

**Charlbury Town Council**  
**Minutes of the PLANNING COMMITTEE MEETING**  
**Held on Monday 24<sup>th</sup> June 2024 at 7.30pm in the Green Room, Memorial Hall**

**Present: Cllrs:** Peter Kenrick (in the chair), Gary Harrison, Liz Reason, Tom Greenwood, Arthur Sinclair (left meeting at 8.55pm), Roy Scott, Ed Bradbury, **Town Clerk:** Lisa Wilkinson, 7 members of public for presentation and 7 members of public for planning meeting.

1. **Apologies for Absence** were received from Paul Honey, Tony Veters and Frances Mortimer.
2. **Declarations of Interest** were received from Arthur Sinclair for item 5- response to Article 4 Direction requested to remove Permitted Development Rights for temporary campsites within Conservation Target Areas (CTAs).
3. **Public time** to include presentation from Charlbury Exhibition Foundation (CEF)
  - Janet Burroughs spoke as a trustee of the CEF to explain the Foundation's role in Charlbury. CEF was set up to provide education for local children in 1667 ('in need of financial assistance').

Seven trustees are responsible for managing the assets and the finance: three with knowledge of the parish of Charlbury are co-opted and four are nominated: three by the TC and one by Brasenose College.

Two meetings a year are held. However, the workload has increased as improved energy efficiency was required at the Old Grammar School and grant applications have been needed for this.

Therefore, no donations have been able to be given over the last couple of years.

Future work includes applying for registration of the title for the Old Grammar School, management of Poor Boys Close, and converting the Trust to a CIO.

The CEF would like the Council to appoint new trustees to the Foundation as two of the current TC nominees are now at end of their term. The chair and secretary of the Trust will work with the TC to identify suitable candidates. This will be discussed at the June Council meeting.

- A short presentation was given about pre-school and how it has had to adapt over the last couple of years including extended opening hours. A safety barrier is required on the front garden to improve safeguarding for the children.
- A resident of Pound Hill objected to the planning application 24/01345/HHD Reeves Barn, Pound Hill on the basis of loss of privacy and amenity to his property, The Firs. A previous planning permission stated that there should be no windows overlooking the Firs whereas this planning application comprises of dormer windows.
- A member of the Spelsbury Road Residents' Group (SRRG) spoke about the District Council response to the Town Council's request for an Article 4 Direction to remove Permitted Development Rights for temporary campsites within Conservation Target Areas. Phil Shaw's (WODC) response is believed to be inadequate. The draft reply to this response from SRRG was shared with the committee: clear guidance of NPPF necessary to protect ..... smallest geographical area possible.  
The group is concerned that WODC is not recognising the relevant examples shared and that SRRG's concerns should be correctly considered within WODC rather than by an officer. SRRG requested that the TC reconfirms its request for an Article 4 Direction to WODC and asks that the District Council properly consider the matter.

**Item 5** was brought forward for discussion by the planning committee.

Arthur Sinclair took no part in the discussion.

As no Article 4 Direction is in place, 60-day camping will go ahead for this year. There was concern that an officer has made this decision and the TC would like to ask that the decision is taken to committee.

Peter Kenrick proposed (seconded by Liz Reason) that the TC contacts WODC to say that the TC's case for a request for an Article 4 Direction is sound and it would like the WODC committee to consider this request. This was carried (with 2 abstentions).

**4. To receive minutes of planning meeting dated 15<sup>th</sup> April 2024**

These were received and signed as a true record.

**5a. Planning applications received:**

<b>Ref no:</b>	<b>Address:</b>	<b>Proposal:</b>	<b>TC Decision</b>
24/01202/HHD	14 Woodfield Drive, Charlbury	Erection of single-storey front extension to create a disabled shower room and extended front entrance.	No objection
24/00973/FUL	Old Bakery, Thames St, Charlbury	Conversion of existing dwelling into a two-bedroom dwelling	No objection but as requested in the planning application 21/01135/FUL, the TC would like to see the highest environmental performance in line with Neighbourhood Plan policy NE9 and provision for EV charging in line with NP policy ECT12. We also request that condition 6 attached to the previous permission 21/01135/FUL is carried forward to any new permission to ensure that there is no net reduction of parking spaces in line with Charlbury Neighbourhood Plan policy ECT7.
24/01345/HHD	Reeves Barn, Pound Hill, Charlbury	Installation of ASHP, an EV charging station and photovoltaics and relocating a dormer window	The Town Council has no objection to this application and welcomes the measures proposed to improve energy performance (ASHP, PV panels and EV charging point) which are in line with Aim 2 and policies NE9 & ECT12 of the Charlbury Neighbourhood Plan
24/01486/HHD & 24/01487/LBC	The Stone House, Church St, Charlbury	Conversion of existing outbuilding to ancillary accommodation, replacement conservatory and alterations to the fenestration	No objection but the TC requests that Neighbourhood Plan policy ECT7 "Proposals for extensions and alterations of existing buildings should not result in a net reduction of parking spaces' is imposed as a condition. Noting that the proposed new accommodation appears to be self-contained with no direct access to the main building the TC requests that the use of this proposed accommodation remains ancillary to the main property of Stone House
24/01542/HHD	7 Shilson Lane, Charlbury	Replacement of two windows with bi-folding doors.	No objection

24/01518/HHD	Cottingham, 3 Enstone Road, Charlbury	Erection of a single-storey rear extension and a rear annex extension	No objection but the TC would like noted that an incomplete biodiversity plan should not be allowed.
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**5b. Planning Outstanding:**

Ref no:	Address:	Proposal:	TC Decision
24/00432/FUL	Land East Of Fawler Road Charlbury	Upgrading of existing access into agricultural land and provision of trackway to serve proposed new general storage building.	Object
23/03136/FUL	Land And Woodland South Of Watermead Farm Spelsbury Road	Change of Use from agricultural to 'glamping' campsite comprising 18 nos. camping units (8 nos. bell tents, 7 nos. shepherds huts and 3 nos. A-frame pods), ancillary facilities (including cafeteria and site reception, 2 nos. toilet and shower blocks, maintenance and storage barn), access and parking, and associated infrastructure	Object
23/02894/LBC & 23/02893/FUL	Lees Rest, Woodstock Road, Charlbury	Demolition of existing bungalow and erection of replacement dwelling to form an extension to the existing farmhouse and associated landscaping. Refurbishment of existing farmhouse. Repair, conversion and extension of existing agricultural buildings to provide ancillary accommodation. Erection of replacement barns for leisure, agricultural and equestrian use together with associated landscaping.	No objection
23/03071/FUL	Land south of Forest Rd, Charlbury	Erection of thirty-seven dwellings including access road, landscaping and associated earthworks	Support subject to conditions

**5c. Planning Decisions:**

Ref no:	Address:	Proposal:	Decision
24/00067/HHD & 24/00068/LBC	Newington House Sheep Street, Charlbury	Internal and external alterations including rebuild dilapidated outbuildings	TC - No objection WODC - Approved
24/00604/HHD	Grey Tiles Sturt Road Charlbury	Internal and external alterations including erection of two storey rear extension and single storey car port and proposed dormers	TC - No objection WODC - Approved
24/00456/HHD	5 Hone Court	Replace existing wooden windows and doors with upvc ones in pebble grey colour (RAL 7032) (Part retrospective)	TC - No objection WODC - Approved
24/00619/HHD	Greenbank, Dyers Hill, Charlbury	Proposed single story front extension, alterations to existing front pergola, windows and terrace, minor alterations to rear elevation windows, additional roof lights to front elevation and alterations to roof to rear elevation	TC - No objection with condition WODC - Approved
23/03366/LBC & 23/03365/FUL	Bell Hotel Church Street Charlbury	Installation of 4no. chimney fan extraction units and associated works. (Retrospective).	TC - Neutral comment WODC - Refused

- West Oxfordshire District Council response to Article 4 Direction requested to remove Permitted Development Rights for temporary campsites within Conservation Target Areas (CTAs)  
See above.

Meeting closed: 21.05