



Date: 5<sup>th</sup> February 2024

Planning Department  
Oxford City Council  
Town Hall  
St Aldate's  
Oxford  
OX1 1BX

Our Ref: 1371-1/JS

Dear Planning Team

Re: Proposed replacement gate  
St Clare's Oxford, 139 Banbury Road, Oxford, OX2 7AL

We act for St Clare's College, Oxford, who have instructed this Practice to submit a Full Planning Application to your Council for the replacement of an existing gate, located within a brick wall on the boundary of one of their educational properties along the Banbury Road.

The existing timber entrance gate has been in situ for a number of years and is now beyond its useable lifespan and economic repair. In addition, the gate is a security risk due to its age whilst also representing a considerable maintenance headache for the college, given the fact its consistently breaks and requires repair.

The proposed replacement would be a metal gate with a small arch above it, thus resolving the issues experienced by the College at present.

The application site sits within a Conservation Area, and great care has been given to the design of the replacement gate, as a result the gate is not a standard 'off-the-shelf' product but rather a bespoke gate with laser cut panelling displaying designs which have taken inspiration from the surrounding area.

The following information is submitted in support of this proposal:-

This Covering Letter  
Design and Access Statement  
Heritage Statement  
CIL Form 1  
Location Plan & Site Plan  
Existing & Proposed Elevations

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**Partner:** Jeffrey Charles Emmett AssocRICS • **Partner:** Karine Emmett (Finance) • **Associate Partner:** Sue Blewitt (Admin)  
**Planner:** Jack Spence AssocRTPI BSc (Hons) • **Chartered Architect:** Alexandra Kropok MArch MEng MSc



We trust that you will find the Application acceptable in all respects, but should you require any further information, please do not hesitate to contact me.

Yours faithfully



**Jack Spence**  
**AssocRTPI**  
Planner