



Carterton Town Council

Town Hall
Alvescot Road
Carterton
Oxon OX18 3JL
Tel: 01993 842156
Email: clerk@carterton-tc.gov.uk
www.carterton-tc.gov.uk

12 June 2025

Chair: Vacant
Vice Chair: Vacant
Members: Cllr S Baylis, Cllr R Crapper, Cllr J Guest, Cllr K Godwin, Cllr C Lincoln,
Cllr M McBride, Cllr S Watson, Cllr L Wood, Cllr K Wood

You are hereby summoned to attend a meeting of the **PLANNING COMMITTEE** to be held on **Tuesday 17 June 2025 at 6.30pm** at the Town Hall.

A handwritten signature in blue ink, appearing to be 'SG'.

Simon Garwood
Chief Officer/Town Clerk

AGENDA

1 ELECTION OF CHAIR

To elect a Chair of the Planning Committee to hold office until May 2026.

2 ELECTION OF VICE CHAIR

To elect a Vice Chair of the Planning Committee to hold office until May 2026.

3 APOLOGIES

Committee to receive apologies.

4 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.

5 PUBLIC PARTICIPATION

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 three minutes per person, under the direction of the Chair.

6 MINUTES OF THE PREVIOUS MEETING

To approve and sign the minutes of the Planning Committee meeting held on 20 May 2025.

7 RESULTS OF PREVIOUS PLANNING MATTERS

To note the results of previous planning matters.

8 PLANNING AND LICENCING APPLICATIONS

To consider and decide upon responses to applications received. Members to decide whether their stance is SUPPORT/OBJECT/NEUTRAL and to give reasons or comments as appropriate.

9 DATE OF NEXT MEETING

To note the date of the next meeting - Tuesday 15 July 2025.

AGENDA ITEM 4 – MINUTES OF THE PREVIOUS MEETING



Carterton Town Council

DRAFT

A meeting of the **PLANNING COMMITTEE** was held on
20 May 2025 at 6.30pm at Carterton Town Hall and was attended by the following:

Chair: Cllr K Godwin
Vice-Chair: Cllr K Wood

Members: Cllr S Baylis, Cllr R Crapper, Cllr J Guest, Cllr N King, Cllr M McBride,
Cllr S Watson, Cllr L Wood

Officers: Mr S Garwood (Town Clerk)
Mrs C Evans (Deputy Clerk & RFO)

In Attendance: Three members of the public were present

ITEM	MINUTE	VOTE / ACTION
P68-2025/1	APOLOGIES	
	There were no apologies. Cllr N King joined the meeting at 6.38pm during Item 6, planning application for 19 Burford Road.	
P69-2025/2	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 Interests accordingly. There were none.	
P70-2025/3	PUBLIC PARTICIPATION	
	Members of the public are invited to speak on matters on this agenda. The period of time designated for public participation in accordance with Standing Orders shall not exceed 15 minutes, maximum three minutes per person, under the direction of the Chair.	

	The members of the public present did not wish to speak.	
P71-2025/4	MINUTES OF THE PREVIOUS MEETING	
	<p>MOTION: Council to approve and sign the minutes of the Planning Committee meeting held on 15 April 2025.</p> <p>IT WAS RESOLVED that the minutes of the Planning Committee meeting held on 15 April 2025 be signed as a true and accurate record of the meeting.</p>	<p>Proposed: KW Seconded: RC All in favour</p>
P72-2025/5	RESULTS OF PREVIOUS PLANNING APPLICATIONS	
	<p>MOTION: Committee to note the following results of previous planning applications:</p> <p><u>48 Black Bourton Road 24/00928/FUL (13/2024)</u> Demolition of existing dwelling and outbuildings. Erection of eight dwellings and associated works. PERMITTED</p> <p><u>Unit C9, West Oxfordshire Business and Retail Park Haddon Place 24/02497/FUL (42/2024)</u> Change of use to allow food retail in Units 9 and 9a at the West Oxfordshire Business and Retail Park, Carterton. PERMITTED subject to Legal Agreement</p> <p><u>Staddlestones, 41 Black Bourton Road 25/00154/HHD (01/2025)</u> Conversion of existing garage to annex. PERMITTED</p> <p><u>2 Lavender Place 25/00279/HHD (03/2025)</u> Erection of single storey rear extension. PERMITTED</p> <p><u>52 Milestone Road 25/00295/HHD (04/2025)</u> Alterations including erection of a porch, single storey side and rear extensions, replacement roof including raising the ridge height and alterations to fenestration. PERMITTED</p> <p><u>64 Swinbrook Road 25/00696/HHD (09/2025)</u> Removal of existing dormer on front elevation and replace with larger dormer. PERMITTED</p> <p><u>21 Bryony Gardens 25/00687/HHD (10/2025)</u> Conversion of roof space of detached double garage to create storage area with works to include the erection of an external steel spiral staircase with access door at north gable end along with insertion of roof lights to the front elevation. PERMITTED</p> <p><u>10 Lavender Place 25/00367/HHD (11/2025)</u> Erection of front extension. PERMITTED</p>	<p>Noted</p>

P73-2025/6	PLANNING AND LICENCING APPLICATIONS	
	<p>MOTION: Committee to consider and decide upon responses to the following planning applications. Members to consider whether their stance is Support/Object/Neutral and any comments they wish to submit to WODC.</p> <p><u>Carterton Leisure Centre, Broadshires Way 25/01031/S73 (14/2025)</u> Variation of conditions 6 and 7 of Planning Permission 23/02420 /FUL to allow the wording of the conditions to be changed to allow the installation of the solar panels and plant without submission of the arboricultural surveys and landscaping plans.</p> <p>IT WAS RESOLVED that Council respond to WODC in support of the application.</p> <p><u>19 Burford Road 25/01047/S73 (15/2025)</u> Variation of Condition 4 of Planning Permission 24/02846/S73 to allow the wording of the condition to be changed from Use Class E(b) to Use Class E Commercial, Business and Service.</p> <p>IT WAS RESOLVED that Council respond to WODC objecting to the application on the grounds that the condition could result in over saturation of a one type of business, such as hairdressers/barbers etc, which is contrary to the aims of the Local Plan policy CA4 that seeks to promote a wide range of businesses in the town centre.</p> <p><u>15 Hayward Drive 25/01092/HHD (16/2025)</u> Single storey rear and side extension, part conversion of the garage and addition of two off street parking spaces.</p> <p>IT WAS RESOLVED that Council respond to WODC in support of the application.</p> <p><u>41 Mayfield Close 25/01081/HHD (17/2025)</u> Single storey front and side extension.</p> <p>IT WAS RESOLVED that Council respond to WODC in support of the application.</p> <p><u>Unit A, Ventura Park 25/00826/FUL (18/2025)</u> Change of use of land to vehicle rental premises (sui generis). Erection of a vehicle rental premises including an office and vehicle wash bay with associated works including lighting and resurfacing.</p> <p>It was noted that the WODC Flood Risk Officer had requested a condition be included that, if approved, the applicant should submit a surface water drainage scheme. Council wished to echo that request. There was a concern raised as to whether it would increase traffic.</p>	<p>Proposed: SW Seconded: SB All in favour</p> <p>Proposed: KW Seconded: SW 5 Object 3 Support</p> <p>Proposed: SW Seconded: SB All in favour</p> <p>Proposed: SB Seconded: KW All in favour</p>

	<p>IT WAS RESOLVED that Council respond to WODC in support of the application, despite some concerns over increased traffic. Council would like to see the same condition expressed by the Flood Risk Officer included in the application if approved.</p> <p><u>32 Burford Road 25/01152/PN42 (19/2025)</u> Erection of single storey rear extension (7.6 x 4 max height/3.2 height to eaves).</p> <p>Cllr Godwin declared an interest in this application as she had been the previous owner of this property.</p> <p>It had come to light since publishing the Agenda that Council's comments were not required for this application, so none were provided.</p>	<p>Proposed: KG Seconded: KW All in favour</p>
P74-2025/7	DATE OF NEXT MEETING	
	Tuesday 17 June 2025 at the Town Hall.	Noted

The meeting closed at 6.42 pm.

[Back to agenda](#)

AGENDA ITEM 5 - RESULTS OF PREVIOUS PLANNING MATTERS

25/00517/FUL (08/2025)	St Joseph's Catholic Church, Arkell Avenue. Resurface existing car park and extend into grassed area within curtilage of Grade II Listed Building. PERMITTED
25/00772/HHD (12/2025)	12 Hayward Drive. Demolition of existing garage and front porch. Erection of single storey wrap around extension incorporating new front porch. PERMITTED

[Back to agenda](#)

AGENDA ITEM 6 - PLANNING AND LICENSING APPLICATIONS

25/00487/OUT (06/2025)	Land (E) 428789 (E) 208512 Burford Road, Brize Norton (Kilkenny Farm). Outline planning application with all matters reserved except access for up to 350 dwellings (Use Class C3); land for local community use (Use Classes E and F2); detailed means of access from Burford Road; public open space; landscaping; service infrastructure and associated works on land to the south of Burford Road, Brize Norton. (Full re-consultation as the Planning Pack has been revised).
25/01221/OUT (20/2025)	Brooklands Nurseries, 47 Shilton Road. Outline application for demolition of an existing dwelling together with associated outbuildings and the erection of eighteen dwellings with associated landscaping and open space (some matters reserved).
25/01229/HHD (21/2025)	37 Edgeworth Drive. Proposed single storey rear extension.
25/01195/HHD (22/2025)	21 Ashfield Road. Erection of a two-storey front extension.
25/01248/FUL (23/2025)	10 The Crescent. Change of use of outbuilding to holiday let with internal changes to comply with building regulations and fire (part-retrospective).

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

[Back to agenda](#)