants.	End of May 2015.
Member training: A series of half day, post-development site visit tours to draw out the	Clare Golden & Niko	The itinerary for the tour is in the process of being developed through Officer post development tours.	The tour will be carried out in

most important lessons.	Grigoropoulos	It is envisaged that a number of small groups will take the same tour	May 2015 – date to be confirmed.
The creation of a 3D, electronic model of the City. New developments could ‘plug in’ to this model and be viewed within context. Compile a Feasibility Study to understand what is possible.	Michael Crofton Briggs & Liz Godin	Already discussed with Oxford Brookes University and a number of potential approaches and options discussed which need to be further explored as part of a future, separate project.	On-going.
Explore the options for a dedicated Urban Design specialist resource within the service.	Clare Golden	Existing staff have a variety of urban design skills and additional training has been provided over the last year but there is not a dedicated Urban Designer post within the service.	Over the next 6 months.

Overview consideration by the Steering Group, *once Actions stated as complete and tested*

1. Has there been an Integrated Approach?

The Action Plan above deconstructs the report into components but there is also an exercise to put the parts back together.

Key Matters overlap such as:

- i. pre-application process, developer consultation/ involving elected councillors
- ii. embedding of the design process/visualisation/techniques/policy/independent review by ODRP and internal expertise
- iii. all procedures are documented; transparent and audited

2. Has the Improvement Action Plan do the job – has it optimised on the opportunity?

3. Is there a clear Vision or Strategy for Growth of the City emerging from the work with the University and major partners in the sub-region? – a vision for the City region feeding into the review of Local Plan (Core Strategy)

Name and contact details:-

Name: M Crofton Briggs
Job title: Head of City Development
Service Area / Department: City Development
Tel: 01865 252360
e-mail: mcrofton-briggs@oxford.gov.uk
Version: 9th March 2015

M:\Planning\Pln_Shared\Planning Services Improvement\Final Report (and docs) to Steering Group

WEST AREA PLANNING COMMITTEE

Tuesday 14 April 2015

COUNCILLORS PRESENT: Councillors Van Nooijen (Chair), Gotch (Vice-Chair), Brandt, Cook, Coulter, Gant, Henwood, Hollingsworth and Price.

OFFICERS PRESENT: David Edwards (Executive Director City Regeneration and Housing), Murray Hancock (City Development), Michael Morgan (Law and Governance) and Jennifer Thompson (Law and Governance)

137. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies for absence were received from Councillor Benjamin (substitute Councillor Brandt), Councillor Clack (substitute Councillor Henwood), and Councillor Tanner (substitute Councillor Coulter).

138. DECLARATIONS OF INTEREST

There were no declarations of interest made.

139. CASTLE MILL - RODGER DUDMAN WAY - 11/02881/FUL

The Head of City Development submitted a progress report (previously circulated now appended) which informed Members of the close of the public consultation on the University of Oxford's voluntary Environmental Assessment for the Castle Mill, Roger Dudman Way 11/02881/FUL development.

The Chair permitted public addresses in accordance with part 14.8 of the Council's Constitution.

Sean Feeney addressed the Committee about his concerns that the land may be contaminated.

Wendy Skinner Smith, representing Cripsey Meadow Allotment holders, addressed the Committee and asked for improvements to fencing and dredging of Fiddlers Stream to prevent badgers damaging the allotments.

The Committee agreed to note the progress report and requested a further update in due course.

140. 5 FARNDON ROAD/19 WARNBOROUGH ROAD 14/03290/VAR

The Head of City Development submitted a report detailing an application for planning permission for a variation of condition 2 (approved plans) of planning permission 13/00180/FUL (single storey side and basement extensions) to allow alterations to side extension, basement, front lightwell and erection of glass box at rear at 5 Farndon Road/19 Warborough Road.

Adrian Gould and James Roach, the agent and architect, spoke in favour of the application.

The Committee agreed to add a further condition requiring appropriate limits on the noise generated by the pool equipment to preserve the amenity of neighbours.

The Committee resolved to approve application 14/03290/VAR for planning permission, subject to the following conditions:

1. Development begun within time limit.
2. Develop in accordance with approved plans.
3. Samples of materials.
4. Archaeology.
5. Sustainable drainage.
6. Landscaping.
7. Landscaping implementation.
8. Wall.
9. Trees.
10. Noise restriction on pool plant.

141. 38 FRENCHAY ROAD: 15/00173/FUL

The Head of City Development submitted a report detailing an application for planning permission to erect a single storey rear extension and rear garden studio/office; formation of one rear dormer window and insertion of one side rooflight and two front rooflights in association with loft conversion; and alterations to access to enable parking for one vehicle (amended plans including reduction in depth and height of rear extension) at 38 Frenchay Road.

David Burson, representing a number of local residents, spoke against the application.

Stephen Broadly, the architect, spoke in favour of the application.

The Committee agreed to add a further condition requiring obscure glazing to the rooflights to prevent any overlooking from or to neighbouring properties.

The Committee resolved to approve application 15/00173/FUL for planning permission at 38 Frenchay Road subject to the following conditions:

1. Development begun within time limit.
2. Develop in accordance with approved plans.
3. Materials – samples.
4. Wall and railing details and sample.
5. Ground resurfacing - SUDS compliant.
6. Protection of tree roots.
7. Roof lights to the rear extension to be obscure glazed.

142. 27 CROSS STREET 15/00581/FUL

The Head of City Development submitted a report detailing an application for planning permission to erect a single storey rear extension; formation of patio area at the rear; and formation of one rear dormer window and insertion of rooflight in association with loft conversion.

The Committee resolved to approve application 15/00582/FUL for planning permission at 27 Cross Street subject to the following conditions:

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

143. PLANNING APPEALS

The Committee noted the report on planning appeals received and determined to 1 April 2015.

144. MINUTES

The Committee resolved to approve the minutes of the meeting held on 10 March 2015 as a true and accurate record subject to correcting a typographical error to a name in minute 118.

The Committee resolved to approve the minutes of the meeting held on 19 March 2015 as a true and accurate record.

145. FORTHCOMING APPLICATIONS

The Committee noted the list of forthcoming applications.

146. DATE OF NEXT MEETING

The Committee noted that the next meeting would be held on 12 May 2015.

The meeting started at 6.30 pm and ended at 7.30 pm

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