

Banbury Town Council

Mark Hassall ACMA
Town Clerk & RFO



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Date: 09 August 2023

To: All Members of the Planning Committee

You are hereby summoned to attend a Meeting of the **PLANNING COMMITTEE** to be held in the TOWN HALL, BRIDGE STREET, BANBURY on **WEDNESDAY, 16 August 2023 at 6.30pm**, for the transaction of the following business:

A handwritten signature in black ink, appearing to be 'Mark Hassall'.

Mark Hassall
Town Clerk & RFO

BUSINESS TO BE TRANSACTED

1. Apologies for absence

Contact Martyn Surfleet (01295 250340).

2. Declarations of Interest

Members are asked to declare any disclosable pecuniary interests in items on the agenda, **and the nature of that interest**, in accordance with the Localism Act 2011, the Banbury Town Council Code of Conduct and Section 106 of the Local Government Finance Act 1992 (Please refer to the notes at the end of Agenda).

Members of the Local Planning Authority are invited to declare that any views they may express at this meeting will be based on the information currently available and that their final decision (which may differ from views previously expressed) will be made at the Local Planning Authority.

3. Minutes of the last Meeting

To approve as a correct record, the Minutes of the meeting held on 19 July 2023 (**Enclosed**)

4. Planning Applications to be considered

To consider the planning applications set out in **Enclosure 4**.

5. Planning Applications delegated to the Town Clerk

To note the planning applications dealt with by the Town Clerk, in consultation with Ward Members and the Chairman of the Planning Committee, as set out in **Enclosure 5**.

Banbury Town Council

6. Decision Notices

To consider Decision Notices where the decision of the Planning Authority is contrary to the observations of the Town Council, as set out in **Enclosure 6**.

7. Oxfordshire County Council - Local Transport & Connectivity Plan (Transport Hubs)

To consider an update from the Planning Officer regarding Oxfordshire County Councils Local Transport & Connectivity Plan (LTCP) **Enclosure 7**.

Notes on declaration of interest

(i) *Any Member arriving after the start of the meeting is asked to declare any disclosable pecuniary interests as necessary as soon as practicable after their arrival even if the item in question has been considered;*

(ii) *In such circumstances, the Member must withdraw from the meeting room, and should inform the Chairman accordingly.*

It is not practical to offer detailed advice during the meeting.

Recording of Meeting

(i) *Please be aware that an audio recording of the meeting may be made, as an aide-memoire for the purposes of the Clerk to ensure minutes reflect the overall tone and content of meetings, and will be deleted following the first approval of minutes.*

Planning Applications to be considered

<i>Application Number</i>	<i>Applicant</i>	<i>Location</i>	<i>Proposal</i>
23/01784/F	Saltbox Property Developments Ltd	3 West Bar Street, Banbury, OX16 9SD	Extension, alteration, and conversion of building to create 9 no. apartments with associated landscaping and car parking (amended scheme to earlier approvals)
23/01799/F	Healthcare Access Ltd	48 Easington Road, Banbury, OX16 9HJ	Change of use from dwelling house C3 to C2 (Children's Home)
23/01811/F	Healthcare Access Ltd	50 Easington Road, Banbury, OX16 9HJ	Change of use from dwelling house C3 to C2 (Children's Home)
23/01848/F	Healthcare Access Ltd	Flat 3, St Johns Court, 20 Calthorpe Road, Banbury, OX16 5ES	Change of Use from dwelling house C3 to C2 (Children's Home)
23/01816/F	Mr U Rajarapu	10 Broad Street, Banbury, OX16 5BN	Change of use of vacant betting shop into restaurant (E use class) and take away (sui generis use class) including installation of extraction flue system to rear and new fascia signs.

Please note that following the consideration of delegated planning by the Town Clerk and Chairman, there may be additional plans to consider in order to meet the deadlines of the Planning Authority.

Planning Applications delegated to the Town Clerk in consultation with the Ward Members and the Chairman of Planning Committee

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Processed applications				
Application No	Address	Applicant	Proposal	Outcome
23/01656/F	39 Easington Road	Mr M Younis	Erection of 2no garages, workshop and home office with gym	Object on the grounds that this building is overly large and due to its height and massing will be detrimental to the residential amenities of adjacent property. In addition, it is large enough to be easily converted into a separate unit of accommodation
23/01655/F	14 Bretch Hill	Attiyah Taj	Dropped kerb to front and permanent paving to front garden	No objections
23/01684/AD V	Formerley OUTFIT Unit 9 Banbury Gateway Acorn Way	Paul Snelling	2no internally illuminated fascia signs and 1no aluminium flat screen-printed sign	No objections
23/01699/F	7 Beatrice Drive	Mr S Arif	Single storey side & rear extension with flat roof	Object on the grounds that this building is overly large and due to its height and massing will be detrimental to the residential amenities of adjacent property. In addition, it is large enough to be easily converted into a separate unit of accommodation
23/01708/TP O	209 Broughton Road	Treetops	The Felling of one Cypress tree T2 subject to TPO no 5/89	It is suggested that CDC will require the replacement of the tree with a more appropriate species
23/01702/F	45 Longleat Close	Mr Ray Michael	Two storey side extension and porch. Dropped kerb to access new parking spaces - (re-submission of 22/02840/F)	No objections
23/01706/F	The Chestnuts, Firtree Close	Decibel Sport Management Ltd	Removal of condition 5 of 05/01802/F - Removal of the conditions on the basis that we believe that the conditions as stand fail for being both precise; and reasonable	Banbury Town Council do not consider that these original conditions were unreasonable or imprecise and therefore support their retention.

23/01707/F	91 Prescott Avenue	Mr and Mrs Kay	Single storey side and rear extension to provide enlarged living space, and ground floor bedroom suite for disabled person	No objections
23/01835/TC A	7 Butchers Row	Mr Tim Thomas	T1 x Cherry tree - reduce by up to 50%	No objections
23/01604/LB	Flat At 6 Southam Road	Mr Karamet Hussain	Wooden sash windows on front elevation - replace rotten casements for 2 windows. Replace all internal fire doors and frames.	The Town Council share the concern of the Conservation Officer about the level of detail supplied and the difficulty of assessing the impact of the proposal
23/01912/TC A	8 North Street	Ms Amanda Morris	T1 x Plane tree - Create pollard at 6 metres, reduce heavy end weight to branches and carry out rectification work on broken and snapped limbs	No objections
23/01803/F	7 Cranleigh Close	Mr Steven Harding	Single storey rear extension and conversion of existing garage into habitable space	No objections
23/01764/F	80 Parklands	Greta Sharpe	Installation of an air source heat pump within 1 metre of the property boundary	Is it not possible to locate this equipment in the rear garden?
23/01554/F	7 Tennyson Close	Mrs J Heath	Two storey side extension	This is a large extension on a prominent corner site. It may be somewhat dominant and possibly detrimental to the character and appearance of the locality.
23/01686/F	Unit 9 Banbury Gateway Acorn Way	Paul Snelling	Brand New 2m height plant zone's fencing and HVAC equipment	No objections
23/01853/F	Jacob Lodge Bolton Road	Churchill Retirement Living	Variation of condition 2 (plans) 12 (hard and soft landscaping) of 21/04202/F - To allow for the addition of a substation and water pump and to agree details of hard and soft landscaping	In our opinion the substation compound would be better with a brick wall to match the buildings than the fencing proposed
23/01795/AD V	Wykham Park Farm Wykham Lane (signs on Bloxham Road)	Persimmon Homes South Midlands Ltd	2 x Stack signs in a V-formation with 2 x streamer panels and 4 x Flags in order to advertise the residential development	No objections

23/01609/OB L	Land for Proposed Development At Drayton Lodge Farmhouse Warwick Road	Pegasus Group	Discharge of Schedule 3, Clauses 10 & 11 (Play Areas Scheme) of the S106 Agreement pursuant to Drayton Lodge (outline planning permission 18/01882/OUT, replaced by S73 permission 22/00487/F)	Banbury Town Council is generally happy with proposed items of equipment. However, one area of major concern is grass matt surfacing is specified under some of the equipment, our experience with this type of solution is that it is not suitable/sustainable for a number of reasons. Wet pour surfacing underneath all items of equipment is required, for us to adopt.
23/01861/F	Londis 2-6 Bradley Arcade Bretch Hill	Mr Sharma	New shopfront section with automatic doors, new ATM cash machine, infilling of existing windows and openings, provision of new fire escape doors, new roller shutter over existing door opening, alterations to existing ventilation doors and additional ventilation door for plant	No objection to the shopfront changes, but some concern about the extent of the intended advertising panels - we assume that an Advertisement Consent application will follow?
23/01930/F	Car Park White Lion Walk	C/o White Commercial Surveyors	Reduction of wall height on southern boundary	No objections

Planning Applications where the decision of the Planning Authority is contrary to the observations of the Town Clerk

Application No And Location	Nature of Application	Observations of the Town Council	Decision of the District Council
23/01354/F Application at 1 Nuffield Drive Banbury OX16 1BS	"Two storey side extension and single storey rear extension"	Banbury Town Council raised no objections	The application was refused on the grounds that; <i>1. By reason of its scale, form and massing, the proposed two-storey extension would result in a nonsubservient, discordant and visually obtrusive form of development which would be to the detriment of the character and appearance of the area. The proposed development is therefore contrary to Policy ESD15 of the Cherwell Local Plan 2011-2031 Part 1, saved Policies C28 and C30 of the Cherwell Local Plan 1996, the Government guidance contained within the National Planning Policy Framework, and the CDC Home Extensions and Alterations Design Guide 2007.</i> <i>2. Due to its scale and siting the proposed development would fail to safeguard the living conditions of the adjacent neighbour to the west through a loss of privacy. The proposed development is therefore contrary to Policy ESD15 of the Cherwell Local Plan 2011-2031 Part 1, retained Policy C30 of the Cherwell Local Plan 1996, Government guidance contained within the National Planning Policy Framework, and the CDC Home Extensions and Alterations Design Guide 2007.</i>
23/01488/F Application at 83 Sinclair Avenue Banbury OX16 1BQ	"Single storey rear and side extension and porch to front"	Banbury Town Council raised no objections	The application was refused on the grounds that; <i>By reason of its scale and siting, the proposed rear extension would result in loss of outlook, loss of light, and in an imposing and overbearing form of development to the adjoining neighbour (no 81 Sinclair Avenue), failing to safeguard the living conditions of the said neighbour. The proposed development is therefore contrary to Policy ESD15 of the Cherwell Local Plan 2011-2031, saved Policy C30 of the Cherwell Local Plan 1996, CDC Home Extensions and Alterations Design Guide (2007) and Government guidance contained within the National Planning Policy Framework.</i>

23/00401/F Application at Borough House Marlborough Road Banbury	“Change of Use of part of building to form 10no apartments (Use Class C3) including the partial demolition and alterations to the rear elevation, an external staircase, and internal alterations”	Banbury Town Council Planning Committee considered this application and resolved to raise no objections to the proposals and supports the proposals as it will ensure the well-being of this building that was the former Banbury Borough Council offices	The application was refused on the grounds that; <i>1. By virtue of the contrived rear fire escape to serve the library, the proposal would result in harm to the designated heritage asset. Therefore, the proposal has a detrimental impact on significance of the Grade II listed building, and would detract from the views within, the character and appearance of the Banbury Conservation Area resulting in harm to both heritage assets. The harm identified, which is less than substantial, significantly outweighs any public benefits. The proposal therefore fails to accord with Policy ESD15 of the Cherwell Local Plan 2011-2031 Part 1, saved Policies C28 and C30 of the Cherwell Local Plan 1996 and guidance contained within the National Planning Policy Framework.</i> <i>2. There is insufficient information provided to demonstrate that the proposal would not have an effect on drainage and flood risk. The proposal is therefore contrary to Policy ESD6 of the Cherwell Local Plan 2011-2031 Part 1 and Government guidance contained within the National Planning Policy Framework.</i> <i>3. In the absence of a satisfactory unilateral undertaking or any other form of Section 106 legal agreement, the local Planning Authority is not satisfied that the proposed development provides for appropriate infrastructure contributions required as a result of the development, and necessary to make the impacts of the development acceptable in planning terms. As such, the proposal is contrary to Policy INF1 of the CLP 2015, CDC’s Planning Obligations SPD 2018 and Government guidance within the National Planning Policy Framework.</i>
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Oxfordshire County Council - Local Transport & Connectivity Plan (Transport Hubs)

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Introduction

There are a number of challenges associated with Oxfordshire's transport network. Our Local Transport and Connectivity Plan (LTCP), adopted in July 2022, seeks to address these challenges. It outlines our long-term vision for transport and travel in the county and the policies required to deliver this. The need to improve multi-modal travel and better integrate different transport modes is key to addressing all of our challenges.

This strategy outlines how we will develop transport hubs to improve multi-modal travel. This is key to implementing the LTCP, particularly policies 22 and 23 which outline our proposal to make multi-modal travel as a central option for transport planning and to develop a network of transport hubs across the county.

Policy context

There are a number of key policies and workstreams that provide context for why we have developed this strategy and have helped to shape the content. The key policies and workstreams are:

- Local Transport and Connectivity Plan (LTCP) – The LTCP transport hub policy outlines our proposal to develop a network of transport hubs across the county.
- Bus Service Improvement Plan (BSIP) – The BSIP sets out plans for transport hubs alongside the introduction of some new rural bus routes.
- Oxfordshire Bus Summit – The summit developed a manifesto that outlined a vision for Oxfordshire. Ambition 1 of the manifesto is to create a network of transport hubs.
- Park and Ride Strategy Group – This is a stakeholder group that considers operational improvements and develops strategy for Oxford's park and ride sites. This strategy will help to inform how these sites evolve.
- Bus Enhanced Partnership – This is a legal agreement between the county council to Oxfordshire's bus operators to improve joint working.

Transport hub context

Transport hubs are an existing concept with examples of ongoing and complete hubs both within the UK and across Europe. The majority of existing work uses the term 'mobility hub'. We have chosen to use the name 'transport hub' because it is clearer and easier to understand but the underlying concept is the same. During development of this strategy, we have reviewed transport hub work by other local authorities and organisations, to develop an Oxfordshire transport hub proposal. This incorporates many aspects from elsewhere but redefines and tailors them to the Oxfordshire context.

Following this review of existing work, we have developed an Oxfordshire transport hub definition. We define transport hubs in the following way:

"A transport hub is an area in which a variety of transport modes and community assets are co-located for seamless interchange. These facilities provide added benefit to communities and combined they make up an easy-to-use transport network."

Benefits of transport hubs

Developing a transport hub network will deliver a range of benefits to residents in Oxfordshire. They will also help to support delivery of our ambitions in a range of different areas such as transport and healthy place shaping. Key benefits of transport hubs are:

- Support the prioritisation of sustainable transport modes
- Improve health and well-being of residents
- Support the development of an integrated public transport network
- Support the development of an inclusive transport system
- Support the development of 20-minute neighbourhoods
- Improved public realm
- Raise profile of shared services
- Management of emerging services
- Help to tackle rising cost of living

Development process

This document sets out our principles behind transport hubs. However, it does not identify proposed transport hub locations or what will be included at each location. Further work will be required to take forward the principles from this document. This will be conducted as part of a 4-stage process:

- Strategy – Production of the transport hub strategy to identify key principles, essential criteria, typologies and set a standardised approach.
- Location identification – Identification of feasible locations for different types of transport hubs through LTCP area travel plans, the planning process and stakeholder engagement.
- Business case development and detailed design – Develop business cases and detailed designs for the locations identified.
- Delivery – Delivery of the transport hubs identified and designed.

Essential criteria

We have outlined some essential criteria which all transport hubs in Oxfordshire must meet. Our essential criteria are:

- Transport hubs must facilitate transport interchange between at least two transport mode options.
- Transport hubs must have at least one element from each of the 4 element groups.
- Transport hubs must have visual, social and community appeal.
- Transport hubs must be accessible and understandable to all.

Transport hub typologies

To build on our essential criteria, we have defined 4 different types of transport hubs that we will develop in Oxfordshire. These typologies have been developed to outline the different size transport hubs we will be developing. The typologies also include the possible elements that could make up each transport hub type. The 4 typologies we have developed are summarised below.

Location identification

Specific locations will primarily be identified through the LTCP area travel plans. Development of the area travel plans will include local engagement and evidence collection. They will therefore be well placed to identify suitable locations for transport hubs utilising the guidance in this strategy. We will also work to identify locations through the planning process and stakeholder engagement. To assist with identifying transport hub locations and to provide a consistent approach to location identification we have identified the key factors that should be considered:

- Proximity to destinations
- Connectivity
- Planning constraints/opportunities
- Safety
- User base
- Feasibility

Detailed design

Once locations have been identified, work is required to develop business cases and detailed designs. This stage of work will consider the business case justification, exactly which elements the transport hub will include, how the transport hub will look and possible costs. When developing detailed designs for a transport hub there are a number of factors that should be considered. We have summarised these considerations in this strategy to ensure that they are incorporated from the outset when designing transport hubs. The considerations during detailed design are:

- Future proofing
- Local users' needs
- Intentional design
- Accessibility
- Signage

Delivery processes

The final stage of our transport hub development process is delivery of the detailed designs. There are a number of different ways transport hubs could be delivered. Alongside traditional approaches, transport hubs could also be delivered incrementally or in partnership. The approach taken will depend on a number of factors related to the individual location.

Funding

Funding will be required to deliver transport hubs. The potential funding sources available to the county council to deliver transport hubs are developer contributions, funding bids, partnership working, operator or private sector investment and income generated from transport hubs.

Additional elements to support delivery

In order to support the delivery of a transport hub network, there are several additional elements that should be considered. These additional elements are branding, ticketing, mobility as a service and communications. This strategy does not provide plans for these additional elements. They are included here to highlight what will be considered by the county council as we begin to deliver transport hubs across the county.

Monitoring

Monitoring outcomes from this strategy will be covered as part of the overall LTCP monitoring process. The monitoring of the LTCP will include the headline targets and the key performance indicators (KPIs). The headline targets and KPIs have been designed to measure the impact of Oxfordshire's transport policies which includes transport hubs. Whilst monitoring of the overall strategy outcomes will be conducted as part of the LTCP monitoring process, we will also seek to monitor the specific outputs of this strategy, subject to funding and resource availability. For example, the number of transport hubs delivered and usage of the services at a hub.

Notes from Banbury Town Councils Planning Officer –

The County Council's Local Transport & Connectivity Plan transport hub policy (policy 23) outlined the proposal to develop a network of transport hubs across the county. Following adoption of the LTCP, the Transport Hub Strategy has been developed to build on the high-level considerations in the policy and provide more detail about how they plan to develop transport hubs across Oxfordshire.

Oxfordshire County Council has consulted all Town and Parish Councils and is seeking our suggestions for locations where mobility hubs would be valuable to aid local people's sustainable travel options. The County Council has allocated some funds to create some mobility hub pilots over the next three years. They are compiling a long-list of location suggestions that we will use to inform which locations are selected for these pilots. They would appreciate any comments on individual locations already suggested on this list and any support for particular suggestions. Additional suggestions on further locations to be considered are most welcome, including specific details such as an approximate address and any details on how you feel this location would support people's travel options.

Banbury Bus Station	Major Interchanges	Upgrades	Not all bus services stop at Banbury Bus station and some therefore stop instead on Bridge Street	Various	Cherwell	Banbury Town Council	Cherwell District Council (owners/ operators)	
Banbury Calthorpe West car park, OX16 5EX	Mini Hub	Upgrades	Providing secure cycle parking at Car Club locations has the potential to extend the catchment area that the car club serves		Cherwell	Banbury Town Council	Car Park Manager, Co Wheels	Park & Charge with EV Car Club
Banbury Rail Station/ access via Tramway Road	Major Interchanges	Upgrades	There is a proposal to possibly provide a new bus access point to the station via Tramway Road, subject to providing a turning circle. Providing bus services at the station will support interchange between the modes.	Bus do not currently stop at Banbury Rail Station due to access issues	Cherwell	Banbury Town Council	Chiltern Railways	
Banbury Windsor Street car park, OX16 5AS	Mini Hub	Upgrades	Providing secure cycle parking at Car Club locations has the potential to extend the catchment area that the car club serves		Cherwell	Banbury Town Council	Car Park Manager, Co Wheels	Park & Charge with EV Car Club
Wood Green Library, Banbury	Mini Hub	Upgrades	Status: Full Fibre Installed and Service Live		Cherwell	Banbury Town Council		Giga hubs project