

Agenda Supplement

Planning - Oxford City Planning Committee

This meeting will be held on:

Date: **Tuesday 25 August 2026**

Time: **6.00 pm**

Place: **Long Room - Oxford Town Hall**

For further information please contact:

Uswah Khan, Committee and Member Services Officer, Committee
Services Officer

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Members of the public can attend to observe this meeting and.

- may register in advance to speak to the committee in accordance with the [committee's rules](#)
- may record all or part of the meeting in accordance with the Council's [protocol](#)

Information about speaking and recording is set out in the agenda and on the [website](#)

Please contact the Committee Services Officer to register to speak; to discuss recording the meeting; or with any other queries.

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All public papers are available from the calendar link to this meeting once published

Committee Membership

Councillors: Membership 11: Quorum 5: substitutes are permitted.

Councillor Mary Clarkson	Marston;
Councillor Laurence Fouweather	Cuttesslowe & Sunnymead;
Councillor Mohammed Altaf-Khan	Headington;
Councillor David Henwood	Rose Hill & Iffley;
Councillor Anna Railton	Hinksey Park;
Councillor Louise Upton	Walton Manor;
Councillor Dr. Ahalya Bala	St Clement's;
Councillor Tiago Corais	Littlemore;
Councillor Alfie Davis	Holywell;
Councillor Rosie Rawle	Donnington;
Councillor James Taylor	Headington Hill & Northway;

Apologies and notification of substitutes received before the publication are shown under *Apologies for absence* in the agenda. Those sent after publication will be reported at the meeting. Substitutes for the Chair and Vice-chair do not take on these roles.

*Decisions come into effect after the post-meeting councillor call in period expires, or after a called-in decision is reconsidered, **and** the Head of Planning and Regulatory Services has issued the formal decision notice.*

Oxford City Council, Town Hall, St Aldate's Oxford OX1 1BX

Agenda

		Pages
4	26/00796/FUL Oxenford House, 13 - 15 Magdalen Street, Oxford, Oxfordshire Site address: Oxenford House, 13 - 15 Magdalen Street, Oxford, Oxfordshire Proposal: Change of use to capsule hotel (Use Class C1), alteration rooftop to include rooftop plant. Provision of cycle parking. Reason at Committee: Major Application RECOMMENDATION Oxford City Planning Committee is recommended to: 1. Approve the application for the reasons given in the report and subject to the required planning conditions set out in section 12 of this report and grant planning permission subject to: a. The satisfactory completion of a legal agreement under Section 106 of the Town and Country Planning Act 1990 and other enabling powers to secure the planning obligations set out in the recommended heads of terms which are set out in this report; and 2. agree to delegate authority to the Director of Planning and Regulation to: a. finalise the recommended conditions as set out in this report including such refinements, amendments, additions and/or deletions as the Director of Planning and Regulation considers reasonably necessary; b. finalise the recommended legal agreement under section 106 of the Town and Country Planning Act 1990 and other enabling powers as set out in this report, including refining, adding to, amending and/or deleting the obligations detailed in the heads of terms set out in this report (including to dovetail with and where appropriate, reinforce the final conditions and informatives to be attached to the planning permission) as the Director of Planning and Regulation considers reasonably	9 - 14

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- necessary; and
- c. complete the Section 106 legal agreement referred to above and issue the planning permission.

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Information for those attending

Recording and reporting on meetings held in public

Members of public and press can record, or report in other ways, the parts of the meeting open to the public. You are not required to indicate in advance but it helps if you notify the Committee Services Officer prior to the meeting so that they can inform the Chair and direct you to the best place to record.

The Council asks those recording the meeting:

- To follow the protocol which can be found on the Council's [website](#)
- Not to disturb or disrupt 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, even inadvertently, unless they are addressing the meeting.

Please be aware that you may be recorded during your speech and any follow-up. If you are attending please be aware that recording may take place and that you may be inadvertently included in these.

The Chair of the meeting has absolute discretion to suspend or terminate any activities that in his or her opinion are disruptive.

Councillors 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". 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.

Members' Code – Other Registrable Interests

Where a matter arises at a meeting which directly relates to the financial interest or wellbeing** of one of your Other Registrable Interests*** then you must declare an

interest. You must not participate in discussion or voting on the item and you must withdraw from the meeting whilst the matter is discussed.

Members' Code – Non Registrable Interests

Where a matter arises at a meeting which ***directly relates*** to your financial interest or wellbeing (and does not fall under disclosable pecuniary interests), or the financial interest or wellbeing of a relative or close associate, you must declare the interest.

Where a matter arises at a meeting which affects your own financial interest or wellbeing, a financial interest or wellbeing of a relative or close associate or a financial interest or wellbeing of a body included under Other Registrable Interests, then you must declare the interest.

You must not take part in any discussion or vote on the matter and must not remain in the room, if you answer in the affirmative to this test:

“Where a matter affects the financial interest or well-being:

- a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest You may speak on the matter only if members of the public are also allowed to speak at the meeting.”

Otherwise, you may stay in the room, take part in the discussion and vote.

*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.

** Wellbeing can be described as a condition of contentedness, healthiness and happiness; anything that could be said to affect a person's quality of life, either positively or negatively, is likely to affect their wellbeing.

*** Other Registrable Interests: a) any unpaid directorships b) any Body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority c) any Body (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management.

Procedure for dealing with planning applications at the Oxford City Planning Committee 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. Advice on bias, predetermination and declarations of interests is available from the Monitoring Officer.

The following minimum standards of practice will be followed:

1. All members of the Committee will have pre-read the officers' report. Committee members are also encouraged to view any supporting material and to visit the site if they feel that would be helpful. (In accordance with the guidance at 24.15 (Planning Code of Practice) in the Council's Constitution).
2. At the meeting the Chair may draw attention to this procedure. The Chair may 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. In determining an application Committee 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 overturning the officer's recommendation have been formulated including the reasons for refusal or the wording of any planning conditions; 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.

Public requests to speak

Members of the public wishing to speak must notify the Committee Services Officer by noon on the working day before 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 Committee Services Officer (details are on the front of the Committee agenda).

Written statements from the public

Any written statement that members of the public or Councillors wish to be considered should be sent to the planning officer by noon two working days before the day of the meeting. The planning officer will report these at the meeting. Material received from the public at the meeting will not be accepted or circulated, as Councillors are unable to give 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. Any such material will not be displayed or shown at the meeting.

Exhibiting model and displays at the meeting

Applicants or members of the public can exhibit models or displays of photos and/or pictures at the meeting or a room provided for that purpose as long as they notify the Committee Services Officer of their intention by noon two working days before the start of the meeting so that members can be notified. Applicants or members of the public are not permitted to exhibit photos and/or pictures in any electronic format.

Recording meetings

This is covered in the general information above.

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.

This procedure is detailed in the Annex to part 24 of the Council's Constitution as agreed at Council in March 2023.

Written update for Agenda Item 4 – Planning application 26/00796/FUL at Oxenford House, 13 - 15 Magdalen Street, Oxford, Oxfordshire

Following the publication of the committee agenda on 17th August 2026, the Government updated the National Planning Policy Framework which is effective immediate from the date of publication. As a result of this, there are a number of references to the NPPF within the committee report which need to be updated.

In section 8 RELEVANT PLANNING POLICY on pages 27 and 28, the policy table should be updated as follows:

Topic	National Planning Policy Framework	Local Plan	Other planning documents and Neighbourhood Plans:	Emerging Local Plan 2045
Design	DP3 DP4	RE2 -Efficient use of land DH1 - High quality design and placemaking DH2 - Views and building heights DH7 - External servicing		HD1 - Principles of High-Quality Design HD2 - Making Efficient Use of Land HD6 - Views and Building Heights HD12 - Bin and Bike Stores and External Servicing Features S2 - High Quality Design
Conservation / Heritage	HE4 HE5 HE6 HE7 HE9	DH3 - Designated heritage assets DH4 – Archaeological remains DH5 – Local Heritage Assets		HD3 - Designated Heritage Assets
Commercial		V1 - Ensuring the vitality of centres V2 - Shopping Frontages in the city centre		C1 - City, District and Local Centres C2 - Maintaining Vibrant Centres

		V5 - Sustainable tourism		E5 - Hotel and short stay accommodation
Natural environment	N2	RE3 - Flood risk management RE4 - Sustainable and foul drainage, surface and groundwater flow RE9 - Land quality G2 - Protection of biodiversity geo-diversity G7 - Protection of existing Green Infrastructure features G8 - New and enhanced Green and Blue Infrastructure Network Features		G3 - Provision of New Green and Blue Features – Urban Greening Factor G4 - Delivering Mandatory Net Gains in Biodiversity G5 - Delivering Onsite Ecological Enhancements G6 - Protecting Oxford's Biodiversity Including the Ecological Network G7 - Flood Risk and Flood Risk Assessments (FRAS) G8 - Sustainable Drainage Systems R5 - Water Resources and Quality R6 - Soil Quality R7 - Land Contamination
Transport	TR3 TR4 TR6	M1 - Prioritising walking, cycling, and public transport M2 - Assessing and managing development M3 - Motor vehicle parking M4 - Provision of electric	Parking Standards SPD	C6 - Transport Assessments, Travel Plan and Service and Delivery Plans C7 - Cycle and Powered Two Wheelers Parking Design Standards C8 - Motor Vehicle Parking Design Standards

		charging points M5 - Bicycle Parking		
Environmental	P2 P3 P4 P5	RE1 - Sustainable design and construction RE5 - Health, wellbeing, and Health Impact Assessments RE6 - Air quality RE7 - Managing the impact of development RE8 - Noise and vibration	Energy Statement TAN	G9 - Resilient Design and Construction R1 - Net Zero Buildings in Operation R2 - Embodied Carbon in Construction R3 - Retro-Fitting Existing Buildings R4 - Air Quality Assessment and Standards R8 - Amenity Impacts of Development HD7 - Health Impact Assessment HD8 - Privacy, Daylight and Sunlight
Miscellaneous	S3 S4 TC2 TC4 L2	V8 - Utilities S1 - Sustainable development DH7 - External servicing features and stores		I1 - Digital Infrastructure to Support New Development HD12 - Bin and Bike Stores and External Servicing Features

Principle of development

Paragraph 10.10 on Page 34 officers reference the definition of ‘Main Town Centre’ uses as defined within the NPPF (2024). The definition of ‘Main Town Centre’ uses within the updated NPPF (2026) also identifies hotels as an appropriate Town Centre use and therefore the assessment of this remains as is within the committee report. It is also worth noting that Policy TC2 (Development in Town Centres) of the NPPF (2026) states that substantial weight should be given to the benefits of supporting the overall vitality and viability of the centre including where this can be achieved through the diversification of uses, intensification and provision of residential accommodation and improving or retaining access to local shops and other facilities

which provide day-to-day services for the local community. This is consistent with the assessment made within the committee report.

Paragraph 10.19 on page 35 refers to the Agent of Change Principle which was formerly referred to in paragraph 200 of the NPPF (2024). Policy P4 of the new NPPF (2026) refers to the Agent of Change Principle and similarly to the previous NPPF version, requires development proposals to be capable of being integrated effectively with existing business, community and public service activities and infrastructure in their vicinity. In this case, the assessment within the committee report remains as is in that the proposal would comply with the Agent of Change Principles.

Design and impact on heritage

Paragraph 10.36 refers to NPPF (2024) paragraphs 212 and 215 which consider the impact of development on designated heritage assets and the weight afforded to the conservation of these assets. Paragraphs 212 and 215 of the NPPF (2024) have been replaced by Policy HE4 (Securing the conservation of heritage assets) of the NPPF (2026) which requires development proposal which would affect the significance of heritage assets, including any contribution made by their setting to maintain or secure a use consistent with their conservation and avoid harm to the significance of the heritage asset and instead conserve its significance. The policy further goes on to state that any harm to or loss of the significance of a designated heritage asset (including from development within its setting) should have a clear and convincing justification in accordance with the policies in this chapter. Policy HE5 (Assessing effects on heritage assets) of the NPPF (2026) requires development proposals to provide an assessment of the significance of the assets affected (including any contribution made by their setting) and of the potential effect of the proposal on their significance. Policy HE9 (Conservation areas) of the NPPF (2026) requires developments within or affecting the significance of Conservation Areas to retain and conserve building and other features which make a positive contribution to the character or appearance of the conservation area and consider the area's special architectural or historic interest in the design of the development.

In accordance with Policies HE4, HE5 and HE9 of the NPPF (2026) the proposal is considered to have no effect on the significance of a heritage asset and would accord with the requirements of the NPPF (2026).

Secure by design

Paragraph 10.39 refers to Paragraph 135(f) of the NPPF (2024) which seeks to ensure that development proposals provide safe, inclusive and accessible places. This paragraph has been replaced by policy TR4 (Street design, access and parking) of the NPPF (2026) which echoes the former paragraph 135 in seeking safe, inclusive and attractive places for all users. In this case, the assessment within the committee report remains as is in that the proposal would comply with the updated NPPF (2026) policies.

Archaeology

Paragraph 10.43 refers to NPPF (2024) paragraphs 216 and 218. These paragraphs have been replaced by policy HE7 (Decisions on non-designated heritage assets) of the NPPF (2026). The assessment of the impact of the proposed development remains the same as set out within the committee report. Officers consider that the proposed development, subject to condition would comply with the updated policy HE7 of the NPPF (2026).

Biodiversity

Paragraph 10.93 refers to paragraph 187 of the NPPF (2024) which states that decisions should contribute to and enhance the natural and local environment by minimising impacts on and providing net gains for biodiversity. This has been replaced by policy N2 within the updated NPPF (2026). Policy N2.1(f) requires development proposal to minimise any adverse impacts on biodiversity and include features which support priority or threatened species such as swifts, bats and hedgehogs. Development proposals should incorporate integrated nest boxes (commonly known as swift bricks) into their construction unless there are compelling technical reasons which prevent their use, or would make them ineffective. The assessment of the impact of the proposed development remains the same as set out within the officers committee report. The proposed development, subject to condition would comply with the updated policy N2 of the NPPF (2026).

Health and wellbeing

Paragraph 10.118 on page 53 refers to former Paragraph 96 of the NPPF (2024) which requires development to achieve healthy, inclusive and safe places. Paragraph 10.1198 on page 53 refers to former Paragraph 135 of the NPPF (2024). This is broadly echoed in Policy R4 (Street design, access and parking) of the NPPF (2026) which echoes the former paragraph 135 in seeking safe, inclusive and attractive places for all users. In this case, the assessment within the committee report remains as is in that the proposal would comply with the updated NPPF (2026) policy.

Conclusion

Paragraph 11.2 on page 54 refers to former Paragraph 11 of the NPPF (2024) which seeks presumptions in favour of sustainable development. This paragraph has been replaced by Policy S4 of the NPPF (2026) which states that proposals within settlements should be approved unless the benefits of doing so would be substantially outweighed by any adverse effects, when assessed against the national decision-making policies in this Framework. In this case, subject to the conditions outlined on page 55 onwards, the proposed development for a new hotel is not considered to be substantially outweighed by any adverse effects and is therefore recommended to be approved as outlined within the committee report.

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