



# Carterton Town Council

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14<sup>th</sup> December 2023

**Chair:** Cllr M Tarpey  
**Vice Chair:** Cllr K Wood  
**Members:** Cllr S Baylis, Cllr R Brooks, Cllr C Crapper, Cllr J Guest, Cllr M McBride

You are hereby summoned to attend an ORDINARY meeting of the **PLANNING COMMITTEE** to be held on **Tuesday 19<sup>th</sup> December 2023 at 6.30pm** at the Town Hall.

Samantha Haywood  
Locum Town Clerk

## AGENDA

### 1 **APOLOGIES**

MOTION: Committee to receive apologies and approve reasons for absence.

### 2 **DECLARATIONS OF INTEREST and DISPENSATIONS**

With reference to items on the agenda, Members are reminded of their responsibility to declare interests and to update their Register of Interest as required.

### 3 **PUBLIC PARTICIPATION – OPEN MEETING**

Members of the public are invited to speak on issues relating to items on this agenda. The period of time designated for public participation in accordance with Standing Orders 3(e) and (f) shall not exceed 15 minutes, maximum of 3 minutes per person, and will be under the direction of the Chair.

### 4 **MINUTES OF THE PREVIOUS MEETING**

MOTION: Committee to approve and sign the minutes of the Planning Committee meeting held on 21<sup>st</sup> November 2023.

### 5 **RESULTS OF PREVIOUS PLANNING MATTERS**

MOTION: Committee to note the results of previous planning matters.

### 6 **PLANNING AND LICENCING APPLICATIONS**

MOTION: Committee to consider and decide upon responses to planning applications received.

### 7 **12 PINECROFT**

MOTION: Committee to consider and decide upon response to the 12 Pincroft application for which there have been some amendments.

### 8 **DATE OF NEXT MEETING**

MOTION: Committee to note the date of the next meeting as 16.01.24.

## SUPPORTING INFORMATION

### AGENDA ITEM 4 – MINUTES OF THE PREVIOUS MEETING

Draft minutes of the Planning Committee meeting held on 21<sup>st</sup> November 2023:



## Carterton Town Council

**DRAFT**

**An ORDINARY MEETING of the PLANNING COMMITTEE was held on 21<sup>st</sup> November 2023 at 6.30pm in the Town Hall and was attended by the following:**

Vice-Chair:	Cllr K Wood
Members:	Cllr S Baylis, Cllr R Brooks, Cllr R Crapper, Cllr M McBride Ex officios: Cllr K Godwin, Cllr L Wood
In Attendance:	5 members of the public, including Cllr N Leverton
Locum Clerk:	Mrs S Haywood

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ITEM	MINUTE	VOTE / ACTION
<b>2023/P/34</b>	<b>APOLOGIES</b>	
	The meeting was chaired by Vice Chair, Cllr K Wood, in Cllr Tarpey's absence.  Cllr Guest – personal - may be late or not be able to attend at all. Cllr Tarpey - personal.	
<b>2023/P/35</b>	<b>DECLARATIONS OF INTEREST / DISPENSATIONS</b>	
	Cllr Baylis, Cllr Crapper, and Cllr K Wood – Item 2023/P/39, planning application for 30 Milestone Road as the homeowner is known to them.	
<b>2023/P/36</b>	<b>PUBLIC PARTICIPATION – OPEN MEETING</b>	
<b>i.</b>	<b>Planning Application – Elmstead, Arkell Avenue</b>	
	Architect, Joaquin Gindre, representing the new build application, explained that the revised application submitted addressed the previous concerns regarding overlooking neighbouring properties, including removal of windows that overlooked. The properties are 12m apart, which is much larger than the properties on the opposite side of the road, and the fact that there is a bungalow currently adjacent should not be counting against them and the application be considered on its own merits.	

ii.	<p><b>Planning Application – Elmstead, Arkell Avenue</b></p> <p>A resident from the neighbouring property spoke about his concerns with this application as the 1.7m sill height does not address the 21m rule and problem of overlooking, and the concerns raised by WODC had not been addressed in the new application. The building size is still of concern and does not appear to be much smaller, with very few changes from the previous application that was refused by WODC. The building height has been reduced a little, but the opaque glass has been changed to clear.</p> <p>A second resident from the property reported they had lived there all their lives and had enjoyed privacy for all that time. There is very little difference between the two plans and it had been rejected by WODC due to the size/scale. It will have an effect on the amenity of Kimberley on the outlook of the avenue, and will stand out in its surroundings. He would be content if the building was single storey instead. The original application from December 2021 is a lot more acceptable.</p>	
iii.	<p><b>Planning Application – Elmstead, Arkell Avenue</b></p> <p>The homeowner of Elmstead confirmed that the design meets the planning policies and they made the changes that have been requested of them. He understood the concern of overlooking the neighbouring property but advised that the neighbours' trees are over 15ft tall and he could not see over them. Photos were circulated of the trees. He advised that the 21m rule does not apply as it only applies to the rear of a property.</p> <p><i>Cllr Brooks joined the meeting.</i></p>	
<b>2023/P/37</b>	<b>MINUTES OF THE PREVIOUS MEETING</b>	
	IT WAS RESOLVED that the minutes of the Ordinary Planning Committee meeting held on 17.10.23 be approved as a true and accurate record of the meeting and be signed by the Chair.	Proposed: MMcB Seconded: KG All in favour Clerk
<b>2023/P/38</b>	<b>RESULTS OF PREVIOUS PLANNING APPLICATIONS</b>	
	<p><u>Elmstead, Arkell Avenue 23/02196/FUL (24/2023)</u> Erection of a replacement dwelling. REFUSED</p> <p><u>4A The Tower Centre, Alvescot Road 23/01757/FUL (25/2023)</u> Replacement of windows to flats 4a and 4b The Tower Centre. PERMITTED</p> <p><u>12A The Tower Centre, Alvescot Road 23/01758/FUL (26/2023)</u> Replacement windows to both north and south elevations of flats 12a, 13a and 13b The Tower Centre. PERMITTED</p> <p><u>19 Arlington Close 23/02217/FUL (32/2023)</u> Proposed garden treatment room. PERMITTED</p> <p><u>15 Burford Road 23/01168/PRMMV (35/2023)</u></p>	

	<p>Application for minor variation to Premises Licence. This application was considered by email under the Clerk's authority to meet the deadline of 3 November. IT WAS RESOLVED that Council respond in support of the application. LICENCE ISSUED 06.11.2023. IT WAS RESOLVED that the above planning decisions be noted.</p>	<p>Proposed: KG Seconded: LW All in favour Clerk</p>
<b>2023/P/39</b>	<b>PLANNING AND LICENCING APPLICATIONS</b>	
	<p><u>30 Milestone Road 23/02672/HHD (36/2023)</u> Erection of a single storey front extension and porch. IT WAS RESOLVED that Council respond in support of the application, but to note that it needs to adhere to the covenant that it should not extend beyond the building line.</p> <p><u>Land north west of 46 Brizewood 23/02754/FUL (37/2023)</u> Erection of a second DSLAM cabinet (retrospective). IT WAS RESOLVED that Council respond with no observations.</p> <p><u>Elmstead, Arkell Avenue 23/02852/FUL (38/2023)</u> Erection of replacement dwelling. IT WAS RESOLVED that Council respond objecting to the application on the grounds that there are no significant changes from the previous application, which WODC had also objected to. The same objections, particularly the overlooking and the size/scale of the building being too large, still apply. Council request that the application is considered by the Lowlands Planning Committee as opposed to Officers.</p> <p><u>Barclay House, 11 Burford Road 23/02872/FUL (39/2023)</u> Proposed infill of undercroft to provide one-bedroom ground floor flat. IT WAS RESOLVED that Council respond to WODC objecting to the application on the grounds that the application is short of information, the photo provided seems to show that the work has already started there is insufficient car parking - the original 7 parking spaces would be reduced to 5 for 10 flats which will have an impact on local businesses, alternative car parking to replace that which has been lost to be considered.</p> <p><u>9 Milestone Road 23/02876/HHD (40/2023)</u> Increase the height of the stone fence wall. IT WAS RESOLVED that Council respond to WODC in support of the application.</p>	<p>Proposed: RC Seconded: SB All in favour Clerk</p> <p>Proposed: MMcB Seconded: SB All in favour Clerk</p> <p>Proposed: MMcB Seconded: SB 6 for 1 against Clerk</p> <p>Proposed: MMcB Seconded: KG All in favour Clerk</p> <p>Proposed: RC Seconded: LW All in favour Clerk</p>
<b>2023/P/40</b>	<b>NEIGHBOURHOOD PLAN</b>	
	<p>At the last meeting, the Committee voted to form a working group to look at whether a neighbourhood plan would be beneficial for Carterton or not. The Locum Clerk had informed the Committee that the vote failed, whereas in fact the vote passed the motion and she duly apologised for this error. The Committee now need to decide upon members of the working group.</p> <p>The purpose of the working group is to determine whether a plan will</p>	

	<p>benefit Carterton, and why / why not, costs, grants available etc. A report then to be submitted to Council for decision. Terms of Reference will need to be drafted for the working group.</p> <p>Cllr Godwin and Cllr L Wood would like to be part of the Neighbourhood Plan Working Group, but already served on two other working groups and, as per the Terms of Reference, are not therefore permitted to serve on a third one. Cllr Baylis would like to be a member of the working group.</p> <p>IT WAS RESOLVED that this item be deferred to the December meeting of Full Council to give all Members the opportunity to join the Neighbourhood Plan Working Group.</p>	<p>Clerk</p> <p>Proposed: MMcB Seconded: KW All in favour Clerk</p>
<b>2023/P/41</b>	<b>DATE OF NEXT MEETING</b>	
	<p>19<sup>th</sup> December 2023 at the Town Hall.</p> <p>IT WAS RESOLVED that start times of Planning Committee meetings will be advised on each agenda as meeting time is dependent upon the number of applications received and any other agenda items and presentations.</p>	<p>Agreed unanimously Clerk</p>

The meeting closed at 6.57 pm.

Chair: \_\_\_\_\_

Date: \_\_\_\_\_

*WODC – West Oxfordshire District Council*

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## **AGENDA ITEM 5 - RESULTS OF PREVIOUS PLANNING MATTERS**

[23/02111/S73](#)  
(23/2023)

10 Burford Road. Variation of condition 2 (approved plans) of planning permission [23/00983/FUL](#) to allow design changes to the fenestration.  
**PERMITTED**

[23/02420/FUL](#)  
(29/2023)

Carterton Leisure Centre, Broadshires Way. De-carbonisation scheme with the addition of PV panels and plant on the existing roof of the main leisure centre. New PV car ports in the front car park to all car parking spaces. Creation of eight car parking bays. Erection of a timber enclosure around the battery storage and substation.  
**PERMITTED**

[23/02524/FUL](#)  
(31/2023)

5 Corbett Road. Erection of a dwelling.  
**PERMITTED**

[23/02313/HHD](#)  
(34/2023)

105 Burford Road. Erection of a single storey side extension.  
**PERMITTED**

[23/01168/PRMMV](#)  
(35/2023)

15 Burford Road (Morrisons Daily). Application for minor variation to Premises Licence.  
**PERMITTED**

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## **AGENDA ITEM 6 - PLANNING AND LICENCING APPLICATIONS**

- [23/02987/HHD](#)  
(41/2023) 14 Davis Close. Single storey front and rear extension.
- [23/02899/S73](#)  
(42/2023) Byfield, Swinbrook Road. Variation of Condition 18 of Planning Permission [13/1752/P/FP](#) to allow changes to lighting scheme, as built. Removal of Condition 6 of Planning Permission 13/1752/P/FP due to building works already completed.
- [23/02971/FUL](#)  
(43/2023) 48 Black Bourton Road. Erection of nine dwellings and associated external works.
- [23/00713/FUL](#)  
(44/2023) Unit C9, West Oxfordshire Business & Retail Park, Haddon Place. Change of use to allow food retail in Units 9 and 9A at the West Oxfordshire Business and Retail Park.  
**To consider amendments to original application.**
- [23/02872/FUL](#)  
(45/2023) Barclay House, 11 Burford Road. Proposed infill of undercroft to provide one-bedroom ground floor flat.  
**To consider amendments to original application.**
- [23/02708/OUT](#)  
(46/2023) Land parcel to north east of Carterton Football Club, Swinbrook Road. Erection of five age restricted dwellings (55 years) with re-sited access, conveyance of part of site as nature recovery network land (outline application with all matters reserved).

Any other planning applications received since the agenda was published that cannot wait until the next meeting.

Please click on the planning application reference number highlighted in blue to view the applications directly on the WODC website.

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## **AGENDA ITEM 7 – 12 PINECROFT**

Planning Application [23/02053/FUL](#) - 12 Pinecroft

**Committee to consider the amendments detailed in the email below:**

**From:** Rebekah Orriss <[Rebekah.Orriss@westoxon.gov.uk](mailto:Rebekah.Orriss@westoxon.gov.uk)>

**Subject:** Planning Application 23/02053/FUL - 12 Pinecroft

Dear Stella,

I am writing as the case officer for the above application to which the town council has raised an objection.

Description: 'Change of use of land forward of the dwelling from public amenity land to domestic garden. The erection of lap fence panel boundary and siting of garden shed. (retrospective)'

I am aware that this has stemmed from an enforcement case that the town council had an interest in. I have reached an agreement with the applicant to remove the newest part of the fence that was the subject of the enforcement investigation, this would leave a much smaller section that appears to have been in place for much longer. In addition, I have the applicant's agreement to change the colour of the fence to a colour that would match similar fences within the cul-de-sac.

Planning conditions could be imposed to ensure the above is implemented. **Please could I have the town council's views on these amendments?**

Kind regards  
Rebekah Orriss  
Career Grade Planner

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