

# Agenda

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## East Area Planning Committee

Date: **Thursday 14 May 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**

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.

# 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 Ben Lloyd-Shogbesan	Lye Valley;
	Councillor Michele Paule	Rose Hill and Iffley;
	Councillor Ruth Wilkinson	Headington;

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

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# AGENDA

## Pages

1 **APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

2 **DECLARATIONS OF INTEREST**

3 **THE TRIANGLE, UNIVERSITY OF OXFORD OLD ROAD CAMPUS,  
ROOSEVELT DRIVE: 14/03540/FUL**

9 - 18

**Site address:** The Triangle, University Of Oxford Old Road Campus,  
Roosevelt Drive

**Proposal:** Change of use of building from administrative office and teaching accommodation to children's nursery for a temporary period of up to 5 years, together with external alterations including provision of new external doors, external stairs and canopies. Surfacing of garden area to provide play area, and use of land and surfacing to provide 6 drop off bays and 9 car parking spaces. Widening of entrance to 5m and rebuilding of stone pilaster to match existing. Provision of pram/buggy store (Amended plans and 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 – matching.
4. Lighting services.
5. Landscape hard surface design - tree roots.
6. Tree Protection Plan (TPP) 1.
7. Reinstatement of wall.
8. Highways measures.
9. Details of surfacing of car park.
10. Landscape underground services - tree roots.
11. Removal and storage of stone from wall.

4 **PREMIER INN, THE LONGWALL GARSINGTON  
ROAD:15/00288/RES**

19 - 30

**Site address:** Premier Inn, The Longwall, Garsington Road

**Proposal:** Linked three storey extension to existing hotel to provide 63 bedrooms, extended and amended reception areas, 69 car parking spaces, landscaping and ancillary works (total 202 bedroom and 256 car parking spaces). (Reserved matters of planning permission 12/01424/EXT seeking permission for access, appearance, landscaping, layout and scale).

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

1. Time Limit.
2. Approved Plans.
3. Materials.
4. Landscaping details.
5. Landscape completion.

6. Lighting Scheme.
7. Sustainability.
8. Biodiversity enhancements.
9. Revised parking layout.
10. Cycle Parking.
11. Travel Plan.
12. Construction Traffic Management Plan.
13. Drainage Strategy – incorporating SUDS techniques.
14. Phase 1 contaminated land.
15. Unsuspected contamination – EA.
16. Archaeology – WSI.

<b>5</b>	<p><b>3 SAWPIT ROAD: 15/00732/CT3</b></p> <p><b>Site address:</b> 3 Sawpit Road Oxford</p> <p><b>Proposal:</b> Erection of single storey rear extension.</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. Develop in accordance with approved plans.</li> <li>3. Materials.</li> </ol>	31 - 36
<b>6</b>	<p><b>PLANNING SERVICES IMPROVEMENT ACTION PLAN PURSUANT TO THE ROGER DUDMAN WAY REVIEW</b></p> <p>Report of the Head of City Development.</p> <p><b>Officer Recommendations:</b> The Committee is asked to:</p> <ol style="list-style-type: none"> <li>1. Recognise the substantial work undertaken by officer in the Planning Service.</li> <li>2. Understand that such improvement work does not cease and so will continue.</li> <li>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.</li> <li>4. Thank Vincent Goodstadt for his continuing support and feedback on the Action Plan work.</li> </ol>	37 - 74
<b>7</b>	<p><b>PLANNING APPEALS</b></p> <p>Summary information on planning appeals received and determined during April 2015.</p> <p>The Committee is asked to note this information.</p>	75 - 78
<b>8</b>	<p><b>MINUTES</b></p> <p>Minutes from the meetings of 14 April 2015</p> <p><b>Recommendation:</b> That the minutes of the meeting held on 14 April 2015 are approved as a true and accurate record.</p>	79 - 84

**9 FORTHCOMING APPLICATIONS**

Items for consideration by the committee at future meetings will be circulated separately.

**10 DATES OF FUTURE MEETINGS**

The Committee will meet on the following dates:

- 3 Jun 2015 6.00 pm
- 1 Jul 2015 6.00 pm
- 5 Aug 2015 6.00 pm
- 2 Sep 2015 6.00 pm
- 7 Oct 2015 6.00 pm
- 4 Nov 2015 6.00 pm
- 2 Dec 2015 6.00 pm
- 6 Jan 2016 6.00 pm
- 3 Feb 2016 6.00 pm
- 2 Mar 2016 6.00 pm
- 6 Apr 2016 6.00 pm
- 11 May 2016 6.00 pm

## **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.



East Area Planning Committee

14<sup>th</sup> May 2015

**Application Number:** 14/03540/FUL

**Decision Due by:** 16th February 2015

**Proposal:** Change of use of building from administrative office and teaching accommodation to children's nursery for a temporary period of up to 5 years, together with external alterations including provision of new external doors, external stairs and canopies. Surfacing of garden area to provide play area, and use of land and surfacing to provide 6 drop off bays and 9 car parking spaces. Widening of entrance to 5m and rebuilding of stone pilaster to match existing. Provision of pram/buggy store (Amended plans and description)

**Site Address:** The Triangle, University Of Oxford, Old Road Campus, Roosevelt Drive.

**Ward:** Churchill Ward

**Agent:** Mr Robert Linnell

**Applicant:** The Chancellor, Masters  
And Scholars Of The  
University Of Oxford

**Application Called in –** by Councillors – Cllrs Wilkinson and Brown, supported by Cllrs Fooks, Wade and Goddard.  
for the following reasons: principally to allow members of the public (especially those from Highfield Residents' Association) the opportunity to speak at EAP and listen to the debate. There are also a number of transport issues as Old Road is currently considered by residents to be hazardous for cyclists and this proposal would introduce vehicular access and egress to the Nursery which will complicate traffic movements.

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## **Recommendation:**

APPLICATION BE APPROVED

For the following reasons:

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
- 4 Lighting services
- 5 Landscape hard surface design - tree roots
- 6 Tree Protection Plan (TPP) 1
- 7 Reinstatement of wall
- 8 Highways measures
- 9 Details of surfacing of car park
10. Landscape underground services - tree roots
11. Removal and storage of stone from wall

### **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
- CP9** - Creating Successful New Places
- CP10** - Siting Development to Meet Functional Needs
- CP11** - Landscape Design
- CP13** - Accessibility
- CP25** - Temporary Buildings
- TR3** - Car Parking Standards
- TR4** - Pedestrian & Cycle Facilities
- NE15** - Loss of Trees and Hedgerows
- NE16** - Protected Trees
- HE2** - Archaeology
- ED1** - Nursery/Childcare Facilities Non Res & Purpose Built

#### **Core Strategy**

- CS16**\_ - Access to education
- CS18**\_ - Urban design, town character, historic environment

#### **Sites and Housing Plan**

**MP1** - Model Policy  
**SP39\_** - Old Road Campus

**Other Material Considerations:**

National Planning Policy Framework

Planning Practice Guidance

**Relevant Site History:**

96/01186/NF - Erection of 2 storey administrative and teaching building. (Amended Plans). PER 2nd December 1996.

00/00579/NF - Erection of 5 ground mounted condensing units, retention of two ground mounted condensing units and relocation of existing unit. Erection of screen fencing (Amended plan). PER 17th June 2000.

**Representations Received:**

As a result of the original application and readvertised proposal, twelve letters of representation have been received from the occupiers of the following properties: 51 and 52 Stapleton Road, 63 Old Road, 67 Old Road, 73 Old Road, 81 Old Road, 37 Bickerton Road, raising the following objections and comments:

- No objections to nursery use but strong objections to proposed access arrangements, traffic, highway safety and parking implications.
- Transport statement is flawed and the proposal will cause great danger to pedestrians and cyclists and inconvenience to other road users.
- Effect on adjoining properties and character of area.
- Effect on existing community facilities.
- Effect on pollution
- Insufficient play space for children at nursery.
- Proposals to widen the gates can only serve to increase dangers on pedestrians using the crossing. Widening the stone wall would be unnecessary vandalism. This wall, apparently built in local stone, represents a rare asset which blends with the immediate built environment of Old Road. It also provides scarce solid screening from the Campus and could ultimately enhance the completed development from both sides.
- There must be simpler, cheaper and safer options.
- Alarmed by the proposal to widen the gateway from 3.10 m. to 5 m. onto Old Road as a drop-off point for the proposed nursery. Allowing vehicles to go in and out at the same time seems sure to add to congestion.
- Cannot see how widening the gateway would assist the safe passage of traffic in and out of the site.
- Widening the gates will spoil the prospect of the gates as seen from along Stapleton Road.

Highfield Road Residents Association (37 Bickerton Road)- HARRA are uncertain whether the development will actually go ahead, however would like to make clear their objections to the proposed use. Members of the HARRA committee know the frontage of the ORC onto Old Road well, and also have experience of nursery arrivals (including that used as an example in this application). HARRA are sure that the application will make the traffic situation in Old Road worse, and cause potential dangers for pedestrians. Can't compare this proposal to other nurseries such as that at Jack Straw's Lane. Concern is expressed regarding the numbers of parents and staff all arriving at peak times. HARRA are very sympathetic to the need to enhance nursery provision, and would very much welcome 100 additional spaces. We are concerned although that such a large nursery would have such a small outdoor space, and are concerned that the screening vegetation would be diminished in order to create even this. We must, however, object to the plan to use Old Road as the entrance for what would be such a busy nursery. We think that the option of having access via existing car parks closer to the building and using the existing roads have been too easily dismissed and provide the obvious solution.

### **Statutory Consultees:**

Oxfordshire County Council Highways Authority- Awaiting written observations which will be reported verbally to Committee However the Highways Officer has indicated that, on the basis of the revisions to the application, she is satisfied with the proposals from a highway safety point of view.

### **Site Description:**

1. The application site is situated to on the southern side of the Old Road, on the Old Road Campus. The Triangle building itself is a two storey block which was granted planning permission in 1996 and used as an administrative and teaching block associated with the University. It is currently vacant.

### **Proposed Development:**

2. This application proposes the temporary change of use of the Triangle building to a children's nursery for a period of 5 years. Permission is only sought for a temporary period as the site will be redeveloped as part of the wider Old Road Campus for which outline planning permission has been granted, including a site masterplan.
3. The University indicate that they have a strong demand for nursery provision in the Headington area to meet the needs of staff as well as students living and working in the area. The nursery is proposed to provide for 100 nursery spaces and would be operated by 30 staff and would operate from 8am to 6pm daily with the majority of children staying all day.
4. The number of external alterations to the building are limited to facilitate the use of the building such as: installation of new soil pipe, external vent grilles and kitchen extractor, new doors in place of windows in the north

elevation, new external stairs from the ground and first floor to provide direct access to the garden area, fencing around the garden to provide an enclosed area and surfacing part of the garden area to allow for all weather outdoor play, provision of polycarbonate roof over the level playing area to the rear of the building and erection of a timber buggy/pushchair store. A flat glazed canopy would be fitted over the entrance door.

5. It is also proposed to use the existing car park (previously used by the Oxfordshire Health Trust staff) for staff and parent drop-off parking. The car park would be resurfaced and lighting installed. Fifteen parking spaces would be provided in total with five for staff, eight for drop offs and two disabled spaces.
6. Following discussions between the County Highways Authority and applicant, the plans have recently been amended to propose the widening of the access point. This will involve the careful removal of part of the existing wall and gate piers and replacement when the temporary permission comes to an end.

#### **Determining Issues:**

- Principle of development
- Highways
- Impact on trees
- Impact upon Historic Environment

#### **Officers Assessment:**

##### Principle of Development:

7. The Triangle Building is an existing building which has been vacant for some time. The University have indicated that they would like to use the nursery for a temporary period only until a permanent home for a nursery in this area can be found. It is also important to stress that this application is stand-alone, and not part of the Masterplan or outline permission for an extended Old Road Campus. It is intended to be demolished for future research buildings permitted as part of the outline permission permission. The building out of the extended Old Road Campus is a long term project however and it is not anticipated that this part of the site will be redeveloped with a permanent new research building for several years yet.
8. Policy SP39 of the Sites and Housing Plan 2011-2026 states that *“Planning permission will be granted for medical teaching and research at Old Road Campus. Planning permission will not be granted for any other uses....”*. Whilst this development is not strictly speaking for medical teaching and research, it would be heavily connected to the Campus and ancillary to those activities. Clearly there is merit therefore in utilising a vacant building for a temporary period for a need

which exists for the University.

9. Limited external alterations are proposed to the building to enable it to function as a nursery and it is not considered that these changes would have an adverse impact upon the character and appearance of the surrounding area.

#### Highways Impact.

10. It is clear that the principle of using the existing access onto Old Road is of concern to local residents. The County Highways Authority have been in discussions with the applicant regarding the proposed access and have looked at a number of ways in which it could be improved. This has culminated in the submission of revised plans which have recently been out to consultation. These revised plans show the access widened to 5 metres to allow two vehicles to pass.
11. The revised plans also propose a reorganisation of the parking spaces within the site to provide staff parking at the furthest point from the building. Level access will also be achieved between the car park and the footpath to the south meaning that parents and children will not have to walk through the car park to access the nursery. It is understood that the County Highways Authority are satisfied with the amended proposals from a highway safety perspective. They have asked for an informative to be added to any consent to request that indicative lines are laid out for parents and children to cross the car park to the footpath.

#### Impact on Trees.

12. Policies NE15 and NE16 of the Oxford Local Plan 2001-2016 provide for the protection of trees and hedgerows. Policies CP1 and CP11 also require development proposals to retain and protect important landscape features and ensure that hard and soft landscaping proposals contribute to the character of an area. This site is also now covered by a new Tree Preservation Order: Old Road Campus, Roosevelt Drive (No.1) TPO 2015
13. No objections are raised to the proposal in arboricultural terms. The proposed car park is situated within an area of trees forming part of the site's important northern boundary tree belt, and the area is already subject to informal parking. Some of the proposed car parking spaces will be within the Root Protection Areas (RPAs) of these trees. Therefore in order to minimise any harm to tree RPAs from the construction of hard surfaces, the car park construction will need to be compliant with certain no-dig standards. Appropriate conditions are recommended to be imposed to provide for the protection of the trees and their roots in terms of lighting services and hard surfacing and also requiring the detailed measures for the protection of trees to be retained during the development.

## Impact upon the Historic Environment.

14. The stone wall around the application site adjacent to Old Road is 19<sup>th</sup> Century, constructed of local stone and encloses the former Highfield Park/Park hospital (now Boundary House). The wall and gate piers are not Listed and the site is not within a Conservation Area. However, recently a request has been put forward to add the wall to the Oxford Heritage Asset Register (OHAR) which is a register of buildings, structures, features or places that make a special contribution to the character of Oxford and its neighbourhoods through their locally significant historic, architectural or artistic interest. Inclusion of a building or place on the Heritage Asset Register imposes no additional legal requirements or responsibilities on property owners over and above those already required for planning permission or building regulation approval. It can, however, help to influence planning decisions in a way that conserves and enhances local character. Under the National Planning Policy Framework (NPPF) the conservation and contribution of locally listed heritage assets will be a material consideration in planning decisions that directly affect them or their setting.
15. As described above, the proposals to increase the width of the access will involve moving the large gatepost which has a large carved finial. With regard to the NPPF, whilst it is accepted that the wall itself does contribute to the character and interest of the area, the wall is not protected by listed status and removal of part of it would allow the development to be acceptable in highways terms.
16. It is therefore recommended that conditions be imposed on any consent requiring a) the appropriate and careful removal of the relevant part of the wall part, b) the appropriate storage and labelling of the stone during the 5 year period, c) upon cessation of the temporary use, the appropriate reinstatement of the part of the wall to its original condition. There are other examples of University projects where this has been successfully achieved, mostly recently with the extension to the Ashmolean Museum where it was necessary for the stone arch fronting St. Giles to be removed to allow for construction access, but was successfully reinstated upon completion of the development. The same approach would ensure that the permanent demolition of the wall here did not take place but would respect the thrust of Local Plan policies CP1 and HE7 and Core Strategy policy CS18 . In the longer term further consideration will be required to be given to the wall as and when further phases of development at the extended campus come forward. The wall is clearly of much local interest and character but with the changing nature of the extended campus site, there are arguments both for and against its retention in full, or its amendment so that new buildings can better address Old Road. Decisions about the most appropriate approach will need to be taken in the context of those future developments. For now the wall remains with a recommended requirement that the temporarily removed section be reinstated following cessation of the temporary use

### Sustainability:

17. It is considered that the development is most sustainable. The proposed change of use proposes the reuse of an existing building on an established campus, close to the workplace of people who would use it for childcare purposes.

### **Conclusion:**

For the reasons set out above it is recommended that the application be approved subject to conditions. No objections are raised from the County Highway Authority on the basis of the revised access arrangements proposed and it is considered that the partial removal and ultimate reinstatement of the wall and gate piers could be appropriately controlled by planning condition. Members are recommended to support the proposals 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 approve subject to conditions, officers consider that the proposal will not undermine crime prevention or the promotion of community safety.

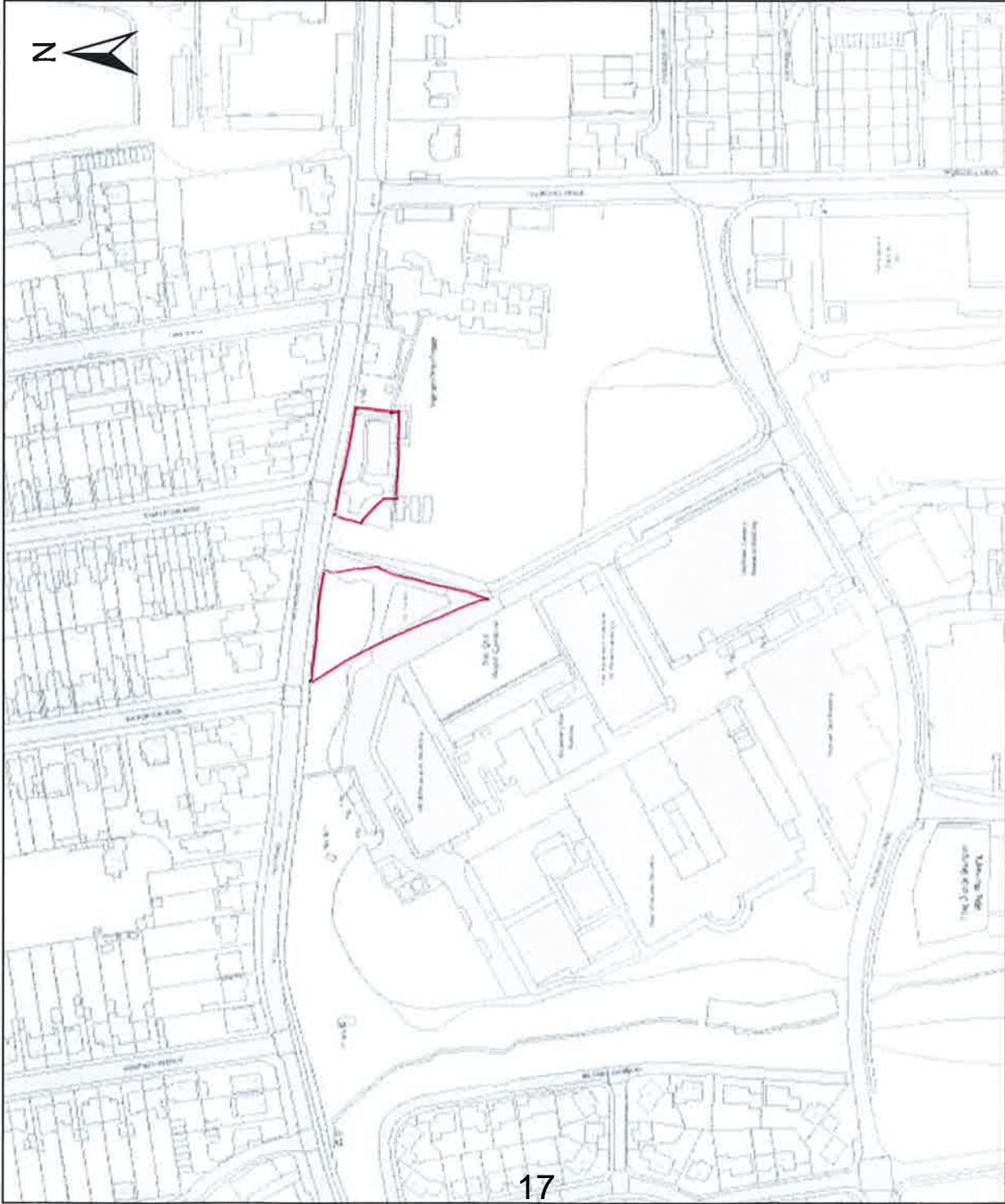
**Background Papers:** 14/03540/FUL

**Contact Officer:** Amanda Rendell

**Extension:** 2477

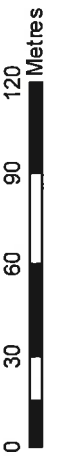
**Date:** 5<sup>th</sup> May 2015





Appendix 1-The Triangle Building

Scale (when printed at A4): 1:2,500  
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Date: 30/04/2015

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East Area Planning Committee

14<sup>th</sup> May 2015

**Application Number:** 15/00288/RES

**Decision Due by:** 4th May 2015

**Proposal:** Linked three storey extension to existing hotel to provide 63 bedrooms, extended and amended reception areas, 69 car parking spaces, landscaping and ancillary works (total 202 bedroom and 256 car parking spaces). (Reserved matters of planning permission 12/01424/EXT seeking permission for access, appearance, landscaping, layout and scale).

**Site Address:** Premier Inn, The Longwall Garsington Road (**site plan: appendix 1**)

**Ward:** Lye Valley Ward

**Agent:** Mr Mark Thackeray

**Applicant:** Premier Inn Hotels Limited

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## Recommendation:

The East Area Planning Committee is recommended to approve planning permission for the following reasons:

## Reasons for Approval

- 1 The proposed development has already been granted outline planning permission for hotel use (Class C1) under 91/01303/NO and latterly 12/01242/EXT. In accordance with the matters reserved at outline stage, the scale, layout, access, appearance and landscaping of the proposed development would create an appropriate visual relationship with the existing hotel complex and wider business park. The proposal would not create any particular adverse impacts in terms of highway safety, flooding, archaeology, sustainability, drainage, biodiversity, and contaminated land that could not be successfully mitigated through appropriately worded conditions. The proposal would accord with the aims of the National Planning Policy Framework and the relevant policies of the Oxford Core Strategy 2026, Oxford Local Plan 2001-2016, and the Sites and Housing Plan 2011-2026. No third party comments have been received.
- 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.

## **Conditions**

1. Time Limit
2. Approved Plans
3. Materials
4. Landscaping details
5. Landscape completion
6. Lighting Scheme
7. Sustainability
8. Biodiversity enhancements
9. Revised parking layout
10. Cycle Parking
11. Travel Plan
12. Construction Traffic Management Plan
13. Drainage Strategy – incorporating SUDS techniques
14. Phase 1 contaminated land
15. Unsuspected contamination - EA
16. Archaeology - WSI

## **Principal Planning Policies:**

### 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
- CP11** - Landscape Design
- CP13** - Accessibility
- CP19** - Nuisance
- CP20** - Lighting
- CP21** - Noise
- CP22** - Contaminated Land
- TR1** - Transport Assessment
- TR2** - Travel Plans
- TR3** - Car Parking Standards
- TR4** - Pedestrian & Cycle Facilities
- TR14** - Servicing Arrangements
- NE14** - Water and Sewerage Infrastructure
- TA4** – Tourist Accommodation

### Core Strategy

- CS2\_** - Previously developed and greenfield land
- CS9\_** - Energy and natural resources
- CS11\_** - Flooding
- CS12\_** - Biodiversity

**CS13\_** - Supporting access to new development  
**CS18\_** - Urban design, town character, historic environment  
**CS27\_** - Sustainable economy  
**CS28\_** - Employment sites

#### Sites and Housing Plan - Submission

**SP42\_** - Oxford Business Park

#### Other Planning Documents

National Planning Policy Framework  
Planning Practice Guidance

### **Planning History**

91/01303/NO - Demolition of all buildings. Construction of buildings for B1 business use (125,023 square metres) & a hotel (10,451 square metres) incl. new roads, car parking, infrastructure & landscaping (Amended Plans) (Oxford Business Park, Garsington Road): Approved

94/00287/NF - Erection of 1 and 2 storey restaurant and public house with garden and children's play area and a 3 storey 60 bedroom hotel with 140 parking spaces, including 7 disabled parking spaces, cycle park and associated landscaping (amended plans): Approved

96/01399/NF - Erection of 3 storey building to provide hotel (61 bedrooms) and provision of 65 parking spaces off existing hotel / restaurant access & alterations to service road (Amended plans): Approved

99/01351/VF - Variation of condition 1 on permission NO/1303/91 to allow submission of reserved matters application until 26.11.2004: Approved

03/01153/FUL - Three storey extension to provide ground floor meeting rooms and additional 30 guest bedrooms above. Rearrangement of car parking to provide 188 spaces (from 202) and new pedestrian/cycle access to Garsington Road (Amended plans): Approved

04/00215/VAR - Variation of condition 1 on permission 99/01351/VF to allow submission of reserved matters application until 30.11.2012: Approved

06/00601/FUL - Two storey, 22 bedroom extension to hotel. Cycle/footpath link to Garsington Road: Approved

12/01424/EXT - Extension to the outline planning permission 91/01303/NO for Class B1 business use, hotel, associated roads, car parking, infrastructure and landscaping: Approved

### **Public Consultation**

#### Statutory Consultees

- Natural England  
No objection. The development will not have an impact upon the Lye Valley and Brasenose Wood and Shotover Hill Sites of Special Scientific Interest (SSSI).

The impact upon protected species has not been assessed. The scheme may provide opportunities for biodiversity and landscape enhancements.

- Environment Agency Thames Region  
No objection, subject to a condition being attached which requires a remediation strategy to be developed if any unsuspected contamination is found.
- Highways Authority  
No objection, subject to conditions requiring swept path analysis should be provided for the new car park to demonstrate safe access to the extended parking area; a reduced number of parking spaces; cycle parking detail; and a travel plan to be prepared before first occupation.
- Thames Water Utilities Limited  
Thames Water recommend the following informative be attached to this planning permission. Thames Water will aim to provide customers with a minimum pressure of 10m head (approx 1 bar) and a flow rate of 9 litres/minute at the point where it leaves Thames Waters pipes. The developer should take account of this minimum pressure in the design of the proposed development.

Insufficient documentation containing confirmed details of the proposed drainage plan could be located on the local authority website. In order for Thames Water to determine whether the existing sewer network has sufficient spare capacity to receive flow from the proposed development, a drainage strategy must be submitted detailing both the foul and surface water strategies. Details of any proposed connection points or alterations to the public system, including; calculated peak foul and surface water discharge rates for both the pre and post development site, details of any pumped discharges (maximum pump rates), attenuation details with accompanying capacity requirement calculations, and details of incorporated SuDS must be included in the drainage strategy.

If initial investigations conclude that the existing sewer network is unlikely to be able to support the demand anticipated from this development, it will be necessary for the developer to fund an Impact Study to ascertain, with a greater degree of certainty, whether the proposed development will lead to overloading of existing waste foul and surface water infrastructure, and, if required, recommend network upgrades.

In accordance with part H of the Building Regulations Act 2002. Positive connection to a public surface water (or combined) sewer will only be consented when it can be demonstrated that the hierarchy of disposal methods have been examined and proven to be impracticable. The disposal hierarchy being ;- 1st Soakaways; 2<sup>nd</sup> Watercourses; 3<sup>rd</sup> Sewer. Thames Water's preferred option would be for all surface water to be disposed of onsite using SUDs.

### Third Parties

None

### **Officers Assessment:**

#### **Background to Proposals**

1. The site is located on the northern side of Garsington Road, and close to the junction of the eastern bypass (A4142) which lies to the east (**appendix 1**).
2. The site comprises an area of undeveloped land to the rear of the Premier Inn Hotel which is situated within the Oxford Business Park. It is bordered by the David Lloyd Leisure Complex to the east, the Kidsunlimited Nursery to the south-west and the hotel and Garsington Road to the south.
3. The Premier Inn Hotel has 143 bedrooms within two principal blocks and an annex. The Longwall Restaurant is between the two blocks and provides breakfast for hotel guests. There is a car park in the frontage with 191 spaces which is accessed from Garsington Road.
4. In November 1992 outline planning permission was granted for the development of the Oxford Business Park and the construction of buildings for B1 Business Use (125,023m<sup>2</sup> floorspace); a hotel (10,451 m<sup>2</sup> floorspace); new roads; car parking; infrastructure and landscaping under reference 91/01303/NO. At the time outline permission was granted a number of matters were reserved for approval such as scale, layout, access, appearance and landscaping. The timeframe for these matters to be agreed has been extended under a number of applications with the most recent being 12/01424/EXT which extended the time limit to the 13<sup>th</sup> December 2022.
5. The application is a reserved matters application for the erection of a three storey extension to the western block of the hotel to create 63 rooms (including 3 accessible rooms), an extended and altered reception area, 69 car parking spaces, landscaping, and ancillary works.
6. Officers consider the principal determining issues to be:
  - principle of development;
  - site layout and built forms;
  - transport;
  - landscaping
  - flood risk and drainage;
  - biodiversity;
  - sustainability
  - archaeology
  - contaminated land

## **Principle of Development**

7. The principle of developing the Oxford Business Park for B1 business use (125,023m<sup>2</sup>) and a hotel (10,451m<sup>2</sup>) has already been established through outline planning permission 93/01303/NO. This permission has subsequently been extended with the most recent for the remaining undeveloped portions of the site approved under 12/01242/EXT
8. The hotel use has been implemented and currently includes two three storey blocks (one of which has had a small extension added to it) and an ancillary bar/restaurant. The Planning Statement submitted with the application confirms that the complex has a total floor area of 6,475m<sup>2</sup>, with a 5,070m<sup>2</sup> for the hotel and 1,405m<sup>2</sup> for the restaurant, all of which have been approved through reserved matters and full applications. The hotel is the only C1 use within the park, and there remains a level of developable floor space for this use under the terms of the original outline planning permission.
9. The proposed extension would seek permission to add 2,055m<sup>2</sup> of floorspace to the hotel complex which would increase the overall floor area of the complex to 8,530m<sup>2</sup>. This would fall within the unfulfilled commitment of the outline planning permission (93/01303/NO).
10. Therefore officers consider that this reserved matters application would fall within the scope of the outline planning permission and as such there would be no reason to object to the general principle of extending the hotel.

## **Site Layout and Built Forms**

11. Policy CS18 of the Oxford Core Strategy 2026 requires development to demonstrate high-quality urban design responding appropriately to the site and surroundings; creating a strong sense of place; contributing to an attractive public realm; and providing high quality architecture.
12. The Oxford Local Plan 2001-2016 requires development to enhance the quality of the environment, with Policy CP1 central to this purpose. Policy CP6 emphasises the need to make an efficient use of land, in a manner where the built form and site layout suits the sites capacity and surrounding area. This is supported through Policy CP8, which states that the siting, massing, and design of new development should create an appropriate visual relationship with the built form of the surrounding area. Policy CP10 of the Local Plan requires development proposals to be sited in a manner which meets functional need, but also in a manner that safeguards the amenities of other properties.
13. The proposed siting of the new wing to the rear of the western block in the undeveloped plot to the rear of the complex allows a suitable link to be established between the dwellings. The proposed building would not create any adverse impacts upon the other adjoining units within the park. The size and scale of the building would be consistent with the western block and would be three-storey with a hipped roof. The design of the building would again mirror the western block with blockwork at ground floor level, facing brick above, and render



at the top floor. The development would also require appropriate minor alterations to the western block with the relocation of the existing stairwell and changes to the entrance through a single storey pitched roof extension.

14. Officers consider that the overall built form and site layout would be consistent with the existing hotel buildings on this plot. Therefore the new buildings would suit the sites capacity, and create an appropriate visual relationship with the existing buildings and the business park as a whole. Therefore officers consider that the proposal would satisfy the requirements of Policy CS18 of the Oxford Core Strategy 2026, and Policies CP1, CP6, CP8, and CP10 of the Oxford Local Plan 2001-2016.

## **Transport**

15. A Transport Statement and Travel Plan have been included with the application, which considers the highway impacts of the proposed development.
16. Traffic Generation: The Transport Statement shows that the proposed extension will be a net increase of 58 rooms. The trip generation for the proposed extension would be 26 two-way trips in the AM peak and 22 two-way trips in the PM peak. This would be considered reasonable and although the local highway network is congested at peak times, the Local Highways Authority has indicated that the traffic generation would be unlikely to have a significant effect on the local highway network including surrounding junctions.
17. Access and Parking Layout: The proposed layout presented in drawing 3100/P105, shows the new parking access road located immediately to the west of the 'Existing Premier Inn Hotel'. There is a concern that the width of the access road would not be sufficient to enable two vehicles to pass each other at this section of the road. Therefore the Local Highways Authority have requested that a condition be imposed which requires details of the access road and a swept path analysis be provided to demonstrate this. The Local Highways Authority has also noted that the access road connects to the existing car park at the access point to the nursery. As both accesses lead from an existing car park rather than a main thoroughfare, it is considered that there would be limited scope for conflict given the speeds of vehicles travelling throughout the parking areas. Nevertheless, officers consider that the condition for the access road should also include details of all signage and road markings in this location.
18. The Transport Statement indicates that an additional 69 spaces would be provided including 3 disabled spaces. 5 existing spaces would need to be removed to accommodate the new parking access road, resulting in a net increase of 64 spaces. This would exceed the maximum parking standards as set out within the Oxford Local Plan which would only require 58 spaces. The Transport Statement explains that this additional capacity would mean that at particularly busy times, there would not be any overspill on surrounding streets. However, it does not say how often such particularly busy conditions would occur and officers consider that there is no justification for the parking provision to exceed the maximum standards of 58 new parking spaces including 3 disabled parking spaces to include provision for guests and staff. That said it is also recognised that this additional parking needs to be viewed within the overall parking provision for the hotel complex which includes the hotel rooms and also the Longwall restaurant. Therefore a condition should be attached requiring

revised details of the new parking area, to ensure that the overall parking for the hotel does not exceed the maximum standards.

19. In order to support the reduction in car parking spaces, more cycle parking spaces should be provided. Currently, the proposals include only 10 spaces (5 stands). A minimum of 20 spaces or 10 stands should be an achievable target for cycle parking. This should be provided in a location as close to the entrance of the building as possible. It should be undercover and use Sheffield type stands. This should be secured by condition
20. Travel Plan: The cycling and walking facilities are very good right to the site and there are buses that serve the site directly or that stop only a very short walk away. The Travel Plan describes the bus services available at the bus stops located on the Garsington Road, but does not make reference to the frequent and comprehensive bus services available at the Original Swan bus stops, some 600 metres from the hotel entrance and gives guests and employees access to a very frequent bus service to the City Centre including direct buses to/from the rail station and late night operation until 0300. There is also a comprehensive bus service to the Headington area from the Original Swan stops. The Hotel should commit to promoting public transport use through a revised and targeted Travel Plan in order to mitigate the impact of additional traffic on the congested Garsington Road area. More targeted information would be beneficial for future hotel residents and employees, stressing the excellent public transport which is available 600 metres from the hotel. This could take the form of maps and notices in the hotel foyer and literature in guest bedrooms. It's suggested that the generic Traveline-style information on the hotel website is modified to give clear information about the high-frequency services available within walking distance of the hotel. The Travel Plan could be secured by condition.

## **Landscaping**

21. A Landscaping Strategy has been submitted with the application, which provides full details of the soft landscaping for the proposed development.
22. The planning statement indicates that the landscape strategy has been developed with the overall masterplan for the business park in mind. Officers welcome the approach to providing an indicative strategy for the site, which would attempt to integrate the site with the structural landscaping throughout the park in accordance with Policy CP11 of the Oxford Local Plan 2001-2016. A condition should be imposed which requires this landscape plan to be developed further and carried out prior to completion of the development.

## **Flood Risk and Drainage**

23. The Environment Agency has raised no objection on grounds of Flood Risk, but recommended a condition requiring a watching brief for any unsuspected land contamination which may have an impact on groundwater.
24. Thames Water suggests that the existing waste water infrastructure may not be sufficient to accommodate the needs of the application. In the event that permission is granted a condition should be attached which requires a drainage strategy for any on and/or off site drainage works should be submitted in

consultation with Thames Water and that no drainage into the public system shall be allowed until the agreed drainage works have been carried out. They have also requested that all surface water drainage should use sustainable urban drainage techniques.

### **Sustainability**

25. An Energy Recovery Statement and Natural Resource Impact Analysis have been submitted with the application
26. The NRIA scores 6/11 and states that layout of the development has been designed to maximise solar gain; the extension will be designed to a high insulation standard to reduce the levels of heating energy required; and high water efficiency methods. It will also include the use of air source heat pumps. The NRIA states that the existing hotel has had newly installed photovoltaic panels added to it, although there is no suggestion they will be used on the extension. This may be a lost opportunity. The building will be constructed from locally sourced materials. Therefore officers consider that the proposed development would accord with the aims and objectives of Oxford Core Strategy Policy CS9 subject to a condition which requires details of the sustainable design and technologies to be incorporated into the building.

### **Biodiversity**

27. An Ecological Appraisal has been submitted with the application which states that the site comprises semi-improved and amenity grassland, ornamental hedgerows and planting, hard-standing and small species of poor hedgerow. The loss of these species could have an impact upon the potential habitat for nesting birds and as such it recommends that all vegetation is cleared outside of the bird nesting season. Furthermore biodiversity enhancements such as bat and bird boxes are recommended for the walls of buildings or trees within any landscaped scheme. The appraisal also recommends that any grassland replaced within the scheme should be sown with wildflower lawn mix to provide better sources for invertebrates and foraging birds.
28. Natural England has raised no objection to the proposal. A condition should be attached requiring the conclusions of the appraisal to be implemented in accordance with Oxford Core Strategy Policy CS12.

### **Archaeology**

29. An archaeological desk based assessment by Museum of London Archaeology (2012) was submitted with the recent extension to the outline permission. The report noted the potential for Roman archaeology in this location and that whilst the site is located some distance from the known centres of settlement, there remains potential for Roman features (pottery kilns, and/or settlement or agriculture associated with the Roman road to the east) to extend into the site. Furthermore the report notes that the site was formerly occupied by a building belonging to the 20th century Morris Car Works. Any early remains that may contribute to our understanding of the car plant layout would be of local interest.

Therefore a condition should be attached requiring a written scheme of investigation to be carried out.

### **Contaminated Land**

30. The site is located on the former Rover Car Assembly Works. Seven above ground oil storage tanks are known to have been housed on the proposed hotel extension site. Remediation works were undertaken in the early 1990's. Remediation work involved removal and disposal of mineral oil, copper and lead contaminated soils. The remediation target levels used were based on now out of date guidance.

31. It is the developer's responsibility to ensure that the site is suitable for use and therefore a risk assessment should be provided within sufficient information to adequately assess the risks at the site. A condition should be attached requiring the provision of an assessment.

### **Conclusion:**

32. The proposal is considered to be acceptable in terms of the relevant policies of the Oxford Core Strategy 2026, Oxford Local Plan 2001-2016, and Sites and Housing Plan 2026 and therefore approval is 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 planning permission, officers consider that the proposal will not undermine crime prevention or the promotion of community safety.

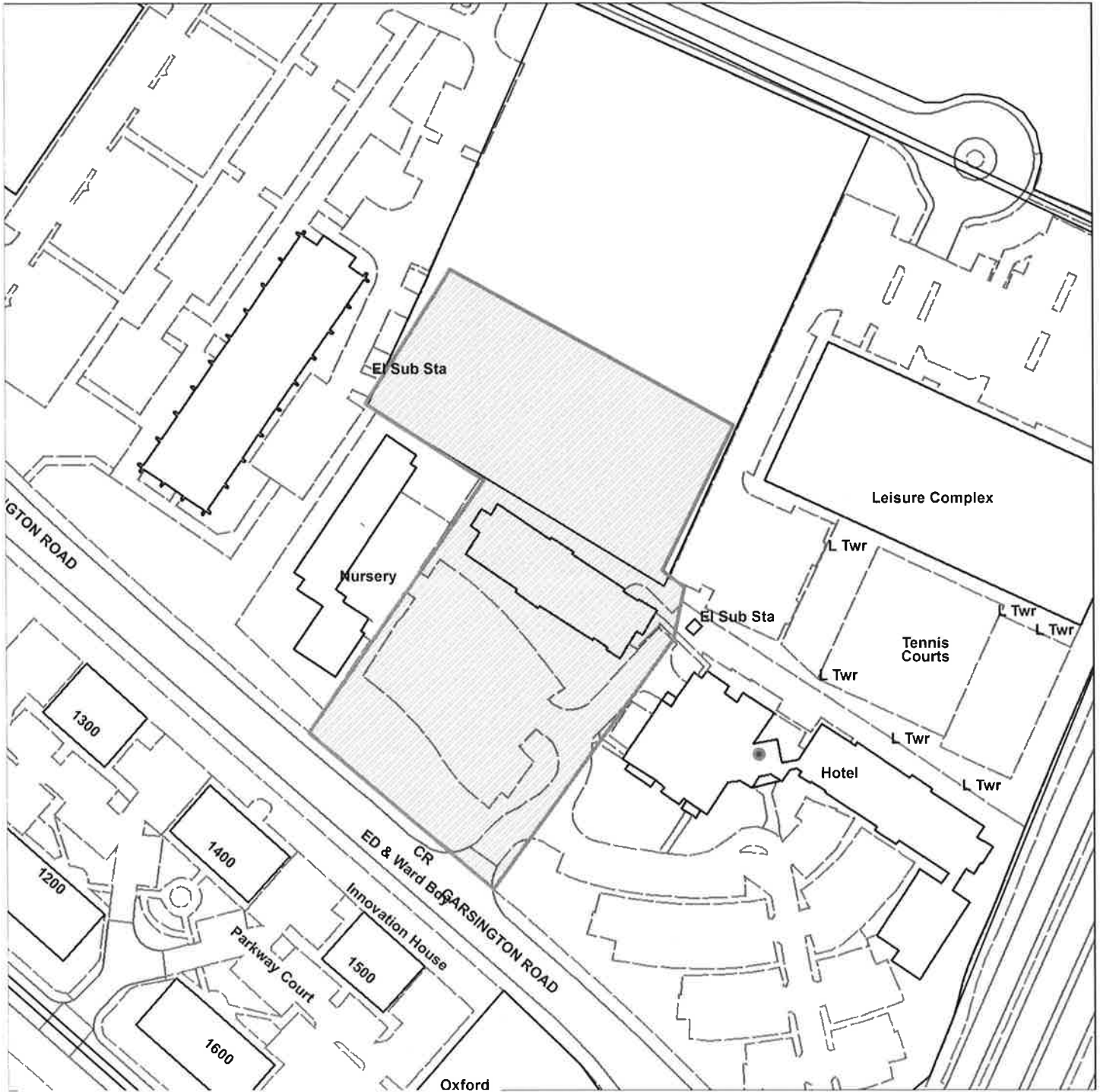
**Contact Officer:** Andrew Murdoch

**Extension:** 2228

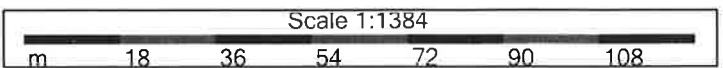
**Date:** 1st May 2015

# Appendix 1

Premier Inn, Garsington Road (15/00288/RES)



1:1384



<b>Organisation</b>	Oxford City Council
<b>Department</b>	City Development
<b>Comments</b>	Not Set
<b>Date</b>	05 May 2015
<b>SLA Number</b>	100019348

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**East Area Planning Committee**

14<sup>th</sup> May 2015

**Application Number:** 15/00732/CT3

**Decision Due by:** 30th April 2015

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

**Site Address:** 3 Sawpit Road Oxford. Site plan at **Appendix 1**

**Ward:** Blackbird Leys Ward

**Agent:** N/A

**Applicant:** Oxford City Council

---

## **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.

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**

HP9\_ - Design, Character and Context

HP14\_ - Privacy and Daylight

**Other Material Considerations:**

National Planning Policy Framework

Planning Practice Guidance

**Relevant Site History:**

57/06434/A\_H - Outline application for housing and ancillary purposes including the stopping up of part of Long Lane and Sandy Lane. PER 8th October 1957.

58/07346/A\_H - 40 houses in pairs and terraces. PER 23rd September 1958.

60/10081/A\_H - Development of road and sewers layout. PER 8th November 1960.

**Representations Received:**

32 Sawpit Road: hours of work? Is there weekend building? Is extension at left of existing building?

**Statutory and Internal Consultees:**

No comments received

**Issues:**

Design

Residential Amenity

**Officers Assessment:**

**Site Description**

1. The application site comprises a 1960's mid terrace residential property on the eastern side of Sawpit Road within Blackbird Leys. The property is faced in red brick under a concrete tiled roof at the front and pebble dashed render at the rear.

**Proposal**

2. The application is seeking permission for a single storey flat roofed rear extension.

**Assessment**

Design



3. 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.
4. The proposed extension is 6.7m long 4.6m wide and 2.65m high and is set 2.8m away from the boundary with No. 1 Sawpit Road and 300mm away from the boundary with No. 5 Sawpit Road. The materials proposed are to match the existing property; a condition will be added to ensure this. The proposed extension is considered to be in keeping with the existing building in terms of its design and use of materials.

#### Residential Amenity

5. 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.
6. With respect to No. 1 Sawpit Road the proposal does not breach the 24/25 degree code of practice in terms of sunlight/daylight and it is set far enough away from the common boundary so as not to be overbearing or create a sense of enclosure.
7. With regards to No. 5 Sawpit Road the proposal just clips the 45/25 degree code of practice when taken from the conservatory. However the proposed extension is to the north of No. 5 and there is 1.8m high fence along the common boundary therefore the impact will be minimal. The proposed extension is quite long however it is relatively low with a flat roof and set 300mm away from the boundary. Therefore its impact on No. 5 is considered to be harmful enough to warrant refusing the application.

#### **Conclusion:**

8. Members are recommended to approve the proposal.

#### 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:**

**Contact Officer:** Lisa Green

**Extension:** 2614

**Date:** 29th April 2015

# Appendix 1

## 15/00732/CT3 - 3 Sawpit Road



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Ordnance Survey 100019348

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**Report to:**  
**West Area Planning Committee**  
**East Area Planning Committee**

12<sup>th</sup> May 2015  
14<sup>th</sup> 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 19<sup>th</sup> November 2014 and went out to public consultation on 6<sup>th</sup> 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 31<sup>st</sup> 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 9<sup>th</sup> 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:

<b>Action</b>	<b>Progress and Plans</b>	<b>Review</b>
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

## Appendix C:

### Planning Services Improvement Action Plan Schedule, including a table of future projects

Steering Group

Panel: Councillor Bob Price, Vincent Goodstadt, David Edwards.

In attendance: Michael Crofton Briggs, Niko Grigoropoulos

The independent review confirms that the City Council met its statutory obligations in handling the planning application. However, there are recommendations on embedding best practise. There are six principal sets of recommendations:

Recommendation	Action / Programme	Owner	Milestone Not started/ In hand/ Complete/Test ed	Progress/Achievement
<b><i>I. Planning Procedures</i></b>				
<p>Improving the clarity of the informal and formal liaison arrangements and the documentation of the pre-application process;</p> <p>Para 56. SLA with University strengthened – clear documentation what material presented and what comments made.</p> <p>Improving clarity of the informal and formal liaison arrangements and the documentation of the pre-application process</p>	<p><i>A1. Review of current Service Level Agreement with the University of Oxford.</i></p>	MHancock	A1. Complete and embedded.	<p>A1. System established for agendas for meetings with University Estates Office to be circulated in advance and Notes circulated and agreed afterwards.</p> <p>Standard Operating Procedure (SOP) completed.</p>
	<p><i>A2. New SLA overall / Handbook</i></p>	MCrofton Briggs	A2. Separate project.	<p>A2. Protocol with University being reviewed in order to also include the Colleges. Further discussions to be held with all parties to agree</p>

	<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 &amp; 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><b>EXTRA:</b> 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><b>EXTRA:</b> 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 22<sup>nd</sup> and 24<sup>th</sup> September, 1<sup>st</sup> 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>
<b>II. Consultation Processes.</b>				
<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"> <li>1.Allow more time between project inception and the proposed commencement date</li> <li>2.Engage other appropriate parties (including members) in pre-application discussions, and not just officers;</li> <li>3.Provide opportunities for presentations and briefings to members;</li> <li>4.Encourage a two-stage consultation on major applications ; and</li> <li>5. Set down clearer guidelines on the desired documentation.</li> </ol>	<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>B EXTRA:</b> 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 <sup>rd</sup> 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 <sup>th</sup> 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.
<b>D. EXTRA:</b> 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.
<b>E. EXTRA:</b> 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.
<b>III. Visual Impacts &amp; Quality of Design</b> 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><a href="http://www.oxford.gov.uk/PageRender/decP/Designintheplanningprocess.htm">http://www.oxford.gov.uk/PageRender/decP/Designintheplanningprocess.htm</a></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 <sup>nd</sup> July 2014 with recommended actions. Formal roll out session with all officers held on 7 <sup>th</sup> 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.
<b>EXTRA:</b> 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><b>EXTRA:</b> Improve internal design expertise</p>	<p>F1. Skills audit and schedule, L&amp;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.
<b>IV. Committee Reporting</b> <b>It recommended that the presentation of the planning issues of major applications to committee should be strengthened by</b>				
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. <b>Visual Impacts &amp; Quality of Design</b> 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"> <li>C2. Complete.</li> </ul>	practice techniques for visualisation at committee. Relates to section 3 above.  C2. See Draft Visualisations best practice document.
<b>V. Planning Conditions</b> <b>It is recommended that enforcement procedures and coordination (on conditions) should be strengthened through:</b>				
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 7<sup>th</sup> 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.
<b>EXTRA:</b> 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 <sup>th</sup> 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.
<b>VI. Wider Planning Issues</b>				
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. <b>EXTRA:</b> 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)

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Version: 9<sup>th</sup> March 2015

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

## Monthly Planning Appeals Performance Update – April 2015

Contact: Head of Service City Development: Michael Crofton-Briggs

Tel 01865 252360

1. The purpose of this report is two-fold:
  - i. To provide an update on the Council's planning appeal performance; and
  - ii. To list those appeal cases that were decided and also those received during the specified month.

### Best Value Performance Indicator BV204

2. The Government's Best Value Performance Indicator BV204 relates to appeals arising from the Council's refusal of planning permission and telecommunications prior approval refusals. It measures the Council's appeals performance in the form of the percentage of appeals allowed. It has come to be seen as an indication of the quality of the Council's planning decision making. BV204 does not include appeals against non-determination, enforcement action, advertisement consent refusals and some other types. Table A sets out BV204 rolling annual performance for the year ending 30 April 2015, while Table B does the same for the current business plan year, ie. 1 April 2015 to 30 April 2015.

Table A	Council performance		Appeals arising from Committee refusal	Appeals arising from delegated refusal
	No.	%	No.	No.
Allowed	14	31.1%	7	7
Dismissed	31	68.9%	7	24
Total BV204 appeals	45	100.0	14	31

**Table A. BV204 Rolling annual performance  
(1 May 2014 to 30 April 2015)**

Table B	Council performance		Appeals arising from Committee refusal	Appeals arising from delegated refusal
	No	%	No.	No.
Allowed	0			
Dismissed	0			
Total BV204 appeals	0			

**Table B. BV204: Current business plan year performance  
(1 April 2015 to 30 April 2015)**

## All Appeal Types

3. A fuller picture of the Council's appeal performance is given by considering the outcome of all types of planning appeals, i.e. including non-determination, enforcement, advertisement appeals etc. Performance on all appeals is shown in Table C.

<b>Table C</b>	<b>Appeals</b>	<b>Performance</b>
Allowed	19	34.5%
Dismissed	36	65.5%
All appeals decided	55	100.0%
Withdrawn	3	

**Table C. All planning appeals (not just BV204 appeals)  
Rolling year 1 May 2014 to 30 April 2015**

4. When an appeal decision is received, the Inspector's decision letter is circulated (normally by email) to the committee chairs and ward councillors. If the case is significant, the case officer also subsequently circulates committee members with a commentary on the appeal decision. Table D, appended below, shows a breakdown of appeal decisions received during April 2015.
5. When an appeal is received notification letters are sent to interested parties to inform them of the appeal. The relevant ward members also receive a copy of this notification letter. Table E, appended below, is a breakdown of all appeals started during April 2015. Any questions at the Committee meeting on these appeals will be passed back to the case officer for a reply.
6. All councillors receive a weekly list of planning appeals (via email) informing them of appeals that have started and been decided, as well as notifying them of any forthcoming hearings and inquiries.

Table D

**Appeals Decided Between 1/04/15 And 30/04/15**

DECTYPE KEY: COMM - Area Committee Decision, DEL - Delegated Decision, DELCOM - Called in by Area Committee, STRACM - Strategic Committee;  
 RECM KEY: PER - Approve, REF - Refuse, SPL - Split Decision; NDA - Not Determined; APP DEC KEY: ALC - Allowed with conditions, ALW - Allowed without conditions, ALWCST - Allowed with costs, AWD - Appeal withdrawn, DIS - Dismissed

DC CASE      AP CASE NO.      DECTYPE:    RECM:    APP DEC    DECIDED    WARD:    ADDRESS      DESCRIPTION

77

Total Decided: 0

**Enforcement Appeals Decided Between 1/04/2015 And 30/04/2015**

APP DEC KEY: ALC - Allowed with conditions, ALW - Allowed without conditons, AWD - Appeal withdrawn, DIS - Dismissed

EN CASE      AP CASE NO.      APP DEC    DECIDED    ADDRESS      WARD:      DESCRIPTION

Total Decided: 0

## Table E

### Appeals Received Between 1/04/15 And 30/04/15

**DECTYPE KEY:** COMM - Area Committee Decision, DEL - Delegated Decision, DELCOM - Called in by Area Committee, STRACM - Strategic Committee;  
**RECMND KEY:** PER - Approve, REF - Refuse, SPL - Split Decision, NDA - Not Determined; **TYPE KEY:** W - Written representation, I - Informal hearing, P - Public Inquiry, H – Householder

DC CASE	AP CASE NO.	DEC TYPE	RECM	TYPE	ADDRESS	WARD:	DESCRIPTION
14/03029/FUL	15/00013/COND	DEL	PER	W	168 Divinity Road Oxford OX4 1LR	STCLEM	Demolition of external stores and canopy. Erection of single storey rear extension and formation of courtyard area. Change of use from 2 x flats to House in Multiple Occupation (Use Class C4) (amended plans)
14/03214/FUL	15/00014/REFUSE	DEL	REF	W	55 Blandford Avenue Oxford OX2 8EB	WOLVE	Demolition of existing dwellinghouse. Erection of 2 x 4-bedroom dwellings (Use Class C3). Provision of private amenity space, car parking and refuse stores. Provision of 2No new vehicle accesses from Blandford Avenue.
14/03485/FUL	15/00016/REFUSE	DEL	REF	W	128 & 130 Oxford Road Cowley Oxford OX4 2DU	COWLYM	Change of use of the first floor from Use Class A2 (Financial and Professional Services) to Use Class C1 (Guesthouse) to provide 6no. guest bedrooms. Change of Use of ground floor of 130 Oxford Road to Use Class A1 (Retail). Installation of new shop front and front door to first floor accommodation.

**Total Received: 3**

## EAST AREA PLANNING COMMITTEE

**Wednesday 8 April 2015**

**COUNCILLORS PRESENT:** Councillors Darke (Chair), Coulter (Vice-Chair), Anwar, Brandt, Clarkson, Lloyd-Shogbesan, Paule and Wilkinson.

**OFFICERS PRESENT:** Clare Golden (City Development), Michael Morgan (Law and Governance), Andrew Murdoch (City Development) and Jennifer Thompson (Law and Governance)

### **107. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Apologies for absence were received from Councillor Altaf-Khan.

### **108. DECLARATIONS OF INTEREST**

There were no declarations of interest made.

### **109. LITTLEMORE PARK, ARMSTRONG ROAD: 14/02940/OUT**

Councillor Anwar arrived after the start of this item and took no part in the debate or voting.

The Head of City Development submitted a report which detailed an outline planning application (with all matters reserved) seeking permission for up to 270 residential dwellings of 1 to 4 bedrooms on 2 to 5 floors to incorporate a maximum of 104 houses and 166 flats; provision of car parking; cycle and bin storage; landscaping and ancillary works at Littlemore Park, Armstrong Road.

Councillor David Henwood, Sue Stewart, Judith Godslan and Sarah Lasenby spoke against the application. They drew attention to the burial ground, traffic and transport links, and the impact of the development.

Kevin Ayrton and Sarah Aldred, the agent and the applicant's representative, spoke in support of the application.

Members of the Committee asked questions of the planning officer and of the applicant and agent.

The Committee noted the applicant's commitment not to develop or encroach onto the burial ground within the site and, as far as possible, to facilitate preservation of the burial ground outside the site.

Members of the Committee were concerned about the impact of the development on traffic on and near the site and in the wider area. Members were of the view that the location of the site, some distance from sparse public transport and with poor links, would lead to an isolated development with limited

amenity and most journeys to and from the site would be by private car. The impact of additional traffic would be detrimental to the existing settlement. Members were of the view that the housing density created an overcrowded site and exacerbated the concerns above. Members noted the assurances given; that this was a large development site; and that a Grampian condition should be applied to secure adequate foul and surface drainage provision.

A motion to approve the application with conditions as set out in the officer's report was declared lost on being put to the vote.

The Committee considered and agreed reasons for refusing permission and accordingly refused outline planning permission for reasons as set out below.

The Committee resolved to **refuse** outline planning permission for application 14/02940/OUT for the following reasons:

The development proposed would lead to the overdevelopment of the site such that the density would lead to a high number of car journeys, increasing traffic generation in the wider area, and to poor quality of life within the site for future occupiers. Furthermore the links from the site are not sufficiently sustainable to reduce reliance on the private car and there was a risk of the isolation of non-car users. This would be contrary to policy CS13 and CS18 of the Oxford Core Strategy, Policies CP1, TR1 of the Oxford Local Plan 2001-2016, and Policy HP9 of the Sites and Housing Plan.

#### **110. 312 LONDON ROAD: 15/00209/FUL**

The Head of City Development submitted a report which detailed an application for planning permission for the demolition of the existing dental surgery and garage and construction of a three-storey building to provide 3 x 3-bed, 4 x 2-bed and 2 x 1-bed flats (Use Class C3); with provision of private and shared amenity space, car parking space, bin and cycle store and landscaping; and access off the London Road at 312 London Road.

The Committee resolved to approve application 15/00209/FUL subject to the following conditions:

1. Development begun within time limit.
2. Develop in accordance with approved plans.
3. Materials.
4. Sustainability measures.
5. Landscape plan.
6. Landscaping by completion.
7. Tree protection measures.
8. Boundary treatments.
9. Privacy screens.
10. Landscape Management Plan.
11. Permeable hardsurfacing.
12. SuDS.
13. Land contamination.
14. Bin and cycle storage.
15. Construction Traffic Management Plan.
16. Hardsurfacing construction method.



17. Underground services.
18. Vision splays.
19. Ground and slab levels.
20. Trees along southern boundary.
21. Obscure glazed and non-opening side window.
22. No use of the flat roof.
23. Arboricultural method statement.

**111. RIVERA HOUSE AND ADAMS HOUSE RELIANCE WAY:  
14/03204/OUT**

The Head of City Development submitted a report which detailed an application for outline planning permission for the demolition of existing office accommodation at Rivera House and Adams House; construction of up to 98 student study rooms with provision for disabled car parking spaces and cycle parking. (Outline application with all matters reserved) at Rivera House and Adams House, Reliance Way.

The Committee resolved to refuse permission for application 14/03204/OUT for the following reasons:

1. The proposed development would result in the loss of employment accommodation in the absence of robust justification to the detriment of the economic vitality of the city and the important balance between employment and housing as a means of achieving sustainable development. Consequently the proposals fail to accord with the requirements of policy CS28 of the Oxford Core Strategy 2026 as well as the National Planning Policy Framework.
2. The proposals would inevitably result in a height and scale of development that would, in combination with the existing adjacent four storey development, unacceptably dominate and impose itself upon the wider Cowley Road streetscene to the detriment of the character and appearance of the surrounding area as well as a significant adverse impact on the setting of the adjacent non-designated heritage asset of Canterbury House. Moreover, the intensity of development proposed would be likely to lead to an overdevelopment of the site such that it would provide a poor quality environment within the site for future student occupiers with inadequate car parking and vehicle manoeuvring space together with insufficient quality and quantity of outdoor amenity space. Consequently, and in the absence of the submission of an appropriate indicative scheme to indicate otherwise, the proposed development cannot reasonably be considered to be able to deliver a scheme that is of a scale, form, density and layout that is appropriate for its intended use and context. The proposals are therefore found to be contrary to the requirements of policies CP1, CP6, CP8, CP9 and CP10 of the Oxford Local Plan 2001-2016, policies CS18 and CS25 of the Oxford Core Strategy 2026 as well as policies HP5 and HP9 of the Sites and Housing Plan 2011-2026.
3. Having regard to the amount of student accommodation proposed together with the existing student accommodation on the adjacent site as well as the proximity of family dwellings, the proposed development would be likely to cumulatively give rise to a level of noise and disturbance that would cause

significant harm to the amenity enjoyed by occupiers of nearby dwellings and have a significant impact on the mix and balance of the local community to the detriment of the character of the immediate area and successful community cohesion. Consequently in this respect the proposals are found to be contrary to the requirements of policies CP1, CP10, CP19 and CP21 of the Oxford Local Plan 2001-2016 as well as policy HP5 of the Sites and Housing Plan 2011-2026.

4. As a result of the proposed redevelopment of the site there would be inadequate car parking provision to serve the adjacent retained offices of Canterbury House. Such an arrangement would only be likely to further prejudice the attractiveness and suitability of these employment premises to potential occupiers in the long-term giving rise to further harm to the overall balance between employment and housing in this city. Consequently the proposals are considered to be contrary to the requirements of policy TR3 of the Oxford Local Plan 2001-2016 as well as policy CS28 of the Oxford Core Strategy 2026.
5. In the absence of the submission of any information to allow the local planning authority to assess whether a final scheme could meet planning policy requirements in relation to its sustainable design and construction credentials as well as the necessary on-site renewable energy generation, it cannot be reasonably concluded that a final scheme could deliver genuinely sustainable development. Consequently the proposals are found to be contrary to the requirements of policy CP18 of the Oxford Local Plan 2001-2016, policy CS9 of the Oxford Core Strategy 2026 as well as policy HP11 of the Sites and Housing Plan 2011-2026.

#### **112. 228 LONDON ROAD: 14/03331/FUL**

The Head of City Development submitted a report which detailed an application for planning permission for a 3-bed single storey dwelling to form staff accommodation and conversion of existing residential accommodation to form additional guest house accommodation (Use Class C1) at 228 London Road.

The Committee resolved to refuse permission for application 14/03331/FUL for the following reasons:

1. The proposed new dwelling and additional guest accommodation, as a result of the loss of residential accommodation within the existing building, will lead to an increase in noise and disturbance to the adjacent residential properties, which would be detrimental to the residential amenities of those properties, due to the additional vehicle movements to the rear of the guest house building, and is contrary to policy TA4 of the Oxford Local Plan.
2. The proposed new dwelling represents an overdevelopment of the site resulting in inadequate outdoor space to serve the new dwelling, together with the extension of the parking area and additional traffic movements will be detrimental to the amenities of the adjoining properties due to the additional noise and disturbance which would be contrary to policies CP1, CP8, CP6 and CP10 of the Oxford Local Plan and policy HP13 of the Sites and Housing Plan.

### **113. 9 WAYNFLETE ROAD: 15/00038/FUL**

The Head of City Development submitted a report which detailed an application for planning permission for the installation of external wall insulation at 9 Waynflete Road.

The Committee resolved to approve application 15/00038/FUL subject to the following conditions:

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

### **114. LAND TO REAR OF 55 TO 67 MASONS ROAD: 15/00359/CT3**

The Head of City Development submitted a report which detailed an application for planning permission for the demolition of existing garages and erection of 9 new garages at garages 1-10 on land to the rear of 55 to 67 Masons Road.

The Committee resolved to approve application 15/00359/CT3 subject to the following conditions:

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

### **115. MINUTES**

The Committee resolved to approve the minutes of the meeting held on 4 March 2015 as a true and accurate record.

### **116. FORTHCOMING APPLICATIONS**

The Committee noted the list of forthcoming applications and noted updates about several of these.

### **117. DATES OF FUTURE MEETINGS**

The Committee noted these, and that the next meeting would be held on 14 May 2015, not 6 May 2015.

**The meeting started at 6.00 pm and ended at 7.45 pm**

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