

Charlbury Town Council

PLANNING MEETING

held on Monday 24th January 2022 at 8pm at the Memorial Hall

Present: Cllrs: Liz Reason (in the chair), Peter Kenrick, Gary Harrison, Tony Merry, Claire Wilding, Janet Burroughs, Dan Raymond-Barker, **Town Clerk:** L. Wilkinson, 1 member of public

1. **Apologies for Absence** were received from **Cllrs** Gareth Epps, Tim Crisp, James Styring and Nick Potter
2. To receive **Declarations of Interest:** none were received.

3 a. To consider planning applications:

Ref no:	Address:	Proposal:	TC Decision
21/03936/HHD	Whistler, Fawler Rd	Demolition of existing stables. Erection of self-contained unit ancillary to existing dwelling	No objection. The town council has no objection to this application but ask that the highest standards of energy efficiency are incorporated in line with WODC sustainability checklists, Local Plan core objective CO18 and Charlbury Neighbourhood Plan policy NE9.
21/04062/HHD	39 The Green	Convert an existing garage and conservatory to a pitched roofed rear extension	No objection. The town council has no objection to this application but ask that the highest standards of energy efficiency are incorporated in line with WODC sustainability checklists, Local Plan core objective CO18 and Charlbury Neighbourhood Plan policy NE9.
21/04071/HHD	Lee Place Cottage, Hixet Wood	Single storey side and rear extensions	Member of public addressed the meeting* Object. The town council objects to this application. Whilst accepting the intent and scale of the proposed extensions, councillors consider that the design fails to respect the character of the surrounding area and of the conservation area contrary to the WO Design Guide (section 14), local plan policies OS4, H6 and EH9 and Charlbury Neighbourhood Plan policy HE2 (with specific reference to paragraph C.1.5 of the Charlbury Design Guidance). Issues of particular concern include: <ul style="list-style-type: none"> • Side extension building line which is proposed to lie forward of the existing building line. Section 14.2 of the WO Design Guide indicates that extensions should “<i>remain clearly secondary and subservient to the original property.</i>” Section 14.3 also states: “<i>The span of the extension should match, or be less than, that of the original property, ...</i>”. The proposal for this new addition to extend forward of the existing building line (following the existing lower boundary wall) does not respect this approach and will be detrimental to the character of the area. • The proposed flat roof with a vaulted centre is totally out of keeping with other properties in this historic part of the conservation area and would have a significant visual impact, being readily visible from the street.

21/04117/FUL	Post Office, 8 Market Street	Alterations to existing ground floor commercial unit to include replacement shop front and windows, and installation of new rear kitchen extraction system together with the sub-division of existing first floor flat above to create two smaller flats	<p>The town council welcomes and supports this application. The proposal to establish a bistro/café would enable both the restoration of employment to this town centre site and the provision of a new hospitality venue for the benefit of residents and visitors alike. This aspect of the application supports Aim 4 and policies ECT1, ECT2 and ECT4 of the Charlbury Neighbourhood Plan (CNP).</p> <p>In seeking to convert a single large flat into two smaller one-bed dwellings, the application also reflects identified local need for smaller and more affordable homes and supports Aim 3 and policies CH1, CH6 and CH8 of the CNP.</p> <p>In supporting the application, the town council nevertheless wishes to raise three issues of potential concern:</p> <ol style="list-style-type: none"> 1. Kitchen Extraction Unit. The application indicates a location for installation of an extraction unit for the control of fumes and odours, but no details of the unit are provided. The provision of an appropriate facility is essential, and we ask that any approval of the planning application is conditional upon the submission and approval of detailed plans for this facility. 2. Impact on immediate neighbours. It is clear that the impact of the kitchen operations and extraction unit could have a significant impact on immediate neighbours as evidenced by objections submitted. Neighbours' concerns extend to noise and visual impact as well as fumes and odours. We therefore ask that approval of the application is conditional on the full mitigation of all of these issues to ensure that the application is compliant with local plan policy OS2 and would not have any <i>"harmful impact on the amenity of existing occupants"</i>. 3. Car Parking Provision. The site includes space at the side and rear that are potentially sufficient to meet the requirements of residents of the flats and bistro staff, but no reference is made to this in the application. Please can further clarification be sought, and we recommend that approval is conditional on a guarantee of adequate off-road parking provision to ensure compliance with policy ECT7 of the CNP.
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*Member of public addressed the meeting:

Mr Walker had no objection in principle to the extension but is concerned about the visual impact and the plans on the surrounding built environment. The proposed front line of the extension runs right onto edge of the road.

The proposal states that Hixet Wood is characterised by high walls, but this is misleading as the high walls are further up street and the nearby houses are set back.

The design for roof -zinc metal finish - is out of character with the built environment, as is the flat roof. This would be a major visual impact for everyone else.

The location of the gas meter cover is visually obtrusive.

b. Planning applications outstanding

Ref no:	Address:	Proposal:	TC 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	Object
21/03910/HHD	21 Woodstock Road, Charlbury	Erection of side and rear extensions and construction of a detached outbuilding. Works to include demolition of garage and outbuildings, refurbishment of existing windows, doors and tiles on dwelling roof along with alterations to front driveway and access	Object

c. Planning Decisions:

Ref no:	Address:	Proposal:	Decision
21/03795/HHD	Cranbrook, Stonesfield Lane, Charlbury	Erection of rear & side extensions together with conversion of existing attic space to create additional living space over 2 floors. Construction of a new entrance porch.	TC - No objection WODC - Approved
21/03469/HHD	15 Ticknell Piece Road	Erection of rear single storey garden room extension and garage conversion (amended plans).	TC - No objection WODC - Approved
21/03867/HHD	Wayhill, Spelsbury Rd, Charlbury	Extensions and alterations including: two storey extension, single storey garden room and an oak-framed glazed staircase to the rear of the dwellinghouse. Erection of 3 bay garage plus all associated landscaping works	TC - No objection WODC - Approved

4. 21/03837/FUL Green Bank, Dyers Hill, Charlbury

To consider notice of access along Mill Lane

A legally enforceable agreement about state of surface and traffic management plans is necessary.

The clerk will check the Land Registry to see if there are any planning restrictions for Greenbank.

5. 21/04092/CLE - Newington House, Sheep Street

Certificate of Lawfulness (to allow continued use of the whole building as a single residential dwelling house (Use Class C3(a)))

Charlbury Town Council wishes to make the following comments in relation to the above application (WODC Planning Reference 21/04092/CLE).

We dispute the claim that the entire premises have been in residential use since 1st January 2010. A local business (Cotswold Frames – now located in Market Street) was using the ground floor for part of the intervening period and the ground floor has also been used for art displays and exhibitions on occasion including Oxfordshire Art Weeks during May 2018. The property was also listed on “rightmove.co.uk” in November 2018 (i.e. less than 4 years ago) with details showing a shop. Although no business has apparently been in active operation recently, we have not been aware of any obvious external signs of residential use of the ground floor area and absence of an operational business does not imply residential use.

We also note that the premises are currently registered for business rates but with a claimed exemption (source: Non-domestic Rates (NDR) database, publicly available from the WODC website) and this would not appear to be compatible with the claim of continuous usage as a single dwellinghouse.

We would also like to draw attention to the significance of retail and other businesses within the centre of the town in enabling Charlbury to continue to fulfil its important role as a rural service centre. This is strongly reflected in section 6.2 of the Charlbury Neighbourhood Plan and specifically in policy ECT2, which prioritises usages within Sheep Street and Market Street which provide *employment opportunities or otherwise support the vitality and viability of the town centre through provision of community facilities, community projects or sustainable tourism*. Whilst we accept that continued retail operation may not always be viable, we expect every effort to be made to identify new usages that can support the town and community.

Meeting closed: 8.50

Signed

Date