

# Public Document Pack

## Climate, Biodiversity & Planning Committee Meeting of Witney Town Council



**Tuesday, 30th January, 2024 at 6.00 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.

Numbers of the public will be limited, with priority given to those who have registered to speak on an item on the agenda. Any member of the public wishing to attend the meeting should contact the Committee Clerk [derek.mackenzie@witney-tc.gov.uk](mailto: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 Town Clerk or Democratic Services Officer 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](mailto:derek.mackenzie@witney-tc.gov.uk) **prior to the meeting**, stating the reason for absence.

**Standing Order 30(d)(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. **Minutes** (Pages 4 - 28)

a) To adopt and sign as correct the minutes of the committee held on 28 November 2023, 19 December 2023 and 9 January 2024.

b) Matters arising from the minutes of the committee held on 28 November 2023, 19 December 2023 and 9 January 2024.

5. **Planning Applications** (Pages 29 - 32)

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

6. **Planning Decisions** (Pages 33 - 35)

To receive and consider a schedule of planning decisions from West Oxfordshire District Council.

7. **Finance Report** (Pages 36 - 40)

To receive and consider the report of the Responsible Financial Officer.

8. **Witney Traffic Advisory Committee Minutes - 16th January 2024** (Pages 41 - 46)

To receive and consider the minutes of the Witney Traffic Advisory Committee meeting held on 16 January 2024.

9. **Planning Appeal Decision Notification - 180 Farmers Close, Witney** (Pages 47 - 50)

To receive appeal decision notification APP/D3125/D/23/3320768 – 180 Farmers Close, Witney.

10. **Application for a Premises Licence - The Venue, Green Room Studios, Avenue Three, Witney** (Pages 51 - 82)

To consider an application for a Premises Licence for The Venue, Green Room Studios, Avenue Three, Witney under the Licensing Act 2003.

11. **Application for Minor Variation of Premises Licence - Sainsburys Supermarket, Witan Way, Witney** (Pages 83 - 102)

To consider an application for a Minor Variation of Premises Licence for Sainsburys Supermarket, Witan Way, Witney, OX28 4FF, under the Licensing Act 2003.

12. **Application for Street Trading Consent - Witney High Street & Market Square** (Pages 103 - 114)

To receive and consider an application for Street Trading Consent for Witney Food & Drink Festival.

13. **Woolgate Parking Order** (Pages 115 - 118)

To receive notice of a parking order concerning long-stay car-parking at the Woolgate Car Park, Witney.



14. **Thermal Imaging Camera** (Pages 119 - 120)

To receive and consider the report of the Operations Manager.

15. **Riparian and Watercourse Works** (Pages 121 - 132)

To receive and consider the report of the Operations Manager.

16. **Thames Water Correspondence - Mr R Courts MP** (Page 133)

To receive correspondence from Mr R Courts MP concerning Thames Water and to discuss a formal response if appropriate.



Town Clerk

# Public Document Pack Agenda Item 4

## CLIMATE, BIODIVERSITY & PLANNING COMMITTEE MEETING OF THE WITNEY TOWN COUNCIL

Held on Tuesday, 28 November 2023

At 6.00 pm in the Gallery Room, The Corn Exchange, Witney

### **Present:**

Councillor G Meadows (Vice-Chair, in the Chair)

Councillors:	R Smith	J Robertshaw
	J Aitman	S Simpson
	O Collins	
Officers:	Adam Clapton	Deputy Town Clerk
	Derek Mackenzie	Senior Administrative Officer & Committee Clerk
	Claire Green	Administration Support - Planning & Stronger Communities
	Carl Whitehead	Park Ranger
Others:	One member of the public.	

### P634 **APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor A Bailey.

### P635 **DECLARATIONS OF INTEREST**

Councillor Smith declared a personal, non-prejudicial interest in Planning Application 23/02930/FUL as she was a resident of Manor Road.

Also, Councillor Collins declared a personal, non-prejudicial interest in Planning Application 23/02934/HHD as he previously worked with the applicant's partner.

### P636 **PUBLIC PARTICIPATION**

Councillor R Crouch spoke as a member of the public on behalf of residents who lived close to The Leys in relation to planning application 23/02731/FUL. They had raised concerns about the vehicle access to the proposed new car park; they asked that the safety of users of the park be reconsidered, and consideration given to reducing the size of the car park or establishing a separate designated footpath.

*With the permission of the Chair, application 23/02731/FUL was moved up the agenda so the member of public could hear the discussion and outcome.*

*Councillor R Crouch left the meeting at 6:15pm*

P637 **MINUTES**

The minutes of the Climate Biodiversity & Planning Committee meetings held on 26 September; 17 October & 7 November 2023 were received.

P600 - A Member updated the Committee that Oxfordshire County Council had discussed the use of glyphosate during the week and its decision may help inform the options available to officers in formulation a pesticides policy. The Deputy Town Clerk advised that the redraft of the policy was being prepared ready for presentation at the start of 2024.

**Resolved:**

That, the minutes of Climate Biodiversity & Planning Committee meetings held on 26 September, 17 October & 7 November 2023 be approved as a correct record of the meeting and be signed by the Chair.

P638 **WITNEY LAKE & COUNTRY PARK - MANAGEMENT PLAN SUMMARY**

*With the permission of the Chair, this item was moved up the agenda to allow the Biodiversity & Green Spaces Officer (B&GSO) to leave the meeting on its completion.*

The Committee received and considered a Management Plan Summary along with a verbal update from the B&GSO. This was a summary of the larger plan written by the B&GSO which would cover the Country Park and also be responsible for delivery of smaller biodiversity projects across the town.

Members offered their thanks for the results seen so far in what had been a short period since the B&GSO joined the council. His vision and pragmatic approach had inspired confidence.

The Committee were encouraged to spread the word with any individuals or groups to try and bolster the bank of volunteers; the B&GSO had a regular group of eight to ten members who assisted with the work outlined in the plan.

The B&GSO also updated members on the level of wildlife observed at the lake and on the adjoining meadow along with reassurance that he was conscious of the budget parameters and would continue to make cost savings where possible such as the re-use of three field gates rather than the purchase of new, a cost saving of approx. £1,000.

**Recommended:**

1. That, the Management Summary and verbal update be noted and,
2. That, the Management Plan Summary be approved as a live document and,
3. That, the plan be reviewed on an annual basis and,
4. That, the plan be published and promoted so that residents are aware of the work being carried out.

P639 **FINANCE REPORT: REVISED REVENUE BUDGET 2023/24 AND DRAFT BASE REVENUE BUDGET FOR 2024/25**

The Committee received and considered the report of the Responsible Financial Officer (RFO) which summarised the budgets under its remit, along with associated costs centres and codes.

Members were all in agreement with the inclusion of £11,000 for floating Biomatrix platforms as outlined in the Witney Lake & Country Park Management Plan presented by the B&GSO earlier in the meeting.

**Recommended:**

1. That, the report be noted and,
2. That, the inclusion of £11,000 for floating platforms be included in the Council's Capital Programme.

*The B&GSO left the meeting at 6:48pm*

**P640 PLANNING APPLICATIONS**

The Committee received and considered a schedule of planning applications from West Oxfordshire District Council.

**Resolved:**

That, the comments, as per the attached schedule be forwarded to West Oxfordshire District Council.

**P641 PLANNING DECISIONS**

The Committee received and considered a schedule of planning decisions received from West Oxfordshire District Council (WODC).

Members also received a verbal update from the Administrative Support Assistant for Stronger Communities & Planning who relayed feedback taken from the Planning Officer's Delegated Report for application 23/01525/S73. Members were disappointed to hear that their request to visit and measure the lighting during the hours of darkness had been overlooked.

**Resolved:**

1. That, the list circulated advising of WODC planning decisions be noted and,
2. That, the verbal update in respect of comments made by the committee is noted.

*Councillor O Collins left the meeting at 6:50pm*

**P642 WITNEY TRAFFIC ADVISORY COMMITTEE MEETING MINUTES - 26 SEPTEMBER 2023**

The Committee received the minutes of the Witney Traffic Advisory Committee (WTAC) meeting held on 26 September 2023.

**Resolved:**

That, the minutes of the WTAC meeting held on 26 September 2023 be noted.

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The meeting closed at: 7.59 pm

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Chair



640- 5	WTC/159/23	Plot Ref :-23/02761/HHD	Type :-	HOUSEHOLDE
	Applicant Name :- .		Date Received :-	08/11/2023
	Location :- CROFTDOWN CORN STREET		Date Returned :-	29/11/2023
<p>Proposal : Alterations to include construction of dormers to rear roof slope and insertion of folding doors to front elevation.</p> <p>Observations : Witney Town Council has no objections regarding this application.</p>				

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640- 6	WTC/160/23	Plot Ref :-23/02762/LBC	Type :-	LISTED BUI
	Applicant Name :- .		Date Received :-	08/11/2023
	Location :- CROFTDOWN CORN STREET		Date Returned :-	29/11/2023
<p>Proposal : Internal and external alterations to include changes to floor layouts, construction of dormers to rear roof, changes to conservatory French doors and installation of folding doors to front elevation, along with removal of ramps. Internal alterations to include changes to first and second floor bathrooms, removal of gas fires and reopening of fireplaces to second floor and attic. Exterior works to include re-pointing and masonry repairs to elevations.</p> <p>Observations : Witney Town Council has no objections regarding this application.</p>				

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640- 7	WTC/161/23	Plot Ref :-23/02636/HHD	Type :-	HOUSEHOLDE
	Applicant Name :- .		Date Received :-	08/11/2023
	Location :- 36 BEECH ROAD BEECH ROAD		Date Returned :-	29/11/2023
<p>Proposal : Removal of garage and erection of single storey side extension.</p> <p>Observations : While Witney Town Council does not object to this application in terms of material concerns, it notes the loss of permeable drainage and would ask that mitigating measures are considered to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.</p>				

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640- 8	WTC/162/23	Plot Ref :-23/02856/HHD	Type :-	HOUSEHOLDE
	Applicant Name :- .		Date Received :-	08/11/2023
	Location :- KINGSMEAD 51 WOODLANDS ROAD WOODLANDS ROAD		Date Returned :-	29/11/2023
<p>Proposal : Proposed garage conversion, erection of single storey front and side extension, proposed conservatory and internal alterations.</p> <p>Observations : While Witney Town Council does not object to this application in terms of material concerns, it notes the loss of permeable drainage and would ask that mitigating measures are considered to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.</p>				

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640- 9 WTC/163/23 Plot Ref :-23/02819/FUL Type :- FULL  
Applicant Name :- . Date Received :- 08/11/2023  
Location :- 65 ETON CLOSE Date Returned :- 29/11/2023  
ETON CLOSE  
Proposal : Change of use of land from agricultural to extend domestic garden.  
(Retrospective).  
Observations : Witney Town Council has no objections regarding this application.

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640- 10 WTC/164/23 Plot Ref :-23/02731/FUL Type :- FULL  
Applicant Name :- . Date Received :- 13/11/2023  
Location :- THE COFFEE SHED Date Returned :- 29/11/2023  
THE LEYS  
Proposal : Demolition of existing hub and erection of replacement hub and community facilities, installation of court lighting, creation of new pedestrian access, extension to existing car park, creation of changing and shower facilities from former depot facility and resurfacing of tennis courts to provide new tennis courts, MUGA and Padel courts and installation of canopies above Padel courts together with associated works.  
Observations : Witney Town Council welcome this proposal and supports the application which will bring new recreational opportunities and facilities to this much used site in Witney under the Council's control. However, Members acknowledge concerns raised by residents via this planning process and ask that the applicant considers appropriate solutions to address these.  
  
Members of the Climate, Biodiversity & Planning Committee heard a further representation from neighbouring residents, that residents support the application in principle but have concerns about the increased on-site parking and associated traffic. The increase in vehicle movements will be detrimental to the safety of users of The Leys, since access will be via the existing narrow lane. This path is used by runners, walkers and dog walkers as a circular route as well as residents of nearby 'Fernleigh' extra care home (the paved loop can be used by wheelchairs and mobility scooters), the path is regularly crossed by families and children that are visiting the park and will run across to use the WC facilities, residents from Buttercross Lane and the surrounding area (especially families and children) access The Leys from the existing gate that leads into the park area, The Leys is very well used by visitors walking dogs and dogs are commonly being exercised off-lead.  
  
Witney Town Council ask that the applicant considers these comments raised by residents, for a reduction in the car parking spaces, that the few spaces be restricted to staff parking, plus dedicated spaces for blue badge holders. If the proposed parking is to be approved in the current form, an alternative solution put forward by nearby residents is that a new path is created to run adjacent to the current lane, to allow the continuation of a surfaced path that allows non-vehicular users to safely enjoy a circular route.

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640- 11 WTC/165/23 Plot Ref :-23/02853/HHD Type :- HOUSEHOLDE  
Applicant Name :- . Date Received :- 13/11/2023  
Location :- 15 BIRDLIP CLOSE Date Returned :- 29/11/2023  
BIRDLIP CLOSE  
Proposal : Garage conversion and internal alterations to create additional living space.  
Observations : Witney Town Council has no objections regarding this application.

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640- 12 WTC/166/23 Plot Ref :-23/02476/FUL Type :- FULL  
 Applicant Name :- . Date Received :- 13/11/2023  
 Location :- 59 BARRINGTON CLOSE Date Returned :- 29/11/2023  
 BARRINGTON CLOSE  
 Proposal : Change of use of land to enlarge domestic garden together with erection of fencing and construction of single storey side extension. (Part retrospective).  
 Observations : Witney Town Council has no objections regarding this application.

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640- 13 WTC/167/23 Plot Ref :-23/02903/S73 Type :- VARIATION  
 Applicant Name :- . Date Received :- 14/11/2023  
 Location :- 6 CHURCH GREEN Date Returned :- 29/11/2023  
 CHURCH GREEN  
 Proposal : Variation of conditions 2 and 4 of Planning Permission 21/02905/FUL to allow changes to the render finish.  
 Observations : Witney Town Council has no objections regarding this application.

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640- 14 WTC/168/23 Plot Ref :-23/02913/HHD Type :- HOUSEHOLDE  
 Applicant Name :- . Date Received :- 14/11/2023  
 Location :- 9 WEST END Date Returned :- 29/11/2023  
 WEST END  
 Proposal : Erection of boundary fencing, gate and trellis. (Retrospective).  
 Observations : Witney Town Council has no objections regarding this application.

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640- 15 WTC/169/23 Plot Ref :-23/02914/LBC Type :- LISTED BUI  
 Applicant Name :- . Date Received :- 14/11/2023  
 Location :- 9 WEST END Date Returned :- 29/11/2023  
 WEST END  
 Proposal : Erection of boundary fencing, gate and trellis. (Retrospective).  
 Observations : Witney Town Council has no objections regarding this application.

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640- 16 WTC/170/23 Plot Ref :-23/02730/FUL Type :- FULL  
 Applicant Name :- . Date Received :- 14/11/2023  
 Location :- CAR PARK REAR OF 58 WEST END Date Returned :- 29/11/2023  
 WEST END  
 Proposal : Redevelopment of existing vehicle dismantling yard including part demolition and part reconstruction of existing single storey building, erection of ten dwellings along with new access from Farmers Close and the provision of parking and landscaping.  
 Observations : Witney Town Council support the principle of redevelopment at this site. However, given the recent land use, Members have expressed concerns about land, air and water contamination during any construction works as well as when homes are occupied. These concerns are for residents of the new dwellings as well as residents in the neighbouring area, to ensure a clean and safe environment for all in Witney. Members acknowledge the documents submitted by the applicant, including the Phase I Desk Study, but, ahead of any consent being granted a Phase II Study, more investigation, more measurement, sampling and monitoring needs to be carried out at the site, and

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then scrutinised by the relevant technical consultees. The Local Planning Authority must ensure that the applicant addresses and can mitigate against all and any risk from contaminants to ensure no harm to human health, the environment or Witney waterways. Members welcome additional plans and documents coming forward as part of the planning process.

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640- 17	WTC/171/23	Plot Ref :-23/02930/FUL	Type :-	FULL
	Applicant Name :- .		Date Received :-	20/11/2023
	Location :- 111 MANOR ROAD MANOR ROAD		Date Returned :-	29/11/2023
	Proposal :	Erection of 1 bed dwelling with associated parking, bin and bike stores.		
	Observations :	While Witney Town Council does not object to this application in terms of material concerns, it notes the loss of permeable drainage and would ask that mitigating measures are considered to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.		
640- 18	WTC/172/23	Plot Ref :-23/02850/HHD	Type :-	HOUSEHOLDE
	Applicant Name :- .		Date Received :-	20/11/2023
	Location :- 31 WOODPECKER WAY WOODPECKER WAY		Date Returned :-	29/11/2023
	Proposal :	Proposed conservatory, raised pond, shed and summer house.		
	Observations :	While Witney Town Council does not object to this application in terms of material concerns, it notes the loss of permeable drainage and would ask that mitigating measures are considered to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.		
640- 19	WTC/173/23	Plot Ref :-23/02934/HHD	Type :-	HOUSEHOLDE
	Applicant Name :- .		Date Received :-	20/11/2023
	Location :- 32 CURBRIDGE ROAD CURBRIDGE ROAD		Date Returned :-	29/11/2023
	Proposal :	Erection of single storey side and rear extension.		
	Observations :	While Witney Town Council does not object to this application in terms of material concerns, it notes the loss of permeable drainage and would ask that mitigating measures are considered to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.		
640- 20	WTC/174/23	Plot Ref :-23/02553/FUL	Type :-	FULL
	Applicant Name :- .		Date Received :-	21/11/2023
	Location :- GARAGES GLOUCESTER COURT MEWS		Date Returned :-	29/11/2023
	Proposal :	Demolish existing boundary wall and replace with close boarded fencing (part retrospective).		
	Observations :	Witney Town Council has no objections regarding this application.		

The Meeting closed at : 8:00pm

Signed : \_\_\_\_\_ Chairman Date: \_\_\_\_\_

On behalf of :- Witney Town Council

## **CLIMATE, BIODIVERSITY & PLANNING COMMITTEE MEETING OF THE WITNEY TOWN COUNCIL**

**Held on Tuesday, 19 December 2023**

**At 6.02 pm in the Virtual Meeting Room via Zoom**

### **Present:**

Councillor A Bailey (Chair)

Councillors:	G Meadows	J Robertshaw
	R Smith	R Crouch (In place of S Simpson)
Officers:	Adam Clapton	Deputy Town Clerk
	Derek Mackenzie	Senior Administrative Officer & Committee Clerk
	Claire Green	Administration Support - Planning & Stronger Communities
Others:	No members of the public.	

### **P678 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors J Aitman & O Collins.

An apology for absence was also received from Councillor S Simpson, Councillor R Crouch attended as a substitute.

### **P679 DECLARATIONS OF INTEREST**

At this point there were no declarations of interest from members or officers.

Councillor R Crouch later declared a personal, non-prejudicial interest in Planning Application 23/00518/FUL as she was well known to the applicant. She also represented residents in her ward at the previous meeting on Planning Application 23/02731/FUL but there were no further comments to provide on this occasion.

### **P680 PUBLIC PARTICIPATION**

There was no public participation.

### **P681 BOTLEY WEST SOLAR FARM - PHASE TWO COMMUNITY CONSULTATION**

*With the permission of the Chair and the unanimous agreement of the Committee, this item was moved up the agenda so that Councillor R Smith could be involved in the discussion before departing for another engagement.*

Following the opening of a second consultation period by the developers of the Botley West Solar Farm to gather further feedback on their proposed scheme, the committee considered the additional documents made available.

The Committee heard from a member who attended a recent event facilitated by West Oxfordshire District Council. Having had a chance to hear the views of the developer and the main opposition group, she was, overall, in favour of supporting the proposal though held some reservations over the level quoted of net percentage increase of Biodiversity.

One Member spoke in opposition of the proposal listing a number of reasons including, the poor efficiency of solar panels during winter months, and that the scheme did not provide anything for the town's residents. Other options were available and should be explored such as the installation of panels on rooftops rather removing virgin agricultural land when food growth was already an issue nationally.

Members decided to defer the submission of a response to the next meeting on 9 January 2024 to allow additional time to review the proposal documents fully but considered two proposals in order to provide Officers with guidance to prepare a summary for circulation ahead of the meeting of the committees' discussions.

The first proposal was that the Town Council is generally in favour of the solar energy & renewable energy scheme. This was Proposed by Cllr Crouch and Seconded by Cllr Robertshaw. Members voted unanimously in favour.

Secondly Cllr Smith proposed that the top three priorities as part of the Council's response were Climate change and energy need, Socioeconomics and Local Ecology. This was seconded by Cllr Crouch and Cllr Robertshaw. Members voted unanimously in favour.

**Resolved:**

1. That, any further response to the proposal is deferred to the meeting of the Climate, Biodiversity & Planning Committee on 9 January 2024 and,
2. That, Officers prepare a summary of the Committees discussions and distribute prior to the 9 January meeting based on the Committee's support of the proposals.

**P682 PLANNING APPEAL DECISION NOTIFICATION - 66 CORN STREET, WITNEY**

*With the permission of the Chair and the unanimous agreement of the Committee, this item was moved up the agenda so that Councillor R Smith could be involved in the discussion before departing for another engagement.*

The Committee received and considered correspondence concerning the appeal decision APP/D3125/C/22/3302787 for 66 Corn Street, Witney

Members were concerned to read the comments in Point 5 of the Inspectorate's report they felt that there could be an issue regarding accommodation arrangements Officers advised that they could contact West Oxfordshire District Council and ask them to consider the committee's comments.

**Resolved:**

1. That, the appeal decision be noted and,

2. That, Officers contact West Oxfordshire District Council so the councillors' concerns are noted and investigated.

*Cllr R Smith left the meeting at 6:39pm*

**P683 PLANNING APPLICATIONS**

The Committee received and considered a schedule of planning applications from West Oxfordshire District Council.

**Resolved:**

That, the comments, as per the attached schedule be forwarded to West Oxfordshire District Council.

**P684 PLANNING APPEAL - LAND WEST OF HAILEY ROAD, WITNEY**

The Committee received notice of the Planning Appeal Public Inquiry for APP/D3125/W/23/338652 - Land West of Hailey Road, Witney.

Officers advised the Council's consultee response would form part of the documents reviewed by the planning inspectorate, it was also confirmed that Members were able to attend the inquiry if they wish.

**Resolved:**

That, the Planning Appeal be noted.

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The meeting closed at: 7.06 pm

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Chair



addition of a single storey rear and side extension to the approved new dwelling.

Observations : While Witney Town Council does not object to this application in terms of material concerns, it notes the loss of permeable drainage and would ask that mitigating measures are considered to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.

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683- 6	WTC/180/23	Plot Ref :-23/03150/HHD	Type :-	HOUSEHOLDE
	Applicant Name :-	.	Date Received :-	06/12/23
	Location :-	43 NEW YATT ROAD NEW YATT ROAD	Date Returned :-	20/12/23
	Proposal :	Removal of rear conservatory and erection of single storey rear extension. Removal of front porch and replacement single storey front extension.		
	Observations :	Witney Town Council has no objections regarding this application.		

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683- 7	WTC/181/23	Plot Ref :-23/03171/HHD	Type :-	HOUSEHOLDE
	Applicant Name :-	.	Date Received :-	12/12/23
	Location :-	57 WOODSTOCK ROAD WOODSTOCK ROAD	Date Returned :-	20/12/23
	Proposal :	Erection of a single storey rear extensions.		
	Observations :	While Witney Town Council does not object to this application in terms of material concerns, it notes the loss of permeable drainage and would ask that mitigating measures are considered to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.		

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683- 8	WTC/182/23	Plot Ref :-23/03129/FUL	Type :-	FULL
	Applicant Name :-	.	Date Received :-	12/12/23
	Location :-	MYSTORE SELF STORAGE BOOK END	Date Returned :-	20/12/23
	Proposal :	Erection of four drive-up storage units, alterations to the existing parking and turning area, and associated works (part retrospective).		
	Observations :	Witney Town Council has no objections regarding this application.		

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683- 9	WTC/183/23	Plot Ref :-23/02731/FUL	Type :-	AMENDED
	Applicant Name :-	.	Date Received :-	12/12/23
	Location :-	THE LEYS THE LEYS	Date Returned :-	20/12/23
	Proposal :	Demolition of existing hub and erection of replacement hub and community facilities, installation of court lighting, creation of new pedestrian access, extension to existing car park, creation of changing and shower facilities from former depot facility and resurfacing of tennis courts to provide new tennis courts, MUGA and Padel courts and installation of canopies above Padel courts together with associated works (amended parking plans).		
	Observations :	Witney Town Council welcome the amended plans and thank the applicant for addressing the concerns relating to parking and vehicular access. The Town Council have no objection to this revised proposal.		

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683- 10 WTC/184/23 Plot Ref :-23/00518/FUL Type :- AMENDED  
Applicant Name :- , Date Received :- 12/12/23  
Location :- UNIT 32 BRIDGE STREET MILLS Date Returned :- 20/12/23  
BRIDGE STREET  
Proposal : Erection of four apartments at second floor level with associated stair, lift and flood access, demolition of existing metal roof structure.  
Observations : Witney Town Council has no objections regarding this application.

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683- 11 WTC/185/23 Plot Ref :-23/03075/HHD Type :- HOUSEHOLDE  
Applicant Name :- . Date Received :- 12/12/23  
Location :- 10 FRENCH CLOSE Date Returned :- 20/12/23  
FRENCH CLOSE  
Proposal : Erection of single storey front extension and two storey rear extension.  
Observations : While Witney Town Council does not object to this application in terms of material concerns, it notes the loss of permeable drainage and would ask that mitigating measures are considered to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.

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683- 12 WTC/186/23 Plot Ref :-23/03003/HHD Type :- HOUSEHOLDE  
Applicant Name :- . Date Received :- 12/12/23  
Location :- 2 GLOUCESTER PLACE Date Returned :- 20/12/23  
GLOUCESTER PLACE  
Proposal : Demolish existing, and erection of replacement single storey extension together with associated works.  
Observations : While Witney Town Council does not object to this application in terms of material concerns, it notes the loss of permeable drainage and would ask that mitigating measures are considered to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.

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The Meeting closed at : 7:00pm

Signed : \_\_\_\_\_ Chairman Date: \_\_\_\_\_

On behalf of :- Witney Town Council



## **CLIMATE, BIODIVERSITY & PLANNING COMMITTEE MEETING OF THE WITNEY TOWN COUNCIL**

**Held on Tuesday, 9 January 2024**

**At 6.04 pm in the Virtual Meeting Room via Zoom**

### **Present:**

Councillor G Meadows (Vice-Chair, in the Chair)

Councillors:	R Smith	J Robertshaw
	J Aitman	S Simpson
	O Collins	
Officers:	Adam Clapton	Deputy Town Clerk
	Derek Mackenzie	Senior Administrative Officer & Committee Clerk
	Claire Green	Administration Support - Planning & Stronger Communities
Others:	No members of the public.	

### **P8 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors D Temple & A Bailey.

### **P9 DECLARATIONS OF INTEREST**

At this point there were no declarations of interest from Members or officers.

Councillors Smith, Aitman and Collins later declared a personal, non-prejudicial interest in Planning Application 23/03169/LBC as they knew the applicant.

### **P10 PUBLIC PARTICIPATION**

There was no public participation.

### **P11 PLANNING APPLICATIONS**

The Committee received and considered a schedule of planning applications from West Oxfordshire District Council.

Due to the personal, non-prejudicial interest declarations from three members the Committee was not Quorate for the hearing of application 23/03169/LBC therefore a “no comment” response was submitted.

**Resolved:**

That, the comments, as per the attached schedule be forwarded to West Oxfordshire District Council.

**P12      MARKS & SPENCER - MINOR ALTERATION TO PREMISES LICENCE**

The Committee noted the Application for Minor Variation from Marks and Spencer, Unit 5 Marriotts Walk under the Licencing Act 2003.

Given the short statutory timescale for Witney Town Council to respond, by prior agreement of West Oxfordshire District Council, documents were circulated electronically to members of this Committee and this item was added to the meeting agenda with the express permission of the Chair.

Members were in agreement that the proposed changes arose due to the movement of till terminals and as there was no change to the licenced area, they had no objections to the application.

**Resolved:**

That, a no objection response be forwarded to the licencing team at West Oxfordshire District Council.

**P13      BOTLEY WEST SOLAR FARM - PHASE TWO COMMUNITY CONSULTATION**

Members recommenced their discussions which had started at the meeting of the Climate, Biodiversity & Planning Advisory Committee of 19 December 2023, having agreed at that meeting to defer the submission of a response to the Phase Two Community Consultation.

A Member expressed strong views against the scheme, while the remainder of those present were all in favour of supporting and encouraged the Member to make their own personal submission to the consultation.

Members agreed that the key benefit of the scheme, harnessing a renewable source of energy, would not only be seen by residents of Witney, but also residents outside of the proposed areas of installation as it will feed into the national grid. They also felt that the move towards renewable energy would help mitigate the extreme weather events that were seen from the effect of global warming.

The Committee did however feel that more information was needed in respect of some of the technical information provided, such as the effect of corrosion of mixing metal components, what action was being taken with the grass cut from the sites and also that there was a need to quantify the community contributions being made by the developers.

A Member acknowledged that the Council's support of the scheme would be disappointing to some, but this was a critical time and renewable energy was needed now and this resonated with the Council's declared climate emergency.

**Resolved:**

1. That, the Committee agreed there was a need to install solar infrastructure at the Botley West site and,
2. That, an updated response be submitted to the consultation (appended to minutes)

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The meeting closed at: 7.20 pm

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Chair

Witney Town CouncilPlanning Minutes - 9th January 2024

011 24/01/ 24

011- 1 WTC/001/24 Plot Ref :- 23/02786/HHD Type :- HOUSEHOLDE  
 Applicant Name :- . Date Received :- 02/01/24  
 Location :- 9E WEST END Date Returned :- 10/01/24  
 WEST END

Proposal : Erection of replacement fencing to top of existing wall (Retrospective).  
 Observations : Witney Town Council has no objections regarding this application.

011- 2 WTC/002/24 Plot Ref :- 23/02787/LBC Type :- LISTED BUI  
 Applicant Name :- . Date Received :- 02/01/24  
 Location :- 9E WEST END Date Returned :- 10/01/24  
 WEST END

Proposal : External alterations to include erection of replacement fencing to top of existing wall (Retrospective)  
 Observations : Witney Town Council has no objections regarding this application.

011- 3 WTC/003/24 Plot Ref :- 23/03169/LBC Type :- LISTED BUI  
 Applicant Name :- . Date Received :- 02/01/24  
 Location :- 35 - 37 WOODGREEN Date Returned :- 10/01/24  
 WOODGREEN

Proposal : Replacement rear guttering along the roof  
 Observations : Witney Town Council make no comments on this application.

011- 4 WTC/004/24 Plot Ref :- 23/03252/HHD Type :- HOUSEHOLDE  
 Applicant Name :- . Date Received :- 02/01/24  
 Location :- 34 SCHOFIELD AVENUE Date Returned :- 10/01/24  
 SCHOFIELD AVENUE

Proposal : Erection of a rear single storey extension.  
 Observations : While Witney Town Council does not object to this application in terms of material concerns, it notes the loss of permeable drainage and would ask that mitigating measures are considered to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.

011- 5 WTC/187/23 Plot Ref :- 23/02901/FUL Type :- FULL  
 Applicant Name :- . Date Received :- 13/12/23  
 Location :- 50 NEWLAND Date Returned :- 10/01/24  
 NEWLAND

Proposal : Erection of rear orangery.

Observations : While Witney Town Council does not object to this application in terms of material concerns and recognises the benefit of the addition to residents, it notes the loss of permeable drainage and lack of SuDS. Whilst the development is small, Members expressed concern that rainfall and surface water is to discharge to existing drainage. The age of the building and its internal infrastructure may not be suitable for this additional capacity, with the possibility of this causing increased flood risk elsewhere. The application site is uphill from an area that suffers from flooding. Members ask that a SuDS strategy and mitigating measures like a soakaway are considered to help decrease the possibility of surface water flooding in nearby areas, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.

Further, Members ask that the applicant consider the possibility of rainwater harvesting - given the proximity of WC facilities, could rainwater run-off be re-used sustainably?

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011- 6	WTC/188/23	Plot Ref :- 23/02902/LBC	Type :-	LISTED BUI
	Applicant Name :-	.	Date Received :-	13/12/23
	Location :-	50 NEWLAND NEWLAND	Date Returned :-	10/01/24

Proposal : Erection of rear orangery.

Observations : While Witney Town Council does not object to this application in terms of material concerns and recognises the benefit of the addition to residents, it notes the loss of permeable drainage and lack of SuDS. Whilst the development is small, Members expressed concern that rainfall and surface water is to discharge to existing drainage. The age of the building and its internal infrastructure may not be suitable for this additional capacity, with the possibility of this causing increased flood risk elsewhere. The application site is uphill from an area that suffers from flooding. Members ask that a SuDS strategy and mitigating measures like a soakaway are considered to help decrease the possibility of surface water flooding in nearby areas, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.

Further, Members ask that the applicant consider the possibility of rainwater harvesting - given the proximity of WC facilities, could rainwater run-off be re-used sustainably?

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011- 7	WTC/189/23	Plot Ref :- 23/03236/PN42	Type :-	PRIOR NOTI
	Applicant Name :-	.	Date Received :-	13/12/23
	Location :-	34 BURWELL DRIVE BURWELL DRIVE	Date Returned :-	10/01/24

Proposal : A 4.5m single storey extension, brick to match existing, flat roof with single skylight.

Observations : While Witney Town Council does not object to this application in principle, Councillors express concerns about the parking as shown in the plans. Whilst an allocation of off-road parking has been proposed, the location of the spaces may not be ideal; the existing road signage fixed to the pavement in front of the property and proximity of a road junction which serves a busy bus route mean that full consideration should be given to pedestrian safety and safety for other highway users. If approval is being considered, Witney Town Council request that an application for dropped kerbs be made to Oxfordshire County Council so that vehicles can access the proposed parking places safely and without causing damage. Adequate consultation should be sought from the relevant Highways Authority including a site visit, and Witney Town Council ask that consideration be given to West Oxfordshire Local Plan Policy T4 - Parking

Provision.

Further, Witney Town Council notes the loss of permeable drainage from the extended footprint. Whilst the development might be deemed small, Members expressed concern that surface water is to discharge to existing drainage, with the possibility of this causing increased flood risk elsewhere. Members ask that a SuDS strategy and mitigating measures like a soakaway are considered to help decrease the possibility of surface water flooding in nearby areas, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.

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011- 8	WTC/190/23	Plot Ref :- 23/03180/FUL	Type :-	FULL
	Applicant Name :-	.	Date Received :-	13/12/23
	Location :-	ABBOTT DIABETES CARE RANGE ROAD WINDRUSH INDUSTRIAL PARK	Date Returned :-	10/01/24

Proposal : Extensions to buildings known as Evenlode and Wychwood with associated infrastructure (revision to approved scheme Ref. 23/00469/FUL).

Observations : Witney Town Council support the business growth of Abbott Diabetes Care, however, Members are unable to support the proposed development in its current form.

Comments from technical consultees Thames Water and Oxfordshire County Council both state that further work/revised plans are required in order for the development to be approved - If the applicant is able to address these concerns a revised application would be welcomed, and Witney Town Council support and encourage the continued business growth of this valued Witney employer.

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The Meeting closed at : 7:20pm

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Signed :	Chairman	Date:
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On behalf of :- Witney Town Council

## **Appendix**

### **Minute No. P13, Climate Biodiversity & Planning held on 9 January 2023**

Response items submitted to Botley West Solar Farm Consultation Jan/Feb 2024 by Witney Town Council.

2) As a principle do you agree there is a need to install solar infrastructure?

**I agree there is a need to install solar infrastructure.**

3) Based on our updated Stage Two proposals and the information presented in our Preliminary Environmental Information Report (PEIR), what are your views on Botley West Solar Farm?

**I support the proposals**

4) Which aspects of the project are most important to you?

Project specific feedback

Since Phase One we have updated our proposals, the design, and the layout of site. This is based on the feedback we received and ongoing technical assessments. In the following table, please tick the topic areas you consider to be the most important issues that you would like us to consider.

- 1. Climate change and energy need**
- 2. Socioeconomics**
- 3. Local Ecology**

5) Please provide comments on our updated proposals for Botley West Solar Farm.

You may choose to expand upon your answers to the above question (your overall view of Botley West Solar Farm) and Question 4 (the topic areas you think are most important for our team to consider). In your response you may choose to refer to address specific chapters or environmental topics of interest from the PEIR.

**Witney Town Council welcome this initiative. Since this scheme will primarily be supplying energy to the national grid, it might not be obvious as to how this scheme benefits the residents of Witney, however, weather phenomena like those seen recently, have caused major concern locally; residents in Witney have been rightfully concerned about rising river levels and the local response has included installation of emergency floodgates and sandbags, many of these resources have been made available since the serious flood incident in December 2020. These weather events are only going to increase, and whilst houses continue to be built and the town continues to grow, more people are going to move to Witney and more homes will be at risk of flooding. One of the few things that can be done directly and at this level is to mitigate the recurrence and regularity of extreme weather is to take steps to fight climate change, and one of those steps is a shift to renewable energy.**

**The focus needs to turn to renewable energy, locally, nationally and internationally. Otherwise flooding events will become annual events. We need to start taking our obligations and responsibilities seriously.**

Whilst this scheme might not appear ideal to some, we cannot continue to push decisions into the future or look to move the problem elsewhere - time is running out. There may be locations within Oxfordshire for smaller schemes, and those conversations should continue, and challenges be explored with imagination and creativity for additional schemes. Climate change is not going to get any better, but we can stop it getting worse, one of the ways that we do that is in embracing solar technology. Witney Town Council support this scheme, Witney is not immune to the effects of climate change and the stakes are too high to be ignored. Greening our energy mix is beneficial to everyone.

Priority 1:

*Climate change and energy need*

*For example, the carbon footprint of the project and the need for large-scale solar projects.*

**This proposal is of national importance, Witney Town Council recognise the significance of energy generation without greenhouse gas emissions - energy that does not have associated carbon dioxide. Climate change and global warming is one of its biggest concerns. While other renewables are coming forward, we are not yet in a position where other options are completely viable. This proposal is something that today we can choose to make a difference. Witney Town Council are in favour of supporting community tariffs or community ownership and would urge the developer to fully explore these options - this could provide a real financial benefit to many residents, especially those particularly affected by the development. There is precedent for this type of scheme, as shown with offshore wind projects, especially around the Thames estuary.**

**This proposal is a fully formed and funded project to make a massive dent in green energy, for potentially more households than there are in Oxfordshire.**

Priority 2:

*Socioeconomics*

*For example, employment, supply chain, and education opportunities.*

**The proposal should offer community tariffs and community ownership schemes. The last time the developer was approached about community ownership they said that a third-party company would be needed to facilitate such a scheme. This latest proposal does not appear to have produced that as an offer. Witney Town Council would like to see a greater commitment towards community benefit by way of community tariffs and community ownership, and more imaginative mitigations than those outlined in the proposals.**

Priority 3:

*Local ecology*

*For example, please suggest opportunities to improve ecology and biodiversity across the site, and / or provide us with details of existing flora and fauna you would like us to consider.*

**Witney Town Council acknowledge the estimated 70% gain in biodiversity through mitigation. However, members express concerns about the longer-term future of the development sites. Assurances and guarantees are sought that when the scheme has reached the end of its lifecycle, the sites and development areas are protected from automatically being deemed brownfield sites.**



**The developer has a duty to return the land to greenfield sites, or that the sites continue to provide renewable energy.**

6) Do you have any comments on the information presented in our PEIR?

As part of our Phase Two Statutory Consultation, we have produced our Preliminary Environmental Impact Report (PEIR), alongside a Non-Technical Summary (NTS) of the information in the PEIR in less technical language. This document comprises the preliminary results of our Environmental Impact Assessment (EIA) process, containing the findings of the environmental studies and surveys that we have undertaken to date. This work is across a range of environmental topic areas, and also sets out any suitable mitigation measures identified for our proposals. We used this environmental work, in addition to Phase One feedback, to inform and shape our updated proposals for Botley West Solar Farm.

In your response you may choose to refer to address specific chapters or environmental topics of interest from the PEIR.

**The documents suggest that in areas where the panels are too low for grazing, undergrowth can be cut and collected for composting – there is no detail as to how or where this will be facilitated. A commitment is required to demonstrate how this will work and who is responsible for these ongoing works in the long term.**

**The documents suggest that the equipment will be installed using aluminium piles and galvanised steel frames – when two dissimilar metals are abutted they are likely to corrode – what measures are planned to stop corrosion?**

7) Do you have any specific comments on our cable routes for the project?

Since Phase One we have explored potential cable route corridors between the three sites. This includes the two options east of Eynsham at the point where it crosses the Thames near the Swinford Toll Bridge, as well as the cable route options east of Woodstock. We have now presented you with the various cable route options between the sites.

**No comment**

8) Please provide any preferences for where you would like areas for community food growing to be placed.

Botley West Solar Farm is proposing areas for the community to grow food on site. We are seeking feedback on where members of the community would prefer these areas to be. This could include areas being located near to a particular residential area, or further into the site area.

**These projects and their associated benefits should be maximised for those people living in the closest proximity to the sites. Witney Town Council encourage consideration of community gardening and food-growing projects, not just allotments.**

9) Please provide any feedback on our approach to delivering opportunities beyond solar.

Botley West is committed to establishing an environmental and longstanding legacy across the area. We are committed to working with the community to inform what a package of community benefits could look like.

We are seeking to take a considered approach built on three key forms of community benefit: community funding, on-site benefits and helping to reduce energy bills. Please see pages 14 & 15 of our Phase Two Community Consultation Leaflet for more details.

Your response could include suggestions for the type of projects or initiatives you think could benefit from this package, including from a community benefit fund that will be similar in size to Blenheim's bursary fund of £50,000 per annum.

**Witney Town Council acknowledge the community offers such as the £50k annual grants, the cycle paths and walking paths to ensure that the countryside remains accessible through development areas. However, all community offers need to be quantified, and agreements sought to ensure any promised funding and promised benefits are secured.**

**Local energy tariffs schemes are very much welcomed and need to be fully explored. If the scheme is to provide energy for 330,000 homes, that is more than the number of homes in Oxfordshire, and therefore all homes in Oxfordshire, including those in Witney, should be offered discounted energy rates.**

**As a fallback position, and very much a second choice, community ownership options could be made available.**

Response ends.

5

5.1      **WTC/005/24**      Plot Ref :- 23/03288/HHD      Type :- HOUSEHOL  
 Applicant Name :- .      Date Received :- 03/01/24  
                 Parish :- SOUTH      Date Returned :-  
                 Location :- 34 CORN STREET      Agent  
                                 CORN STREET  
                 Proposals :- Alterations to include insertion of two new roof lights to South roof slope, replacement of existing roof lights on North elevation and insertion of folding doors to front elevation.

Observations :-

5.2      **WTC/006/24**      Plot Ref :- 23/03289/LBC      Type :- LISTED BUI  
 Applicant Name :- .      Date Received :- 03/01/24  
                 Parish :- SOUTH      Date Returned :-  
                 Location :- 34 CORN STREET      Agent  
                                 CORN STREET  
                 Proposals :- Internal and external alterations to include changes to floor layouts, insertion of two new roof lights to South roof slope and replacement and alterations of existing roof lights on North elevation, changes to conservatory French doors and installation of folding doors to front elevation, along with removal of ramps. Internal alterations to include changes to first and second floor bathrooms, removal of gas fires and reopening of fireplaces to second floor. Exterior works to include re-pointing and masonry repairs to elevations.

Observations :-

5.3      **WTC/007/24**      Plot Ref :- 23/02730/FUL      Type :- AMENDED  
 Applicant Name :- .      Date Received :- 03/01/24  
                 Parish :- NORTH      Date Returned :-  
                 Location :- CAR PARK REAR OF 58      Agent  
                                 WEST END  
                                 WEST END  
                 Proposals :- Redevelopment of existing vehicle dismantling yard including part demolition and part reconstruction of existing single storey building, erection of ten dwellings along with new access from Farmers Close and the provision of parking and landscaping.

Observations :-

5 . 4	<b>WTC/008/24</b>	Plot Ref :- 23/03267/ADV	Type :- ADVERTISIN
	Applicant Name :- .		Date Received :- 03/01/24
	Parish :- CENTRAL		Date Returned :-
	Location :- UNIT R2 MARRIOTTS WALK MARRIOTTS WALK	Agent	
	Proposals :-	Erection of 2 internally illuminated and non-illuminated fascia signage and internally illuminated menu sign.	
	Observations :-		
5 . 5	<b>WTC/009/24</b>	Plot Ref :- 23/03239/FUL	Type :- FULL
	Applicant Name :- .		Date Received :- 03/01/24
	Parish :- SOUTH		Date Returned :-
	Location :- UNIT 1 CRANBROOK COURT AVENUE TWO	Agent	
	Proposals :-	Change of use from planning class light industrial use to community and cultural centre.	
	Observations :-		
5 . 6	<b>WTC/010/24</b>	Plot Ref :- 23/03303/FUL	Type :- FULL
	Applicant Name :- .		Date Received :- 03/01/24
	Parish :- SOUTH		Date Returned :-
	Location :- 30 BUTTERCROSS LANE BUTTERCROSS LANE	Agent	
	Proposals :-	Remedial works to waterproof roof of building comprising of 6 flats, including raising height of parapet. (Retrospective).	
	Observations :-		
5 . 7	<b>WTC/011/24</b>	Plot Ref :- 23/03351/HHD	Type :- HOUSEHOL
	Applicant Name :- .		Date Received :- 15/01/24
	Parish :- SOUTH		Date Returned :-
	Location :- 11 CURBRIDGE ROAD CURBRIDGE ROAD	Agent	
	Proposals :-	Erection of two storey and single storey rear extensions and construction of a replacement front porch.	
	Observations :-		
5 . 8	<b>WTC/012/24</b>	Plot Ref :- 23/03354/S73	Type :- VARIATION
	Applicant Name :- .		Date Received :- 15/01/24
	Parish :- WEST		Date Returned :-
	Location :- 90 RALEGH CRESCENT RALEGH CRESCENT	Agent	
	Proposals :-	Removal of condition 1 (to allow continued flexible use of part of the dwelling as a gym/personal training space and residential accommodation in association with the main dwelling) and variation of condition 4 (to allow changes to the opening times for clients) of planning permission 23/00286/FUL.	
	Observations :-		

5 . 9	<b>WTC/013/24</b>	Plot Ref :- 23/03381/HHD	Type :- HOUSEHOL
	Applicant Name :- .		Date Received :- 15/01/24
	Parish :- EAST		Date Returned :-
	Location :- 12 HARVEST WAY	Agent	
	HARVEST WAY		
	Proposals :-	Conversion of loft space to create additional living space, works to include construction of a dormer to rear and side roofslopes and insertion of a roof light to the front.	
	Observations :-		
5 . 10	<b>WTC/014/24</b>	Plot Ref :- 23/03353/FUL	Type :- FULL
	Applicant Name :- .		Date Received :- 15/01/24
	Parish :- SOUTH		Date Returned :-
	Location :- MULBERRY HOUSE	Agent	
	9 CHURCH GREEN		
	CHURCH GREEN		
	Proposals :-	Construction of a self-build dwelling, demolition of existing outbuilding and erection of new outbuilding.	
	Observations :-		
5 . 11	<b>WTC/015/24</b>	Plot Ref :- 23/03350/HHD	Type :- HOUSEHOL
	Applicant Name :- .		Date Received :- 22/01/24
	Parish :- NORTH		Date Returned :-
	Location :- 47 BRIDGE STREET	Agent	
	BRIDGE STREET		
	Proposals :-	Erection of boundary fencing adjacent to highway (Retrospective).	
	Observations :-		
5 . 12	<b>WTC/016/24</b>	Plot Ref :- 23/03208/FUL	Type :- FULL
	Applicant Name :- .		Date Received :- 22/01/24
	Parish :- CENTRAL		Date Returned :-
	Location :- 1 KINGSWALK	Agent	
	COTTAGES		
	46A HIGH STREET		
	HIGH STREET		
	Proposals :-	Erection of a garage.	
	Observations :-		
5 . 13	<b>WTC/017/24</b>	Plot Ref :- 23/03056/FUL	Type :- FULL
	Applicant Name :- .		Date Received :- 22/01/24
	Parish :- CENTRAL		Date Returned :-
	Location :- WELCOME	Agent	
	EVANGELICAL CHURCH		
	HIGH STREET		
	Proposals :-	Alternations and extensions to church building.	
	Observations :-		

5 . 14      **WTC/018/24**      Plot Ref :- 23/03242/ADV      Type :- ADVERTISIN  
Applicant Name :- .      Date Received :- 22/01/24  
Parish :- CENTRAL      Date Returned :-  
Location :- WELCOME      Agent  
                 EVANGELICAL CHURCH  
                 HIGH STREET  
Proposals :- Erection of non illuminated hanging interchangeable signs, a non  
                 illuminated site board along with internally illuminated fascia  
                 signage.  
Observations :-

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5 . 15      **WTC/019/24**      Plot Ref :- 24/00089/CLP      Type :- CERT  
Applicant Name :- .      Date Received :- 24/01/24  
Parish :- WEST      Date Returned :-  
Location :- 17 LYNEHAM CLOSE      Agent  
                 LYNEHAM CLOSE  
Proposals :- Certificate of Lawfulness (rear extension).  
Observations :-

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## NOTIFICATIONS OF PLANNING DECISIONS FROM West Oxfordshire District Council

**Minute Ref 6**

**Tue 30 January 2024**

**District Ref**

' C ' Contrary to District 'CD' Contrary Delegated

' D ' Delegated

' E ' Endorsed by District 'ED' Endorsed Delegated

Page No : 1

### **GRANTED PLANNING PERMISSIONS**

<b>E</b> WTC/071/23	Approved	AIRSEA PACKAGING
<b>E</b> WTC/128/23	Approved	42 OLLEY CRESCENT
<b>E</b> WTC/141/23	Approved	W. WITNEY SPORTS & SOCIAL CLUB
<b>E</b> WTC/142/23	Approved	42 OLLEY CRESCENT
<b>E</b> WTC/148/23	Approved	CURBRIDGE ROAD
<b>E</b> WTC/149/23	Approved	LAND AT WEST WITNEY
<b>E</b> WTC/150/23	Approved	CURBRIDGE ROAD
<b>E</b> WTC/151/23	Approved	33 BEECH ROAD
<b>E</b> WTC/152/23	Approved	59 BURFORD ROAD
<b>E</b> WTC/153/23	Approved	29 WOODPECKER WAY
<b>E</b> WTC/154/23	Approved	87 CORN STREET
<b>E</b> WTC/155/23	Approved	63 ETON CLOSE
<b>E</b> WTC/156/23	Approved	1 ELM CLOSE
<b>E</b> WTC/157/23	Approved	27 MARKET SQUARE
<b>E</b> WTC/158/23	Approved	WITNEY SERVICE STATION
<b>E</b> WTC/161/23	Approved	36 BEECH ROAD
<b>E</b> WTC/163/23	Approved	65 ETON CLOSE
<b>E</b> WTC/165/23	Approved	15 BIRDLIP CLOSE
<b>E</b> WTC/172/23	Approved	31 WOODPECKER WAY
<b>E</b> WTC/174/23	Approved	GARAGES
<b>E</b> WTC/175/23	Approved	WINDRUSH INN

## **NOTIFICATIONS OF PLANNING DECISIONS FROM West Oxfordshire District Council**

**Minute Ref 6**

**Tue 30 January 2024**

**District Ref**

' C ' Contrary to District 'CD' Contrary Delegated  
' D ' Delegated  
' E ' Endorsed by District 'ED' Endorsed Delegated

Page No : 2

### **GRANTED PLANNING PERMISSIONS**

E WTC/176/23	Approved	29 MOTT CLOSE
E WTC/177/23	Approved	33 WOODLANDS ROAD
E WTC/178/23	Approved	211 THORNEY LEYS
E WTC/180/23	Approved	43 NEW YATT ROAD
E WTC/181/23	Approved	57 WOODSTOCK ROAD
E WTC/183/23	Approved	THE LEYS
E WTC/189/23	Approved	34 BURWELL DRIVE

### **REFUSED PLANNING PERMISSIONS**

<b>C</b> WTC/137/23	Refused	59 BARRINGTON CLOSE
District COMMENT The proposed the change of use of land to enlarge domestic garden together with erection of fencing and construction of single storey side extension, by reason of its scale, siting, and design, will appear as a cramped and contrived addition to the dwellinghouse to the detriment of the character, appearance and form of the host dwelling. The proposal is therefore considered contrary to Policies OS2, OS4 and H6 of the West Oxfordshire Local Plan 2031, the relevant pages of the NPPF 2023, the National Design Guide and the West Oxfordshire Design Guide.		Local COMMENT While Witney Town Council does not object to this application in terms of material concerns, it notes the loss of permeable drainage and would ask that mitigating measures are considered to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.
<b>C</b> WTC/159/23	Refused	CROFTDOWN
District COMMENT The proposed dormers, due to their domesticating effect, are considered to compromise the character and appearance of the Listed Building. Paragraph 200 of the NPPF (2023) requires any harm to the significance of designated heritage assets to be clearly and convincingly justified. No clear and convincing justification has been provided for the proposed dormers and there are no discernable public benefits to the proposed development. The application is therefore contrary to Section 16 of the NPPF (2023) and policy EH9 and EH11 of the West Oxfordshire Local Plan (2018).		Local COMMENT Witney Town Council has no objections regarding this application.
<b>C</b> WTC/162/23	Refused	KINGSMEAD
District COMMENT The proposed development, by reason of its scale, siting, design and form would be transformative and harmful to the character and appearance of the host dwelling and would be out of keeping failing to preserve or enhance the character and pattern of development in the street scene to the detriment of the wider visual amenity of the area. The proposal is therefore considered contrary to Policies OS2, OS4 and H6 of the West Oxfordshire Local Plan 2031, the relevant pages of		Local COMMENT While Witney Town Council does not object to this application in terms of material concerns, it notes the loss of permeable drainage and would ask that mitigating measures are considered to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.



' C ' Contrary to District 'CD' Contrary Delegated  
' D ' Delegated  
' E ' Endorsed by District 'ED' Endorsed Delegated

Page No : 3

**REFUSED PLANNING PERMISSIONS**

the NPPF 2021, the National Design Guide and the West Oxfordshire Design Guide.

**C WTC/173/23 Refused**

District COMMENT 1- The proposed development, by reason of its scale, siting, design and form would be transformative and harmful to the character and appearance of the host dwelling and would be out of keeping failing to preserve or enhance the character and pattern of development in the street scene to the detriment of the wider visual amenity of the area. The proposal is therefore considered contrary to Policies OS2, OS4 and H6 of the West Oxfordshire Local Plan 2031, the relevant paragraphs of the NPPF 2023, the National Design Guide and the West Oxfordshire Design Guide (2016).

2 - The proposed extensions, by virtue of their siting and scale, would give rise to a sense of overbearing and loss of light to neighbouring property 30 Curbridge Way, Witney, resulting in unacceptable levels of harm to its occupiers. The application is therefore contrary to Policies OS2, OS4 and H6 of the West Oxfordshire Local Plan (2018) and the relevant paragraphs of the NPPF (2023).

**C WTC/179/23 Refused**

District COMMENT The proposed changes (through the variation of Condition 2 of Planning Permission 20/03068/FUL to allow single storey rear and side additions to the development) would over double the footprint of the approved dwelling resulting in a development which would appear unduly cramped, contrived and overly dominant within the plot to the detriment of the character, appearance and pattern of development in the vicinity and visual amenity of the wider streetscene. The proposal is considered contrary to Policies OS2, OS4 and H2 of the adopted West Oxfordshire Local Plan, the West Oxfordshire Design Guide, the National Design Guide and the relevant paragraphs of the NPPF.

**32 CURBRIDGE ROAD**

Local COMMENT While Witney Town Council does not object to this application in terms of material concerns, it notes the loss of permeable drainage and would ask that mitigating measures are considered to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.

**141 QUEEN EMMAS DYKE**

Local COMMENT While Witney Town Council does not object to this application in terms of material concerns, it notes the loss of permeable drainage and would ask that mitigating measures are considered to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.

## CLIMATE, BIODIVERSITY AND PLANNING COMMITTEE

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**Date:** 30 January 2024

**Title:** Finance Report

**Contact Officer:** Responsible Financial Officer (RFO)

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***Should Members have any queries about this report advance notice would be appreciated, in writing, by 5pm on the Friday before the meeting to allow for a full response at the meeting.***

### Background

Detailed income and expenditure statements for budgets which are the responsibility of this committee are enclosed. The period to which this report relates is 1 April 2023 to 31 December 2023.

### Current Situation

A full review of the budgetary position was undertaken during the budget cycle. Most areas of interest were raised at the last meeting of this committee and at the extra-ordinary meeting of the council. The RFO would refer members to the finance/ budget reports which were approved at those meetings for further details.

The Committee's services are divided into two base revenue cost centres, responsibilities as follows:

Cost centre	Service
206	Witney Country Park
403	Planning

Current year budget: In terms of the report presented at this meeting, the current year (2023/24) budget is now those figures which were projected when the estimates were revised and agreed by the Council at its meeting on 8 January 2024. It should be noted that these revised estimates were calculated by your officers in the autumn of 2023.

Note that in relation to recharges from the office and works teams (nominal ledger codes 4892 to 4899 inclusive), these have been processed to 30 November 2023.

Estimates for 2024/25: These are shown in the report in the three columns on the right-hand side of the page.

## SUMMARY FOR 2023/24

Overall, the management accounts show the following in relation to the current year:

	2023/24 Original budget- Agreed Jan. 23	2023/24 Year to date (Month 9)	2023/24 Projected estimate for year (to month 12) Calculated Nov.23
Expenditure	£126,550	£73,189	£128,033
Less income	(£1,500)	(£2,217)	(£217)
Net expenditure	£125,050	£70,972	£127,816

The projected estimate (net expenditure) for the current financial year is £2,766 or 2.2% above original net expenditure. On a relatively small budget one of the main reasons for the projected net overspend is that income from fishing rights was projected at £217 compared with original budget of £1,500. This due to an accrual's adjustment and separately one of the clubs relinquishing their rights; in this regard a further adjustment against past invoices is due to be made. However, since the projected budget was set, a grant of £2,000 has been made from the County Councillors priority fund for work at the Lake and Country Park.

Note that the projected budget also provides for full expenditure in a number of non-salary/overhead nominal ledger codes. Ahead of the year end your officers will be thoroughly examining the various budget lines and proposals will come forward following the financial year end (31 March 2024) for underspends in these lines to be transferred into the earmarked reserves to allow projects to continue and to provide for prudential reserves where expenditure has not been required this year but will in future years.

There have also been reductions in the recharges in relation to the works team across most cost centres, compared with original budget. This is due to staffing costs being lower than originally budgeted for and this has impacted the bottom-line.

### Environmental impact

The Council declared a Climate Change Emergency at its meeting on 26 June 2019; with this in mind Councillors should have due regard to the environmental impact of any decisions they make with regard to its facilities and services it operates.

Officers are continually assessing the environmental impact of services and assets to ensure where possible measures are taken to support the Council's climate declaration of carbon neutrality by 2028. This extends to the procurement of goods and services.

### Risk

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

Members are reminded that collectively they are custodians of the public purse with most of the funding coming from the taxpayers of Witney. Therefore, Officers ensure they get best value, value for money, and comply with the Council's Standing Orders, Financial Regulations, and Procurement Policy.

### **Financial implications**

This report forms part of the Council's due diligence and a process in line with its Financial Regulations. The financial implications are detailed above and also in the attached appendices.

### **Recommendations**

Members are invited to approve the report and the management accounts of the Committee's services to 31 December 2023.

## Annual Budget - By Committee (Actual YTD Month 9)

Note: Climate, Biodiversity &amp; Planning Committee, 30 January 2024

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b><u>Climate,Biodiversity &amp;Planning</u></b>										
<b><u>206</u></b>	<b><u>WITNEY COUNTRY PARK</u></b>									
1030	FISHING RIGHTS	1,450	700	1,500	217	217	0	978	0	0
1170	GRANTS RECEIVED	0	0	0	2,000	0	0	0	0	0
1171	DONATIONS RECEIVED	0	946	0	0	0	0	0	0	0
<b>Total Income</b>		1,450	1,646	1,500	2,217	217	0	978	0	0
4001	SALARIES	27,852	19,573	32,410	23,523	31,364	0	33,539	0	0
4002	ER'S NIC	2,861	1,925	3,217	2,305	3,700	0	3,348	0	0
4003	ER'S SUPERANN	6,044	4,222	7,033	5,105	6,806	0	7,239	0	0
4007	PROTECTIVE CLOTHING	0	392	400	300	400	0	400	0	0
4026	BOOKS/PUBLICATIONS	20	39	100	9	100	0	100	0	0
4036	PROPERTY MAINTENANCE	100	548	500	3,974	5,000	0	2,000	0	0
4038	OTHER MAINTENANCE	0	188	0	12	12	0	0	0	0
4040	ARBORICULTURE	2,400	857	1,000	0	1,000	0	1,000	0	0
4041	EQUIPMENT HIRE	0	0	0	172	172	0	0	0	0
4042	EQUIPMENT	15,000	11,803	15,000	1,028	15,000	0	11,000	0	0
4059	OTHER PROF FEES	1,000	0	1,000	2,665	5,000	0	5,000	0	0
4064	HEALTH & SAFETY	1,500	639	1,000	79	1,000	0	1,000	0	0
4099	MISCELLANEOUS	0	788	0	36	250	0	250	0	0
4495	TFR FROM EARMARKED R	-4,100	0	0	0	0	0	0	0	0
4888	O/S STAFF RCHG (TO 30/09/23)	18,707	12,306	0	0	0	0	0	0	0
4890	O/S O'HEAD RCHG (TO 30/09/22)	3,817	4,228	0	0	0	0	0	0	0
4891	AGENCY R/C (TO 30/09/22)	3,161	3,161	0	0	0	0	0	0	0

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 9)

Note: Climate, Biodiversity &amp; Planning Committee, 30 January 2024

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4892	C/S STAFF RCHG	2,068	1,732	2,246	1,350	2,066	0	2,304	0	0
4893	C/S O'HEAD RCHG	574	567	647	478	640	0	652	0	0
4894	GROUND STAFF RECHARGE	0	399	1,683	501	566	0	1,822	0	0
4895	GROUND O'HEAD RECHARGE	0	207	622	835	850	0	776	0	0
4896	MTCE STAFF RECHARGE	0	3,232	23,179	6,888	15,196	0	22,790	0	0
4897	MTCE O'HEAD RECHARGE	0	509	2,269	634	1,688	0	2,056	0	0
4899	DEPOT REALLOCATION	0	0	2,422	3,189	6,856	0	4,156	0	0
<b>Overhead Expenditure</b>		81,004	67,316	94,728	53,082	97,666	0	99,432	0	0
<b>Movement to/(from) Gen Reserve</b>		(79,554)	(65,670)	(93,228)	(50,865)	(97,449)		(98,454)		
<b>403</b>	<b><u>PLANNING</u></b>									
4892	C/S STAFF RCHG	22,747	19,054	24,705	14,849	22,728	0	25,342	0	0
4893	C/S O'HEAD RCHG	6,312	6,232	7,117	5,258	7,639	0	7,170	0	0
<b>Overhead Expenditure</b>		29,059	25,286	31,822	20,107	30,367	0	32,512	0	0
<b>Movement to/(from) Gen Reserve</b>		(29,059)	(25,286)	(31,822)	(20,107)	(30,367)		(32,512)		
<b>Climate,Biodiversity &amp;Planning - Income</b>		1,450	1,646	1,500	2,217	217	0	978	0	0
<b>Expenditure</b>		110,063	92,602	126,550	73,189	128,033	0	131,944	0	0
<b>Movement to/(from) Gen Reserve</b>		(108,613)	(90,956)	(125,050)	(70,972)	(127,816)		(130,966)		
<b>Total Budget Income</b>		1,450	1,646	1,500	2,217	217	0	978	0	0
<b>Expenditure</b>		110,063	92,602	126,550	73,189	128,033	0	131,944	0	0
<b>Movement to/(from) Gen Reserve</b>		(108,613)	(90,956)	(125,050)	(70,972)	(127,816)		(130,966)		

## WITNEY TRAFFIC ADVISORY COMMITTEE MEETING

**Held on Tuesday, 16 January 2024**

**At 2.30 pm in the Gallery Room, The Corn Exchange, Witney**

### **Present:**

Councillor A Coles (Chair)

Councillors:	D Enright	S Simpson
	T Ashby	R Smith
Others:	C Hulme	T Bayliss
	D Miles	A Bullock
Officers:	Adam Clapton	Witney Town Council
	Claire Green	Witney Town Council
	Mike Wasley	Oxfordshire County Council
	Odele Parsons	Oxfordshire County Council
	Hanaii Faour	Oxfordshire County Council

3 members of the public.

### **T1 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Ted Fenton and A Lyon from West Oxfordshire Community Transport.

An apology for absence was also received from R Steere from the Witney Chamber of Commerce; A Bullock acted as substitute and confirmed he would be the organisation's representative at future meetings.

### **T2 PUBLIC PARTICIPATION**

The Committee received representations from three residents followed by questions from Members.

D Bold spoke in relation to a study which had taken place in Harvest Way Witney, and which had led to proposed safety changes referred to in agenda item 4.11

J Fisher spoke in relation to agenda item 8(a) regarding an extension to the H2 Hospital Bus Services.

A Slade spoke regarding cycling on pavements, particularly in Witan Way.

As the final item was not on the agenda, the Chair agreed to discuss amongst Members at this juncture. There was agreement cycling on pavements was an issue, not just here but across the town but there were limited resources for enforcement. A segregated cycle way was proposed at Witan Way in the County Council's Local Cycling, Walking & Infrastructure Plan but they as yet this was unfunded.

**T3      MINUTES**

The Committee received and considered the minutes of the Traffic Advisory Committee meeting held on 26 September 2023.

**Resolved:**

That, the minutes of the Witney Traffic Advisory Committee meeting held on 26 September 2023 be approved and signed by the chair

There were no matters arising from the minutes of the meeting held on 26 September 2023.

**T4      WITNEY FESTIVAL OF FOOD & DRINK**

At the request of the Chair, this item was raised for inclusion and moved this up the agenda for discussion.

The Market Towns Officer from West Oxfordshire District Council presented the item regarding a Food Festival which would run in Witney High Street from 12-14 April 2024; it was not a District Council event and was being run by an external company. The District Council was helping them facilitate as the event, in the centre of Witney, would hopefully help businesses with footfall in the town.

Although generally supportive, there were concerns from the Stagecoach representative about the event resulting in the displacement of passengers and impact of services in the centre of the town for a prolonged period.

There were further questions from Members about the event who were advised the organiser would be employing an accredited traffic management company to ensure compliance with all necessary actions and consultations.

**Resolved:**

That, the verbal update be noted.

*E Philips from West Oxfordshire District Council left the meeting at 3.02pm*

**T5      H2 BUS SERVICE EXTENSION REQUEST**

The Committee received a document provided by the member of public in attendance which outlined the potential of the H2 bus route being extended to further Oxford hospitals.

There was discussion on the commercial viability of a stand-alone bus service and confirmation the current service was tendered by Oxfordshire County Council. Any decision to extend the service would need to be made to them and would be dependent on costs and funding.



Members were generally supportive of the suggestions and agreed the Committee should write to the County Council to ask if the request could be considered.

**Resolved:**

That, the Committee writes to Oxfordshire County Council to request they scope and consider extending the H2 bus service.

T6 **OXFORDSHIRE COUNTY COUNCIL REPORTS**

Members began by discussing the item in the report relating to Harvest Way so the member of the public could hear the outcome.

*Cllr R Smith joined the meeting during this item at 3.10pm*

County Council officers advised this had been discussed at a previous meeting and three options were possible to help alleviate the road safety issues encountered by residents.

Members were advised there were funds in the new financial year to add keep clear white lines at the dropped kerb points to keep the crossing free of traffic, but the road safety budget was already oversubscribed and would not stretch any further. It was agreed this was a good start and may alleviate the issue; in the meantime, a zebra crossing would be scoped and added to the County Council's Local Cycling & Walking Infrastructure Plan (LCWIP) aspirations for the area.

Also in the report, the Committee was advised the A40 Shores Green road had entered the detailed design stage but objections to the Compulsory Purchase Order had led to a Public Inquiry which would delay the scheme, much to the disappointment of Members.

Other updates were provided on the Burford Road Signal Crossing, Witney bus stop improvements, bus service changes, planned lining works, Ley's traffic calming, a District Council UKSPF funded signage/wayfinding project, and the Bridge Street Area Appraisal. The latter was an important piece of work regarding Bridge Street/West End Link Road options which would require stakeholder and public engagement later in the year.

*Cllr D Enright joined the meeting during this item at 3.36pm*

Finally, there was discussion on High Street temporary and long-term changes. There was agreement the temporary buildouts had taken too long to install but officers were looking to meet the timescales of the long-term works which were due to be completed in Spring 2025. Further work on the scheme may be delayed slightly this year due to elections in May. There had been no decision on the implementation of ANPR at the entrances to the project area.

**Resolved:**

1. That, the County Council report updates be noted and,
2. That, Cllr R Smith advised Madley Park residents that white lines will be added to the road and the issue would be added to the LCWIP.

**T7      5 WAYS ROUNDABOUT IMPROVEMENTS**

At the request of the Chair, this item was moved up the agenda so County Council officers could advise Members.

The Chair asked County Council officers if plans to upgrade this roundabout, as outlined in the LCWIP, could be expediated following further accidents here in recent months.

In response, it was advised that short-term improvements were being considered by the County Council, but it wouldn't be the full LCWIP proposal as there were not sufficient funds at this time for the 'Dutch-style' project.

**Resolved:**

That, the update be noted.

**T8      LANE RENTAL SCHEME PROPOSAL CONSULTATION**

The Committee received notice of Oxfordshire County Council's open consultation on a Lane Rental Scheme which would invoke charges for utility companies on the County's busiest roads.

Members were pleased to see this issue being considered and could see potential benefits and problems with the scheme. It was felt there would be no overall consensus by the Committee which would enable a response, so Members were advised to share consultation details with their organisations, and to enter a response if appropriate.

**Resolved:**

That, groups/organisations make individual responses to the County Council's Lane Rental Scheme Consultation.

**T9      COMMUNITY SPEEDWATCH**

The Committee received a verbal update from the Chair and Officers regarding the Community Speedwatch Scheme administered by the Committee.

The first session of the group had taken place earlier in the day at Curbridge Road, Witney. It had been a learning curve with 4 volunteers and a member of the Eynsham group who had provided advice during the session. 200 vehicles had been monitored; one offender was travelling at 48mph but approximately 75% were driving safely. One local resident had approached the group to thank them in keeping the community safe.

There were four sites entered for the scheme and areas to consider. Roads with schools were the primary sites, but more could be done with extra volunteers. Two further dates were pencilled for February and March.

**Resolved:**

That, the verbal update on the Community Speedwatch scheme was noted.

**T10     PUBLIC TRANSPORT UPDATE**

The Committee received verbal updates from the Independent Transport Representative and the Member from Stagecoach.

West Oxfordshire Community Transport had procured a new bus from community transport grant funding and the Oxford Tube was working well and being well-used. Botley Road would be re-opening in October, but utility works were then planned. Stagecoach was also looking at the possibility of making the S2 service an express.

**Resolved:**

That, the update be noted.

**T11     DOWNS ROAD, WITNEY - SPEEDING ISSUE**

Cllr Ashby asked if options could be provided to reduce speeding in Downs Road.

There was discussion on data which verifies the issue but acknowledgement the housing developments of Windrush Place and Colwell Green were adjacent to the road, as was the farm which may be developed in the future.

County Council Officers agreed to look through their data from 2023 ahead of the next meeting. Accident data for all areas in Witney would be beneficial as the Chair had also been passed correspondence from Mill Street about speeding there. Without evidence it was difficult to pinpoint areas of concern and where Speedwatch might be deployed; Mill Street would not be appropriate due to the narrow nature of the pavements.

**Resolved:**

1. That, the report be noted and,
2. That, the Chair liaises with the resident of Mill Street to explore the issues at the location and,
3. That, accident data for the whole of Witney (including Downs Road) is provided for the next TAC meeting.

**T12     ITEMS RAISED AT THE MEETING**

M Wasley from Oxfordshire County Council advised this would be his last meeting as he was leaving his position in March.

The Chair, along with other Members of the Committee thanked Mr Wasley for all his work and support to this particular Committee over many years and advised he would be sorely missed.

The Deputy Town Clerk advised the town council had been notified of a Notice of parking order at the Woolgate Car Park; it would result in a further long-stay car parking area in the car park which would help workers within the town.

A Bullock of Witney Chamber of Commerce advised R Steere had sent apologies to the meeting.

T13 **DATE OF THE NEXT MEETING(S)**

Members were advised that the next scheduled meeting of this committee would be on Tuesday 26 March 2024.

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The meeting closed at: 4.10 pm

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Chair

## Appeal Decision

Site visit made on 23 October 2023

**by P D Sedgwick BSc (Hons) DipTP MRTPI**

**an Inspector appointed by the Secretary of State**

**Decision date: 29<sup>th</sup> November 2023**

**APP/D3125/D/23/3320768**

**180 Farmers Close, Witney, OX28 1NS**

- The appeal is made under section 78 of the Town and Country Planning Act 1990 against a refusal to grant planning permission.
- The appeal is made by Mrs Jennie Lee against the decision of West Oxfordshire District Council.
- The application Ref 23/00451/HHD, dated 15 February 2023, was refused by notice dated 13 April 2023.
- The development proposed is proposed first floor extension to existing ground floor extension. Proposed two storey side extension. Internal layout modifications.

### Decision

1. The appeal is allowed and planning permission is granted for proposed first floor extension to existing ground floor extension. Proposed two storey side extension. Internal layout modifications at 180 Farmers Close, Witney, OX28 1NS in accordance with the terms of the application, Ref 23/00451/HHD, dated 15 February 2023, and the plans submitted with it, subject to the following conditions:
  - 1) The development hereby permitted shall begin not later than 3 years from the date of this decision.
  - 2) The development hereby permitted shall be carried out in accordance with the following approved plans: 180FC-EX-01 and 180FC-PR-01 Revision B.
  - 3) The materials to be used in the construction of the external surfaces of the development hereby permitted shall match those used in the existing building.

### Preliminary Matter

2. The appellant in her Statement of Case requested that a different plan<sup>1</sup> to that which was refused be considered because it would better meet her needs. However, no amended plans were submitted with the appeal documents. Nonetheless, the Appellant's agent confirmed by email, dated 1 November 2023, that the internal layout subject of this appeal is the same as the plan to which the Appellant referred. It includes the facilities she describes as being necessary to meet her needs, the only difference being that the roof has been lowered to reduce its visual impact. As such, I will base my decision upon the plans that were assessed by the Council as part of the original planning determination.

<sup>1</sup> Revision C

## **Main Issues**

3. The main issues are the effect of the proposed development upon:
- the character and appearance of the building and surrounding area; and,
  - the living conditions of occupiers of 181 Farmers Close, with particular regard to outlook.

## **Reasons**

### *Character and appearance*

4. Farmers Close is a housing estate connected to the local road network by the B4022 in the west and New Yatt Road in the east. House sizes and designs are similar and relatively unaltered to the front and side. Groups of houses within the estate face in towards open spaces laid to lawn with some mature trees which give the estate an open green character. They are accessed by a network of tarmac footways which link the open spaces. Branch roads within the estate service the rear of houses providing access to groups of garages, designated parking areas and some roadside parking. The streetscape along these roads generally comprises the rear view of houses, their extensions, gardens, outbuildings, and boundary fences. Its appearance is less uniform and attractive than that of the open areas and house frontages described above.
5. The appeal site relates to a 2 storey detached house with a side extension which is set back and consequently projects beyond the main rear building line. The side extension is barely visible from the front of the house, which forms a corner plot with No 181 with only a small gap between the 2 properties. The rear of the house backs on to a bend in the road.
6. The proposed first floor extension would be above the side extension raising its eaves to the same height as on the main house, although its ridge would be set down below the main roof ridge. A 2 storey flat roofed corner section would project forward of the existing extension. The Council describe the proposed development as poorly designed, contrived and at odds with the simple form of housing elsewhere within the area. However, the existing side extension has already altered the design of the house from the simple form the Council describe. The proposed extension would not be visible from most of the footways and open space to the front of the house because of the narrow gap between it and No 181. The key characteristics that contribute to the appearance of the area, namely the unaltered front elevations of houses and open green spaces they surround, would not, therefore, be significantly affected by the proposed development.
7. I accept that adding a first floor to the side extension would make it more obtrusive when viewed from the rear. However, it would remain subservient to the main house because of its lower roof. When approaching the site from the north, the rear of other houses and trees in their back gardens would largely obscure views of it. At close quarters, the gabled side elevation of No 181 would present a backdrop to the extension lessening its visual impact. Approaching the site from the other direction, the rear elevation of houses obscure views of the appeal site until reaching the bend in the road. Thus, views of the proposed development would be limited.

8. Other houses nearby have single storey extensions, mainly consisting of rear conservatories, except No 181 which has a 2 storey side extension that projects slightly back from its main rear building line. In the context of the varied streetscape, its limited contribution to the character of the area and the restricted views of the site, I do not consider that the proposed development would cause significant harm to the character or appearance of the building or wider area. There would therefore be no conflict with Policies OS2, OS4 and H6 of the West Oxfordshire Local Plan 2031 (2018) (LP), the National Planning Policy Framework (2023) (the Framework) and the West Oxfordshire Design Guide (2016) which require development to respect the character of the surrounding area and remain secondary and subservient to the original property.

#### *Living conditions*

9. The appeal property and No 181 are laid out perpendicular to each other because of their corner position within the estate. Consequently, the side wall on No 181 faces the same direction as the rear of the appeal property and the existing side extension is visible from its windows. Direct views from them to the street are unobstructed but the side extension is nonetheless a significant presence affecting the neighbour's outlook. Raising the height of the side extension would add to that presence, particularly when viewed from the first floor bedroom window. Nonetheless, it will not encroach on existing direct views of the street, nor will it affect views from the front and rear windows towards the open spaces within the estate and No 181's back garden, respectively. Overall, I am satisfied that any additional impact on the outlook of occupiers of No 181 would not harm their living conditions to a degree that would warrant withholding planning permission. My opinion in this regard is shared by the occupiers of No 181 who support the proposal. I therefore conclude on this main issue that the proposal would not conflict with policies OS2 and H6 of the LP and the Framework which require that development should not have a harmful impact on the amenity of occupants of adjoining properties.

#### *Other Matters*

10. The Appellant has provided evidence relating to matters, which she sets out as supporting the need for the proposed changes to the property. While I am aware of my responsibilities under the Public Sector Equality Duty, and I note that the appellant has a relevant protected characteristic in this regard, in light of my finding on the two main issues above, there is no further requirement for me to weigh such matters in the planning balance.

#### **Conditions**

11. In addition to the standard condition which limits the lifespan of the planning permission I have specified the approved plans to provide certainty and imposed a condition regarding materials to safeguard the character and appearance of the area.

#### **Conclusion**

12. For the reasons given above I conclude that the appeal should be allowed.

*P D Sedgwick*

INSPECTOR



**Reply to :** Andrea Thomas  
**Tel :** 01993 861000  
**Email:** [ers@westoxon.gov.uk](mailto:ers@westoxon.gov.uk)

**Council Offices**  
Woodgreen,  
WITNEY,  
Oxfordshire,  
OX28 1NB  
Tel: 01993 861000  
[www.westoxon.gov.uk](http://www.westoxon.gov.uk)



The Town Council

Your Ref: W/24/00053/PRMA

Date: 15th January 2024

Dear Town Clerk,

## **LICENSING ACT 2003**

### **Application for New Premises Licence**

We have received an application for **The Venue Green Room Studios Avenue Three Witney Oxfordshire OX28 4BQ** 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 **12th February 2024**

Please ensure that all email correspondence is sent to [ers@westoxon.gov.uk](mailto: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



**West Oxfordshire**  
**Application for a premises licence**  
**Licensing Act 2003**

For help contact  
[ers.licensingandapplications@publicagroup.uk](mailto:ers.licensingandapplications@publicagroup.uk)  
 Telephone: 01993 861000

\* required information

### Section 1 of 21

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	<input type="text" value="Not Currently In Use"/>	This is the unique reference for this application generated by the system.
Your reference	<input type="text" value="Studio Se7en Application"/>	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? <input type="radio"/> Yes <input checked="" type="radio"/> 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	<input type="text" value="Gavin"/>	
* Family name	<input type="text" value="Hyatt"/>	
* E-mail	<input type="text" value=""/>	
Main telephone number	<input type="text" value=""/>	Include country code.
Other telephone number	<input type="text" value=""/>	
<input type="checkbox"/> Indicate here if you would prefer not to be contacted by telephone		

Are you:

- ☒ 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 you are applying so you can be employed, or for some other personal reason, such as following a hobby.

### Applicant 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	<input type="text" value="14642946"/>	
Business name	<input type="text" value="Third Avenue Entertainment Limited"/>	If your business is registered, use its registered name.
VAT number	<input type="text" value="GB"/> <input type="text" value="445 6707 74"/>	Put "none" if you are not registered for VAT.
Legal status	<input type="text" value="Private Limited Company"/>	

**Continued from previous page...**

Your position in the business

Home country

The country where the headquarters of your business is located.

**Registered Address**

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Section 2 of 21**

**PREMISES DETAILS**

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003.

**Premises Address**

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

Street

District

City or town

County or administrative area

Postcode

Country

**Further Details**

Telephone number

Non-domestic rateable value of premises (£)

### Section 3 of 21

#### APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- ☐ An individual or individuals
- ☒ A limited company / limited liability partnership
- ☐ A partnership (other than limited liability)
- ☐ An unincorporated association
- ☐ Other (for example a statutory corporation)
- ☐ A recognised club
- ☐ A charity
- ☐ The proprietor of an educational establishment
- ☐ A health service body
- ☐ A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- ☐ A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- ☐ The chief officer of police of a police force in England and Wales

#### Confirm The Following

- ☒ I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities
- ☐ I am making the application pursuant to a statutory function
- ☐ I am making the application pursuant to a function discharged by virtue of His Majesty's prerogative

### Section 4 of 21

#### NON INDIVIDUAL APPLICANTS

Provide name and registered address of applicant in full. Where appropriate give any registered number. In the case of a partnership or other joint venture (other than a body corporate), give the name and address of each party concerned.

#### Non Individual Applicant's Name

Name

Third Avenue Entertainment Limited

#### Details

Registered number (where applicable)

14642946

Description of applicant (for example partnership, company, unincorporated association etc)

Continued from previous page...

### Address

Building number or name   
Street   
District   
City or town   
County or administrative area   
Postcode   
Country

### Contact Details

E-mail   
Telephone number   
Other telephone number   
\* Date of birth   
\* Nationality

[Documents that demonstrate entitlement to work in the UK](#)

[Add another applicant](#)

## Section 5 of 21

### OPERATING SCHEDULE

When do you want the premises licence to start?  /  /   
dd mm yyyy

If you wish the licence to be valid only for a limited period, when do you want it to end  /  /   
dd mm yyyy

Provide a general description of 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.

Studio Se7en is a designed and built Cafe, Bar, Live Venue and Night Club.  
Planning permission was granted in 2023 for the change of use of the building and adaptations to allow its use as it is situated in an industrial estate just outside the Town Centre.

The venue is a separate limited company but adjoined to and developed by GreenRoomStudios (operated by Oxford

**Continued from previous page...**

Television Limited), a rehearsal and recording studios who have been running licensed events on the site since 2016 under Temporary Event Notices and existed on this site since 2013.

GreenRoomStudios is a renowned and respected recording and rehearsal studios and has built up a client base both locally and internationally. Part of the intention of the venue development is to allow for tour preparation where bands will be on site for several days prior to commencement of a tour. The facilities within this application support and enhance that with the addition of providing high quality venue and nightclub facilities to the town which would otherwise not stand up to scrutiny on a business plan on their own merits. Our business has diversified and expanded exponentially but responsibly and it is our intention to employ and develop a team of staff and provide opportunities within the entertainment and music industries which don't currently exist.

The Venue has a dedicated entrance, outside smoking area, cycle store and bin store with 8 parking spaces for staff and service users. We intend to bring a food van to site (notification has been provided of this) and provide food in the smoking area for consumption inside, outside or to be taken away.

The Venue intends to open daily from 7am as a cafe with Brunch food being served from the food van and hot and cold drinks available from the bar area with seating and free internet available for remote workers, and local businesses/staff to use. We intend to sell alcohol from midday. The bar and food will remain available through the day to serve the customers of GreenRoomStudios. We have Darts teams and other sports interested in using the facilities after their sports practices and matches.

The Venue intends to open regularly for live music, comedy nights, cabaret, karaoke and other entertainment during the evenings and at weekends. On Friday and Saturday evenings we intend to hold regular live music events and follow these by night club activity. We will have a minimum of two SIA registered door supervisors for club nights and any event post 11pm. Where ticket sales indicate the venue will be at capacity, we will have a minimum of 4 security staff on site, 1 of which will be female.

If 5,000 or more people are expected to attend the premises at any one time, state the number expected to attend

## Section 6 of 21

### PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

☐ Yes ☒ No

## Section 7 of 21

### PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

☒ Yes ☐ No

### Standard Days And Timings

MONDAY

Start

End

Start

End

Give 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...

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

Will the exhibition of films take place indoors or outdoors or both?

☐ Indoors ☐ Outdoors ☒ Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

We have several projectors and screens around the venue and intend to showcase films, video, TV, Livestreamed music and sporting events. Audio from these may be played through the PA system. It is not our intention to show films on a regular basis but this is something we may like to try and so have added this provision to the licence application.

State any seasonal variations for the exhibition of film

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

NA

Non standard timings. Where the premises will be used for the exhibition of film at different times from those listed in the column on the left, list below



**Continued from previous page...**

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

NA

## Section 8 of 21

### PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

☒ Yes ☐ No

#### Standard Days And Timings

MONDAY

Start

End

Start

End

Give 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

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.



**Continued from previous page...**

We have 4 x darts boards (1 permanently sighted) and intend to host 2 darts teams as well as tournaments throughout the week and at weekends as dedicated events.

We have been asked about providing facilities for warhammer and boardgames tournaments also.

These are not intended to be as regular events but we would experiment with the formats in the first instance and have therefore added all possible days and times within the schedule.

State any seasonal variations for indoor sporting events

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

Non-standard timings. Where the premises will be used for indoor sporting events at different times from those listed in the column on the left, list below

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

## Section 9 of 21

### PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

☐ Yes ☒ No

## Section 10 of 21

### PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be providing live music?

☒ Yes ☐ No

#### Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

Give 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="07:00"/>	End	<input type="text" value="23:59"/>
Start	<input type="text"/>	End	<input type="text"/>

THURSDAY

Start	<input type="text" value="07:00"/>	End	<input type="text" value="23:59"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="00:00"/>	End	<input type="text" value="02:00"/>
Start	<input type="text" value="07:00"/>	End	<input type="text" value="23:59"/>

SATURDAY

Start	<input type="text" value="00:00"/>	End	<input type="text" value="05:00"/>
Start	<input type="text" value="07:00"/>	End	<input type="text" value="23:59"/>

SUNDAY

Start	<input type="text" value="00:00"/>	End	<input type="text" value="05:00"/>
Start	<input type="text" value="12:00"/>	End	<input type="text" value="23:59"/>

Will the performance of live music take place indoors or outdoors or both?

☒ Indoors      ☐ Outdoors      ☐ Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Our stage is available to hire via GreenRoomStudios for local bands and touring bands to rehearse and therefore may be in use at any time during opening hours during the week and during daytimes at weekends. This will not necessarily mean that the cafe/bar has to close. Bands will be given the option to hire the venue exclusively for rehearsals to prevent cafe/bar users from watching. We will also allow acts to test out new material on stage at any time of the night or day to an audience where we have nothing else planned.

We have therefore added the provision of live entertainment within all opening hours as there is potential for this to happen at some point, though it will be infrequent.

State any seasonal variations for the performance of live music

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

Non-standard timings. Where the premises will be used for the performance of live music at different times from those listed in the column on the left, list below

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

NA

Continued from previous page...

Section 11 of 21

PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

Give 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

Will the playing of recorded music take place indoors or outdoors or both?

☐ Indoors ☐ Outdoors ☒ Both

Where taking place in a building or other  
structure tick as appropriate. Indoors may  
include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

We intended to play recorded music during normal opening hours, on the stage, in the bar and via low level external

**Continued from previous page...**

speakers so as not to create noise nuisance to neighbours.

State any seasonal variations for playing recorded music

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

Non-standard timings. Where the premises will be used for the playing of recorded music at different times from those listed in the column on the left, list below

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

## Section 12 of 21

### PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

☐ Yes

☒ No

## Section 13 of 21

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

[See guidance on regulated entertainment](#)

Will you be providing anything similar to live music, recorded music or performances of dance?

☒ Yes

☐ No

#### Standard Days And Timings

MONDAY

Start

End

Start

End

Give 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

**Continued from previous page...**

**THURSDAY**

Start  End

Start  End

**FRIDAY**

Start  End

Start  End

**SATURDAY**

Start  End

Start  End

**SUNDAY**

Start  End

Start  End

Give a description of the type of entertainment that will be provided

comedy nights, cabaret, karaoke, open mic nights, Jam nights

Will this entertainment take place indoors or outdoors or both?

☒ Indoors ☐ Outdoors ☐ Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Amplified music for enjoyment of service users, comedy nights, karaoke, open mic nights, Jam nights  
The venue will also be used by touring bands for tour preparation and rehearsal while the venue is open or in a closed environment.

State any seasonal variations for entertainment

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

Non-standard timings. Where the premises will be used for entertainment at different times from those listed in the column on the left, list below

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

Continued from previous page...

Section 14 of 21

LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start 23:00

End 23:59

Start

End

Give 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 23:00

End 23:59

Start

End

WEDNESDAY

Start 23:00

End 23:59

Start

End

THURSDAY

Start 23:00

End 23:59

Start

End

FRIDAY

Start

End

Start 23:00

End 23:59

SATURDAY

Start 00:00

End 05:00

Start 23:00

End 23:59

SUNDAY

Start 00:00

End 05:00

Start 23:00

End 23:59

Will the provision of late night refreshment take place indoors or outdoors or both?

☐ Indoors ☐ Outdoors ☒ Both

Where taking place in a building or other  
structure tick as appropriate. Indoors may  
include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

**Continued from previous page...**

We plan to have a food van on site to work in conjunction with the bar as a cafe for local workers and service users of GreenRoomStudios. A brunch menu will operate from 0700 every day and give way to a streetfood menu in afternoons and evenings. At weekends, we intend to provide food to late night customers to keep them on site and mitigate any gravitation of people back in to town unnecessarily which could disturb local residents. Seating is provided inside and outside in an enclosed area. Durring events, the food van will only be open to guests already on the premises so it wont be something that people can turn up to just to get takeaway food.

State any seasonal variations

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

Non-standard timings. Where the premises will be used for the supply of late night refreshments at different times from those listed in the column on the left, list below

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

New Years Day 24 Hour

## Section 15 of 21

### SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

☒ Yes

☐ No

#### Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

Give 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...**

**FRIDAY**

Start  End

Start  End

**SATURDAY**

Start  End

Start  End

**SUNDAY**

Start  End

Start  End

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.

We intend to keep regular opening hours but may see fit to reduce these based upon studio service users on the day and footfall.

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

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

Non Standard Timings New years eve/day 24 hour opening.

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

**Name**

First name

Family name

Date of birth

dd mm yyyy



*Continued from previous page...*

**Enter the contact's address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

United Kingdom

Personal Licence number  
(if known)

W/19/00495/PERA

Issuing licensing authority  
(if known)

West Oxfordshire District Council

**PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT**

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- ☐ Electronically, by the proposed designated premises supervisor
- ☒ As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

**Section 16 of 21**

**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

Give 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.

**Section 17 of 21**

**HOURS PREMISES ARE OPEN TO THE PUBLIC**

**Standard Days And Timings**

**Continued from previous page...**

**MONDAY**

Start

End

Start

End

Give 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

State any seasonal variations

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

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

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

New Years day 24hrs opening.

*Continued from previous page...*

## Section 18 of 21

### 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.

We have a comprehensive and extensive security policy which was developed with in consultation with Thames Valley Police during the planning permission phase for change of use.

Bag Searches are carried out at dance music events by door staff.  
Identification will be required for entry to live music events and club nights.

Once in the premises, persons are then permitted in to the venue and smoking area. Once they leave the threshold, we reserve the right to refuse re-entry.

Staff are trained and developed, we will always have a Personal License Holder on site during bar opening times. Security Staff will be licensed and badged and working only in that capacity during their shift. We aim to have at least one female badged door supervisor for events where females are likely to require searching and all events where 4 or more security are required.

Some regular staff will have SIA Door Supervisor badges, in addition to sub contracted security staff and these will be utilised for smaller events where subcontracted specialist companies are not required, or to supplement and assist the badged staff if required .

Some Staff are advanced First Aiders, Frontline Ambulance Staff, Critical Care, Paramedics registered Nurses and currently work for the NHS in varying capacities. As such they already have safeguarding training, drug awareness training and enhanced DBS checks on the update service as well as the obvious advantages of advanced first aid knowledge and experienced. We carry an enhanced first aid kit and Defibrillator in the cloak room.

All Staff to receive induction, health and safety, fire awareness & safeguarding training.

We have a 40 channel Surveillance camera system, a good standard of lighting inside and outside, panic alarms in staff areas which notify other staff of issues. Radio communications between staff areas and security.  
An Integrated Fire and Security panel is linked between the Venue and connected Recording Studios with an additional repeater panel in Event Control Room/ Lighting Gallery. Fire Exits are Alarmed to prevent unauthorised use.

Should the fire alarm sound, the PA system is immediately de-energised for amplified music, allowing a single off stage microphone to be used to provide instructions, an automatic evacuation warning, multiple sounders and flashing red strobes are also employed throughout.

Emergency lighting and floodlights are on standby and can be deployed if required.  
Access cards are required by staff and others to move between venue and recording studios. Artists passes allow backstage access only. Studio passes allow studio users access to the toilet block and back in to studios without allowing venue patrons access to the studios (Studio induction teaches their use and policy).

Signage is used through the premises to inform service users of surveillance cameras, alarms etc.  
Signage in toilet cubicles highlights that no males are permitted in the Ladies room and that the Gents toilet cubicle is single occupancy only. Breaches of these rules will result in patrons being asked to leave the premises and the possibility of being banned from returning.

It is our mission, to provide well designed, well run premises which enhance our other business interests and promote the area for live music and entertainment

b) The prevention of crime and disorder

***Continued from previous page...***

The premises and surrounding area are well lit and served by overt surveillance cameras which provide high quality images both day and night. The images are available for over 30 days from point of recording should the police require them. There are no dead spots or dark areas as these have been eliminated through design and build. We have a zero tolerance policy on disorder and drug abuse and have banned 7 persons from returning in our soft launch phase. We have worked with our security contractor and developed policies which streamline our processes and make the security staff job much easier.

We are looking at buying an ID scanner system which will verify authenticity of the document, any known issues or incidents of involvement so we can prevent entry in the first place. People will be identified to the point of entry and can be tracked throughout the venue. We plan to incorporate this system with a customer retention and contact system so we routinely keep contact information for our regular attendees.

Should there be any failure of the surveillance system, Thames valley police will be informed and the system will be rectified immediately. We have a back up system available and suitably qualified engineers within our management team. All events will be organised by our Events team. We have shortlisted promoters who we have previously worked with and will use again but the responsibility for security and house rules will always remain with the venue and DPS.

**c) Public safety**

We are on an industrial estate just outside the town centre. People come to site on foot, by bicycle and by taxi/car. We are planning to introduce our own private hire vehicle(s) so that we can bring people on to site from the town centre bus stops or from home and get them home safely at the end of the evening, without needing to walk back to the town centre through residential areas. There is street lighting from our establishment all the way back to Church Green across the Leys for those who do prefer to walk.

For live music events and club nights, we have polycarbonate glasses for all eventualities. These are washed the same as glass to reduce waste. Glass bottles are decanted into polycarbonate glasses and the empty bottles are stored in bottled bins behind the bar and out to our recycling bin store which is locked and not accessible. Polycarbonate glasses are allowed outside ONLY into the smoking area, not off of the premises.

Empty polycarbonate glasses are cleared by staff throughout the shift.

Customers are not permitted to bring food and drinks on to site and not permitted to remove open alcohol containers from site.

We are considering joining the town pubwatch scheme and radio link which allows night time venues to keep in contact.

We already have a whatsapp group and regular meetings with managers and venue owners of other live music/club establishments.

**d) The prevention of public nuisance**

We have signs reminding people to leave quietly, and constantly monitor surveillance cameras to ensure they are heading back towards Station Lane.

Extended opening hours allow people to leave when they are ready to rather than dozens leaving all at the same time and walking back in to town for food or to find alternative night time establishments

We have no domestic neighbours and have been running events for several years on this site without incident. There have been no reported issues with our business neighbours and we have developed our venue with careful consideration for their business needs.

**e) The protection of children from harm**

Proposed DPS is currently employed by the NHS (Ambulance Service) and has enhanced DBS on the update service and up to date safeguarding training for children and vulnerable adults.

Challenge 25 in effect, ID required by all persons attending live music and club nights.

***Continued from previous page...***

When open as a cafe, children will be permitted to enter with parents or as part of an arranged activity which will be overseen by a suitable member of staff.

Under 18's only permitted in to live music shows with a Parents and stipulation that they must leave (accompanied by parent) at the end of the show and are not allowed to approach the bar at any point. Under 18's will not be permitted to enter for Club nights or Electronic Dance Music functions UNLESS these are specific under 18's nights which will be run by an associated youth group. Should it be identified that under 18's have been left unattended by parents, the you person(s) will be removed from the venue in to a safe/secure area of GreenRoomStudios where we will further assess the situation.

Any and all safeguarding concerns will be raised with TVP immediatley.

We offer music lessons and music facilities to all ages within GreenRoomStudios. Staff are DBS checked and safeguarding trained. Parents are instructed to bring their children in to site for lessons and to come inside to collect them afterwards. Group activities have structured attendance times and a register is taken to ensure children have arrived for their session. tutors will call parents if the student has not attended for the start of the lesson to ensure wellbeing.

Lessons for children do not take place after 7pm.

Visitors to the cafe/bar/venue/club do not have permission or access in to staff or GreenRoomStudios Areas.

**Section 19 of 21**

**NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK**

*Continued from previous page...*

**Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:**

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

**Documents which demonstrate entitlement to work in the UK**

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

**Continued from previous page...**

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
  - evidence of the applicant's own identity – such as a passport,
  - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
  - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
    - (i) working e.g. employment contract, wage slips, letter from the employer,
    - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
    - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
    - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

**Original documents must not be sent to licensing authorities.** If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.



***Continued from previous page...***

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

#### **Home Office online right to work checking service**

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

#### **Section 20 of 21**

#### **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 21 of 21**

**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.

Premises Licence 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](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 you are required to pay a higher fee

Band D - £87001 to £125000 £900.00

Band E - £125001 and over £1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event 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 (£)

100.00

**ATTACHMENTS**

**AUTHORITY POSTAL ADDRESS**

*Continued from previous page...*

**Address**

Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text" value="United Kingdom"/>

**DECLARATION**

[Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my  
\* licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15). The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)

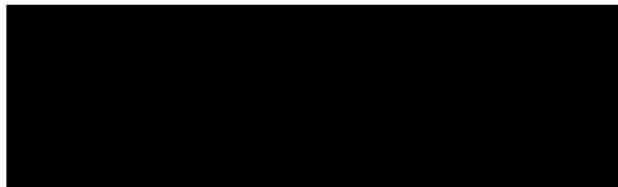
☐ Ticking this box indicates you have read and understood the above declaration

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 (dd/mm/yyyy)



[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/apply-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 LIABLE TO SUMMARY CONVICTION TO A FINE OF ANY AMOUNT UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION**

**IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED**





Staff, Artist,  
GreenRoomStudios  
Areas via proximity card  
access. No entry to  
Venue Guests



**Site Plan - as Proposed**  
showing parking, Loading  
Cycle and Bin Storage  
Smoking area  
Scale 1:200 at A3



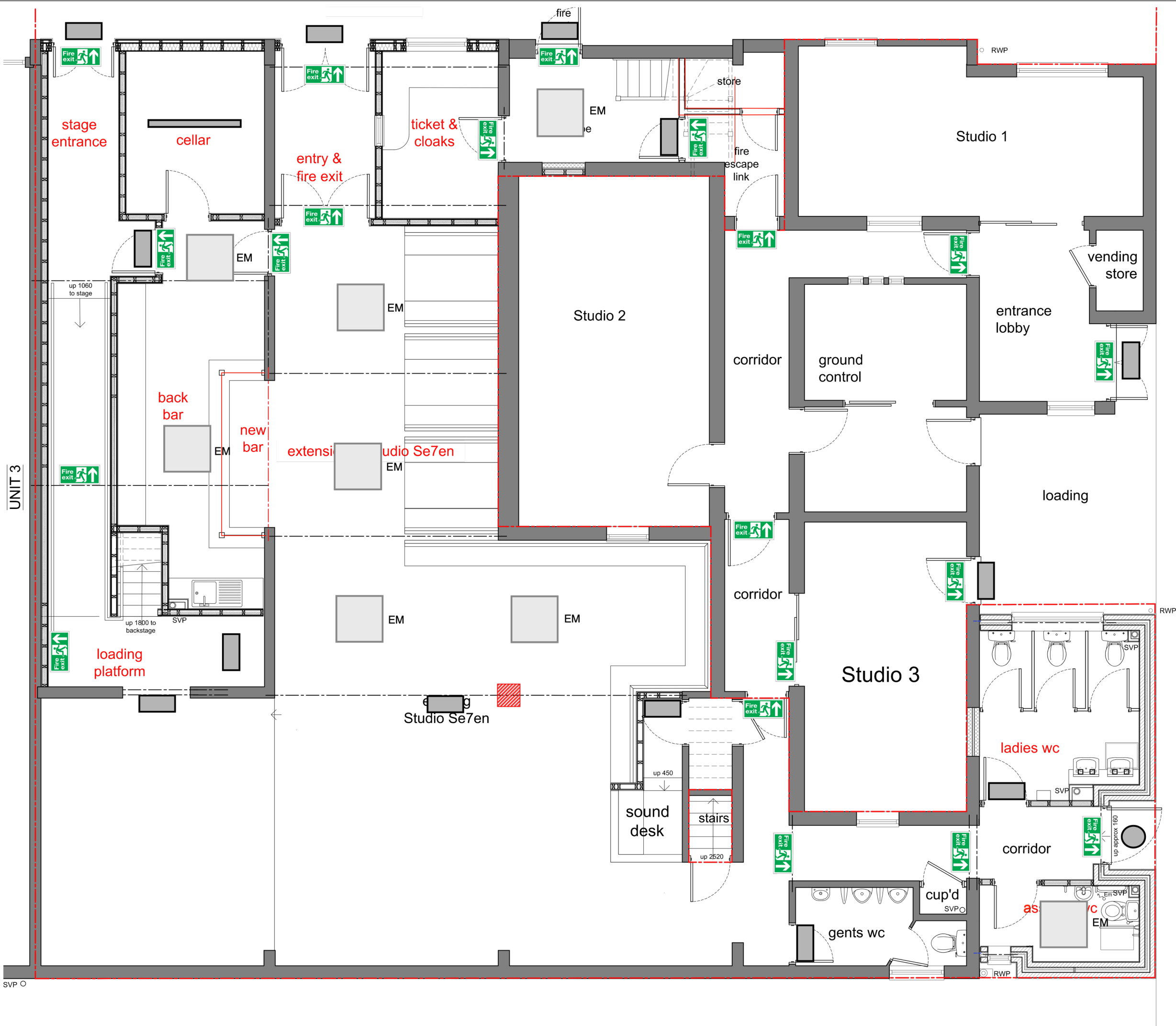
Rev.	Description	Date
B	Revised layout to email 29-11-2022; smoking area enlarged	07.12.22
A	Extension and Disable Parking revised clear of footpath	28.11.22

Prior to the commencement of any works, the builder is to check and/or determine all construction details, including checking existing site levels and dimensions. the drawing is to be read in conjunction with all other project drawings, construction notes and documentation from consultants. All discrepancies should be reported.

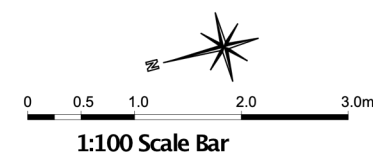
**PSR Design**  
ARCHITECTURAL SERVICES  
25 Kempster Close, ABINGDON, Oxfordshire, OX14 3UU  
Tel: 07908 678163 Email: richardson276@btinternet.com  
In Partnership with AH PROJECTS




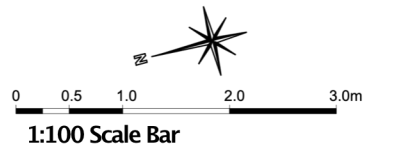
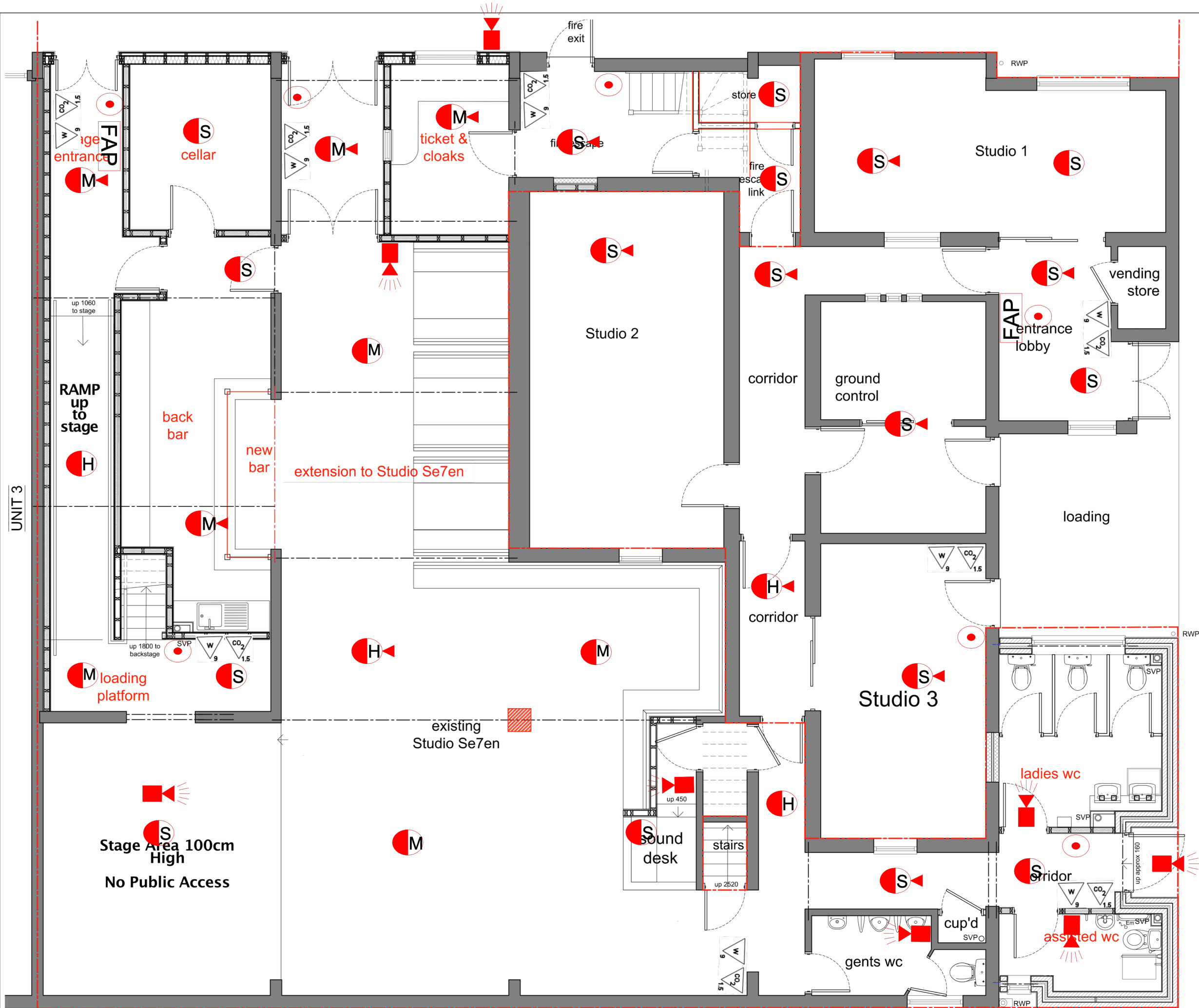
Client & Project Address <b>Green Room Studios</b> <b>Avenue Three,</b> <b>Station Road</b> <b>Witney, OX28 4BQ</b>			
Drawing Title			
Base File: 2022-12-06 PLAN Witney Station Road Ave 3		Issue:	
Scale 1:200 at A3	Date Drawn	Drawing No.	Rev.



- EM
- 600x600 Light Panel With Emergency
- Fire Exit Bulk Head With Emergency
- Bulk Head With Emergency
- 6 Foot Batten Light With Emergency
- Round Bulk Head With Emergency



Rev.	Description		Date
Prior to the commencement of any works, the builder is to check and/or determine all construction details, including checking existing site levels and dimensions. The drawing is to be read in conjunction with all other project drawings, construction notes and documentation from consultants. All discrepancies should be reported.			
<b>PSR Design</b> <b>ARCHITECTURAL SERVICES</b> 25 Kempster Close, ABINGDON, Oxfordshire, OX14 3JU Tel: 07908 678163 Email: richardson276@btinternet.com In Partnership with AH PROJECTS			
Client & Project Address <b>Green Room Studios</b> <b>Avenue Three,</b> <b>Station Road</b> <b>Witney, OX28 4BQ</b>			
Drawing Title			
Base File: 2023-03-01 BREG Witney Station Road Ave 3		Issue:	
Scale <b>1:100 A3</b>	Date Drawn	Drawing No.	Rev. -



Rev. Description Date

Prior to the commencement of any works, the builder is to check and/or determine all construction details, including checking existing site levels and dimensions. The drawing is to be read in conjunction with all other project drawings, construction notes and documentation from consultants. All discrepancies should be reported.

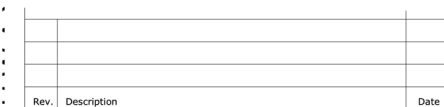
**PSR Design**  
ARCHITECTURAL SERVICES  
25 Kempster Close, ABINGDON, Oxfordshire, OX14 3JU  
Tel: 07908 678163 Email: richardson276@btinternet.com  
In Partnership with AH PROJECTS

Client & Project Address  
**Green Room Studios**  
Avenue Three,  
Station Road  
Witney, OX28 4BQ

Drawing Title  
**Fire Alarm & Extinguishers**

Base File: 2023-03-01 BREG Witney Station Road Ave 3		Issue:	
Scale 1:100 A3	Date Drawn	Drawing No. GRSA3 <sup>1</sup>	Rev. -

**All access control doors de-energise on alarm activation to allow means of escape between the public and other areas as required.**



Prior to the commencement of any works, the builder is to check and/or determine all construction details, including checking existing site levels and dimensions. The drawing is to be read in conjunction with all other project drawings, construction notes and documentation from consultants. All discrepancies should be reported.

**PSR Design**  
**ARCHITECTURAL SERVICES**  
 25 Kempter Close, ABINGDON, Oxfordshire, OX14 3UU  
 Tel: 07908 678163 Email: richardson276@btinternet.com  
 In Partnership with AH PROJECTS

Client & Project Address  
Green Room Studios  
Avenue Three,  
Station Road  
Witney, OX28 4BQ

Drawing Title			
Base File: 2023-03-01 BREG Witney Station Road Ave 3		Issue:	
Scale <b>1:100 A3</b>	Date Drawn	Drawing No. <b>GRSA3<sup>1</sup></b>	Rev <b>-</b>

	FIRE ALARM CONTROL PANEL		KEYPAD/CARD SWIPE
	FIRE ALARM REPEATER PANEL		IR DOOR RELEASE BUTTON
	SMOKE DETECTOR		EMERGENCY BREAK GLASS UNIT
	SMOKE SOUNDER DETECTOR		MONITORED LOCK MECHANISM
	HEAT DETECTOR		ACCESS CONTROL PANELS
	HEAT SOUNDER DETECTOR		CEILING MOUNTED FIXED DOME CAMERA
	MULTI SENSOR DETECTOR		MAGNETIC DOOR CONTACT
	MULTI SENSOR SOUNDER DETECTOR		MAGNETIC WINDOW CONTACT
	FLUSH MOUNTED SOUNDER & CIRCUIT NO.		VIBRATION DETECTOR
	SOUNDER BEACON		DUAL TECHNOLOGY DETECTION
	MANUAL CALL POINT		360 DEGREE DUAL TECHNOLOGY DETECTOR
	FIRE ALARM INTERFACE		ACOUSTIC BREAK GLASS DETECTOR
			PANIC BUTTON
			LCD KEYPAD
			INTERNAL SOUNDER
			EXTERNAL SOUNDER
			INTRUDER ALARM CONTROL PANELS
			ACCESS CONTROL PANELS
			SECURITY CONTROL RACK



**Reply to :** Andrea Thomas  
**Tel :** 01993 861000  
**Email:** [ERS@westoxon.gov.uk](mailto:ERS@westoxon.gov.uk)

**Council Offices**  
Woodgreen,  
WITNEY,  
Oxfordshire,  
OX28 1NB  
Tel: 01993 861000  
[www.westoxon.gov.uk](http://www.westoxon.gov.uk)



The Town Council

Your Ref: W/24/00080/PRMMV

Date: 24th January 2024

Dear Town Clerk,

## **LICENSING ACT 2003**

### **Application for Minor Variation**

We have received an application for **Sainsbury Supermarket Witan Way Witney Oxfordshire OX28 4FF** under the Licensing Act 2003.

The application can be viewed through the online [Public Access Portal](#). If you would like to make a formal representation, the closing date is 7<sup>th</sup> February 2024.

No changes to the timings on the licence just to the plans of the premises

Please ensure that all email correspondence is sent to [ers@westoxon.gov.uk](mailto: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



**West Oxfordshire**  
**Application for a minor variation to a premises or**  
**club certificate**  
**Licensing Act 2003**

For help contact  
[ers.licensingandapplications@publicagroup.uk](mailto:ers.licensingandapplications@publicagroup.uk)  
 Telephone: 01993 861000

\* required information

## Section 1 of 9

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

Your reference  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

\* Family name

\* E-mail

Main telephone number  Include country code.

Other telephone number

☐ 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.

### Applicant Business

Is the applicant's business registered in the UK with Companies House? ☒ Yes ☐ No

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

Registration number

Business name

If the applicant's business is registered, use its registered name.

VAT number

Put "none" if the applicant is not registered for VAT.

Legal status

*Continued from previous page...*

Applicant's position in the business

Home country

The country where the applicant's headquarters are.

### Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

### Agent Details

\* First name

\* Family name

\* E-mail

Main telephone number

Include country code.

Other telephone number

☐ 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

Business name

If your business is registered, use its registered name.

VAT number

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

Legal status

*Continued from previous page...*

Your position in the business

Home country

The country where the headquarters of your business is located.

**Agent Registered Address**

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Section 2 of 9**

**PREMISES DETAILS**

Refer to the [guidance notes](#) while completing this form.

Premises licence number/club premises certificate number

\* Name of premises

**Premises Location**

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

☒ Address ☐ OS map reference ☐ Description

\* Building number or name

\* Street

District

\* City or town

County or administrative area

Postcode

\* Country

**Premises Contact Details**

E-mail

Telephone number

Other telephone number

*Continued from previous page...*

\* Brief description of premises [\(See Guidance Note 2\)](#)

A supermarket.

### Section 3 of 9

#### APPLICANT DETAILS

\* Are you the premises licence holder/club premises certificate holder?

☒ Yes ☐ No

Are the applicants address and contact details the same as the premises address and contact details given in section 2?

☒ Yes ☐ No

### Section 4 of 9

#### PROPOSED VARIATION

Would you like the variation to take effect from 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

[See guidance note 3.](#)

Describe the proposed variation(s) in detail in the box below and explain why you consider that they could not have an adverse effect on the promotion of any of the licensing objectives. [\(See Guidance Note 1\)](#) This should include whether new or increased levels of licensable activities will be taking place indoors or outdoors (indoors may include a tent).

Details of proposed variation(s) [\(See Guidance Note 4\)](#)

The layout of the premises is to be altered as shown on the plan, which accompany this application.

The alterations are minor and are mainly in relation to updating the till area, along with other very minor changes.

The premises will not be increasing in size.

The licence holder believes that the alterations will not have an adverse impact on the four licensing objectives.

### Section 5 of 9

#### OPERATING SCHEDULE

[See guidance on regulated entertainment](#)

Select those parts of the Operating Schedule which would be subject to change if this application to vary were successful (check all that apply)

#### Provision of regulated entertainment

☐ a. plays

☐ b. films

☐ c. indoor sporting events

*Continued from previous page...*

- ☐ d. boxing or wrestling entertainments
- ☐ e. live music
- ☐ f. recorded music
- ☐ g. performance of dance
- ☐ h. anything of a similar description to that falling within (e), (f) or (g)

**Provision of late night refreshment and alcohol**

- ☐ i. late night refreshment
- ☐ j. sale by retail of alcohol

This can only relate to reducing licensed hours, or moving them without any overall increase between 7am and 11pm.

**Section 6 of 9**

**ADDITIONAL INFORMATION**

Are you able to submit the premises licence/club premises certificate (or relevant part)?

- ☒ Yes ☐ No

Are you able to submit a copy of the plan?

- ☒ Yes ☐ No

This is necessary if the proposed variation will affect the layout.

Any further information to support your application. You should use this box to provide any additional evidence to support your claim that the proposed variation is 'minor' and could not have an adverse impact on the promotion of the licensing objectives.

**Section 7 of 9**

**NOTES FOR GUIDANCE**

*Continued from previous page...*

1. General Note: The minor variations process can only be used for variations that could have no adverse impact on the promotion of any of the four licensing objectives. (These are: the prevention of crime and disorder; public safety; the prevention of public nuisance; and the protection of children from harm.)

It cannot be used to:

- extend the period for which the licence has effect;
- vary substantially the premises to which it relates;
- specify, in a premises licence, an individual as the designated premises supervisor;
- add the sale by retail or supply of alcohol as an activity authorised by a licence or certificate;
- authorise the sale by retail or supply of alcohol at any time between 11pm and 7am;
- authorise an increase in the amount of time on any day during which alcohol may be sold by retail or supplied;
- include the alternative licence condition referred to in section 41D(3) of the Licensing Act 2003 in a premises licence.

2. Description of premises: For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. This should include any activities in or associated with 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, the presence of gaming machines etc.

3. 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.

4. Give full details of all the proposed variation(s). Failure to provide sufficient information may lead to the refusal of your application. Details should include a description of the proposed variation(s) in terms as precise as possible. If you are not precise, the licensing authority may decide that the changes you propose would be potentially broader in scope than you intend and reject your application as not being a 'minor' variation. You should also include a statement about why you consider the variations proposed could not have an impact on the licensing objectives listed in section 4(2) of the Act. You should cover each of the objectives that could possibly apply to your proposal (or if more than one, to each proposal) and say why you think there could be no adverse impact on that objective. Your application will be assisted by including as much information as you can about this. **(However, there is a box at the end of the form for 'further information', and this should be used for any relevant background information not directly related to the variation.)** Relevant information includes:

a) **Variations to licensable activities/licensing hours** (all timings should be given in 24 hour clock e.g. 16.00. Only give details for the days of the week when you intend the premises to be used for the activity), such as:

- Whether new or increased levels of licensable activities will be taking place indoors or outdoors (indoors may include a tent);
- Relevant further details, for example whether music will be amplified or unamplified;
- Standard days and timing when the activity will take place, including start and finish times;
- Any seasonal variations in timings, e.g. additional days during the summer; and
- Non-standard timings, e.g. where you wish the activity to go on longer on a particular day such as Christmas Eve.

*Continued from previous page...*

**b) Variations to premises/club layout:** If you are applying for a variation to the layout of your premises, you must include a revised plan. You should be aware that your application is likely to be refused if the proposed variation could:

- increase capacity for drinking on the premises;
- affect access between the public part of the premises and the rest of the premises or the street or public way, e.g. block emergency exits or routes to emergency exits; or
- impede the effective operation of a noise reduction measure.

**c) Revisions, removals and additions of conditions:** The minor variation process may be used to remove conditions which are out of date or invalid and to revise conditions which are unclear (as long as the intention and effect remains the same). It can also be used to add a new condition volunteered by the applicant or mutually agreed between the applicant and a responsible authority, such as the police or the environmental health authority (subject to impact on the licensing objectives).

**d) Variations to opening hours:** Details of any changes to hours when the premises or club is open to the public.

5. Further information: You should use this box to provide any additional evidence to support your claim that the proposed variation is 'minor' and could not have an adverse impact on the promotion of the licensing objectives.

6. Signatures: The application form must be signed.

7. Authorised agent: An applicant's agent (e.g. solicitor) may sign the form on their behalf and, in so doing, will be confirming that they have actual authority to do so.

8. 2nd Applicant: Where there is more than one applicant, both applicants or their respective agents must sign the application form.

9. This is the address which we shall use to correspond with you about this application. This might not be the same as the address of the premises or applicant, but these addresses must also be provided.

## Section 8 of 9

### 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 9 of 9

### 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.

This formality requires a fixed fee of £89

### 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

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

Agent

\* Date

24

 / 

01

 / 

2024

  
dd mm yyyy

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-8> 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	<input type="text" value="SJGC/26508/423"/>
Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
ELMS Payment Reference	<input type="text"/>
Payment status	<input type="text"/>
Payment authorisation code	<input type="text"/>
Payment authorisation date	<input type="text"/>
Date and time submitted	<input type="text"/>
Approval deadline	<input type="text"/>
Error message	<input type="text"/>
Is Digitally signed	<input type="checkbox"/>

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [Next >](#)



# LICENSING ACT 2003

## PART A – PREMISES LICENCE

Premises Licence Number

W/23/00694/PRMMV

### Part 1 – Premises Details

**Postal address of premises, or if none, ordnance survey map reference or description, including Post Town, Post Code**

Sainsbury Supermarket  
Witan Way  
Witney  
Oxfordshire  
OX28 4FF

**Telephone number**

**Where the licence is time limited the dates**

Not applicable

**Licensable activities authorised by the licence and the times the licence authorises the carrying out of licensable activities**

Supply by Retail of Alcohol	Every day	00:00 - 23:59
<b>Non Standard Timings</b>		

**The opening hours of the premises**

Every day	00:00 - 23:59
-----------	---------------

<b>Non Standard Timings</b>	The applicant may elect not to open the store 24 hours a day every day but requires the flexibility to do so subject to statutory or operational restrictions.
-----------------------------	--

**Where the licence authorises supplies of alcohol whether these are on and / or off supplies**

Off

## Part 2

**Name, (registered) address, telephone number and email (where relevant) of holder(s) of premises licence**

Sainsbury's Supermarkets Ltd  
33 Holborn  
London  
EC1N 2HT

**Registered number of holder, for example company number, charity number (where applicable)**

03261722

**Name, address and telephone number of designated premises supervisor where the premises licence authorises for the supply of alcohol**

Mr Nigel Fossick



Telephone No.

**Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol**

Personal Licence No.: 05/00224/LIQPLT

Licensing Authority: Tewkesbury Council

**Signature of Issuing Officer:**



**Group Manager  
Licensing and Business Support**

**Date of Determination:** 13th July 2023

**Date of Issue:** 3<sup>rd</sup> January 2024

**(See Annexes and Plans attached for conditions relating to this Licence)**

**Issuing Authority  
West Oxfordshire District Council, Woodgreen, Oxon OX28 1NB**

We hereby certify this to be  
a true copy of the original

*Winckworth Sherwood*

Winckworth Sherwood LLP  
Minerva House  
5 Montague Close  
London SE1 9BB

## **Annex 1 – Mandatory conditions**

1. Every retail sale or supply of alcohol under this must be made or authorised by a person who holds a personal licence.
2. No retail sale or supply of alcohol may be made under this licence:
  - a. at a time when there is no designated premises supervisor in respect of the premises licence, or
  - b. at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.

## **Annex 2 – Conditions consistent with the Operating Schedule**

The licence holder will ensure that the premises benefit from a CCTV system that operates at all times when licensable activities are taking place.

The system will incorporate a camera covering each of the entrance doors and the main alcohol display area and will be capable of providing an image which is regarded as identification standard. The precise position of the cameras may be agreed, subject to compliance with Data Protection legislation, with the police from time to time.

The system will incorporate a recording facility and any recording will be retained and stored in a suitable and secure manner for a minimum of 30 days, and will be made available, subject to compliance with Data Protection legislation, to the Police for inspection on request.

The system must be able to export recorded images to a re-moveable means eg CD/DVD and have its own software enabled to allow playback/review.

A member of staff trained in the use of the CCTV system must be available at the premises at all times that the premises are open to the public.

The system will display, on any recording, the correct time and date of the recording.

The applicant will at all times maintain adequate levels of staff and security. Such staff and security levels will be disclosed on request to the licensing authority and police.

Signage will be displayed at the exit of the premises requesting customers leaving the premises late at night to do so quietly and with consideration so as not to disturb nearby residents.

## **Annex 3 – Conditions attached after a hearing by the licensing authority**

## **Annex 4 – Plans**

AS SUBMITTED WITH THE APPLICATION

We hereby certify this to be  
a true copy of the original

*Winckworth Sherwood*

Winckworth Sherwood LLP  
Minerva House  
5 Montague Close  
London SE1 9BB

# LICENSING ACT 2003

## PART B – PREMISES LICENCE SUMMARY



**Premises Licence Number**

W/23/00694/PRMMV

### Premises Details

**Postal address of premises, or if none, ordnance survey map reference or description, including Post Town, Post Code**

Sainsbury Supermarket  
Witan Way  
Witney  
Oxfordshire  
OX28 4FF

**Telephone number**

**Where the licence is time limited the dates**

Not applicable

**Licensable activities authorised by the licence and the times the licence authorises the carrying out of licensable activities**

Supply by Retail of Alcohol	Every day	00:00 - 23:59
-----------------------------	-----------	---------------

**Non Standard Timings**

**The opening hours of the premises**

Every day	00:00 - 23:59
-----------	---------------

**Non Standard Timings**

The applicant may elect not to open the store 24 hours a day every day but requires the flexibility to do so subject to statutory or operational restrictions.

**Where the licence authorises supplies of alcohol whether these are on and / or off supplies**

Off

We hereby certify this to be  
a true copy of the original

*Winckworth Sherwood*

Winckworth Sherwood LLP  
Minerva House  
5 Montague Close  
London SE1 9BB

## Part 2

### Name, (registered) address of holder(s) of premises licence

Sainsbury's Supermarkets Ltd  
33 Holborn  
London  
EC1N 2HT

### Registered number of holder, for example company number, charity number (where applicable)

03261722

### Name of designated premises supervisor where the premises licence authorises the supply of alcohol

Mr Nigel Fossick

### State whether access to the premises by children is restricted or prohibited

The premises licence holder will ensure that an age verification policy will apply to the premises whereby all cashiers will be trained to ask any customer attempting to purchase alcohol, who appears to be under the age of 25 years (or older if the licence holder so elects) to produce before being sold alcohol. Identification being a passport or photo-card driving licence bearing a holographic mark or other form of identification bearing the customers photograph, date of birth and the Proof of age standards scheme (or similarly accredited scheme) hologram.

Signature of Issuing Officer:



**Group Manager  
Licensing and Business Support**

**Date of Determination:**

**13th July 2023**

**Date of Issue:**

**3<sup>rd</sup> January 2024**

**Issuing Authority**

**West Oxfordshire District Council, Woodgreen Witney, Oxon OX28 1NB**

We hereby certify this to be  
a true copy of the original

*Winckworth Sherwood*

Winckworth Sherwood LLP  
Minerva House  
5 Montague Close  
London SE1 9BB







[illegible]

NOTES

5/0/2023 SCALE

THE ENTIRE PREMISES MAY BE USED FOR THE SALE OF ALCOHOL

REVISIONS

LEGEND

DESCRIPTION

POUR BAR

FRAMING SWITCH

FIRE ALARM CALL POINT

FIRE EXTINGUISHER WATER

FIRE EXTINGUISHER FORM

FIRE EXTINGUISHER DRY POWDER

FIRE EXTINGUISHER CARBON DIOXIDE

FIRE BLANKET

AFPT MULTIPURPOSE EXTINGUISHER

FIRE FIGHTING HOSE REEL

FIRE EXIT DOORS

ATMATIC SLAM DOORS

DOORS WITH ELECTRO MAGNETIC LOCKS

EXIT SIGN (HANGING SIGN)

SMOKE DETECTOR CEILING MOUNTED

HIDDEN FIRE DETECTOR

FIRE ALARM BELL

FIRE ALARM PANEL

ATMATIC SPRINKLER POINTS

EMERGENCY LIGHTING POINT

EMERGENCY LIGHTING ILLUMINATED EXIT BOX

0632

WITNEY

PROPOSED

GROUND FLOOR

STORE PLAN

PROPOSED

JOANNE SURGUY

CAD

28.11.2023

0632G01-2

Sainsbury's

0632G01-2

0632G01-1

0632G01-3

0632G01-4

0632G01-5

0632G01-6

0632G01-7

0632G01-8

0632G01-9

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0632G01-212

0632G01-213

0632G01-214

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0632G01-229

0632G01-230

0632G01-231

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0632G01-235

063

**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



To Witney Town Council.

Your Ref: W/24/00046/STC

Date: 11th January 2024

Dear Consultee,

## **Local Government (Miscellaneous Provisions) Act 1982 Application for Street Trading Consent**

I have received an application for the grant of a Street Trading Consent details of which you are able to consider by visiting the public access website. This will enable you to consider the application, view supporting documents and make a comment online.

I should be glad to receive any observations which the Council may need to take into account on this application, via [public access](#) no later than **8th February 2024**. If I have not heard from you by that date I will assume that there are no objections to this application.

You are reminded that, when considering Street Trading Consent applications, the Licensing Committee cannot take into account any irrelevant matters such as planning considerations or competition. The representation must be related to one of the three licensing objectives:-

- Public safety
- Public order
- Preventing nuisance or annoyance

Should you have any queries concerning this matter please do not hesitate to contact me as above.

Yours faithfully

**The Licensing Team**

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



WEST OXFORDSHIRE  
DISTRICT COUNCIL

## Application for Street Trading Consent (new and renewal)

Please fill in this form and post to:

Business Support

Licensing Function

Environmental Regulatory Services

Woodgreen

Witney

OX28 1NB

Or email [ers@westoxon.gov.uk](mailto:ers@westoxon.gov.uk)

I/We wish to apply for a Street Trading Consent. I submit the following particulars:-

Applicant contact details	Please complete in capital letters
Name	PAUL KENNEDY
Trading Name	MARKET SQUARE GROUP LIMITED
Address and postcode	LEYS HOUSE, ELTON ROAD SIBSON PETERBOROUGH PE8 6JZ

Applicant contact details	Please complete in capital letters
Home telephone number:	01832 281274
Mobile number:	
Email address	ADMIN@MARKETSQUAREGROUP.COM

Details of stall	Please complete in capital letters
Description of articles to be sold	STREET FOOD, GROCERIES, ALCOHOL AND CRAFTS.  ALSO CHARITIES, CHILDREN'S RIDES AND ENTERTAINMENT, MUSIC WILL BE PRESENT.
Type of stall or vehicle	WITNEY FOOD & DRINK FESTIVAL
Description of stall or vehicle	WITNEY FOOD & DRINK FESTIVAL  COMMUNITY ORIENTATED AND FAMILY FRIENDLY EVENT WITH STALLS SELLING FOODS, STREET FOOD, CRAFTS, CLOTHING, CRAFT BEER, WINE AND CIDERS, ALONG WITH MUSIC AND CHILDREN'S ENTERTAINEMENT.
Registration/fleet no (if any)	
Type of generator used (if any) e.g. diesel/electric	SUPER SILENT DIESEL GENERATORS



Details of stall	Please complete in capital letters
Will L P G be used? (if yes please submit a Gas Safe inspection report)	
Address of premises used for storage/ accommodation of food (if any) and Vehicle	HIGH STREET, OX28 6HG (SITE PLAN ATTACHED)
Preferred trading site(s) (precise location to be specified using a plan if necessary)	HIGH STREET, OX28 6HG (SITE PLAN ATTACHED)
If more than one please list in order of preference	
Proposed days and times of trading	FRIDAY 12 APRIL 2024 – 09:00 TO 19:00 SATURDAY 13 APRIL 2024 – 09:00 TO 20:00 SUNDAY 14 APRIL 2024 – 10:00 TO 18:00
Name and address of owner of site if off the highway	N/A



Details of stall	Please complete in capital letters
Has owner's consent been given? If so please provide evidence	COUNCIL  (CONTACT - EMMA PHILLIPS)

Details of applicant	Please complete in capital letters
Have you traded in West Oxfordshire before?  If the answer to 8(a) is yes, please give details (e.g. the dates, times and areas involved in the trading)	NO
Are you at present registered with West Oxfordshire District Council as a food business under (Regulation (EC) 852/2004 Article 6 (2)?  If not state which other body or write 'not applicable'.	NO

Details of applicant	Please complete in capital letters
Do you or anyone who is employed in the sale of food hold a certificate or other evidence of having attended an approved course of food hygiene training? If yes, please provide evidence and/or certificate.	<p>INDIVIDUAL FOOD TRADER'S HAVE THEIR OWN FOOD HYGIENE RATINGS AND CERTIFICATES.</p> <p>THESE ARE OBTAINED AND CHECKED BY MARKET SQUARE GROUP LIMITED.</p>
<p>Will you be the sole operator of the vehicle or stall?</p> <p>If not, provide names and addresses of those who will help you.</p>	<p>MARKET SQUARE GROUP LIMITED WILL BE THE EVENT ORGANISERS AND AN EVENT MANAGER WILL BE ON SITE.</p>
Please give any other details you may wish to be considered with your application	
Do you have the right to work in the UK? YES/NO	YES

Details of applicant	Please complete in capital letters
<p>Please include with the application an up to date certificate for Public Liability Insurance (10 million pounds) a current Food Hygiene Certificate if applicable and a Gas Safe inspection report if applicable</p>	

I declare that I am not under 17 years of age and I certify that, to the best of my knowledge and belief, the above particulars are correct.

I understand that I am only allowed to trade from one location.

Signature:

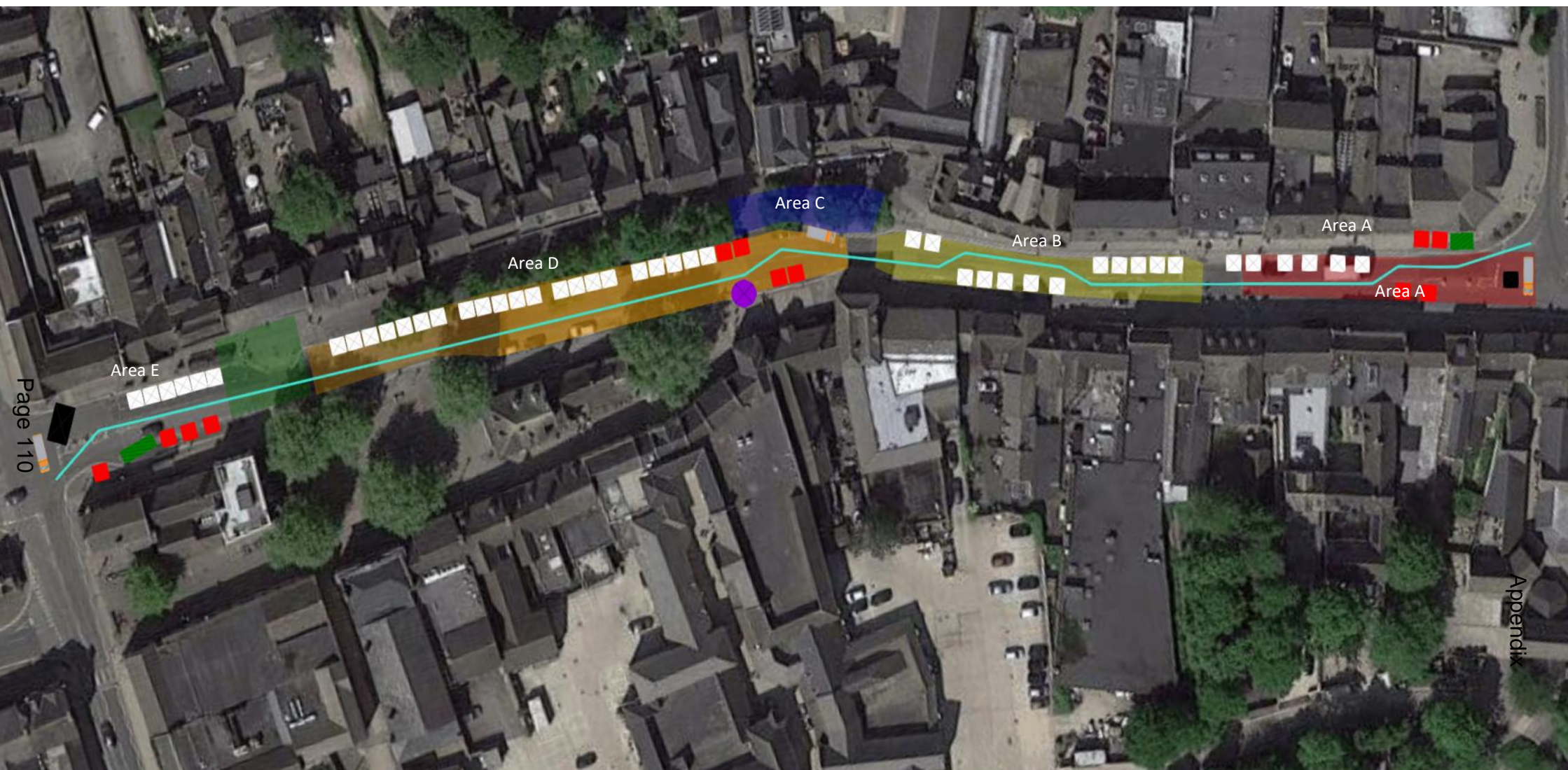


Date: 11<sup>th</sup> January 2024

Friday 12th, Saturday 13th and Sunday 14th April 2024

Site Plan version 1—prepared 5th October 2023—5 pages

By Paul Kennedy







Hot Food

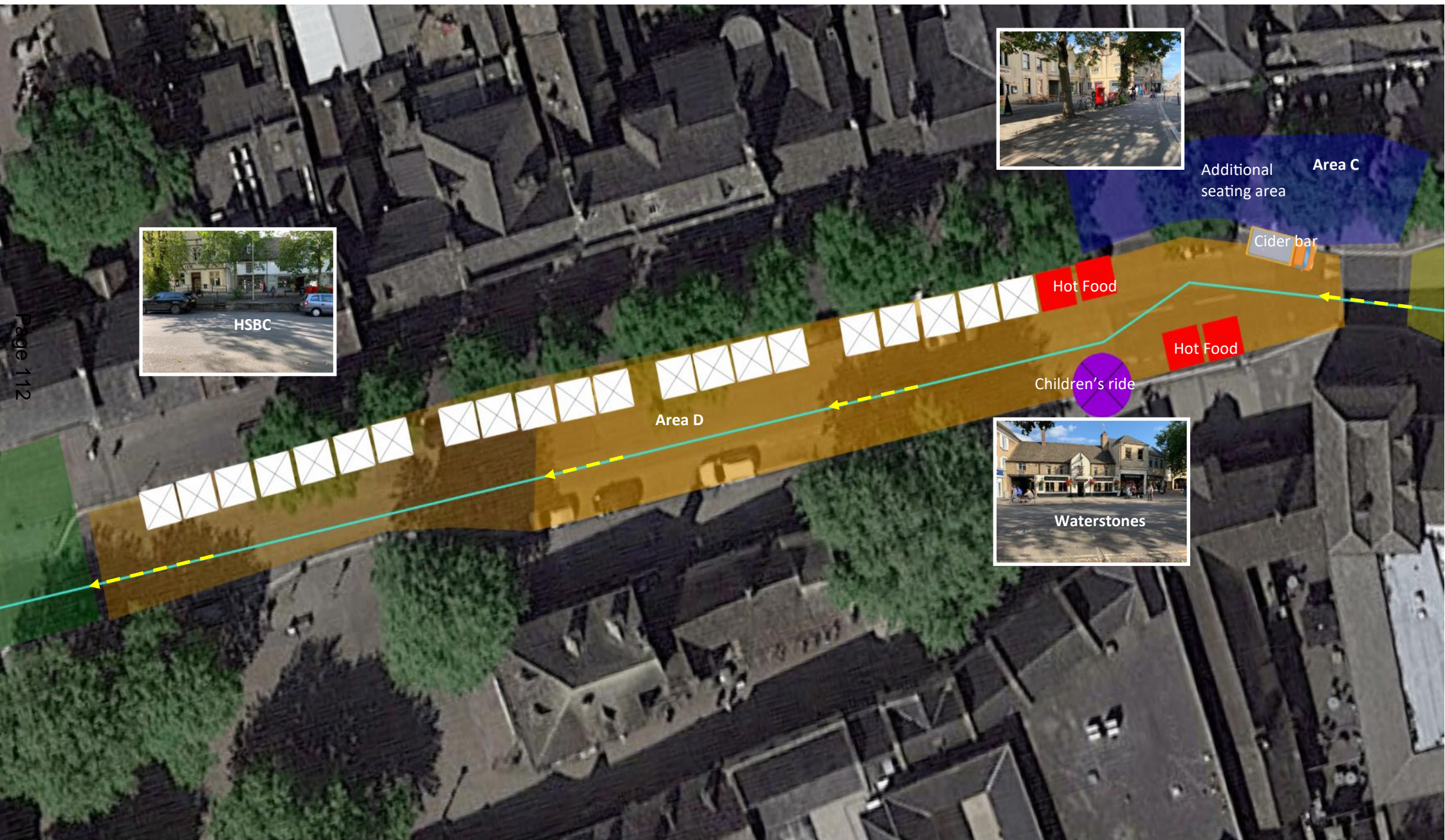
Bubbly bar

Hot Food

Event vehicle  
—security  
barrier









Friday 12th, Saturday 13th and Sunday 14th April 2024



Friday 12th, Saturday 13th and Sunday 14th April 2024

**Site Plan Notes**

1. The site plan has been drawn up by the event organisers having concluded that the Witney Food & Drink Festival, which could attract up to 20 000 people over 3 days, can be safely accommodated and managed on Witney High Street and Market Place.
2. Access has been maintained throughout the site for emergency vehicles **including fire tenders**. Tables and seating that may be positioned in the emergency vehicle path can be quickly removed in the event of an emergency
3. The site plan shows the site area divided into 5 sections A, B, C, D, E for identification purposes. Each of thee event areas are marked in different colour shades
4. Although specific seating areas have been allocated, pop up seating areas could be accommodated in most parts of the event further facilitating the participation of local businesses
5. Stall positions are not ‘set in stone’ and measurements of the event space space allow for adjustments to stall positions
6. All reasonable steps will be taken to avoid the blocking or any other compromising of local business by event infrastructure
7. Zoom events vehicles have been included as safety features for the specific purpose of preventing access to the event space by any ‘hostile’ vehicles. Zoom vehicles can be moved to block and allow access as required
8. Stalls will be left in position overnight on Thursday, Friday and Saturday
9. White tents marked on the plan indicate grocery, craft, charity and promotional stalls
10. Generators will be used to power each section
11. Fire fighting points will be added to the plan once final position of generators and other potential hazard positions have been decided
12. Security and designated event staff will remain in communication via dedicated channel on 2 –way radios





Witney Town Council  
51B Market Square  
Witney  
OX28 6AG

Please contact Parking Services  
Email: [parking@westoxon.gov.uk](mailto:parking@westoxon.gov.uk)

10<sup>th</sup> January 2024

Notice of Proposed Off-street Parking Order

Dear Sir/Madam

WEST OXFORDSHIRE DISTRICT COUNCIL (OFF-STREET PARKING PLACES) No. 1 ORDER 2021 (variation no.1) ORDER 2024

I am writing to formally consult you pursuant to S39(3) Road Traffic Regulation Act 1984 with regard to the District Council's proposal to vary the above Order.

- To change the maximum waiting time in Woolgate Car Park Zone G to 12 hours

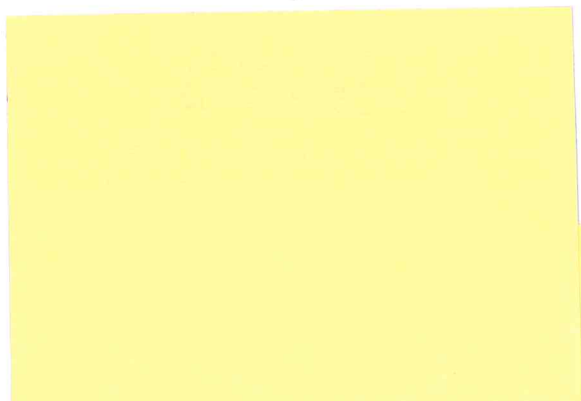
Please find enclosed the Notice of Proposal & the Statement of Reason.

A copy of the proposed Order may be seen free of charge on our website [www.westoxon.gov.uk](http://www.westoxon.gov.uk) (Details may not be posted on the web-site until after this notice is issued; if you cannot find the relevant details, please try again the next day).

I would be grateful to receive any comments, observations or objections specifying the grounds upon which they are made in accordance with the enclosed Notice of Proposal by 31<sup>st</sup> January 2024 to me at the address below or email [maria.wheatley@publicagroup.uk](mailto:maria.wheatley@publicagroup.uk)

Please note that any objection/representation may be published as part of any report into the proposed Order and if so will be publicly available to view.

Yours sincerely



**WEST OXFORDSHIRE DISTRICT COUNCIL**  
**NOTICE OF PROPOSAL**

**WEST OXFORDSHIRE DISTRICT COUNCIL**  
**(OFF STREET PARKING PLACES) NO.1 ORDER 2021**  
**(VARIATION No.1) ORDER 2024**

Notice is hereby given that West Oxfordshire District Council proposes to make the above Order under Sections 32 and 35 and Schedule 9 (Part IV) of the Road Traffic Regulation Act 1984, the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996 and all other enabling powers and after consulting with the Chief Officer of Police.

**TITLE**

West Oxfordshire District Council (Off Street Parking Places) No.1 Order 2021 (Variation No.1) Order 2024

The proposed effect of the Order will be to vary the West Oxfordshire District Council (Off Street Parking Places) Order No.1 2021 as follows:-

1. Substitute plan 10 to separately identify Woolgate Car Park Zone A-F and Woolgate Car Park Zone G
2. Vary the maximum waiting times in the Woolgate Car Park, Zone G.

The Order will otherwise remain in full force and effect.

A copy of the Order may be seen/obtained free of charge at Customer Services, West Oxfordshire District Council, 3 Welch Way, Witney OX28 6JH from 9am to 5pm Monday to Friday and online at [www.westoxon.gov.uk](http://www.westoxon.gov.uk) (Details may not be posted on the web-site until after this notice is issued; if you cannot find the relevant details, please try again the next day).

If anyone wishes to object to the proposed Order or otherwise make representations they may do so in writing to Mrs M Wheatley, Parking Manager at the address below to be received no later than 31/01/2024. All objections must specify the grounds on which they are made. Please note that any objection/representation may be published as part of any report into the proposed Order and if so will be publicly available to view.

West Oxfordshire District Council  
Council Offices  
Witney  
OX28 1NB

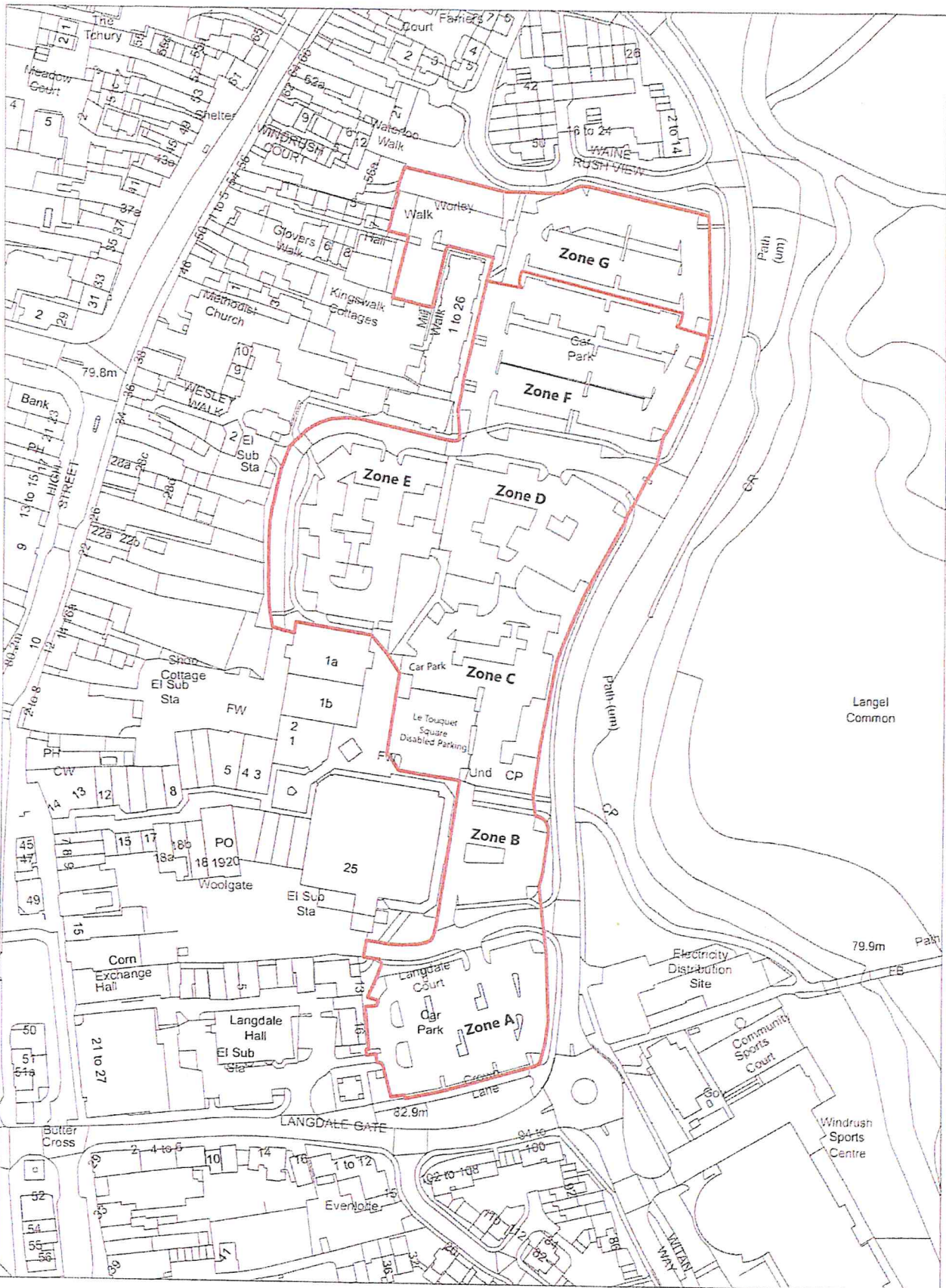
Mrs M Wheatley  
Parking Manager

[Maria.wheatley@publicagroup.uk](mailto:Maria.wheatley@publicagroup.uk)

Dated: 10/01/2024







West Oxfordshire District Council  
 Elmfield  
 New Yatt Road  
 Witney  
 Oxfordshire  
 OX28 1PB  
 Tel: 01993 861000  
 www.westoxon.gov.uk

Map Title:	Woolgate Car Park, Witney
Department:	Parking Services
Date: 27/11/2023	Scale: 1:2000



**RECEIVED**

**11 JAN 2024**

**WEST OXFORDSHIRE DISTRICT COUNCIL (OFF-STREET PARKING PLACES) No. 1**  
**ORDER 2021 (variation no.1) ORDER 2024**

**Statement of Reason**

West Oxfordshire District Council ("the Council") regulates off-street parking places in the West Oxfordshire District. The Council proposes to make the above Variation Order under the Road Traffic Regulation Act 1984, the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996 and all other enabling powers.

**The Proposal and Reasons**

The Council considers it necessary to vary the Order as set out below:

To increase the long stay car park capacity within Witney Town Centre. This will help support workers within the town.

All the proposed measures have been subject to consultation with Council Members and Oxfordshire County Council.



## CLIMATE, BIODIVERSITY & PLANNING COMMITTEE

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**Date:** Tuesday, 30 January 2024

**Title:** Thermal Imaging Camera

**Contact Officer:** Operations Manager

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### Background

At the Climate, Biodiversity & Planning Committee meeting on the 15th of December 2020, it was agreed to purchase a thermal imaging camera. The thermal imaging camera would then be made available to residents to hire.

At a following Climate, Biodiversity & Planning Committee meeting on the 10th of August 2021, it was decided by the council that the thermal imaging camera should be offered to a local community group to facilitate its use. However, no community group could be found.

Due to the unsuccessful uptake of the thermal imaging camera by community groups the Maintenance & Environmental Services Officer submitted another report to the Climate, Biodiversity & Planning Committee on the 12<sup>th</sup> of July 2022. This report again raised the question of a hire scheme managed by the admin office. Councillors had concerns with the hire scheme so recommended there was a community group that may be interested.

The camera was issued to the community group however it received little usage and wasn't promoted to residents, so was returned to the council. This report is asking the council to consider returning to the original proposal to maximise the camera usage.

### Current Situation

#### Council Manged Hire Scheme

A completely free scheme would probably see the biggest uptake however the camera may need replacing, repairing, or re-calibrating and if the funds are not available it would end the scheme. A small charge would accumulate quickly over the course of a year but this could be off-putting to residents.

The thermal imaging cameras can be supplied with a simple set-up guide. A questionnaire could then be completed after the camera is returned to assess if the thermal imaging camera rental scheme is making a difference.

### **Environmental impact**

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 – with this in mind Councillors should have due regard to the environmental impact of any decisions they make with regard to its facilities and services it operates.

This is a community scheme that will hopefully see residents make improvements to their home insulation. If the scheme proves popular then the accumulated results and remedial work could make a large difference to the carbon emissions of Witney.

### **Risk**

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

For the scheme to be successful it's crucial the equipment is readily available and in working order. The scheme should only be offered during the colder months when heat loss can be better identified through the use of thermal imaging cameras.

### **Financial implications**

Described here or as stated in the report above.

- The resource cost of administering the scheme.
- If the camera was damaged or lost the cost to replace the camera would be around £1,400.00 excl VAT. This would unlikely to be covered by insurance if being used by a third party at the time of breaking.

### **Recommendations**

Members are invited to note the report and consider the following:

1. A free or charged scheme for the use of the thermal imaging camera.
2. Delegated to officers to design, promote and run a hire scheme for the camera.

## CLIMATE, BIODIVERSITY & PLANNING COMMITTEE

---

**Date:** Tuesday, 30 January 2024

**Title:** Riparian and Watercourse Works

**Contact Officer:** Operations Manager - Angus Whitburn

---

### Background

A report was submitted to Full Council in December 2021 outlining the Town Council's responsibilities as a riparian owner, and the following was resolved by councillors.

‘That, the Town Council undertake a full review of watercourses of riparian ownership and set a program of works to ensure they are cleared and maintained.’

Council responsibilities as outlined by the Environment Agency are as follows, enable water to flow naturally, this involves removing all blockages that could reduce flow and cause flooding.

As knowledge has been gained by officers in watercourse management, it has been observed that the silt build-up around Bridge Street bridge is an operational task Witney Town Council could undertake, although not within its jurisdiction. Action to de-silt the bridge has been raised by those at risk of flooding numerous times to multiple authorities with no actions taken.

### Current Situation

#### Watercourse management

Watercourses across Witney Town Council's estate was surveyed in December 2021 by officers and maintenance staff. It was estimated that a 6-year program would be required to clear them and then a rolling program would ensure they were kept clear. This program is ahead of schedule mainly due to the Environment Agency clearing the entire stretch of the river from Farm Mill to the east side old rail bridge (See Appendix A).

There is still a large amount of work to be done and the majority of this would need to be undertaken by contractors. However, due to the council bringing the grounds contracts in-house in October 2022, it now possesses some of the equipment required. One final piece of equipment required is a powered winch capable of pulling fallen trees from the river. The cost of the winch is the approximate cost of removing two mature trees from the river by a contractor.

With this piece of equipment, the maintenance team would be able to undertake the majority of debris removal from the watercourses internally. This inherently negates the need for contractors and would reduce costs. Contractors would then almost solely be required for large tree felling reducing the councils costs substantially. Additionally, the council would then be more reactive to blockages in watercourses.

### **Bridge Street bridge de-silting**

The lack of action to de-silt the bridge on Bridge Street has been raised numerous times by those at risk of flooding and Witney Flood Mitigation group. The bridge has a heavy silt build which is reducing its channel size and creating a dam forcing water to flood areas surrounding. (See Appendix B) This is not the sole contributing factor to the flooding in December 2020 but was identified as one of the main action points from the flood investigation report in January 2022.

The landowners for this area are the Environment Agency and Grange Property Management. As officers understand, the Environment Agency is responsible for the riverbed under the bridge and Grange is the riparian owner of the water course besides Riverside Gardens. The Environment Agency have confirmed that they will not be desilting the bridge and have no plans to do so. Also, in 2023 when officers attended the West Oxfordshire Multi Agency meetings all relevant authorities were present, the desilting was raised and there was no intent to de-silt the bridge by responsible parties.

The Environment Agency has been contacted by officers to see if they would object to another party undertaking the de-silting of the bridge. They have confirmed there would be no objections and have offered support in undertaking this task in site visits and if required, a permit application. Grange has also offered their approval pending a program of works and there is a potential for funding support.

The process would be carried out by a contractor that would use floating barges to excavate or pump the silt. The cost to complete the de-silting is greatly reduced for the Town Council as the Council can remove the silt from the site and repurpose it. If the Town council commit to these works there are no assurances it would take place if permits were not obtainable or there are objections from an authority.

Witney Town Council has no responsibility for this work or area of land. This would however be a positive step for Witney Town Council as it is acting in flood prevention for Witney, which would help those at risk feel more secure. It is important to understand this is not the sole reason for the flooding in Witney but one that much attention has been drawn to.

### **Environmental impact**

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 – with this in mind Councillors should have due regard to the environmental impact of any decisions they make with regard to its facilities and services it operates.



Any works undertaken would need to be run through the Environment Agency permit regulations which include protections for wildlife species and potential environmental damage.

### **Risk**

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

### **Water Course management**

Without the correct equipment, the Town Council would still be reliant on contractors to undertake the removal of fallen trees from watercourses. This means those works would be completely reliant on the underspend from the Lake & Country Park maintenance and arboriculture budgets. In failing to remove blockages due to the highlighted reasons, the Town Council would then not be fulfilling its responsibility in watercourse management.

### **Bridge Street bridge de-silting**

As outlined in the report, Witney Town Council has no responsibility for this work or land. It could be seen by residents that the Town Council is the lead authority in flood prevention in Witney which causes confusion. To advertise this, it would be essential to communicate these works in the correct context if agreed.

### **Financial implications**

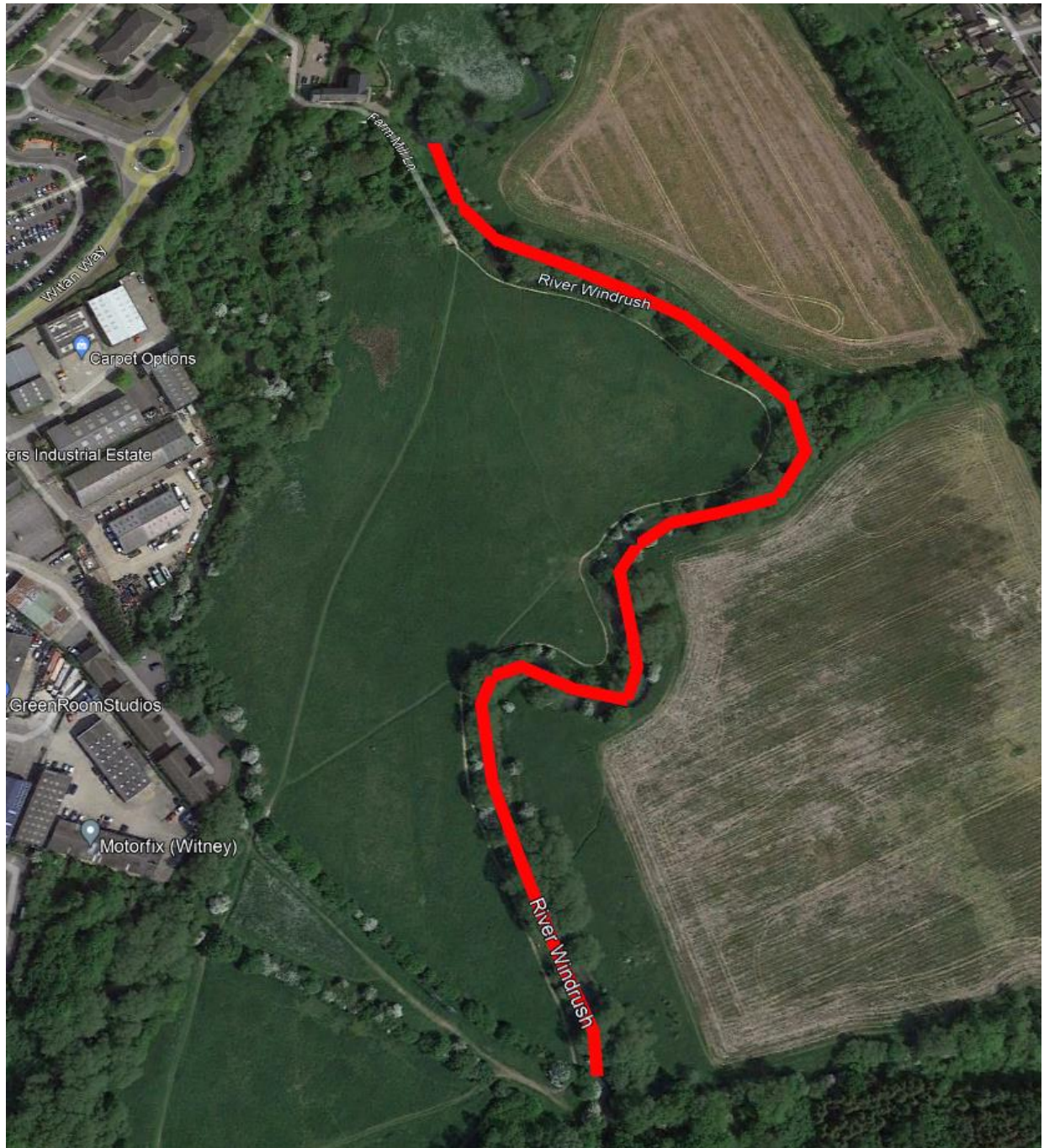
Described here or as stated in the report above.

- Portable Winch with winching kit - £2,049.00 Excl VAT
- The river level has been too high to obtain an accurate quote, but contractors have provided a day rate for desilting. It is quoted at £1000.00 Excl VAT, and would require an estimated 4 days.
- Officers could seek possible grant funding (OCC Councillor Priority Fund) to help meet the costs of the desilting.

### **Recommendations**

Members are invited to note the report and consider the following:

1. Approve the procurement of a portable winch.
2. Allocate appropriate funding to the de-silting works.
3. Consider the proposal to fund de-silting on Bridge Street Bridge and delegate Officers to apply for relevant permits, permission, and potential supplementary funding.



































Document is Restricted