

# Agenda

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## East Area Planning Committee

Date: **Wednesday 7 October 2015**

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Time: **6.00 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**

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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.

# East Area Planning Committee

## Membership

<b>Chair</b>	Councillor Roy Darke	Headington Hill and Northway;
<b>Vice-Chair</b>	Councillor Van Coulter	Barton and Sandhills;
	Councillor Mohammed Altaf-Khan	Headington;
	Councillor Farida Anwar	Headington Hill and Northway;
	Councillor Ruthi Brandt	Carfax;
	Councillor Mary Clarkson	Marston;
	Councillor David Henwood	Cowley;
	Councillor Sian Taylor	Northfield Brook;
	Councillor Ruth Wilkinson	Headington;

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

### HOW TO OBTAIN A COPY OF THE AGENDA

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A copy of the agenda may be:-

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# AGENDA

	Pages
1	
2	
3	11 - 24
<p><b>Site Address:</b> Brasenose Farm Cottage, Eastern By-Pass Road, Oxford.</p> <p><b>Proposal:</b> Conversion of farm buildings to create 2 x 2-bed dwellinghouses and erection of 2 x 3-bed two storey dwellinghouses (Use Class C3) with provision of private amenity space and associated landscaping. Formation of double carport to existing dwelling. Alterations to access and provision of additional parking.</p> <p><b>Officer recommendation:</b> to support the development in principle but defer the application in order to draw up a legal agreement in the terms outlined below, and delegate to officers the issuing of the notice of permission on its completion, subject to the following conditions:</p> <ol style="list-style-type: none"> <li>1. Development begun within time limit.</li> <li>2. Develop in accordance with approved plans.</li> <li>3. Samples of materials.</li> <li>4. Details of windows / rooflights / doors.</li> <li>5. Details of refuse and cycle storage.</li> <li>6. Landscape plan required.</li> <li>7. Landscape carried out after completion.</li> <li>8. Landscape hard surface design - tree roots.</li> <li>9. Landscape underground services - tree roots.</li> <li>10. Tree Protection Plan (TPP) 1.</li> <li>11. Arboricultural Method Statement (AMS) 1.</li> <li>12. Arch - Implementation of programme of investigation.</li> <li>13. Biodiversity Report Recommendations carried out.</li> <li>14. Surface Drainage Scheme.</li> <li>15. Detailed design of access road improvements.</li> <li>16. Visibility Splays.</li> <li>17. Parking Areas to be provided.</li> <li>18. Construction Traffic Management Plan.</li> <li>19. Details of means of enclosures for all boundaries.</li> <li>20. Energy Efficiency Measures.</li> <li>21. Design - no additions to dwelling.</li> <li>22. Contaminated Land Risk Assessment.</li> </ol> <p><b>Legal Agreement</b> Appropriate planning obligation to secure affordable housing contribution.</p>	
4	25 - 34
<p><b>Site Address:</b> UYS Ltd. Garsington Road, Oxford</p> <p><b>Proposal:</b> Erection of warehouse building on existing car parking area</p> <p><b>Officer recommendation:</b> to approve the application with the following</p>	

conditions:

1. Development begun within time limit.
2. Develop in accordance with approved plans.
3. Temporary Building.
4. Materials.
5. Use of Building.
6. Tree Protection Plan (TPP) 1.
7. Construction Traffic Management Plan.
8. Revised Drainage Details.
9. External lighting.
10. Cycle Shelter.

**5 BLEWITT COURT, OXFORD RD, LITTLEMORE:15/02171/FUL**

35 - 44

**Site Address:** Blewitt Court, Oxford Road, Littlemore Oxford

**Proposal:** Installation of public artwork and seating

**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 in Conservation Area – Littlemore.

**6 1 MARSH LANE, MARSTON: 15/02364/FUL**

45 - 52

**Site Address:** 1 Marsh Lane, Marston, Oxford

**Proposal:** Demolition of existing garage. Erection of single storey side and rear extensions.

**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.
4. Landscaping.
5. Drainage and Parking.
6. Garage to be demolished.

**7 10 DYNHAM PLACE, OXFORD, OX3 7NL: 15/02187/CT3**

53 - 58

**Site Address:** 10 Dynham Place, Oxford, OX3 7NL

**Proposal:** Erection of single storey rear extension.

**Officer recommendation:** to approve planning permission subject to the following conditions:

1. Development begun within time limit.
2. Development in accordance with approved plans.
3. Materials as proposed.
4. Sustainable Urban Drainage Systems.

8	<p><b>1 - 15 CARPENTER CLOSE (VERGES): 15/02224/CT4</b></p> <p><b>Site Address:</b> Verges at 1 to 15 Carpenter Close, Littlemore</p> <p><b>Proposal:</b> Provision of 8 residents' parking spaces on existing grass verges (Amended plan and description)</p> <p><b>Officer recommendation:</b> to approve the application subject to the following conditions:</p> <ol style="list-style-type: none"> <li>1. Development begun within time limit.</li> <li>2. Development in accordance with approved plans.</li> <li>3. Parking in accordance with plans.</li> <li>4. Development in accordance to Tree Protection Plan (TPP) 1.</li> <li>5. Sustainable Urban Drainage Systems.</li> <li>6. Landscaping.</li> </ol>	59 - 66
9	<p><b>3 DAVID NICHOLLS CLOSE, LITTLEMORE: 15/02061/FUL</b></p> <p>This application was deferred from the meeting on 2 September.</p> <p><b>Site Address:</b> 3 David Nicholls Close, Littlemore</p> <p><b>Proposal:</b> Increase in ridge height of garage roof. (Retrospective). Conversion of garage into 1 x 1-bed annexe (Use Class C3).</p> <p>Officer recommendation: to approve the application subject to the following conditions:</p> <ol style="list-style-type: none"> <li>1. Development begun within time limit.</li> <li>2. Develop in accordance with approved plans.</li> <li>3. Materials – matching.</li> <li>4. Restricted use.</li> <li>5. Sustainability design/construction.</li> </ol>	67 - 80
10	<p><b>PLANNING APPEALS</b></p> <p>Summary information on planning appeals received and determined during August (attached) and September (to follow).</p> <p>The Committee is asked to note this information.</p>	81 - 86
11	<p><b>MINUTES</b></p> <p>Minutes from the meetings of 2 September 2015.</p> <p><b>Recommendation:</b> That the minutes of the meeting held on 2 September 2015 are approved as a true and accurate record.</p>	87 - 88
13	<p><b>FORTHCOMING APPLICATIONS</b></p> <p>Items for consideration by the committee at future meetings are listed for information. They are not for discussion at this meeting.</p>	

- Land East of Warren Crescent: 13/01555/CT3
- 23 Spring Lane, Littlemore, Oxford: 14/03049/FUL
- 8 Jersey Road: 15/00192/FUL
- Land adj to 147 Oxford Road, Old Marston: 15/00210/FUL
- 36, 38 and 40 London Road and 2 Latimer Road: 15/00858/FUL
- Ashlar House Adj 2 Glanville Road: 15/00955/FUL
- 70 Glebelands: 15/01349/FUL
- 6 Perrin Street and 18 Windsor Street: 15/01778/FUL
- 38 St Leonard's Road OX3 8AB: 15/01872/FUL
- 287 Cowley Road: 15/02172/FUL
- 14 Holyoake Road 15/02096/FUL
- Land to rear of 17 Between Towns Road: 15/02245/OUT
- Jack Russell, 21 Salford Road: 15/02282/OUT
- John Allen Centre: 15/02288/FUL
- Canterbury House, Adams House (Block B) and Rivera House (Block C): 15/02542/OUT
- Site of former Friar Public House, 2 Old Marston Road, Oxford: 15/02543/FUL

## **15 DATES OF FUTURE MEETINGS**

The Committee will meet on the following dates:

7 October 2015  
 4 November 2015  
 2 December 2015  
 6 January 2016  
 3 February 2016  
 2 March 2016  
 6 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.
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.