

# Hands Off Hanborough

## HOW TO WRITE A LETTER OF OBJECTION TO THE UPLANDS PLANNING COMMITTEE, WODC

For Planning Application Number **14/1234/P/OP**

Pye Homes with Blenheim Palace Estate have applied for outline planning permission to build **169 dwellings on land South of Witney Road, Long Hanborough.**

- This application and others in the pipeline will, if approved, alter Long Hanborough forever
- Traffic will increase significantly on the already overcrowded A4095 and A40
- Hanborough Surgery and the Manor School will be put under severe pressure, they are already at capacity

### What can you do?

- If you do not approve of what is happening you can object
- The more people who object, the more notice the Uplands Planning Committee will take of the village's concerns
- Write to **Hannah Wiseman** at the Council's Elmfield Office

(see EXAMPLE LETTER – BASIC OUTLINE below).

- Objections have to be sent in by **2 October 2014** so, THERE IS NOT MUCH TIME

### How to write a letter of objection

If there are others in your household who agree with your views then please ask them **ALL** to write to the Council as all your letters are counted, and all your views are taken into consideration. The more people that write in, the more seriously the views of villagers will be taken into consideration when deciding on the planning application. If you feel unable to do individual letters then it is better to send a letter from the whole household than not at all. Letters can be given to HAG Committee members who will send them in bulk.

You can drop them into:

**71 Millwood End** or, **3 Millwood Vale** or, **26 Church Road**

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**Below are some guidelines you may find helpful for formulating your letter.**

Your objections should be on planning grounds. Remember the Case Officer can only work within the policies and guidelines set by the Council, so it is important that any points you raise are relevant to these. Referring to non-planning issues will just make the letter longer, undermine your case, and take up more of the Case Officer's time.

One of your main goals with the letter is to make the Case Officer's job as easy as possible. If all goes to plan they should be reading through dozens of letters like yours, so keep your letter brief. It is useful if letters are varied so please feel free to change things around and write in your own style. **Write from the heart**, it doesn't make your letter any less valid. Just write down your concerns or issues as you would if you had the opportunity to talk to a Councillor face to face.

Below are some ideas:

### Your letter

The Example Letter – Basis Outline below gives you all the details you need to include. In summary, you will need to reference your letter as follows...

**Quote planning reference:  
14/1234/P/OP - Land South of Witney Road, Long Hanborough**

**You should also add your name and address.**

In the opening paragraph state clearly the reason for your letter and the level of your concern, and then move quickly onto listing your specific points of objection.

### The main points in the body your letter

List your points of objection in order, starting with the strongest first and explain the reason for each objection. In deciding whether to refuse or approve a planning application the Council are legally obliged to take note of residents views, and the amount of opinion generated.

The issues the Council **can consider** include:

- Increased pressure on our schools, medical services, and voluntary groups
- Traffic problems, car parking and fumes
- Loss of green space
- Loss of community value
- Undue loss of privacy or overlooking
- Loss of sunlight or daylight

- Effect on trees and other vegetation
- Loss of access to any potentially important historical relics
- Noise
- Effects on wildlife and their natural habitat, especially regarding species in danger
- Excessive height or size of buildings
- Inappropriate design or layout
- Poor landscaping, screening, or means of enclosure
- Unacceptable or inappropriate use

The following are examples of concerns which the Council **cannot consider**:

- Loss of value to your own home
- Inconvenience or other problems caused by building works
- Opposition to business competition

### Concluding your letter

Once you have listed all your points of objection, you may wish to bear the worst case scenario in mind here. If the worst comes to the worst and the application is approved, are there any measures that you would want the Council to take to make the duration of the works more bearable for you? It may be worth asking the Council to consider using its powers to enforce controlled hours of operation and to ensure that consideration is given to how and where construction vehicles and staff would gain access to the site for unloading and parking without causing a highway hazard or inconveniencing neighbours. Conditions need to be included in the approval notice for a planning application if they are to be legally binding, so it is important that you make any such requests at this stage. **These points do not weaken the objections you have made.**

You can also request that the Planning Committee make a site visit

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**EXAMPLE LETTER – BASIC OUTLINE**

Your address

Date

Hannah Wiseman  
WODC  
Elmfield  
New Yatt Road  
Witney  
OX28 1PB

Dear Cllr

**Pye Homes (with Blenheim Palace Estate) - Planning Application No. 14/1234/P/OP. A housing development of 169 dwellings on land South of Witney Road, Long Hanborough.**

I am writing to you because I oppose the above Planning Application. My reasons are as follows; please can you spare a moment to read them?

## Your content

Please accept these as my objections to the Planning application **14/1234/P/OP**.

Thank you for reading this letter.

Yours sincerely

Your name