

Minutes of the Littlemore Parish Council Full Council Meeting Held on Tuesday 14th April 2026 at 7pm in Littlemore Village Hall

Present: Cllrs Peter George (Chair), Sadiea Mustafa-Awan, Lynne Davies, Michael Evans, Dorian Hancock, David Henwood, Aga Macowska, Anna Railton, Chris Smowton, Anne Stares, Peter White and Maggie Willis.

In attendance: Tim Cann (Acting Clerk)

Members of the Public: 5

Meeting opened: 19.00

Public Forum:

Tony Eaude gave an overview on the Neighbourhood Plan working group. It plans to continue with looking at implementation of the plan.

A member of the public spoke about the planning application for 8 Lanham Way and gave the Clerk a hardcopy of residents' concerns.

David Stares introduced himself as a Oxford City Council election candidate.

FC 166/25 Chair's Welcome

Cllr George welcomed everyone to the meeting and explained how this is the last meeting of this council before the Annual Parish Council meeting in May.

FC 167/25 Apologies for absence

Parish Councillors Kowalski – otherwise engaged, Railton – prior engagement.
Cllr Smowton may be late.

FC 168/25 Declarations of Interest

Cllr Henwood declared an interest in planning as a member of Oxford City Council planning committee.

FC 169/25 Minutes of Previous Meeting

The Council received and approved as a correct record the minutes of the Full Council meeting held on Tuesday 10th March 2026.

19:20 Cllr Mustafa-Awan joined the meeting.

FC 170/25 Report from County & City Councillors:

Reports from Oxfordshire County Councillor David Henwood and Oxford City Councillor Anne Stares are attached.

There was no report received from Oxford City Councillor Corais.

FC171/25 Report from Thames Valley Police:

No report received.

FC 172/25 Review and Adoption of Co-Option Policy

After some discussion Cllr George proposed, Cllr Davies seconded. Accepted unanimously.

FC 173/25 Review and Adoption of Risk Management Policy and Procedures for Meetings.

The Council reviewed the document. Cllr Willis proposed. Cllr Stares seconded. Accepted unanimously.

FC 174/25 Review and adoption of Risk Assessment.

The Council reviewed the document. Cllr Hancock proposed. Cllr Willis Seconded. Accepted unanimously.

FC 175/25 Parks & Environment Committee meeting held on Tuesday 16th March 2026.

The Council noted the minutes.

FC 176/25 Finance & General-Purpose Committee meeting held on Thursday 26th March 2026:

The Council noted the minutes.

FC 177/25 . Large Funding Policy & Procedure Working Group: To review proposal from Cllrs Railton & Mustafa-Awan to formalise large funding policy & procedures. This was deferred to the May full council meeting.

FC 178/25 Planning

To review and comment on current planning applications:

- **26/00723/FUL – 5 Swinbourne Road** – Demolition of ground floor rear projection. Erection of single storey rear extension. Insertion of 1 window to ground floor side elevation. – **NO OBJECTIONS ALTHOUGH CONCERN WORK ALREADY STARTED.**

20.08 Cllr Smowton joined the meeting.

- **26/00614/FUL – 31 Bodley Road** – Demolition of existing rear extension. Erection of a part single, part two storey rear extension. Provision of bin and bike stores.- **CONCERNS ABOUT NUMBER OF HMO'S ALREADY IN THE AREA, ADDITIONAL CAPACITY ON UTILITIES AND PARKING PROVISION. NEEDS TO BE VIEWED WITH LITTLEMORE NEIGHBOURHOOD PLAN.**
- **25/01546/FUL – 8 Lanham Way** – Demolition of existing detached building and garage. Erection of 4 x 2 bed dwellinghouses and 4 x 1 bed flats (Use class C3). Provision of car parking, bin and cycle store, air source heat pumps and association landscaping. (Amended development and plans). – **OBJECT: LIST OF CONCERNS Appendix A attached.**

Planning Applications Awaiting Decisions:

- **MW.0002/26 – Sewage Treatment Works.**

- 25/03412/FUL – The Chapel, 3 Armstrong Road.
- 26/00221/FUL – 2 Eastern Avenue
- 26/00386/FUL – 17 Swinbourne Road
- 26/00266/FUL – Plot 23-26 Oxford Science Park, Grenoble Road

Decisions:

- 25/03127/VAR – The Peep Centre, The Oxford Academy – APPROVED.
- 25/03427/LBD – Charity Farm Cottage, College Lane – APPROVED.

Consultations: NONE.

The Chair informed the Council that The Ellison Institute have acquired four 3-storey properties in Mandelbrote Drive which, a member of the public has stated, appear to have been converted into HMO's. It was RESOLVED the Clerk make Planning Enforcement aware.

FC 179/25 Neighbourhood Plan: Adoption Delay by Oxford City Council.

The Chair informed the Council the time delay the City Council wanted to give fully adopting the Neighbourhood Plan. However, this had now been resolved with the City Council giving assurances.

Formation and Terms of Reference for the Working Group was deferred to the May meeting.

FC 180/25 Oxford Road Recreation Ground Play Equipment Update:

Cllr George and the Clerk went through the meeting between Cllr George, Clerk, Cllr Snowton (replaced Cllr Railton) and Harlequin. It was RESOLVED payment of the final invoice would be deferred until items resolved.

Cllr Hancock asked about the rough sleeper in Oxford Road Recreation Ground – The City Council and St Mungo's have been informed, and a reminder was sent yesterday. It was RESOLVED that Parks & Environment Committee look at possible Bylaws to prevent future occurrences.

FC 181/25 Littlemore Fun Day 2027: To review and accept the Working Group members and Terms of Reference. This was deferred to the May full council meeting.

FC 182/25 Clerk's Report:

The Annual Parishioners meeting will be on Tuesday 19th May at the Littlemore Village Hall.

FC 183/25 Information Sharing: (Please note this is for the sharing of information. No actions can be taken by the council on any item that may come up.)

- OALC Newsletter – already forwarded to all councillors.

FC 184/25 Date of Next Meeting: Tuesday 12TH MAY 2026 7pm in Littlemore Village Hall.

Meeting Closed: 21:02

Signed:

Cllr Peter George. Chair.

Date:

25/01546/FUL – 8 Lanham Way – Demolition of existing detached building and garage. Erection of 4 x 2 bed dwellinghouses and 4 x 1 bed flats (Use class C3). Provision of car parking, bin and cycle store, air source heat pumps and association landscaping. (Amended development and plans). – **OBJECT: LIST OF CONCERNS ATTACHED.**

- 1. Undisclosed change to parking (Policy M3):** The April 2026 revised drawing shows 8 parking spaces (3 on Lanham Way, 5 on Medhurst Way) but they application is still described as “car-free”. The Planning Statement has not been amended. This is a material change made without fresh consultation.
- 2. No daylight/sunlight assessment (Policy H14):** No BRE 209 assessment has been submitted. The “Daylight Statement” is a single page saying, “refer to D&A statement.” The Council cannot conclude no harm to neighbouring properties without a proper technical study.
- 3. Biodiversity Net Gain non-compliance (Environment Act 2021):** No completed Defra Metric 4.0 calculation. No 30-year management plan. This site was cleared before the baseline survey. This is a statutory requirement that cannot be dealt with by condition.
- 4. SuDS Drainage calculations not updated (Policies RE3/RE4):** The drainage calculations pre-date the revised parking layout. Eight new parking bays increase impermeable area. No exceedance flow routing. No enforcement maintenance plan with a named management entity.
- 5. Highway Safety – Lanham Way (NPPF 115):** Eight new properties on a lane currently serving approximately 9 – a near-doubling of activity. The one-car-per-dwelling assumption ignores visitors, deliveries, and the fact that the 82m² two-bed houses could easily be two-car households. The lane is 3.5m wide, unadopted, unlit, with no footway or turning head. No CTMP submitted despite the Parish Council’s previous request.
- 6. Highway Safety – Medhurst Way (Policies M1-M3):** Five parking spaces on the Medhurst Way side. The vehicular access cuts off existing on-street parking used by Medhurst Way residents, displacing the parking problem.
- 7. Proven overspill parking crisis:** Double yellow lines were recently installed at the Lanham Way/Sandford Road junction because overspill parking was obstructing visibility splays. Adding 8 more cars will make this worse.
- 8. Noise assessment weaknesses (Policies RE7/RE8):** The noise report uses substitute data from a different heat pump manufacturer. The sound baffles required for units C3 and C4 to achieve compliance are unspecified and untested – the report itself states it should not be relied upon for detailed mitigation design. Construction noise and increased vehicle movements have not been assessed.
- 9. Overdevelopment and harm to Conservation Area setting (Policy DH1):** Eight new properties replace a single bungalow on a lane described in the Conservation Area appraisal as a “narrow rural trackway.” While allocated parking is provided, the real impact is the properties themselves – second cars, visitors, deliveries, and service vehicles will generate activity well beyond one car per unit. Cumulative development at Youngs Place and Railway Lane has already degraded the area.
- 10. Pre-application site clearance:** Mature vegetation was removed before the ecological survey, potentially manipulating the biodiversity baseline. The Council

should investigate and require the BNG assessment to reflect pre-clearance conditions.

11. **Unadopted Road – No contribution (Policy M2):** No s.106 contribution toward upgrading Lanham Way. The road cannot support the additional traffic, deliveries, and emergency access required by 8 new dwellings.
12. **Inaccurate and Misleading Plans:** Parking spaces (1,2,3,& 4) are only accessible by crossing boundary not belonging to property owners
13. **None – Compliant with NP:** Asit stands this application does not comply with Policy 3 of the Littlemore Neighbourhood Plan.