

Climate, Biodiversity & Planning Committee Meeting of Witney Town Council



Tuesday, 5th September, 2023 at 6.30 pm

To members of the Climate, Biodiversity & Planning Committee - A Bailey, G Meadows, R Smith, J Aitman, O Collins, J Robertshaw, S Simpson and D Temple (and all other Town Councillors for information).

You are hereby summonsed to the above meeting to be held in the **Gallery Room, The Corn Exchange, Witney** for the transaction of the business stated in the agenda below.

Admission to Meetings

All Council meetings are open to the public and press unless otherwise stated.

Any member of the public wishing to attend the meeting and speak on a particular item should contact the Committee Clerk (derek.mackenzie@witney-tc.gov.uk) in advance.

Recording of Meetings

Under the Openness of Local Government Bodies Regulations 2014 the council's public meetings may be recorded, which includes filming, audio-recording as well as photography.

As a matter of courtesy, if you intend to record any part of the proceedings, please let the Deputy Town Clerk or Committee Clerk know before the start of the meeting.

Agenda

1. Apologies for Absence

To consider apologies and reasons for absence.

Committee Members who are unable to attend the meeting should notify the Committee Clerk derek.mackenzie@witney-tc.gov.uk **prior to the meeting**, stating the reason for absence.

Standing Order 309a)(v) permits the appointment of substitute Councillors to a Committee whose role is to replace ordinary Councillors at a meeting of a Committee if ordinary Councillors of the Committee have informed the Proper Officer **before** the meeting that they are unable to attend.

2. Declarations of Interest

Members are reminded to declare any disclosable pecuniary interests in any of the items under consideration at this meeting in accordance with the Town Council's code of conduct.

3. Public Participation

The meeting will adjourn for this item.

Members of the public may speak for a maximum of five minutes each during the period of public participation, in line with Standing Order 42. Matters raised shall relate to the following items on the agenda.

4. Planning Applications (Pages 3 - 6)

To receive and consider a schedule of Planning Applications from West Oxfordshire District Council.

5. **Application for Variation of Premises Licence - 78 Corn Street, Witney** (Pages 7 - 28)

To consider application W/23/00921/PRMV for a Variation of Premises Licence at The Three Horseshoes, 78 Corn Street, Witney, OX28 6BS, under the Licensing Act 2003.

6. **Application for Variation of Premises Licence - Hailey Express 65B Hailey Road Witney** (Pages 29 - 44)

To consider application W/23/00914/PRMV for a variation of premises licence at Hailey Express, 65B Hailey Road, Witney, OX28 1HJ under the Licensing Act 2003.

7. **Adoption of Developer Contributions Supplementary Planning Document (SPD) - West Oxfordshire District Council** (Pages 45 - 46)

To note that West Oxfordshire District Council's 'Developer Contributions Supplementary Planning Document (SPD)' was formally adopted on 19 July 2023. A link can be found in the attached document.

The purpose of the SPD is to provide detailed guidance to developers, infrastructure providers and local communities on likely infrastructure requirements for developments in West Oxfordshire, so they can be factored in at an early stage.

8. **Community EV Microhubs** (Pages 47 - 48)

To receive correspondence from Oxfordshire County Council regarding funding for EV Microhubs and consider entering an expression of interest, if appropriate.



Town Clerk

4

4.1 **WTC/123/23** Plot Ref :- 23/02004/ADV Type :- ADVERTISIN
Applicant Name :- . Date Received :- 14/08/2023
Parish :- SOUTH Date Returned :-
Location :- WITNEY SERVICE Agent
STATION
WELCH WAY
Proposals :- Installation of 7m EV internally illuminated totem pole sign.
Observations :-

4.2 **WTC/124/23** Plot Ref :- 23/02023/HHD Type :- HOUSEHOL
Applicant Name :- . Date Received :- 14/08/2023
Parish :- CENTRAL Date Returned :-
Location :- 38 BEECH ROAD Agent
BEECH ROAD
Proposals :- Removal of existing conservatory, garage, outbuilding and front porch. Erection of single storey wrap around extension to the side and rear of existing dwelling and reposition of front door.
Observations :-

4.3 **WTC/125/23** Plot Ref :- 23/01976/HHD Type :- HOUSEHOL
Applicant Name :- . Date Received :- 14/08/2023
Parish :- WEST Date Returned :-
Location :- 2 SNOWSHILL DRIVE Agent
SNOWSHILL DRIVE
Proposals :- Formation of habitable room in roofspace with front and rear velux rooflights.
Observations :-

4.4 **WTC/126/23** Plot Ref :- 23/02024/HHD Type :- HOUSEHOL
Applicant Name :- . Date Received :- 15/08/2023
Parish :- EAST Date Returned :-
Location :- 5 OAKDALE ROAD Agent
OAKDALE ROAD
Proposals :- Erection of a single storey side extension.
Observations :-

4.5	WTC/127/23	Plot Ref :- 23/01206/FUL	Type :- AMENDED
	Applicant Name :- .		Date Received :- 15/08/2023
	Parish :-		Date Returned :-
	Location :- LAND WEST OF WITNEY	Agent	
	EAST OF DOWNS ROAD		
	CURBRIDGE		
	Proposals :- Erection of seventy four dwellings and associated infrastructure (amended plans).		
	Observations :-		
4.6	WTC/128/23	Plot Ref :- 23/01891/HHD	Type :- HOUSEHOL
	Applicant Name :- .		Date Received :- 15/08/2023
	Parish :- WEST		Date Returned :-
	Location :- 42 OLLEY CRESCENT	Agent	
	OLLEY CRESCENT		
	Proposals :- Conversion of existing garage to create an office/storage cupboard and erection of front entrance porch.		
	Observations :-		
4.7	WTC/129/23	Plot Ref :- 23/02047/HHD	Type :- HOUSEHOL
	Applicant Name :- .		Date Received :- 15/08/2023
	Parish :- EAST		Date Returned :-
	Location :- FRIENDS COTTAGE	Agent	
	69 WOODGREEN		
	WOODGREEN		
	Proposals :- Replacement windows and door.		
	Observations :-		
4.8	WTC/130/23	Plot Ref :- 23/02048/LBC	Type :- LISTED BUI
	Applicant Name :- .		Date Received :- 15/08/2023
	Parish :- EAST		Date Returned :-
	Location :- FRIENDS COTTAGE	Agent	
	69 WOODGREEN		
	WOODGREEN		
	Proposals :- Replacement windows and door.		
	Observations :-		
4.9	WTC/131/23	Plot Ref :- 23/02074/HHD	Type :- HOUSEHOL
	Applicant Name :- .		Date Received :- 21/08/2023
	Parish :- EAST		Date Returned :-
	Location :- 12 NEWLAND MILL	Agent	
	NEWLAND MILL		
	Proposals :- Proposed single storey side extension, loft conversion and addition of roof lights.		
	Observations :-		

4 . 10

WTC/132/23

Plot Ref :- 23/01525/S73 Type :- VARIATION

Applicant Name :- .

Date Received :- 21/08/2023

Parish :- WEST

Date Returned :-

Location :- LAND(E) 432925
(N)209696
DOWNS ROAD
CURBRIDGE

Agent

Proposals :- Variation of condition 13 of planning permission 21/02364/FUL to refer to lighting plan 2250 P3 C401 A and Southgate Lighting Report. (Retrospective).

Observations :-

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Reply to : Andrea Thomas
Tel : 01993 861000
Email: ers@westoxon.gov.uk

Council Offices

Woodgreen,
WITNEY,
Oxfordshire,
OX28 1NB
Tel: 01993 861000
www.westoxon.gov.uk



The Town Council

Your Ref: W/23/00921/PRMV

Date: 31st August 2023

Dear Town Clerk,

LICENSING ACT 2003

Application for Variation of Premises Licence

We have received an application for **Three Horse Shoes The Three Horseshoes 78 Corn Street Witney Oxfordshire OX28 6BS** under the Licensing Act 2003.

The application can be viewed through the online [Public Access Portal](#). If you would like to make formal representation, the closing date is **22nd September 2023**

Please ensure that all email correspondence is sent to ers@westoxon.gov.uk

Yours faithfully

Licensing Team
Environmental and Regulatory Services

West Oxfordshire District Council may share information provided to it with other bodies responsible for auditing or administering public funds in order to prevent and detect fraud under Section 6 of the Audit Commission Act 1998

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Application to vary a premises licence under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/We Admiral Taverns Limited

(Insert name(s) of applicant)

being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in Part 1 below

Premises licence number

W/23/00156/PRMDPS

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description
Three Horseshoes
78 Corn Street

Post town Witney

Postcode OX28 6BS

Telephone number at premises (if any) n/a

Non-domestic rateable value of premises £43,500 (Band C)

Part 2 – Applicant details

Daytime contact telephone number n/a

E-mail address (optional) [REDACTED]@admiraltaverns.co.uk

Current postal address if different from premises address
Milton Gate
60 Chiswell Street

Post town London

Postcode EC1Y 4AG

Part 3 - Variation

Please tick as appropriate

Do you want the proposed variation to have effect as soon as possible? Yes No

If not, from what date do you want the variation to take effect?

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

Do you want the proposed variation to have effect in relation to the introduction of the late night levy? (Please see guidance note 1) Yes No

Please describe briefly the nature of the proposed variation (Please see guidance note 2)

This is an application to vary the layout and design of the premises in accordance with the submitted plan (drawing 3392-60).

The changes consists of permitting the use of an external bar within the external drinking area, as indicated on the enclosed plan.

The locations of fire safety and other safety equipment subject to change in accordance with the requirements of the responsible authorities or following a risk assessment.

Any detail shown on the plan that is not required by the licensing plans regulations is indicative only and subject to change at any time.

Conditions proposed below to relate to the use of external area for licensable activities;

The external bar will operate for the sale and supply of alcohol until 22:00h on any day.

When the sale of alcohol takes place externally, regular checks of the garden will include the removal of empty glasses and bottles.

Whenever the external area is used for licensable activities, a sufficient number of staff members, which will be determined on a risk assessed basis, will operate, monitor and supervise the area for customer behaviour and to monitor noise levels.

All alcohol to be secured and locked away from the public when not in use.

All other hours, activities and conditions currently permitted by the premises are to remain unchanged by this application.

If your proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend:

n/a

Part 4 Operating Schedule

Please complete those parts of the Operating Schedule below which would be subject to change if this application to vary is successful.

- | Provision of regulated entertainment (Please see guidance note 3) | Please tick all that apply |
|---|-----------------------------------|
| a) plays (if ticking yes, fill in box A) | <input type="checkbox"/> |
| b) films (if ticking yes, fill in box B) | <input type="checkbox"/> |
| c) indoor sporting events (if ticking yes, fill in box C) | <input type="checkbox"/> |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D) | <input type="checkbox"/> |
| e) live music (if ticking yes, fill in box E) | <input type="checkbox"/> |
| f) recorded music (if ticking yes, fill in box F) | <input type="checkbox"/> |
| g) performances of dance (if ticking yes, fill in box G) | <input type="checkbox"/> |
| h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) | <input type="checkbox"/> |

Provision of late night refreshment (if ticking yes, fill in box I)

Supply of alcohol (if ticking yes, fill in box J)

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 8)			Will the performance of a play take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 4)	Indoors	<input type="checkbox"/>						
				Outdoors	<input type="checkbox"/>						
				Both	<input type="checkbox"/>						
Day	Start	Finish	Please give further details here (please read guidance note 5)								
Mon											
Tue											
Wed						State any seasonal variations for performing plays (please read guidance note 6)					
Thur											
Fri									Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 7)		
Sat											
Sun											

B

Films Standard days and timings (please read guidance note 8)			Will the exhibition of films take place indoors <u>or outdoors or both – please tick</u> (please read guidance note 4)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	Please give further details here (please read guidance note 5)					
Mon								
Tue								
Wed						State any seasonal variations for the exhibition of films (please read guidance note 6)		
Thur								
Fri						Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 7)		
Sat								
Sun								

C

Indoor sporting events Standard days and timings (please read guidance note 8)			Please give further details (please read guidance note 5)
Day	Start	Finish	
Mon			
Tue			State any seasonal variations for indoor sporting events (please read guidance note 6)
Wed			
Thur			Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list (please read guidance note 7)
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 8)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 4)	Indoors	<input type="checkbox"/>						
				Outdoors	<input type="checkbox"/>						
				Both	<input type="checkbox"/>						
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 5)								
Mon											
Tue											
Wed						<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 6)					
Thur											
Fri									<u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 7)		
Sat											
Sun											

E

Live music Standard days and timings (please read guidance note 8)			Will the performance of live music take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 4)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	Please give further details here (please read guidance note 5)					
Mon								
Tue								
Wed						State any seasonal variations for the performance of live music (please read guidance note 6)		
Thur								
Fri			Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 7)					
Sat								
Sun								

F

Recorded music Standard days and timings (please read guidance note 8)			Will the playing of recorded music take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 5)		
Mon					
Tue					
Wed					
			State any seasonal variations for the playing of recorded music (please read guidance note 6)		
Thur			Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list (please read guidance note 7)		
Fri					
Sat					
Sun					

G

Performances of dance Standard days and timings (please read guidance note 8)			Will the performance of dance take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 4)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 5)		
Tue			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 6)		
Wed			<u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u> (please read guidance note 7)		
Thur					
Fri					
Sat					
Sun					

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 8)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both – please tick (please read guidance note 4)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			Please give further details here (please read guidance note 5)		
Wed					
Thur			State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 6)		
Fri					
Sat			Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list (please read guidance note 7)		
Sun					

1

Late night refreshment Standard days and timings (please read guidance note 8)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 4)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon			Please give further details here (please read guidance note 5)		
Tue					
Wed			State any seasonal variations for the provision of late night refreshment (please read guidance note 6)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list (please read guidance note 7)		
Sat					
Sun					

J

Supply of alcohol Standard days and timings (please read guidance note 8)			Will the supply of alcohol be for consumption – please tick (please read guidance note 9)	On the premises	<input type="checkbox"/>			
				Off the premises	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 6)					
Mon								
Tue								
Wed								
Thur						Non-standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 7)		
Fri								
Sat								
Sun								

K

<p>Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 10).</p> <p>N/A</p>

L

Hours premises are open to the public Standard days and timings (please read guidance note 8)			State any seasonal variations (please read guidance note 6)
Day	Start	Finish	
Mon			
Tue			
Wed			
Thur			
Fri			
Sat			
Sun			
			Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 7)

Please identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking.

Please tick as appropriate

- I have enclosed the premises licence
- I have enclosed the relevant part of the premises licence

If you have not ticked one of these boxes, please fill in reasons for not including the licence or part of it below

Reasons why I have not enclosed the premises licence or relevant part of premises licence.

M Describe any additional steps you intend to take to promote the four licensing objectives as a result of the proposed variation:

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 11)

As per current licence (W/23/00156/PRMDPS) save for those conditions added/removed to the operating schedule by this application.

The locations of fire safety and other safety equipment subject to change in accordance with the requirements of the responsible authorities or following a risk assessment.

Any detail shown on the plan that is not required by the licensing plans regulations is indicative only and subject to change at any time.

Conditions proposed below to relate to the use of external area for licensable activities;

The external bar will operate for the sale and supply of alcohol until 22:00h on any day.

When the sale of alcohol takes place externally, regular checks of the garden will include the removal of empty glasses and bottles.

Whenever the external area is used for licensable activities, a sufficient number of staff members, which will be determined on a risk assessed basis, will operate, monitor and supervise the area for customer behaviour and to monitor noise levels.

All alcohol to be secured and locked away from the public when not in use.

b) The prevention of crime and disorder

c) Public safety

d) The prevention of public nuisance

e) The protection of children from harm

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Checklist:


Please tick to indicate agreement

- I have made or enclosed payment of the fee; or (paid online)
- I have not made or enclosed payment of the fee because this application has been made in relation to the introduction of the late night levy.
- I have sent copies of this application and the plan to responsible authorities and others where applicable (submitted online)
- I understand that I must now advertise my application.
- I have enclosed the premises licence or relevant part of it or explanation.
- I understand that if I do not comply with the above requirements my application will be rejected.

IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

Part 5 – Signatures (please read guidance note 12)

Signature of applicant (the current premises licence holder) or applicant’s solicitor or other duly authorised agent (please read guidance note 13). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	25 th August 2023
Capacity	Solicitor to Applicant








Where the premises licence is jointly held, signature of 2nd applicant (the current premises licence holder) or 2nd applicant’s solicitor or other authorised agent (please read guidance note 14). **If signing on behalf of the applicant, please state in what capacity.**

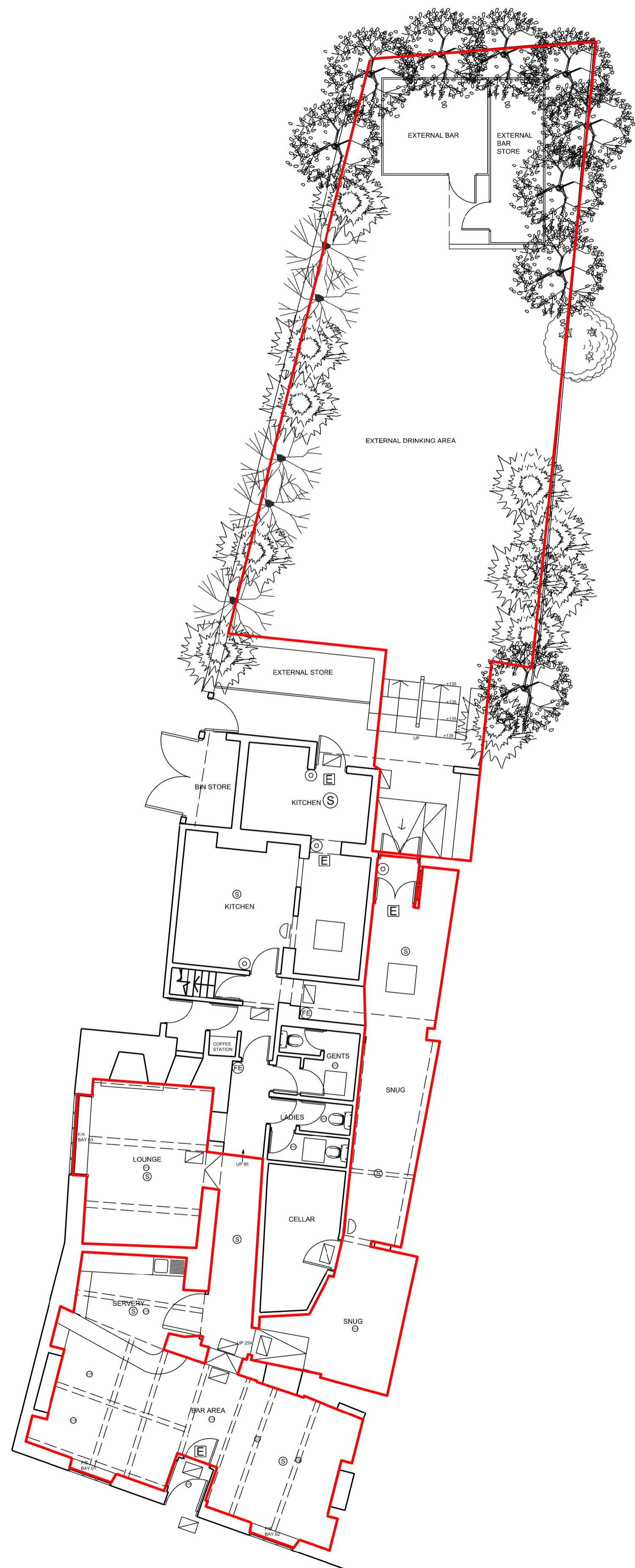
Signature	
-----------	--

Date	
Capacity	

Contact name (where not previously given) and address for correspondence associated with this application (please read guidance note 15) Paul Uren TLT LLP One Redcliff Street			
Post town	Bristol	Post code	BS1 6TP
Telephone number (if any)	[REDACTED]		
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) [REDACTED]			

LICENSE KEY

-  alarm sounder
-  emergency light fitting
-  smoke detector
-  break glass call point
-  fire extinguisher
-  illuminated emergency exit sign
-  heat detector



Copyright. This drawing and design and all the information contained therein is the sole copyright of Concept IDL and reproduction in any form is forbidden unless permission is obtained in writing.

CONTRACTORS PLEASE NOTE

- 1) Warning, no dimensions to be scaled from this drawing. All contractors to visit the site and be responsible for taking and checking all dimensions relative to this work. The designer must be advised of any discrepancies in writing.
- 2) This drawing must be read in conjunction with the specification / bill of quantities and related drawings. Any structural work must be carried out to the exact specification and requirements of the client's appointed structural engineer, and any amendments must have his express prior written authority.
- 3) All structural work must be inspected at all relevant stages by the structural engineer and the Local Authority's Building Surveyor and comply with their requirements. Any costs and claims for damages, loss of trade, etc. incurred by failing to do so are the sole liability of the contractor.
- 4) Any discrepancies between drawings and/or drawings and specification, should be reported to the designer prior to any work commencing.

Date	Revisions	Int.



Architecture - interior Design -Project Management

Sut 1, Sheffield Business Park Ltd
 Sheffield Business Centre, Europa Link
 Sheffield, S9 1XZ
 Tel: 01709 371 170
 Email: office@concept-ides.co.uk
 Website: www.concept-ides.co.uk
 Facebook: www.facebook.com/conceptidl

Client
ADMIRAL TAVERNS

Job Title
THREE HORSESHOES
 78 Com St, Witney OX28 6BS

Drawing Title
LICENSING PLAN

Scale A1 @1:100 Drawn By SM

Date AUG 2023 Checked By

Org.no.	Rev.
3392-60	

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Agenda Item 6

Reply to : Andrea Thomas
Tel : 01993 861000
Email: ers@westoxon.gov.uk

Council Offices

Woodgreen,
WITNEY,
Oxfordshire,
OX28 1NB
Tel: 01993 861000
www.westoxon.gov.uk



The Parish Council

Your Ref: W/23/00914/PRMV

Date: 30th August 2023

Dear Parish Clerk,

LICENSING ACT 2003

Application for Variation of Premises Licence

We have received an application for **Hailey Express 65B Hailey Road Witney Oxfordshire OX28 IHJ** under the Licensing Act 2003.

The application can be viewed through the online [Public Access Portal](#). If you would like to make formal representation, the closing date is **26th September 2023**

Please ensure that all email correspondence is sent to ers@westoxon.gov.uk

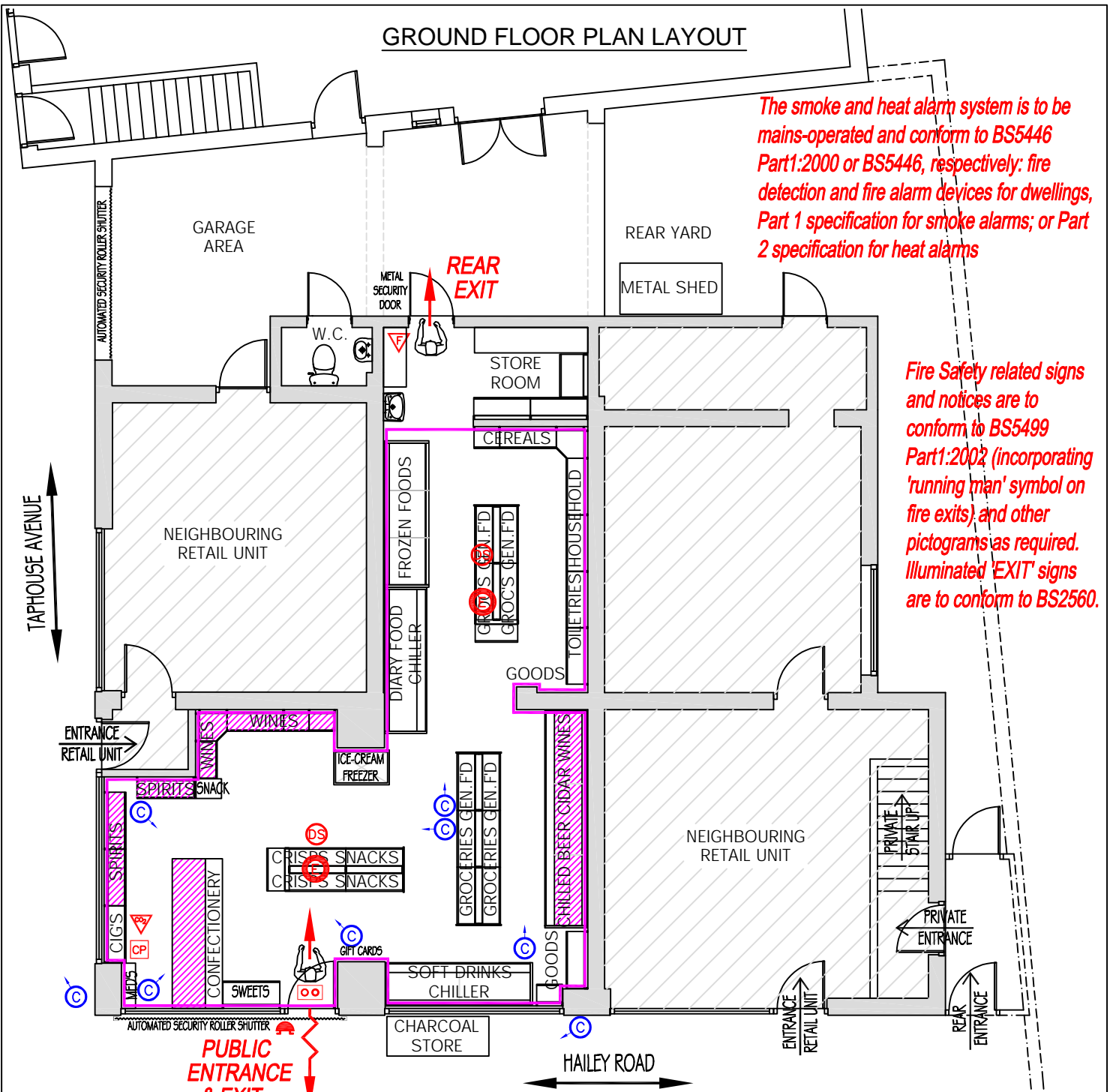
Yours faithfully

Licensing Team
Environmental and Regulatory Services

West Oxfordshire District Council may share information provided to it with other bodies responsible for auditing or administering public funds in order to prevent and detect fraud under Section 6 of the Audit Commission Act 1998

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GROUND FLOOR PLAN LAYOUT



The smoke and heat alarm system is to be mains-operated and conform to BS5446 Part1:2000 or BS5446, respectively: fire detection and fire alarm devices for dwellings, Part 1 specification for smoke alarms; or Part 2 specification for heat alarms

Fire Safety related signs and notices are to conform to BS5499 Part1:2002 (incorporating 'running man' symbol on fire exits) and other pictograms as required. Illuminated 'EXIT' signs are to conform to BS2560.

An electrically operated fire alarm system should comply with BS5839 Part1: 2017. The electrical installation should comply with Approved Doc. P (electrical safety). It is essential that the fire detection and fire alarm systems are properly designed, installed and maintained. Where a fire alarm system is installed, an installation and commissioning certificate should be provided.

The emergency lighting installation is to comply with BS5266 Part 1:2016 and the attention of the design/installing engineer drawn to paragraph 3.1 (construction and records) of BS5266 Part1:2016, which requires consultation with the Fire Authority. Firefighting equipment is to conform with BS EN3.

FIRE REGULATION SYMBOLS

- Exit Boxes
- Escape Lighting Points
- Fire Extinguisher Foam
- Fire Extinguisher CO²
- Auto Smoke detector
- Audible Warning Device
- Control Panel
- CCTV Camera
- Extent of licenced area

LICENSED Trade Legal Services Ltd

LTLs LTD, REGENT HOUSE, BATH AVENUE, WOLVERHAMPTON, WEST MIDLANDS, WV1 4EG
Tel: 01902 810048 Fax: 01902 810047 Mobile: 07793 315898 email: ltl@westmids@hotmail.com

Application	Location
APPLICATION FOR A VARIATION TO A PREMISES LICENCE	Premises to be known as: HAILEY EXPRESS 65B Hailey Road, Witney Oxfordshire OX28 1HJ
By J.S. Uppal	Date 09/08/2023
Drwg No.	HAILEYEXPRESS-01

5 Metres @ Scale 1:100



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* required information

Section 1 of 18

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference

Not Currently In Use

This is the unique reference for this application generated by the system.

Your reference

W/17/00592/PRMA

You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

Yes No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name

NADESAPILLAI

* Family name

SATHEESKANNA

* E-mail

Main telephone number

Other telephone number

Include country code.

Indicate here if the applicant would prefer not to be contacted by telephone

Is the applicant:

- Applying as a business or organisation, including as a sole trader
 Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means the applicant is applying so the applicant can be employed, or for some other personal reason, such as following a hobby.

Continued from previous page...

Address

* Building number or name	65B
* Street	HAILEY ROAD,
District	WITNEY
* City or town	OXFORD
County or administrative area	OXFORDSHIRE
* Postcode	OX28 1HJ
* Country	United Kingdom

Agent Details

* First name	DANNY
* Family name	HARDY
* E-mail	
Main telephone number	
Other telephone number	

Include country code.

Indicate here if you would prefer not to be contacted by telephone

Are you:

- An agent that is a business or organisation, including a sole trader
- A private individual acting as an agent

A sole trader is a business owned by one person without any special legal structure.

Agent Business

Is your business registered in the UK with Companies House? Yes No

Note: completing the Applicant Business section is optional in this form.

Registration number	4827789
Business name	LICENSED TRADE LEGAL SERVICES LIMITED
VAT number	- 825 6894 86
Legal status	Private Limited Company
Your position in the business	DIRECTOR
Home country	United Kingdom

If your business is registered, use its registered name.

Put "none" if you are not registered for VAT.

The country where the headquarters of your business is located.

Continued from previous page...

Agent Registered Address

Address registered with Companies House.

Building number or name	LTLS LTD
Street	REGENT HOUSE
District	BATH AVENUE
City or town	WOLVERHAMPTON
County or administrative area	WEST MIDLANDS
Postcode	WV1 4EG
Country	United Kingdom

Section 2 of 18

APPLICATION DETAILS

This application cannot be used to vary the licence so as to extend the period for which the licence has effect or to vary substantially the premises to which it relates. If you wish to make that type of change to the premises licence, you should make a new premises licence application under section 17 of the Licensing Act 2003.

I/we, as named in section 1, being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in section 2 below.

* Premises Licence Number

Are you able to provide a postal address, OS map reference or description of the premises?

- Address OS map reference Description

Postal Address Of Premises

Building number or name	HAILEY EXPRESS
Street	65B, HAILEY ROAD
District	WITNEY
City or town	OXFORD
County or administrative area	OXFORDSHIRE
Postcode	OX28 1HJ
Country	United Kingdom

Premises Contact Details

Telephone number

Non-domestic rateable value of premises (£)

Section 3 of 18

VARIATION

Continued from previous page...

Do you want the proposed variation to have effect as soon as possible?

Yes No

Do you want the proposed variation to have effect in relation to the introduction of the late night levy?

Yes No

You do not have to pay a fee if the only purpose of the variation for which you are applying is to avoid becoming liable to the late night levy.

If your proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, state the number expected to attend

Describe Briefly The Nature Of The Proposed Variation

Describe the premises. For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.

The premises are an existing semi detached, lock up retail property, that trades on the ground floor only. They are an upmarket licensed convenience store. The Premises License Variation application is to update with new minor Premises Plans showing the new Premises Shop layout and floor plan. Application to vary the existing opening and trading hours, by increasing as in line with nearby outlets and finally, to change the trading name of the shop to reflect the new shop signage.
The existing Premises License Holder and existing D.P.S. will NOT be changing.

Section 4 of 18

PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will the schedule to provide plays be subject to change if this application to vary is successful?

Yes No

Section 5 of 18

PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will the schedule to provide films be subject to change if this application to vary is successful?

Yes No

Section 6 of 18

PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Continued from previous page...

Will the schedule to provide indoor sporting events be subject to change if this application to vary is successful?

- Yes No

Section 7 of 18

PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will the schedule to provide boxing or wrestling entertainments be subject to change if this application to vary is successful?

- Yes No

Section 8 of 18

PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will the schedule to provide live music be subject to change if this application to vary is successful?

- Yes No

Section 9 of 18

PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will the schedule to provide recorded music be subject to change if this application to vary is successful?

- Yes No

Section 10 of 18

PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will the schedule to provide performances of dance be subject to change if this application to vary is successful?

- Yes No

Section 11 of 18

PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will the schedule to provide anything similar to live music, recorded music or performances of dance be subject to change if this application to vary is successful?

- Yes No

Section 12 of 18

PROVISION OF LATE NIGHT REFRESHMENT

Continued from previous page...

Will the schedule to provide late night refreshment be subject to change if this application to vary is successful?

- Yes No

Section 13 of 18

SUPPLY OF ALCOHOL

Will the schedule to supply alcohol be subject to change if this application to vary is successful?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

Provide timings in 24 hour clock (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Continued from previous page...

Will the sale of alcohol be for consumption?

- On the premises Off the premises Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

N/A

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

N/A

Section 14 of 18

ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children.

Provide information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

N/A

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HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

Provide timings in 24 hour clock (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

Continued from previous page...

WEDNESDAY

Start	<input type="text" value="06:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text" value="06:00"/>	End	<input type="text" value="23:00"/>

THURSDAY

Start	<input type="text" value="06:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text" value="06:00"/>	End	<input type="text" value="23:00"/>

FRIDAY

Start	<input type="text" value="06:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text" value="06:00"/>	End	<input type="text" value="23:00"/>

SATURDAY

Start	<input type="text" value="06:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text" value="06:00"/>	End	<input type="text" value="23:00"/>

SUNDAY

Start	<input type="text" value="06:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text" value="06:00"/>	End	<input type="text" value="23:00"/>

State any seasonal variations.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

N/A

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

N/A

Identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking.

N/A

I have enclosed the premises licence

Continued from previous page...

I have enclosed the relevant part of the premises licence

Reasons why I have failed to enclose the premises licence or relevant part of premises licence.

N/A

Section 16 of 18

LICENSING OBJECTIVES

Describe the steps you intend to take to promote the four licensing objectives:

a) General –all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

Nothing beyond existing health & safety / fire safety etc, requirements.

b) The prevention of crime and disorder

(See above). These lock up premises, have their own internal and external CCTV. The CCTV installed is to the specifications and recommendations of Thames Valley Police. The CCTV images will be retained for thirty one days are downloaded on request. CCTV is also recording at all times the premises is open for licensable activity. CCTV times and dates are both visible and accurate. The premises is fully alarmed. The D.P.S, ensures that all staff involved in the sale of alcohol, have fully recorded and documented training, including six monthly refresher courses, in respect of their responsibilities under the Licensing Act 2003. This includes any changes of legislation and training in the usage and chronicled storage of CCTV. All training records are retained and available on site for inspection at any time.

c) Public safety

(See above). Also Internal and External CCTV. The premises has an approved fire alarm system installed and the commercial fire fighting equipment, has a maintenance contract. Both emergency lighting and smoke detectors are installed.

d) The prevention of public nuisance

(See above) Also, Internal and External CCTC etc.
External CCTV in particular, is a proven deterrent in terms of any anti- social activities, proxy sales, or public nuisance within the vicinity of the premises. The applicant, who is also the D.P.S. and his staff, will continue to vigilant in relation to any litter issues.

e) The protection of children from harm

(See above). Internal and External CCTC etc. The layout of the shop, continues to give consideration to preventing children's access to alcohol and as is now, all alcohol displayed, is not obstructed from the view of the sales assistants. The premises successfully operates a Challenge 25 'proof of age scheme policy'. A Sales Refusal and Incident book is fully maintained and available for inspection at any time. It is 'signed off ' weekly by the D.P.S. Non- alcoholic products, will continue to be situated away from the alcoholic display area.

Section 17 of 18

NOTES ON REGULATED ENTERTAINMENT

Continued from previous page...

In terms of specific **regulated entertainments** please note that:

Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.

Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.

Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.

Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports –defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts –are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.

Live music: no licence permission is required for:

- o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
- o a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
- o a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
- o a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
- o a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.

Recorded Music: no licence permission is required for:

- o any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
- o any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
- o any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

Continued from previous page...

Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.

Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:

- o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
- o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
- o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
- o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

Section 18 of 18

PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Variation Fees are determined by the non-domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at http://www.voa.gov.uk/business_rates/index.htm

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £87000 £315.00

Band D - £87001 to £125000 £450.00*

Band E - £125001 and over £635.00*

*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then your are required to pay a higher fee

Band D - £87001 to £125000 £900.00

Band E - £125001 and over £1,905.00

If you own a large premise you are subject to additional fees based upon the number in attendance at any one time

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39999 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

* Fee amount (£)

190.00

DECLARATION

I/WE UNDERSTAND THAT IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

Ticking this box indicates you have read and understood the above declaration

Continued from previous page...

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name

* Capacity

* Date



Add another signatory

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/west-oxfordshire/change-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

OFFICE USE ONLY

Applicant reference number

Fee paid

Payment provider reference

ELMS Payment Reference

Payment status

Payment authorisation code

Payment authorisation date

Date and time submitted

Approval deadline

Error message

Is Digitally signed

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#) [15](#) [16](#) [17](#) [18](#) [Next >](#)



Developer Contributions Supplementary Planning Document (SPD)

Adoption Statement

In accordance with Regulations 16(2) and 19 of the Town & Country Planning (Local Development) (England) Regulations 2004 and Regulations 11 and 14 of the Town and Country Planning (Local Planning) (England) Regulations 2012, notice is hereby given that West Oxfordshire District Council adopted the Developer Contributions Supplementary Planning Document (SPD) at a meeting of the Council held on the 19th July 2023 at 2pm.

In accordance with Section 23(1) of the Planning and Compulsory Purchase Act 2004, the SPD includes a number of modifications to take account of representations made in relation to the document and also to take account of other relevant matters including national policy.

Any person with sufficient interest in the decision to adopt the SPD may apply to the High Court for permission to apply for judicial review of that decision. Any such application must be made promptly and in any event not later than 3 months after the date on which the SPD was adopted (i.e. by 19th October 2023).

Copies of this adoption statement, the Developer Contributions SPD and Consultation Summary Reports setting out the main issues raised during the preparation of the SPD and how those have been addressed in the final adoption version are available online via the following link:

<https://www.westoxon.gov.uk/planning-and-building/planning-policy/supplementary-planning-documents/>

Hard copies of the SPD and this adoption statement have also been made available in the locations listed overleaf.

Date: 31 July 2023

<p>West Oxfordshire District Council Offices Woodgreen New Yatt Road Witney OX28 1NB Tel: 01993 861000 Open: Monday – Friday 9am to 5pm</p>	<p>Witney Library Welch Way Witney OX28 6JH Tel: 01993 703659</p>	<p>Carterton Library 6 Alvescot Road Carterton OX18 3JH Tel: 01993 841492</p>
<p>Chipping Norton Library Goddards Lane Chipping Norton OX7 5NP Tel: 01608 643559</p>	<p>Eynsham Library 30 Mill Street Eynsham OX29 4JS Tel: 01865 880525</p>	<p>Woodstock Library The Oxfordshire Museum Fletcher's House Park Street Woodstock OX20 1SN Tel: 01993 814124</p>

Agenda Item 8

From: Democratic Services (WODC)
Sent: Wednesday, August 9, 2023 11:58 AM
Subject: Community EV Microhubs Expression of Interest



**Oxfordshire County Council
County Hall
New Road
Oxfordshire
OX1 1ND**

7 August 2023

Dear Parish and Town Councils in West Oxfordshire

Re: Community EV Microhubs expression of interest

Oxfordshire County Council (OCC), in partnership with Oxfordshire local authorities, is looking to use central government funding to deliver a strategic network of public Electric Vehicle (EV) charging across Oxfordshire.

One of the ways of delivering EV charging at scale is through a community EV microhubs scheme that will provide grants for EV charging infrastructure in unserved parts of the county.

As part of this process, we are asking parish and town councils, as well as community-focused non-profit organisations, to inform OCC of their interest in this scheme.

The EoI will help inform the planning process, assess the level of demand and better understand the type of sites available, ahead of a grant scheme opening in early 2024.

Councils and organisations are encouraged to provide details of sites under their management or ownership, which they would consider suitable for public EV charging.

Expressions of interest can be submitted through the OCC's consultation platform Let's Talk Oxfordshire: <https://letstalk.oxfordshire.gov.uk/ev-microhubs-eoi>.

The closing date for expressions of interest is 15 September 2023.

Yours faithfully,

Policy and Innovation Research Officer

www.oxfordshire.gov.uk/residents/environment-and-planning/energy-and-climate-change/electric-vehicles

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