

# Agenda

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## West Area Planning Committee

Date: **Tuesday 9 June 2015**

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Time: **6.30 pm**

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

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For any further information please contact:

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

Telephone: 01865 252275

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

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

# West Area Planning Committee

## Membership

### Chair

### Vice-Chair

Councillor Oscar Van Nooijen	Hinksey Park;
Councillor Michael Gotch	Wolvercote;
Councillor Elise Benjamin	Iffley Fields;
Councillor Colin Cook	Jericho and Osney;
Councillor Andrew Gant	Summertown;
Councillor Alex Hollingsworth	Carfax;
Councillor Bob Price	Hinksey Park;
Councillor John Tanner	Littlemore;
Councillor Louise Upton	North;

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

### HOW TO OBTAIN A COPY OF THE AGENDA

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

A copy of the agenda may be:-

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# AGENDA

## Pages

- 1 ELECTION OF CHAIR FOR COUNCIL YEAR 2015/16
- 2 ELECTION OF VICE CHAIR FOR COUNCIL YEAR 2015/16
- 3 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS
- 4 DECLARATIONS OF INTEREST
- 5 CHRIST CHURCH MEADOW: 15/00760/FUL

11 - 26

**Site address:** Christ Church College, St Aldate's

**Proposal:** Change of use and extension of existing thatched barn to provide accommodation for a visitor shop and ticket office, a café, storage, staff accommodation, interpretation space. Demolition of existing buildings and erection of new works building and service yard including workshops, garages, storage, staff facilities and WCs, parking area and established landscaping.

**Officer recommendation:** to approve the application subject to the conditions and a legal agreement as set out below; and to authorise officers to issue the decision on completion of the legal agreement.

### Conditions

1. Development begun within time limit.
2. Development in accordance with approved plans.
3. Further construction and design details to be submitted.
4. Samples of materials.
5. Sample panels on site.
6. Archaeological investigation and mitigation.
7. Building recording and details of salvage/reuse of internal features of interest.
8. Tree protection and root protection zone mitigation measures.
9. Proposed landscaping and tree planting.
10. Landscaping scheme implementation.
11. Landscape management plan and implementation (including area outside ticket office and café).
12. Ecological mitigation measures.
13. Flood risk mitigation measures.
14. Cycle parking.
15. Informative: Considerate Contractors Scheme.

### Legal Agreement S106 Heads of Terms, County:

- to contribute £2,000 towards establishing a new scheduled coach set-down stop, to include the cost of a pole/flag/information case unit and appropriate road markings.
- The developer to provide some form of wayfinding within or outside the thatched barn.

**6 JACOB'S INN, 130 GODSTOW ROAD:15/00998/FUL**

27 - 36

**Site address:** Jacob's Inn (Former Red Lion PH), 130 Godstow Road.

**Proposal:** Erection of outbuildings and garden structures and formation of decking at rear (Retrospective) (Amended Plan).

**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 as approved.
4. Exclusion from approved plans.
5. Use of outside structures.

**7 14 POLSTEAD ROAD: 15/00035/FUL**

37 - 50

**Site address:** 14 Polstead Road, Oxford

**Proposal:** Conversion of existing flats into 1 x 4 bedroom and 1 x 6 bedroom dwelling houses (Use Class C3). Demolition of existing rear extension and erection of part single, part two storey rear extension and basement extension. Insertion of 5No rooflights in association with loft conversion. Erection of porch to side elevation. Formation of 1No front lightwell and 1No rear lightwell and installation of iron railings. Creation of 2 new on-site car parking spaces. (Amended plans) (Amended description).

**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 in the conservation area.
4. Landscape carry out by completion.
5. Tree Protection Plan (TPP) 1.
6. Arboricultural Method Statement (AMS) 1.
7. Landscape hard surface design - tree roots.
8. Landscape underground services - tree roots
9. Boundary treatment.
10. Traffic Regulation Order.
11. Driveway construction.
12. Bin and cycle store details.

**8 75 HILL TOP ROAD: 15/00684/FUL**

51 - 64

**Site address:** Jack Howarth House 75 Hill Top Road.

**Proposal:** Demolition of existing building. Erection of 9 flats on 2 and 3 floors, (5 x 3-bed, 2 x 2-bed and 2 x 1-bed), together with 12 car parking spaces, 24 cycle spaces, recycling store and ancillary works.

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

1. Time – outline / reserved matters

2. Plans – in accordance with approved plans
3. Materials – samples agree prior to construction
4. Biodiversity – measures for wildlife
5. Construction Traffic Management Plan – details prior to construction
6. Cycle & bin storage – further details prior to substantial completion
7. further details of PV
8. SUDS – build in accordance with
9. Landscape plan – details required
10. Landscape – planting carry out after completion
11. Details of boundary treatment prior to occupation

**Community Infrastructure Levy (CIL)**

The development is liable for CIL.

**9 23 UPLAND ROAD: 15/00352/FUL**

65 - 72

**Site address:** 23 Upland Park Road.

**Proposal:** Erection of a part single, part two storey rear and side extension. Alterations to roof to form hip to gable, formation of rear roof extension and insertion of 2 no. front dormer windows and 1 no. rear dormer window in association with loft conversion. (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. Materials as specified.
4. Large domestic extension/granny flat.
5. Amenity no additional windows.

**10 96-97 GLOUCESTER GREEN: 14/02663/FUL**

73 - 80

**Site address:** 96-97 Gloucester Green.

**Proposal:** Change of use from Use Class A1 (Retail) to Use Class A3 (Restaurant).

**Officer recommendation: to refuse the application for the following reason**

The proposed change of use from A1 to A3 at 96 and 97 Gloucester Green would presently result in a loss of A1 units within the Secondary shopping frontage of the City and is therefore contrary to policy RC.5 of the Oxford Local Plan 2001-2016.

**11 17 LATHBURY ROAD:15/00106/VAR**

81 - 92

**Site address:** 17 Lathbury Road.

**Proposal:** Variation of condition 4 (hours of use of garden) of planning permission 95/00761/VTH to allow the garden to be used by nursery children for a maximum of 4 hours per day.

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

conditions

1. Personal permission/max 24 children.
2. Opening hours.
3. Use of garden.
4. Residential accommodation for applicant or staff only .

## 12 PLANNING APPEALS

93 - 102

Attached:

- Summary information on planning appeals received and determined to 30 April 2015.
- Summary information on planning appeals received and determined to 31 May 2015.

The Committee is asked to note this information.

## 13 MINUTES

103 - 106

Minutes from the meetings of 12 May 2015

**Recommendation:** That the minutes of the meeting held on 12 May 2015 are approved as a true and accurate record.

## 14 FORTHCOMING APPLICATIONS

Items for consideration by the committee at future meetings are listed below for information. They are not for discussion at this meeting.

- Former Wolvercote Paper Mill: Residential.
- New College: New music room.
- Fairfield, Banbury Road: Residential care home.
- University College, Staverton Road: Student accommodation.
- Westgate: Various conditions.
- St. John's Sportsground, Bainton Road: Nursery.
- Magdalen College School, Cowley Place: New Sixth Form building.
- Cutteslowe Park: 15/01197/FUL: Beach volleyball court.

## 15 DATE OF NEXT MEETING

The Committee will meet on the following dates:

16 June 2015  
7 July 2015  
11 August 2015  
8 September 2015  
13 October 2015  
10 November 2015  
1 December 2015  
5 January 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.

### 4. Preparation of Planning Policy documents – Public Meetings

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.

### 5. Public requests to speak

Members of the public wishing to speak must notify the Democratic Services Officer before the meeting starts 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.

### 6. 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 by noon, two working days 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.

### 7. 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.



#### 8. 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](#)

#### 9. 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.

#### 10. 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; or
- (d) seek to re-design, or negotiate amendments to, an application. The Committee must determine applications as they stand and may impose appropriate conditions.