**From:** Adderbury Parish Council Clerk  
**Sent:** 31 May 2018 16:11  
**To:** Caroline Ford; [diane.bratt@adderburypc.co.uk](mailto:diane.bratt@adderburypc.co.uk)  
**Cc:** Bob Duxbury; Chris Heath  
**Subject:** Re: 18/00220/F - Land North of Milton Road, Adderbury

Thanks Caroline, Diane and I are happy with your record of the meeting.

Thank you for your help and support with this matter.

Theresa Goss

Clerk and Responsible Financial Officer to Adderbury Parish Council

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**From:** Caroline Ford <[Caroline.Ford@cherwellandsouthnorthants.gov.uk](mailto:Caroline.Ford@cherwellandsouthnorthants.gov.uk)>  
**Sent:** 30 May 2018 15:51  
**To:** Adderbury PC; Diane Bratt  
**Cc:** Bob Duxbury; Chris Heath  
**Subject:** 18/00220/F - Land North of Milton Road, Adderbury

Dear Theresa, Diane,

Thank you for meeting with us last week, I think it was helpful to go over the requirements for this application. As advised, I write to summarise how we have agreed the application will progress and I have also received some responses from OCC that I can provide to you to assist you in moving things forward.

There is a requirement for the following matters:

         Flood Risk Assessment and Drainage Strategy – I have provided the details of the appropriate Officers at OCC to the Parish Council should there be any further queries with regard to this matter.

         Transport Statement and Travel Plan – OCC have provided me with the two attachments to this email. They have advised me that the TATP guidance should contain all the necessary information, but that the Travel Plan Team are proactive and can be contacted directly. OCC do not have adopted parking standards, only guidelines, and these are based on the floor area of a building (as per the attached spreadsheet) rather than the requirements for the playing fields. So, the application will be treated on its own merits and it would be advisable for a detailed statement on the parking to be provided. I understand that the onus is on the applicant to propose a level of parking and justify this. They have also advised that around 6% of spaces should be for disabled users. The statement should also include discussion on facilities for coach parking, delivery vehicles and refuse collection. Vehicle tracking around the site for coaches and refuse trucks (11.6m long) will be necessary unless alternative arrangements are being made for these vehicles. OCC have also advised that the attached document also covers Travel Plan Statements and this as well as the Transport Statement should be included in the application documents. If you have any further queries on this, I would suggest that you contact Roger Plater directly as he is best placed to assist you on these matters.

          Amended layout – we discussed an amended layout to be provided to address the comments I have provided to you in relation to the position of the MUGA and the consequent amendment to the position of the potential hall/ sports pavilion. As suggested, as the building does not form part of the current application, I would suggest that you show an area of sufficient space for this purpose and label this as being the position for a possible hall/ sports pavilion. You also intend to demonstrate the introduction of some additional landscaping.

         Archaeology – we discussed this and I explained that this is a required condition for the reasons given by OCC in their formal response and therefore is not a matter that requires additional information to be submitted pre-determination. I understand that you wish to potentially carry out this work earlier and we advised you to speak directly to Richard Oram at OCC to understand the requirements. I am happy for any such assessment to be considered through the application process providing it is submitted giving sufficient time for a re-consultation to be undertaken with OCC. If there is not sufficient time, then the conditions would be recommended and you would need to apply to formally discharge the planning conditions.

Please confirm you are content with this record of the meeting. I trust that the additional information I have provided here is helpful in assisting you to provide additional information for consideration.

Kind regards

Caroline

**Caroline Ford** BA. (Hons) MA MRTPI   
Principal Planning Officer – Major Projects Planning Team  
Development Management Division

Place and Growth Directorate   
Cherwell District Council and South Northamptonshire District Council

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