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Oxford City Council
Planning Department
Town Hall
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28 February 2024

Dear Sirs,

OXFORD CENTRE FOR MISSION STUDIES (OCMS) AT THE CHURCH OF ST PHILIP AND ST JAMES, WOODSTOCK ROAD, OXFORD, OX2 6HR

Application for Listed Building Consent to increase the height of the glazing of north and south transept screens, to construct a new stair to provide access to the north transept upper floors and to adjust the internal layout of the north side extension and vestry areas to allow its use as a separate annex.

On behalf of my client The Oxford Centre for Mission Studies (OCMS) I am pleased to submit an application for Listed Building Consent for internal alterations at the Church of St Philip and St James.

The application follows discussions and advice received during a pre-application enquiry, Ref. 23/02081/LBPAC. The enquiry asked for advice on raising the height of the screens to north and south transepts and for guidance on internal amendments relating to the north side extension and former vestry areas. The response from Oxford City Council concluded that the principles of the proposals were acceptable and would not harm the listed building.

Listed Building Consent is requested for the following alterations:

To extend the glazing of the north and south transept mezzanine screens to the full height of their respective openings.

To alter the internal layout of the former vestry area.

To reconfigure the internal layout of the north side extension to form a conference room and a reception area suitable for independent use from the church.

To construct a new stair to provide access to the north transept archive and storage floor.

The proposed alterations do not affect the external appearance of the historic building or the shape, form or height of the north side extension approved in 2015 (Planning Permission 15/01867/FUL and Listed Building Consent 15/01868/LBC). The site layout, access and landscaping remain unchanged.

The proposals will maintain St Philip and St James as a center for religious study and have arisen following changes in the delivery of education after the Covid-19 pandemic. The proposals will reduce the sound transfer between the transepts and nave to enable teaching activities can take place in different parts of the listed building without harm to historic fabric.

Please let me know if you require any further information or details on the submitted proposals and if you wish to arrange a visit to St Philip and St James.

Yours sincerely



Andrew Stone