

Charlbury Town Council
Minutes of the Planning Meeting

held on Monday 28th November 2022 at 8pm in the Memorial Hall

Present: Cllrs: Peter Kenrick (in the chair), Liz Reason, Gareth Epps, Tony Merry, Gary Harrison, Dan Raymond-Barker, Janet Burroughs, Nick Potter, **Town Clerk:** Lisa Wilkinson.

1. To receive Apologies for Absence

These were received from Frances Mortimer, Claire Wilding and Tim Crisp.

2. To receive Declarations of Interest

Dan Raymond-Barker declared interest in applications 22/03025/HHD 13 Hill Close and 22/03094/FUL Griffin House. Liz Reason declared an interest in 22/03094/FUL Griffin House.

James Styring declared an interest in applications 22/03025/HHD 13 Hill Close and 22/03094/FUL Griffin House.

3. Minutes from the October planning meeting were agreed and signed.

4a. Planning applications received:

Ref no:	Address:	Proposal:	TC Decision
22/02970/LBC	Redding Wyck House Market Street Charlbury	Internal and external alterations to replace existing sash windows within northeast (front) elevation.	No objection to this application and welcomes its aim to improve energy efficiency in line with the Neighbourhood Plan Policy NE9 (Environmental Design Standards). However, there appears to be a contradiction in the specification of the double glazing units proposed. The design and access statement and the description accompanying the drawings refer to 22mm double glazing - a 'standard' thickness which is optimal for thermal efficiency. While the drawings refer to 'slim' double glazing and show widths that appear to be 4-6-4mm (ie. total 14mm) or similar. Clarity on this spec should be sought. We note that an alternative solution would be for repair and restoration of the existing sash windows and installation of secondary glazing and draught-proofing. This is in line with Historic England guidance on traditional windows.
22/03025/HHD	13 Hill Close, Charlbury	Single story rear extension (resubmission of 22/01681/HHD)	No objection
22/02996/HHD	The Old Fire Station Browns Lane, Charlbury	Installation of doors in rear elevation of first floor bathroom to form Juliet balcony	No objection
22/02876/FUL	The Cottage, Dancers Hill, Charlbury	Erection of single storey side and rear extension to existing garage	No objection

22/03094/FUL	Griffin House, Market St, Charlbury	Conversion of Griffin House and Griffin Cottage to create one single dwelling and associated works to include removal of lean-to extension to reinstate garden area	<p>No objection</p> <p>This application proposes the change of use of a town centre property from commercial office use (class E) to residential. Ordinarily, such changes of use are resisted by Local Plan policy E5 and are not supported under policy ECT2 of the Charlbury Neighbourhood Plan (CNP). However, in this specific case, Charlbury Town Council is satisfied that the proposed change is compatible with CNP policy ECT2 as there is evidence that the current premises fail to meet current expectations for commercial office use and that other more appropriate premises exist in the town centre.</p> <p>Furthermore, we consider that the application is generally in line with the broader aims of the CNP and consequently we have no objection to this application.</p> <p>In particular we note that:</p> <ul style="list-style-type: none"> • the property was originally built for residential use so that the proposed change restores the building's original purpose; • the application will deliver a relatively modest family home which meets identified local need in line with CNP policies CH1 and CH6. <p>We also note and welcome features of the application which address energy efficiency (CNP policy NE9), biodiversity net gain (CNP policy NE5), the inclusion of EV charging points (CNP policy ECT12) and protection of the historic environment (CNP policy HE1 noting that Griffin House is included in the local list). Re-establishment of a small courtyard garden and repurposing of some hard-standing as a productive garden are to be welcomed for biodiversity and sustainability as well as reducing surface water run-off (CNP policy NE8).</p>
22/03150/HHD	Tulip Tree House, Church St, Charlbury	Erection of a single storey rear extension	No objection although the proposed single ply membrane flat roof has no details of roof or energy efficiency as per the Neighbourhood Plan policy NE9.

4b. Planning Outstanding:

Ref no:	Address:	Proposal:	TC Decision
22/02066/FUL	Charlbury House, Woodstock Rd, Charlbury	Demolition of existing dwellinghouse and erection of replacement dwelling with associated outbuildings and landscaping works. Conversion and extension of existing cottage to form pool house with ancillary shower/changing facilities. New stables and indoor riding arena. Repair and extension of field barn.	Object
21/03936/FUL	Whistler, Fowler Rd, Charlbury	Demolition of existing stables. Erection of self-contained unit ancillary to the existing dwelling	Comment
22/02676/HHD	1 Sturt Rd, Charlbury	Erection of single storey side and rear extension	No objection

22/02779/LBC & 22/02601/HHD	Ivy House, Church Lane, Charlbury	Erection of replacement entrance gates and formation of natural swimming pond within garden.	No objection
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4c. Planning Decisions:

Ref no:	Address:	Proposal:	Decision
21/03837/FUL	Green Bank, Dyers Hill, Charlbury	Demolition of existing dwelling and erection of a replacement dwelling with associated car parking and landscaping.	TC – Object WODC - Approved
22/02079/S73	The Rise Hixet Wood Charlbury	Variation of condition 1 of planning permission 21/02652/HHD to allow the addition of an ensuite bathroom adjoined to the approved bedroom.	TC – Comment WODC - Approved
22/01366/S73	Yew Dell, Hixet Wood, Charlbury	Variation of condition 2 of planning permission 20/02343/FUL to allow design changes to garaging	TC - No objection WODC -Approved
21/02720/HHD 21/02736/LBC	The Willows, Church Lane	Restoration, including raising of roof height, of outbuilding to form workshop.	TC - No objection Application withdrawn

5.21/01082/LBC The Bell

A meeting was held between the clerk, Gareth Epps, Peter Kenrick and representatives of Daylesford as the new owners of The Bell: James Roberts and Rebecca Haines-Gadd, the architect appointed by Daylesford. The TC pre-application engagement statement was agreed between both parties. See appendix 1 for notes from this meeting.

6. Botley West Solar Farm

An email was received on 27th November regarding the proposal of a 3,400-acre solar farm to be located north and west of Oxford City.

As a Nationally Significant Infrastructure Project (NSIP), this is not governed by the usual planning consent procedures. Under the NSIP rules, developers, in seeking permission to go ahead in the form of a Development Consent Order (DCO), must submit a Statement of Community Consultation (SoCC) that should also involve the affected Councils. The developers then submit this directly to the Government.

A public meeting is being held at Long Hanborough on 1st December.

7. Training on use of Basecamp

Gary Harrison and Peter Kenrick presented slides on how to use Basecamp, the internal communication tool for the TC.

Meeting closed: 21.40

Appendix 1:

Meeting with representatives of the new owners of The Bell

Present: Rebecca Haines-Gadd (appointed architect), James Roberts (Daylesford), Peter Kenrick, Gareth Epps, Lisa Wilkinson

RH-G agreed to abide by the CTC pre-app engagement statement.

JR explained that Daylesford exchanged 3 weeks ago and completed the purchase of The Bell last week. They would like to enact the listed building consent (21/01082/LBC) but no other alterations are planned. The intention is to turn The Bell back to hotel/pub as soon as possible. The builder appointed is Peter Bull from Bull Construction. Daylesford has a long relationship with this builder. GE offered to talk to him about any access issues through Charlbury.

The builders are starting work on 23rd November and will be stripping/refurbishing what is necessary. They will also not discard any heritage items that may be found. (Old photos of how The Bell used to look may be able to be unearthed). There will be 9 bedrooms in the building and 4 in the barn as there were previously.

JR is aware of the informal use of the car park by residents/local contractors and whilst this is fine there will be a need for materials, skips and their contractors to be sited so some of the space will be needed. GE suggested a letter drop, posters and a post on Charlbury.info to advise residents of this.

It is currently hoped that reopening of The Bell will be late 2023.

JR stressed that they want to be an important part of community. They want to collaborate with other businesses such as The Bull.

PK drew attention to the Neighbourhood Plan: the area at the rear of The Bell is designated as local green space. JR stated that there is no interest in building on it. They would like to make more of the garden including installing a Shepherds' hut/Airstream bar to serve in the garden. They are still considering the best ways for the garden to be used. EV chargers will be installed for customers' use.

The NP also encourages sustainable tourism. Visitors coming to walk and cycle and support local businesses are encouraged

Communication on social media was encouraged where possible to reassure residents.

GE suggested that any unused furniture from the building could be put back into the circular economy: Charlbury Green Hub/Cornerstone.

Refurbishment: additional insulation will be installed where possible. They will improve the thermal performance of building within the existing planning consent. The plan is to upgrade the existing heating and lighting infrastructure to improve energy efficiency. Food is sustainably sourced and organic where possible.

LW mentioned the TC's desire to refurbish the Church St bus shelter to include a sedum roof. JR offered to fund this and a new bus shelter if required.

Meeting closed with a request to keep the TC and the residents of Charlbury updated of progress