

Charlbury Town Council

PLANNING MEETING

Minutes of the meeting held on Monday 28th March 2022 at 8pm at the Memorial Hall

Present: Cllrs: Liz Reason (in the chair), Gareth Epps, Peter Kenrick, Claire Wilding, Frances Mortimer, Gary Harrison, Tony Merry, Janet Burroughs, Dan Raymond-Barker, Nick Potter, Tim Crisp, **Town**

Clerk: Lisa Wilkinson, 7 members of public

1. To receive Apologies for Absence

These were received from James Styring

2. To receive Declarations of Interest

Liz Reason declared an interest to planning application to 22/0432/HHD Took House

Gary Harrison declared an interest to planning application 22/00461/HHD 18 Sandford Park

3. Presentation on Rushy Bank from Ian Cox

The Rushy Bank development meets the aims, objectives and policies of the Neighbourhood Plan even though the development predates the Neighbourhood Plan.

The development consists of:

12 houses at market price

Six houses for eligible applicants discounted by 20% in perpetuity

Seven affordable homes in line with WODC policy

Extra care supported living facility for people with early onset dementia, to be managed by a housing association

Various S106 funding pots have been agreed.

Ian Cox will answer any questions in writing. Questions to be asked are if the TC could be involved in the management of the green space and if a meeting could be set up to discuss the funding for the community benefit/infrastructure/play area.

4. Update from CRAG on Ukrainian people arriving in Charlbury

Frances and Angela Gwatkin from CRAG (Charlbury Refugee Action Group) updated the meeting on latest events:

The Government scheme consists of a first phase where Ukrainian refugees with members of family living in the UK could apply to come to the UK.

The second phase which began on 14th March is where people can register their desire to be a sponsor/host to a Ukrainian guest through the gov.uk website.

The third phase is the scheme for Ukrainians with no family members in the UK, to apply to come to the UK and it opened on Friday 18th March.

Platforms have been set up to match families with hosts.

CRAG has set up a Whatsapp group with contacts in Poland who are touch in with Ukrainians who may want to come to this area. CRAG can identify suitable hosts and put them in contact with Ukrainian refugees. CRAG are identifying translators, health and wellbeing providers, hairdresser etc. They have been in touch with the community centre and Cornerstone and are keeping updated with the visa situation.

They have set up an email address: ukraine@charlburyrefugee.co.uk and have a page on Charlbury.info

The TC will speak to the County Council to request free bus passes are issued to Ukrainian families.

5 . To consider planning applications:

Ref no:	Address:	Proposal:	TC Decision
22/00234/HHD	The Thatched Cottage, The Slade, Charlbury	Fencing to facilitate enclosure of garden at back of property, flattening of parking space and installation of electric car charging point	The town council has no objection to this application and welcomes the provision of an EV charging point.
22/00508/FUL	Wayhill, Spelsbury Rd, Charlbury	Subdivision of house to create two dwellings together with associated works	The town council has no objection -the application is in conformance with Neighbourhood Plan policy CH8 and Local Plan policy H6.
22/00322/HHD	The Old Farmhouse, The Playing Close, Charlbury*	To increase the height of part of the existing trellis fencing	Object. The TC raised concern about the inaccurate and misleading site plan as neighbouring properties are not marked on it. Neighbourliness: The proposed development will have a <i>'harmful impact on the amenity of existing occupants'</i> contrary to Local Plan policy OS2.
22/0432/HD	Took House, Sheep St, Charlbury	Erection of a single storey home office/store	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. We also ask that measures are taken to avoid light pollution arising from roof lights in line with Neighbourhood Plan policy NE4.
22/00461/HHD	18 Sandford Park, Charlbury	Erection of ground floor and lower floor extensions (with undercroft area) and a detached garage with associated works (part retrospective)	<p>Charlbury Town Council objects to this application primarily on the grounds of road and pedestrian safety but also for its harmful impact on the natural and visual environment. In these regards, it is this council's opinion that the application fails to meet the requirements of policies ECT14, NE6 and CH9 or the Charlbury Neighbourhood Plan. Further details are included below.</p> <p>A major feature of the application is the construction of a 3-car garage and driveway that is dependent upon the availability of a new access to the Slade (B4022). Approval for earlier planning application 18/02071/HHD (granted in October 2018) permitted this access subject to a condition (numbered 5) which remains undischarged and the access remains unconstructed. Indeed, there is no evidence of any meaningful work being carried out within the 3-year period permitted under condition 1 of the approval. We therefore argue that permission for the access has lapsed and must be sought again. Since the approval of the earlier application, the Charlbury Neighbourhood Plan (CNP) has been brought into force and is therefore relevant to the current application. Policy ECT13 of the CNP relates specifically to any proposal that would access directly onto The Slade</p>

			<p>requiring the applicant to demonstrate that the proposal would not increase danger to drivers, cyclists or pedestrians, especially at school pick up and drop off times. This policy was included in the CNP following widespread local concerns over road safety, particularly for pedestrians along a route used by many children walking to and from school. This section of the road is known for excessive traffic speeds as has been evidenced consistently in monitoring by the Charlbury Speedwatch group working with Thames Valley Police. Road traffic incidents are known to have occurred in recent years in this area including a serious high-speed case almost opposite this site resulting in the destruction of a telegraph pole and from which those involved were fortunate to escape.</p> <p>Within the site, construction of the driveway as specified in this application will have a significant impact on a sensitive area for wildlife within the Sandford Slade blue-green corridor identified by policy NE6 of the CNP requiring any development to manage the land in an appropriate and sensitive manner. This is not compatible with the proposed removal of 9 trees and substantial landscaping required to overcome level differences from the property to the proposed road access. Additionally, the proposed landscaping changes and tree removal contravene policy CH9 of the CNP as the gardens of Sandford Park are important to the appearance of the area, being clearly visible from the popular public footpath of Willow Walk running adjacent to the site. There is also concern of the impact of any tree removal on residents of Hill Close.</p> <p>We urge officers and committee members to hold a site visit and recommend that the application is refused.</p>
21/00782/S 73 Appeal reference: APP/D3125 /W/21/328 5397	1 Graces Court, The Slade, Charlbury	Variation of condition 14 of planning permission 17/00832/FUL to allow first floor bedroom window in West elevation (bedroom 1) to have clear glazing	No further comment
22/00481/HHD	Kuznicks, Pooles Lane, Charlbury	Demolition of existing single storey rear kitchen/bathroom and erection of two storey rear and side extension to	No objection but the TC concurs with the CCAAC comments on design guidance. Attention is needed to improve the difficult, narrow and crumpling access from the street.

		create new kitchen to ground floor and new bedroom to the first floor. Replacement front porch.	
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*Member of public spoke to object to this planning application as a neighbour who would be affected by the rise in height of the trellis.

6. Address Management at Hixet Wood

To consider how to allocate street names for development at Hixet Wood

Two suggested names are Watts Lake (which has historic precedence in the town) and Watts Bottom. These will be passed to WODC.

7. To consider town council expectations for involvement in management of green spaces within development sites.

a. Agree to follow up this up in respect of the following developments:

- i.** 15/00567/FUL - 22 homes north of Little Lees
- ii.** 17/00889/FUL - 8 houses west of Hixet Wood
- iii.** 15/03099/FUL - Rushy Bank

Management companies run by the residents will look after the green spaces at these developments. The TC requests that it has representation in these companies.

An agreed approach needs to be drafted for future planning applications like this. To be put on the May agenda.

Meeting closed: 21:30

Signed

Date

Appendix 1

Planning applications outstanding

Ref no:	Address:	Proposal:	TC Decision
22/00044/LBC 22/00043/HHD	Ivy House, Church Lane	Proposed pitched roof to outbuilding forming garage, garden store and amenity space	Object
22/00280/HHD	4 Crawborough villas, Crawborough	Erection of single storey rear and two storey side extensions	No objection
21/04071/HHD 21/04072/LBC	Lee Place Cottage, Hixet Wood	Single storey side and rear extensions	Object
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
21/02720/HHD 21/02736/LBC	The Willows, Church Lane	Restoration, including raising of roof height, of outbuilding to form workshop.	No objection
21/02973/S73	1 The Police House, Hixet Wood	Variation of conditions 3, 4, 5 and 13 of planning permission 17/00889/FUL to allow changes in materials relating to external walls, roofs, windows and driveways/parking bays.	Object
21/03058/HHD	2 Marlborough Cottages, Park St	Restoration and refurbishment of existing outbuilding to provide habitable accommodation	No objection

c. Planning Decisions:

Ref no:	Address:	Proposal:	Decision
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	TC – Support WODC - Approved
21/04062/HHD	39 The Green	Convert an existing garage and conservatory to a pitched roofed rear extension	TC -No objection WODC - Approved
22/00176/S73	Churchill House, Wychwood Close	Variation of condition 2 of planning permission 21/02540/HHD to allow changes to height of rear roof	TC - No objection WODC - Approved
22/00071/HHD	3 Church Close	Single storey side extension	TC - No objection WODC - Approved