

Aston Tirrold & Upthorpe Parish Council

INTRODUCTION

This document has been prepared by the Parish Council to assist our communities in relation to planning applications and other village related matters.

The Parish Council meets on the 3rd Monday of each month at 8pm where we will discuss any planning application due for consideration - we would urge an applicant to be represented at that meeting, either in person or by a third party (architect, agent etc.) so as to ensure any questions can be answered on the evening.

On these pages we have provided a list of websites that you may find helpful when communicating with the authorities about your application and plans.

Planning: Communicate with all those either affected by applications (neighbours) planning authorities (Parish Council, South Oxfordshire District Council & Oxfordshire County Council) is beneficial and advisable.

Parish Councillors will often want to arrange a site visit on location with you to discuss your plans. Where necessary, it is advisable to leave as much time as possible before the Parish Council meeting in order to ensure that everyone has time to review your application.

Joanna Hart (Chairwoman)

BEFORE APPLYING

1. Take pre planning advice from SODC if unsure about any aspects of your proposed planning application and read all the guidance on their website. (website link)
2. Check if your property is in the village conservation area and take advice from a conservation officer. (provide map of conservation area on village website)
3. Check if your property/properties are listed - (provide link on website)
 - a. *Owners of listed building can benefit from useful dialogues with conservation officers. Listed building applications are free - unapproved changes can be discovered especially when selling the house.*
 - b. Is your property listed? <https://www.historicengland.org.uk/listing/the-list/>
4. Read and check the advice on building in an Area of Outstanding Natural Beauty on the North Wessex Downs website.
<http://www.northwessexdowns.org.uk/uploads/docs/manplan/North%20Wessex%20Downs%20AONB%20Management%20Plan%202014-19%20for%20WEB.pdf> – page 59
5. Consult with your neighbours before submitting your plans to SODC (and if in any doubt consult with other neighbours near or opposite you where you feel they may be affected).
6. Speak to Oxfordshire County Council (Highways) if your application involves any works that affect or change an entrance to the public road or change an access point. (link to OCC).

7. For works on trees, hedges and bushes in a conservation area you may need to submit a Notice of Intent to SODC (forestry and countryside) prior to undertaking certain works.
 - a. In order to preserve and prevent undesirable changes to the character of a conservation area, you are required to submit a Notice of Intent to the council before carrying out any tree work, including pruning, to trees with a stem diameter greater than 75mm.
 - b. <http://www.southoxon.gov.uk/services-and-advice/planning-and-building/trees>
8. Displaying planning notices. When you need to and when you are responsibly for putting up supplied notices if planners have not. (link to SODC website)
9. Amending your plans and getting them online with sufficient time to be reviewed (link added).
10. Consult with your parish council. They will have notice of your planning application and may arrange a site visit with you to view the plans in situ. This site visit will happen before the next Parish Council meeting where your plans will be discussed and voted on.
11. Don't leave all the communication and work to your agent or architect when it comes to discussions with the Parish Council or neighbours.
12. Material considerations: What does this mean? (eg: having no right to a private view).
13. Reference the South Oxfordshire District Council Local Plan consultation documents here:
 - a. <http://www.southoxon.gov.uk/services-and-advice/planning-and-building/planning-policy/local-plan-2031/local-plan-2031-consultati>
14. Reference the Aston Tirrold & Upthorpe Conservation Management Plan here:
 - a. <http://www.southoxon.gov.uk/sites/default/files/Aston%20Tirrold-Upthorpe%20CA%20Management%20Plan.pdf>
15. Reference The Astons Community Led Plan (it will be published sometime in 2016)

CONSTRUCTION TRAFFIC MANAGEMENT

General advice on using large vehicles during construction in the villages.

1. **Notify neighbours:** When you know when large vehicles are expected notify direct neighbours of their arrival. For substantial truck movements we also recommend letting the village know via the e-news. Include details on the size of trucks, date, time and route.
2. **Agree routes in advance:** Agree with your builder/contractor the route into the village before they arrive. Chose routes that minimise use of the tight bends in the village. Long trucks coming into the village from the A417 should approach from the east on the A417. Ensure they have an accompanying safety car and/or banksman to support especially important if they are going to have to reverse long distances. Also agree with the contractor how vehicles will turn around to leave the village.
3. **Be on hand:** Be available when the vehicles arrive to deal with concerns or address any issues with the village on the day. You might also consider taking photos / video of the vehicles arriving

/ leaving (as long as it is done safely) to record their route and collect any evidence in the event of any damage being caused.

4. **Avoid parking on pavements:** Please avoid contractors/lorries blocking roads and pavements for any length of time. This is especially important for those in the village who are less mobile and dependent on the pavements for walking around the village.
5. **Notify the house owners/vehicle owners and the PC if there is any damage caused:** If your contractor causes any damage please notify those impacted immediately and notify the PC (see the village news or village website for contact details).
6. **AFTER PLANNING APPROVAL:** Once your plans have been approved you may be subject to conditions before any works can take place. Please ensure you work within these guidelines.

NON-PLANNING RELATED ISSUES

- The Parish Council cannot be involved in any legal disputes (eg: boundaries on your property)
- Who is responsible for what in the village
 - **The Pavilion** (*Astons Recreational Committee: ARC are a sub-committee of the Parish Council*)
 - **The Recreational Ground** (*Astons Recreational Committee: ARC are a sub-committee of the Parish Council*)
 - **Footpaths, bridal ways and public rights of way** in our parishes (Oxfordshire County Council). Our parish council have a designated councillor who is responsible for this area (name of current councillor)
 - **Roads and potholes** <https://www.oxfordshire.gov.uk/cms/content/potholes>
 - **The burial ground** (The Parochial Parish Council)
 - **War Memorial** (The Parish Council)
 - **The village benches** (The Parish Council)
 - **The Village Hall** (The Village Hall Management Committee)
- Attending Parish Council meetings. Our meetings are held each month on the 3rd Monday of each month at 8pm at the village hall. These are public meetings and everyone is welcome.

USEFUL LINKS

The Planning Portal

<http://www.planningportal.gov.uk/planning/applications/howtoapply/preappadvice>

South Oxfordshire District Council

View current planning applications in our villages: <http://www.southoxon.gov.uk/services-and-advice/planning-and-building/find-application/planning-application-register>

Pre- Application advice: <http://www.southoxon.gov.uk/services-and-advice/planning-and-building/application-advice/pre-application-advice>

Oxfordshire County Council

<https://www.oxfordshire.gov.uk/cms/>

North Wessex Downs AONB

<http://www.northwessexdowns.org.uk/index.php>

Natural England

A website presented as an interactive map which can be explored using various mapping tools that are included.

<http://www.magic.gov.uk/>