

Climate, Biodiversity & Planning Committee Meeting of Witney Town Council



Tuesday, 4th June, 2024 at 6.00 pm

To members of the Climate, Biodiversity & Planning Committee - A Bailey, G Meadows, J Aitman, S Simpson, G Doughty, J Doughty, O Collins and R Smith (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 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 **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. Election of Vice-Chair

To elect a Vice-Chair of the Committee for the 2024-25 Municipal Year.

4. Minutes (Pages 4 - 19)

a) To adopt and sign as correct the minutes of the committee held on 15 April, 23 April & 14 May 2024

b) Matters arising from the minutes of committee held on 15 April, 23 April & 14 May 2024.

5. **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.

6. **Committee Objectives & Work Programme for the Municipal Year (To Follow)**

To receive the report of the Town Clerk/CEO concerning the priorities of this Committee during 2024/25.

7. **Finance Report (Pages 20 - 26)**

To receive and consider the report of the R.F.O concerning the financial position of items under the remit of this Committee in 2024/25.

8. **Planning Applications (Pages 27 - 29)**

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

9. **Planning Decisions (Pages 30 - 31)**

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

The Committee may wish to view the approved Decision Notice for [23/01206/FUL](#) | Erection of seventy four dwellings and associated infrastructure (amended plans) | Land West Of Witney North Of A40 And East Of Downs Road Curbridge Witney Oxfordshire.

10. **Oxford Traffic Filters (Pages 32 - 33)**

To receive the report of the Deputy Town Clerk regarding an event to inform residents of the details of the Oxford Traffic Filters scheme.

Information on the OCC traffic scheme can be found [here](#)

Information on CoHSAT, the group who will facilitate the information event can be found [here](#)

11. **Lake & Country Park Operational Update (Pages 34 - 35)**

To receive the report of the Biodiversity & Green Spaces Officer.

12. **Witney Lake - Request to Register as a Fishery (Pages 36 - 37)**

To receive the report of the Biodiversity & Green Spaces Officer.

13. **Lake & Country Park Management Plan (Pages 38 - 62)**

To receive the updated Management Plan from the Biodiversity & Green Spaces Officer.

14. **Witney Shores Green - Signage Plan - Planning Ref: R3.0062/24 (Pages 63 - 64)**

To consider a consultation from Oxfordshire County Council in respect of an application for works associated with the construction of the A40 Shores Green Junction.

Application Documents can be found at:

<https://myeplanning2.oxfordshire.gov.uk/Planning/Display/R3.0062/24/#undefined>

The deadline for a response is 18 June 2024.

15. **London Oxford Airport - Airspace Change Proposal** (Pages 65 - 74)

To receive correspondence from London Oxford Airport in relation to modified Design Principles.

Comments are requested by 7 June 2024.



Town Clerk

Public Document Pack Agenda Item 4

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

Held on Monday, 15 April 2024

At 6.02 pm in the Gallery Room, The Corn Exchange, Witney

Present:

Councillor A Bailey (Chair)

Councillors:	G Meadows R Smith J Aitman O Collins	J Robertshaw S Simpson D Temple
Officers:	Adam Clapton Derek Mackenzie Claire Green Sharon Groth	Deputy Town Clerk Senior Administrative Officer & Committee Clerk Administration Support - Planning & Stronger Communities Town Clerk
Others:	Three members of the public. Councillor Geoff Doughty Councillor Thomas Ashby Councillor Rachel Crouch Councillor Denis Newcombe Councillor Jack Treloar	

P188 APOLOGIES FOR ABSENCE

No apologies for absence were received.

P189 DECLARATIONS OF INTEREST

There were no declarations of interest from Members or officers.

(Cllr G Meadows joined the meeting at 6:05pm)

P190 PUBLIC PARTICIPATION

The Committee adjourned for this item.

The committee received representations from three residents of the town concerning Agenda Item 5

The Committee reconvened.

(During the discussions of Item 4 Cllr T Ashby left the meeting at 6:46pm and rejoined at 6:49pm.)

P191 **PLANNING APPLICATIONS**

The Committee received and considered the outline planning application for the North Witney Strategic Development Area received from West Oxfordshire District Council.

Members recognised a development at this site was designated in the West Oxfordshire Local Plan and there was little scope to object. There was agreement however, that the development should be the best possible and must be tied to agreements and legal obligations which ensured vitally needed infrastructure was considered at this outline application stage and delivered early in the development.

There was further agreement that the Council should explore the possibility of a community governance review of Witney's boundaries as this development would utilise Witney's infrastructure and services.

Resolved:

1. That, the comments, as per the attached document be forwarded to West Oxfordshire District Council and,
2. That, Witney Town Council considers requesting a Community Governance Review, with officers providing a report at the next meeting.

The meeting closed at: 7.04 pm

Chair

Consultee Comments for Planning Application 24/00482/OUT

Application Summary

Application Number: 24/00482/OUT

Address: North Witney Strategic Development Area New Yatt Road Witney Oxfordshire

Proposal: Outline planning application for a residential-led mixed-use development (Use Class C3 / C2), a 2.2ha primary school (Use Class F1), and up to 400m2 community use and/or co-working hub and/or shop (Use Class E and F2) and Northern Distributor Road with creation of new vehicular access off Woodstock Road, New Yatt Road and Hailey Road and provision of public open space with associated infrastructure and earthworks. (All matters reserved except accessibility to the site, for vehicles in terms of the positioning and treatment of access to the site)

Case Officer: Joan Desmond

Consultee Details

Name: Mrs S Groth

Address: Witney Town Council, Town Hall, Market Square Witney, Oxfordshire OX28 6AG

Email: info@witney-tc.gov.uk

On Behalf Of: Parish Council

Comments

Witney Town Council recognise that housing needs to be delivered as part of the development in the West Oxfordshire District Council Local Plan 2031 and given that this proposal has been identified as a Strategic Development Area there are limited opportunities to object. However, the Council recognises both the impact and opportunities a development of this scale could bring to Witney as a neighbouring parish and main service centre and will be exploring opportunities for a community governance review with all relevant parties.

In addition to the queries and concerns raised by technical consultees, the town council also asks that all neighbouring parishes comments be considered in the planning process.

Members have highlighted the following concerns:

1. In order to secure essential infrastructure to support and protect residents, any permission must be accompanied by legally binding conditions or agreements that guarantee timely and fit for purpose services and facilities with sensible phasing to ensure operational services are available to residents from the outset. Including but not limited to;
 - a. Sewerage – infrastructure and treatment works' capacity. The Environment Agency particularly, should be called upon to support with sewerage conditions and objections.
 - b. Community facilities – shops, schools, public spaces, community halls, sports pitches and pubs.

c. Delivery of the West End Link Road – and further connectivity through and to the site.

2. The current levels of sewage discharge into Witney waterways are completely unacceptable. An increase in sewerage demand, coupled with the huge loss of natural permeable drainage area will lead to increased flood risk and increased occurrence of untreated sewage discharge in what is already a high flood risk area. Developers and West Oxfordshire District Council need to secure support and cooperation from Thames Water and the Environment Agency. Witney Town Council ask that independent flood risk and drainage reports are sought.

Planners should think creatively and ensure representation is provided by the Environment Agency on how best to deliver the West End Link road and how its design could help with flood mitigation before water reaches the Bridge Street/West End catchment area of the River Windrush.

3. Witney town centre and surrounding roads have existing problems with traffic congestion. The active travel ideals made by the developer are acknowledged, however, the reality is that Witney will be the main service centre for residents of this proposed development and given the distance of the development to the town centre, it is unlikely that the majority of residents will bus, cycle or walk to access facilities. The West End Link road is absent from the plans – Witney Town Council are not aware that this anticipated road infrastructure upgrade has been cancelled. In order to future-proof traffic and travel options the link road should be incorporated at the planning stage, along with full connectivity through and around the site, to include options for active travel, bus routes and private transport. Therefore, the town council insists upon a Section 278 agreement with Oxfordshire County Council to deliver this infrastructure and more to benefit this development and North Witney.
4. Witney Town Council note the comments from the NHS Clinical Commissioning Group which clearly state significant issues with capacity, directly affecting primary care services. Funding and planning for provision of these services should be in place ahead of new residents moving to the area, with agreed sums being index-linked.
5. Members welcome innovative proposals for the housing mix – In Witney there is a lack of bungalows for those looking to down-size and for residents with accessibility needs. There is strong demand for starter homes, and it is incredibly difficult for those looking to get on the property ladder, this would be more achievable if there was a greater supply of 1-bed houses, and a better offering if 1-bed properties were available as houses as well as flats. Accessibility needs should be considered across the offering, with options available across the mix that provide for accessibility – family homes that can include a downstairs bedroom/wet room facility; and if flats are considered, blocks should include lift access to upper floors and not just stairwells.
6. Outdoor community spaces should consider inclusivity and the needs of different age groups. These could include a ‘forest school’ type nature space that can be used by anticipated schools and other community groups. Spaces for teenagers, public houses for social gathering, and recreational space for children should offer well-lit safe spaces for teenagers to meet, as well as other facilities for families with younger children, and children with disabilities. There does not appear to be an allocation for sport pitches which are currently under-served in Witney.

7. More detail would be welcome on the use of renewable energy and sustainable design. Every opportunity should be sought to demonstrate sustainable, energy efficient homes, as is required by local and national planning policies. The Town Council also stresses a high importance on environmental and biodiverse thinking within the development site and the need for large biodiversity net gain, given the vast amount of green space being lost at the site.
8. With the creation of approximately 1,250 dwellings, generating an estimated population of 3,000, Witney Town Council expects a significant impact from the residents of this development who will look towards Witney for the vast majority of its services and infrastructure, given the proximity to the town and the natural buffer to the Hailey village envelope.

As the main service centre, the Council welcomes the response from the District Council outlining the needs for leisure, recreation and play facilities but would go further in requesting additional specific off-site contributions towards the Leys Play Area, the Witney Parkrun course, and other Open Spaces upgrades as set out in the Town Council's adopted Open Spaces Strategy which will help deliver social and environmental outcomes from the development. It is stated that,

'...by improving the quality and provision of open spaces in an area, WTC can make a positive impact on the overall health and physical activity of its residents.'

Further off-site contributions are sought for community infrastructure, cemeteries, public halls, heritage, and climate and biodiversity initiatives. Therefore, Witney Town Council would request the following based on a yearly sum per dwelling which provides services in these areas, multiplied by the anticipated number of dwellings (1,250) to deliver infrastructure impacted by the development :

- Sports & Recreation £39,900
Specific contributions to upgrade the Leys Adventure Play & Splash Park Areas, improvement to sports pitch changing rooms at Burwell Hall and ongoing delivery of items in the Council's adopted Open Spaces Strategy. (in addition to funds requested from WODC regarding sports pitches and play areas).
- Community £98,900
Contributions towards street scene infrastructure including bus shelters, bins, grit bins, community noticeboard and benches, for the provision of services and utilities to allocated allotment land, and a West Witney Parkrun hogging path (£30,000). Also, an additional sum of £10,000 towards the provision of the community bus route to serve the development and £15,000 towards the town council's demonstrable detached youth service funded to serve young people, of which there will be an increase in number from this development.
- Cemeteries £19,500
A contribution towards Windrush Cemetery for the anticipated demand for grave spaces and associated internal layout.

- Public Halls £16,700
A contribution to the Corn Exchange as a community arts facility for Witney & West Oxfordshire to provide continued improvement of theatrical equipment.
- Climate & Biodiversity £11,000
A contribution towards nature recovery and re-wilding works at Witney Lake & Country Park as set out in the Council's Land Management Plan and across Witney.
- Heritage £100,000
A contribution towards refurbishment works of the town's historical buildings in the town council's ownership, including the Buttercross, Town Hall, Corn Exchange, St Mary's Church Carillon and Towe Hill Cemetery Chapels.

Total sum: £286,000

9. The Town Council would also like further information on the primary school provision, the combined use of community spaces and the potential for a community hub, and the mode of stewardship for facilities i.e. something run by community representatives, rather than private management companies.
10. Much of the above is referenced in the North Witney Strategic Development Area specific plan policy – POLICY WIT2, and as such Witney Town Council would expect that West Oxfordshire District Council will be making every effort to ensure that this development delivers are set out in a masterplan and is a policy compliant scheme that accords with the points so clearly outlined within POLICY WIT2.

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

Held on Tuesday, 23 April 2024

At 6.00 pm in the Virtual Meeting Room via Zoom

Present:

Councillor A Bailey (Chair)

Councillors:	R Smith J Aitman J Robertshaw	S Simpson D Temple
Officers:	Derek Mackenzie Claire Green	Senior Administrative Officer & Committee Clerk Administration Support - Planning & Stronger Communities
Others:	None	

P216 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor O Collins.

P217 DECLARATIONS OF INTEREST

There were no declarations of interest from Members or officers.

P218 PUBLIC PARTICIPATION

There was no public participation.

P219 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.

P220 **NOTICE OF PLANNING APPEAL DECISION - KINGSMEAD, 51 WOODLANDS ROAD, WITNEY**

The Committee received and considered correspondence concerning the appeal decision APP/D3125/D/24/3337152 for Kingsmead, 51 Woodstock Road, Witney.

Resolved:

That, the appeal decision be noted.

P221 **APPLICATION FOR VARIATION TO PREMISES LICENCE W/24/00356/PRMMV 9-11 HIGH STREET, WITNEY**

The Committee noted the Application for Minor Variation from Co-op, 9-11 High Street, Witney under the Licencing Act 2003.

Members had no objections to the application.

Resolved:

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

P222 **OXFORD TRAFFIC FILTERS**

Cllr R Smith provided Members with a verbal explanation of the proposal received from the Coalition for Healthy Streets and Active Travel (CoHSAT) asking for help in the facilitation of an event to present to residents of the town the details of the Oxford Traffic Filter scheme due to be trialled from Autumn 2024.

Following the resolution at the meeting of the Council on 15 April 2024 for the Climate, Biodiversity & Planning Committee to make the arrangements for the event, Members discussed the options in respect of the venue in which to host the event.

There were reservations as this would not be a Town Council event. Members wished it be clear that the scheme was that of Oxfordshire County Council and the importance for residents to be aware of this, some members therefore thought that hosting in a town council building such as the Corn Exchange may cause confusion whereas Burwell Hall would give a community feel to the presentation.

Members also discussed the potential attendance of such an event and would welcome as high attendance as possible. The Chair asked that Officers review available dates and venue options.

A member raised his lack of knowledge of the scheme and asked that further information be circulated by Officers.

Resolved:

1. That, further information be circulated by Officers to update Members on the scheme and,
2. That, Officers work with the Leader and Chair of the Climate, Biodiversity & Planning Committee to find a suitable date and venue.

The meeting closed at: 6.43 pm

Chair

Witney Town CouncilPlanning Minutes - 23rd April 2024

219

219- 1 WTC/053/24 Plot Ref :-24/00919/CND Type :- DISCHARGE
 Applicant Name :- . Date Received :- 16/04/2024
 Location :- 87 CORN STREET Date Returned :- 24/04/2024
 CORN STREET
 Proposal : Discharge of conditions 6 (landscaping), 10 (electric vehicle charging), 13 (details of accesses, driveways, car and cycle spaces), 15 (details of roads, driveways and footpaths) and 16 (refuse bin storage), of planning permission 20/03281/FUL (amending conditions previously discharged under 23/02353/CND)
 Observations : Witney Town Council has no objections regarding this application.

219- 2 WTC/054/24 Plot Ref :-24/00773/LBC Type :- LISTED BUI
 Applicant Name :- . Date Received :- 16/04/2024
 Location :- 74 WEST END Date Returned :- 24/04/2024
 WEST END
 Proposal : Alterations to refurbish existing house, including removal of existing chimney from single storey rear extension, repairs to windows and replacement front and rear doors together with internal changes to fireplace and restoration of flagstone flooring.
 Observations : Witney Town Council has no objections regarding this application.

219- 3 WTC/055/24 Plot Ref :-24/00790/HHD Type :- HOUSEHOLDE
 Applicant Name :- . Date Received :- 16/04/2024
 Location :- 15 WINFIELD ROAD Date Returned :- 24/04/2024
 WINFIELD ROAD
 Proposal : Erection of single storey rear extension with Ultraframe pre approved gable roof system with glazed sections.
 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.

219- 4 WTC/056/24 Plot Ref :-24/00798/HHD Type :- HOUSEHOLDE
 Applicant Name :- . Date Received :- 16/04/2024
 Location :- 24 DAVENPORT ROAD Date Returned :- 24/04/2024
 DAVENPORT ROAD
 Proposal : Thermal upgrade of existing detached property to include insulation to ground floor, external walls and roof, removal of existing chimneys and installation of Air Source Heat Pump and PV array together with the demolition and rebuild of single storey side/rear extension and construction of new front entrance porch.
 Observations : Witney Town Council welcome the thermal efficient and low-carbon

enhancements incorporated in this proposal. Witney Town Council have no objections to this application.

219- 5 WTC/057/24 Plot Ref :-24/00851/HHD Type :- HOUSEHOLDE

Applicant Name :- . Date Received :- 16/04/2024

Location :- 27 BROADWAY CLOSE Date Returned :- 24/04/2024
BROADWAY CLOSE

Proposal : Erection of a single 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.

The Meeting closed at : 18:43

Signed : _____ Chairman Date: _____

On behalf of :- Witney Town Council

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

Held on Tuesday, 14 May 2024

At 6.05 pm in the Virtual Meeting Room via Zoom

Present:

Councillor A Bailey (Chair)

Councillors:	G Meadows S Simpson G Doughty	J Doughty R Smith
Officers:	Adam Clapton Derek Mackenzie	Deputy Town Clerk Senior Administrative Officer & Committee Clerk
Others:	None.	

P252 APOLOGIES FOR ABSENCE

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

P253 DECLARATIONS OF INTEREST

There were no declarations of interest from Members or officers.

P254 PUBLIC PARTICIPATION

There was no public participation.

P255 PLANNING APPLICATIONS

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

Officers advised that Planning Application 24/00986/LBC 34 High Street was withdrawn since the publication of the agenda and therefore no longer required consideration.

Resolved:

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

P256 **APPLICATION FOR NEW PREMISES LICENCE - W/24/00396/PRMA - CHRIS HAYTER TRANSPORT, TUNGSTEN PARK**

The Committee received and considered an application for a New Premises Licence under the Licensing Act 2003 from Chris Hayter Transport, Tungsten Park.

Resolved:

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

P257 **WITNEY SHORES GREEN - DUST MANAGEMENT PLAN - PLANNING REF: R3.0051/24**

The Committee received and considered the Dust Management Plan Ref: R3.0051/24 in respect of the works at the Shores Green Junction of the A40.

Members welcomed the information and supported this application for the improvement to roads infrastructure given the benefits for Witney and the residents of the town.

Resolved:

That, the following comment be submitted to Oxfordshire County Council.

Witney Town Council notes this Management plan and welcomes any plans to mitigate against dust during the construction period.

P258 **WITNEY SHORES GREEN - TRAFFIC MANAGEMENT PLAN - PLANNING REF: R3.0052/24**

The Committee received and considered the Traffic Management Plan Ref: R3.0052/24 in respect of the works at the Shores Green Junction of the A40.

Members again welcomed the information as they had the Dust Management Plan earlier in the meeting and supported this application for the improvement to transport infrastructure given the benefits for Witney and its residents.

A Member raised the CLOCS (Construction Logistics and Community Safety) Standard which required developers of large construction sites to plan the movement of their HGVs to keep them away from busy or high-risk areas, such as school gates during drop-off times, as well as setting minimum safety standards for their fleet. Members therefore asked that these standards be adhered to during the construction stage.

Resolved:

That, the following response be submitted to Oxfordshire County Council.

Witney Town Council notes the reference to CLOCS (Construction Logistics and Community Safety) Standard in the application data. However, it would like to see further evidence of how the Contractor will ensure safety for pedestrians and school children travelling between South Leigh and Witney during construction to show greater adherence to these standards.

P259 **PROPOSED DISABLED PERSONS PARKING PLACES**

The Committee received and considered the proposals received from Oxfordshire Country Council to amend the provision for disabled parking arrangements in Bourton Close and Corn Street in order to facilitate improvement to disabled parking facilities.

Members welcomed the changes.

Resolved:

That, Witney Town Council offers no objection.

P260 **PLANNING APPEAL - 141 QUEEN EMMA'S DYKE - 20/03068/FUL**

The Committee received notice of Planning Appeal APP/D3125/W/24/3339455 for 141 Queen Emma's Dyke, Witney.

Resolved:

That, the Planning Appeal be noted.

The meeting closed at: 6.41 pm

Chair

Witney Town Council

Planning Minutes - 14 May 2024

255

255- 1 WTC/058/24 Plot Ref :-24/00917/HHD Type :- HOUSEHOLDE
 Applicant Name :- . Date Received :- 24/04/2024
 Location :- 39 EARLY ROAD Date Returned :- 15/05/2024
 EARLY ROAD
 Proposal : Removal of garage and erection of a single storey extension to dwelling.
 Observations : Witney Town Council has no objections regarding this application.

255- 2 WTC/059/24 Plot Ref :-24/00871/HHD Type :- HOUSEHOLDE
 Applicant Name :- . Date Received :- 24/04/2024
 Location :- 7 WOODGREEN Date Returned :- 15/05/2024
 WOODGREEN
 Proposal : Construction of detached outbuilding.
 Observations : Witney Town Council has no objections regarding this application but would request alternative renewable energy solutions are considered by the applicant as set out in the West Oxfordshire Local Plan 2031 core objective CO17.
 Members recognise a commitment to using smokeless fuels in the application but are aware this does not mitigate completely against carbon emissions being released into the environment. There is also no mention of insulation which would help reduce energy use and the carbon footprint further.
 In addition, it notes 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.

255- 3 WTC/060/24 Plot Ref :-24/00730/HHD Type :- HOUSEHOLDE
 Applicant Name :- . Date Received :- 24/04/2024
 Location :- 55 SCHOFIELD AVENUE Date Returned :- 15/05/2024
 SCHOFIELD AVENUE
 Proposal : Addition of wood cladding to exterior of completed single storey extension.
 Observations : Witney Town Council has no objections regarding this application.

255- 4 WTC/061/24 Plot Ref :-24/00853/HHD Type :- HOUSEHOLDE
 Applicant Name :- . Date Received :- 24/04/2024
 Location :- ASH CLOSE HOUSE Date Returned :- 15/05/2024
 GLOUCESTER PLACE
 Proposal : Alterations to existing house including replacement windows (retrospective), change front porch roof tiles, timber screening of uPVC greenhouse and

recladding of existing garden buildings.

Observations : While Witney Town Council does not object to this application in terms of material concerns, We ask that due attention is paid to the comments of the neighbouring property in respect of the potential impacts of the screening.

255- 5 WTC/062/24 Plot Ref :-24/00907/HHD Type :- HOUSEHOLDE

Applicant Name :- . Date Received :- 24/04/2024

Location :- 50 VALENCE CRESCENT Date Returned :- 15/05/2024
VALENCE CRESCENT

Proposal : Erection of single storey side and rear extension and part garage conversion.

Observations : While Witney Town Council does not object to this application in terms of material concerns, it notes that due to the larger property footprint 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.

Further, Witney Town Council expect that the converted garage will remain ancillary to the property.

255- 6 WTC/063/24 Plot Ref :-24/00927/FUL Type :- FULL

Applicant Name :- . Date Received :- 24/04/2024

Location :- HALL Date Returned :- 15/05/2024
REAR OF 52 HIGH STREET

Proposal : Demolition of existing hall and erection of 2 x two-bedroom homes and 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.

255- 7 WTC/064/24 Plot Ref :-24/00962/FUL Type :- FULL

Applicant Name :- . Date Received :- 08/05/2024

Location :- UNIT 4-5 Date Returned :- 15/05/2024
WINDRUSH PARK ROAD
OX28 7DZ

Proposal : Development of 7no. new light industrial/warehouse use classes E(g)iii, B2 and B8 units with ancillary office space together with associated parking and service yards.

Observations : Witney Town Council has no objections to this application. However, In line with the declared climate emergency, the Council asks that obtaining carbon neutrality is a priority for the applicant and that all measures to offset carbon emissions are considered in the progression of this light industrial development.

Furthermore, the Town Council recognises the need for modal shift towards active travel as set out in policy T3 of the West Oxfordshire Local Plan 2031 and asks that a contribution is sought to offer greater pedestrian and cycling connectivity to the site from the main residential areas of the town; In particular, towards the improvements set out in the Oxfordshire County Council Local Cycling & Walking Infrastructure Plan 2023 (proposed improvements 29-37).

255- 8 WTC/065/24 Plot Ref :-24/01008/ADV Type :- ADVERTISIN
Applicant Name :- . Date Received :- 08/05/2024
Location :- 70 Date Returned :- 15/05/2024
HIGH STREET
Proposal : Installation of externally illuminated fascia sign. (Retrospective).
Observations : Witney Town Council has no objections regarding this application.

255- 9 WTC/066/24 Plot Ref :-24/00965/LBC Type :- LISTED BUI
Applicant Name :- . Date Received :- 08/05/2024
Location :- 70 Date Returned :- 15/05/2024
HIGH STREET
Proposal : Installation of fascia sign. (Retrospective)
Observations : Witney Town Council has no objection to this application.

It is however, disappointed to note this is a retrospective application and expects any such applications to be submitted prior to work being carried out in the future so that consultation may take place

255- 10 WTC/067/24 Plot Ref :-24/00986/LBC Type :- LISTED BUI
Applicant Name :- . Date Received :- 08/05/2024
Location :- 34 Date Returned :-
HIGH STREET
Proposal : Proposed maintenance to the roof, timber windows and shopfront
Observations :

255- 11 WTC/068/24 Plot Ref :-24/01023/CLP Type :- LAWFULNESS
Applicant Name :- . Date Received :- 08/05/2024
Location :- 7 Date Returned :- 15/05/2024
NORTHFIELD SQUARE
Proposal : Certificate of Lawfulness (formation of habitable room in roof space with front and rear velux rooflights)
Observations : Witney Town Council has no objections regarding this application.

The Meeting closed at : 6:41pm

Signed : _____ Chairman Date: _____

On behalf of :- Witney Town Council

CLIMATE, BIODIVERSITY AND PLANNING COMMITTEE

Date: 4 June 2024
Title: Finance Report
Contact Officer: Responsible Financial Officer (RFO)

Should Members have any queries about this report advance notice would be appreciated, in writing, by 5pm on Friday 31 May 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 March 2024.

Current Situation

The Council has five standing committees which have delegated powers to make decisions, including financial decisions, regarding the services which included within their terms of reference, subject to the committee having the necessary budget. The Council's coding system and management accounts reflect the committee structure.

Council financial years run from 1 April to the 31 March following. Consequently, the Council is now in the 2024/25 year. However, for the first meeting of the Council year the management accounts presented to each Committee are those based on 2023/24 activity but also showing 2024/25 budget.

The Council is early in the new year and the 2024/25 income and expenditure does not as yet yield any meaningful information. However, if there were significant variances against the agreed budgets these would be reported even at this early stage as yet there are no such variances for this committee for 2024/25.

Within each committee, there are individual cost centres, comprising three digits, typically representing a discrete service entity, to which income and expenditure is allocated against previously agreed revenue budgets.

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

Cost centre	Service
206	Witney Country Park
403	Planning

Within each cost centre income and expenditure is then allocated to a four-digit nominal ledger code; these codes are common across the cost centres. Nominal ledger codes further refine the costs associated with the cost centre and correspond to a specific type of account, such as materials or staffing costs. Codes commencing with "1" are income codes; codes commencing with "4" are expenditure codes.

The report which is presented to Members has a number of columns, as follows and working from left to right:

1. 2022-23 Budgeted income and expenditure (I&E).
2. 2022-23 Actual I&E.
3. 2023-24 Total – this is the original budget as agreed in January 2023.
4. 2023-24 Actual YTD – this is the actual I&E shown in the Council's ledger.
5. 2023-24 Projected – this is the revised I&E projection made in November 2023 and approved by the Council in January 2024.
6. 2023-24 Committed – this column is not currently used but would show committed I&E in the management accounts e.g. for an order for goods or services which has been issued but which has yet to be invoiced. However, note that accruals are/will be made in the financial accounts at year end.
7. 2024-25 Agreed shows the budgets set by the Council at its meeting in January 2024.
8. This column indicates where 2024-25 expenditure is being funded from an earmarked reserve rather than precept.
9. This column is not used.

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 Projected estimate Nov.23	2023/24 Provisional outturn (subject to further year- end adjustments)	2024/25 Estimates agreed by the Council. January 2024
Expenditure	£126,550	£128,033	£117,187	£131,944
Less income	(£1,500)	(£217)	(£322)	(£978)
Net expenditure	£125,050	£127,816	£116,865	£130,966
Transfer from earmarked reserves	-	-	(£1,000)	-
Movement from general reserve	£125,050	£127,816	£115,865	£130,966

The projected outturn for 2023/24 is £8,185 or 6.5% below original net expenditure.

MATTERS TO NOTE

A comprehensive review of the budgetary position was undertaken during the budget cycle. The RFO would refer members to the finance/ budget reports which were approved at those meetings for further details. However, I would draw attention to the following:

1. Income from fishing rights is projected at a negative income £1,678 compared with original budget of £1,500. This was previously raised but to re-iterate this is due to an accruals adjustment relating to 2023/24 and separately one of the clubs relinquishing their rights resulting a further adjustment against prior year invoices at year end.

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.

2. Whilst provisional outturn for 2023/24 is below the projected estimates a portion of the underspend relates to budget lines which the Council has not needed to utilise this year due to careful asset management, projects which are either in progress or have been delayed or lines which are included in the budget to save for future expenditure.

As part of the year end process sums have been transferred to earmarked reserves to allow for expenditure in relation to these items. However, in accordance with proper accounting practice these transfers are from the general fund to the earmarked reserves and are not shown against the cost centres.

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 March 2024.

Annual Budget - By Committee (Actual YTD Month 12)

Note: Climate, Biodiversity & Planning Committee, 4 June 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
<u>Climate,Biodiversity &Planning</u>										
<u>206</u>	<u>WITNEY COUNTRY PARK</u>									
1030	FISHING RIGHTS	1,450	700	1,500	-1,678	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
	Total Income	1,450	1,646	1,500	322	217	0	978	0	0
4001	SALARIES	27,852	19,573	32,410	31,513	31,364	0	33,539	0	0
4002	ER'S NIC	2,861	1,925	3,217	3,094	3,700	0	3,348	0	0
4003	ER'S SUPERANN	6,044	4,222	7,033	6,806	6,806	0	7,239	0	0
4007	PROTECTIVE CLOTHING	0	392	400	300	400	0	400	0	0
4008	TRAINING	0	0	0	60	0	0	0	0	0
4026	BOOKS/PUBLICATIONS	20	39	100	9	100	0	100	0	0
4036	PROPERTY MAINTENANCE	100	548	500	4,361	5,000	0	2,000	0	0
4038	OTHER MAINTENANCE	0	188	0	208	12	0	0	0	0
4040	ARBORICULTURE	2,400	857	1,000	2,850	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	4,861	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	126	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

Continued on next page

Annual Budget - By Committee (Actual YTD Month 12)

Note: Climate, Biodiversity & Planning Committee, 4 June 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
4891	AGENCY R/C (TO 30/09/22)	3,161	3,161	0	0	0	0	0	0	0
4892	C/S STAFF RCHG	2,068	1,732	2,246	2,053	2,066	0	2,304	0	0
4893	C/S O'HEAD RCHG	574	567	647	811	640	0	652	0	0
4894	GROUNDST STAFF RECHARGE	0	399	1,683	874	566	0	1,822	0	0
4895	GROUNDST O'HEAD RECHARGE	0	207	622	895	850	0	776	0	0
4896	MTCE STAFF RECHARGE	0	3,232	23,179	16,717	15,196	0	22,790	0	0
4897	MTCE O'HEAD RECHARGE	0	509	2,269	1,899	1,688	0	2,056	0	0
4899	DEPOT REALLOCATION	0	0	2,422	5,332	6,856	0	4,156	0	0
	Overhead Expenditure	81,004	67,316	94,728	85,683	97,666	0	99,432	0	0
	206 Net Income over Expenditure	-79,554	-65,670	-93,228	-85,361	-97,449	0	-98,454	0	0
6000	plus Transfer from EMR	0	0	0	1,000	0	0	0	0	0
	Movement to/(from) Gen Reserve	(79,554)	(65,670)	(93,228)	(84,361)	(97,449)		(98,454)		
403	<u>PLANNING</u>									
4892	C/S STAFF RCHG	22,747	19,054	24,705	22,580	22,728	0	25,342	0	0
4893	C/S O'HEAD RCHG	6,312	6,232	7,117	8,924	7,639	0	7,170	0	0
	Overhead Expenditure	29,059	25,286	31,822	31,504	30,367	0	32,512	0	0
	Movement to/(from) Gen Reserve	(29,059)	(25,286)	(31,822)	(31,504)	(30,367)		(32,512)		
	Climate,Biodiversity &Planning - Income	1,450	1,646	1,500	322	217	0	978	0	0
	Expenditure	110,063	92,602	126,550	117,187	128,033	0	131,944	0	0
	Net Income over Expenditure	-108,613	-90,956	-125,050	-116,865	-127,816	0	-130,966	0	0
	plus Transfer from EMR	0	0	0	1,000	0	0	0	0	0

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Annual Budget - By Committee (Actual YTD Month 12)

Note: Climate, Biodiversity & Planning Committee, 4 June 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
Movement to/(from) Gen Reserve	<u>(108,613)</u>	<u>(90,956)</u>	<u>(125,050)</u>	<u>(115,865)</u>	<u>(127,816)</u>		<u>(130,966)</u>		
Total Budget Income	1,450	1,646	1,500	322	217	0	978	0	0
Expenditure	110,063	92,602	126,550	117,187	128,033	0	131,944	0	0
Net Income over Expenditure	<u>-108,613</u>	<u>-90,956</u>	<u>-125,050</u>	<u>-116,865</u>	<u>-127,816</u>	<u>0</u>	<u>-130,966</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	0	0	1,000	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(108,613)</u>	<u>(90,956)</u>	<u>(125,050)</u>	<u>(115,865)</u>	<u>(127,816)</u>		<u>(130,966)</u>		

8.5	WTC/073/24	Plot Ref :- 24/01154/HHD	Type :- HOUSEHOL
	Applicant Name :- .		Date Received :- 22/05/2024
	Parish :- WEST		Date Returned :-
	Location :- 59 THORNEY LEYS	Agent	
	THORNEY LEYS		
	Proposals :-	Erection of single-storey first floor extension over garage (resubmission following 18/03126/HHD).	
	Observations :-		
8.6	WTC/074/24	Plot Ref :- 24/01204/HHD	Type :- HOUSEHOL
	Applicant Name :- .		Date Received :- 22/05/2024
	Parish :- WEST		Date Returned :-
	Location :- 1 DONNINGTON CLOSE	Agent	
	DONNINGTON CLOSE		
	Proposals :-	Installation of side dormer to create en-suite.	
	Observations :-		
8.7	WTC/075/24	Plot Ref :- 24/01102/HHD	Type :- HOUSEHOL
	Applicant Name :- .		Date Received :- 22/05/2024
	Parish :- CENTRAL		Date Returned :-
	Location :- 70 DARK LANE	Agent	
	DARK LANE		
	Proposals :-	Remove existing polycarbonate roof and glazing from existing conservatory and build up walls in rendered blockwork with low level brickwork retained. Replace roof structure with timber trusses and concrete tiles to match existing main roof.	
	Observations :-		
8.8	WTC/076/24	Plot Ref :- 24/00940/LBC	Type :- LISTED BUI
	Applicant Name :- .		Date Received :- 22/05/2024
	Parish :- SOUTH		Date Returned :-
	Location :- 45 CORN STREET	Agent	
	CORN STREET		
	Proposals :-	Internal and external alterations to include erection of rear ground floor extension to existing shop, together with construction of a first floor extension to the existing maisonette along with a modified external stair case. Removal of garage and conversion of outbuildings to create a one bedroom single storey dwelling.	
	Observations :-		
8.9	WTC/077/24	Plot Ref :- 24/01307/HHD	Type :- HOUSEHOL
	Applicant Name :- .		Date Received :- 22/05/2024
	Parish :- NORTH		Date Returned :-
	Location :- 117 SCHOFIELD	Agent	
	AVENUE		
	SCHOFIELD AVENUE		
	Proposals :-	Erection of a single-storey rear extension.	
	Observations :-		

Minute Ref 9

Tue 4 June 2024

District Ref

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

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GRANTED PLANNING PERMISSIONS

E WTC/008/24	Approved	UNIT R2 MARRIOTTS WALK
E WTC/009/24	Approved	UNIT 1 CRANBROOK COURT
E WTC/021/24	Approved	MYSTORE SELF STORAGE
E WTC/029/24	Approved	WESLEY WALK
E WTC/032/24	Approved	1 WESLEY WALK
E WTC/033/24	Approved	UNIT 1 CRANBROOK COURT
E WTC/034/24	Approved	FIELD VIEW
E WTC/038/24	Approved	9 MILLERS MEWS
E WTC/039/24	Approved	80 ABBEY ROAD
E WTC/041/19	Approved	3 WOODSTOCK ROAD
E WTC/042/24	Approved	4 CENTENARY WAY
E WTC/043/24	Approved	163 VANNER ROAD
E WTC/044/24	Approved	MCDONALDS RESTAURANT
E WTC/045/24	Approved	2 CURBRIDGE ROAD
E WTC/048/24	Approved	61 WOODSTOCK ROAD
E WTC/049/24	Approved	86 COLWELL DRIVE
E WTC/050/24	Approved	MEADOW COTTAGE
E WTC/054/24	Approved	74 WEST END
E WTC/055/24	Approved	15 WINFIELD ROAD
E WTC/056/24	Approved	24 DAVENPORT ROAD
E WTC/057/24	Approved	27 BROADWAY CLOSE

NOTIFICATIONS OF PLANNING DECISIONS FROM West Oxfordshire District Council

Minute Ref 9

Tue 4 June 2024

District Ref

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

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GRANTED PLANNING PERMISSIONS

E WTC/058/24	Approved	39 EARLY ROAD
E WTC/061/24	Approved	ASH CLOSE HOUSE
E WTC/062/24	Approved	50 VALENCE CRESCENT
E WTC/091/23	Approved with Conditions	LAND WEST OF WITNEY

OTHER PLANNING DETAILS

WTC/003/24	Withdrawn	35 - 37 WOODGREEN
WTC/053/24	Withdrawn	87 CORN STREET
WTC/067/24	Withdrawn	34 HIGH STREET

CLIMATE, BIODIVERSITY & PLANNING COMMITTEE

Date: Tuesday, 4 June 2024

Title: CoHSAT Oxford Traffic Filters Meeting

Contact Officer: Deputy Town Clerk

Background

At the Council meeting held on 15 April 2024, Members received a verbal report from the Leader regarding a request from CoHSAT (Coalition for Healthy Streets and Active Travel) to facilitate an awareness meeting between CoHSAT and the residents of Witney regarding the “Traffic Filters” which were being introduced in Oxford during the Autumn; these would require many people who drive vehicles into Oxford to make changes to their route. This would be a chance to receive information at a free, ticketed event and was not a consultation event.

There were further discussions by this Committee at the meeting held on 23 April 2024,

There were reservations as this would not be a Town Council event. Members wished it be clear that the scheme was that of Oxfordshire County Council and the importance for residents to be aware of this, some members therefore thought that hosting in a town council building such as the Corn Exchange may cause confusion whereas Burwell Hall would give a community feel to the presentation.

Members also discussed the potential attendance of such an event and would welcome as high attendance as possible. The Chair asked that Officers review available dates and venue options.

A member raised his lack of knowledge of the scheme and asked that further information be circulated by Officers.

Resolved:

- 1. That, further information be circulated by Officers to update Members on the scheme and,*
- 2. That, Officers work with the Leader and Chair of the Climate, Biodiversity & Planning Committee to find a suitable date and venue.*

Current Situation

Further information was circulated to Members by the Committee Clerk/Senior Administrative Officer after the meeting.

Following discussion with the organisers of the event regarding venue and volunteer availability, the event has been scheduled for Thursday 27th June in the evening at the Corn Exchange.

The event will be ticketed (free) via the Council’s online ticketing provider and communications will be issued in the coming days.

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.

The County Council's Oxford Traffic Filter Scheme has a positive environmental impact. However, there is no direct impact on the decision to hold a meeting to inform residents.

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.

There is a risk that the meeting, although only facilitated by Witney Town Council, may be received negatively.

Financial implications

Described here or as stated in the report above.

- Subsidised hire of the Corn Exchange Main Hall (agreed in principle – referred to the Policy, Governance & Finance meeting on 10 June for note).
- Officer time in facilitating and assisting in promotion of the event.

Recommendations

This report is for information only and Members are invited to note its content.

CLIMATE, BIODIVERSITY & PLANNING COMMITTEE

Date: Tuesday, 4 June 2024

Title: Lake & Country Park – Operational Update

Contact Officer: Biodiversity & Green Spaces Officer

Background

The Town Council has an active Management Plan and is using it to guide and support the Council's aim to increase biodiversity across the Country Park and all its other holdings.

Current Situation

This is a list of the main actions carried out by the Green Spaces team.

- Liaising with the Allotment Association Rep to install the dual use shed – for volunteers and allotment users;
- Investigating the pros and cons of turning the lake into a fishery;
- Installing water pollution signage at the request of the Council;
- Attending a biodiversity course;
- Commissioning a Stone wort survey;
- Inducting and in-house training of the new Green Spaces operative – ongoing;
- Sign off on the entrance signs – anticipated installation 20 June;
- Installation of rubbing posts;
- Working with the 'Witney Shed' to mount x12 'look at nature' information boards;
- Training – intensive first aid course;
- Researching the need for lifebuoys in the meadow due to water levels;
- Reviewing Management plan;
- Siting of x3 owl boxes;
- X4 rubbing posts installed in Snipe Meadow;
- Management work on WW2 pill box on Mill Meadow;
- Installed a fishing sign at border of Nature area on the Lake;
- Soil sampling with Freshwater Habitats trust on Mill and Snipe Meadows (this work is funded by a £9,400 grant from the Freshwater Habitats Trust, supporting nature-based solutions for wetland creation and grassland restoration). The continuing work here is part of the Management Plan.
- Tidying coppice area on Mill Meadow;
- Removal of bramble on Curbridge Roundabout in preparation for September wildflower seeding;
- Willow work on dragonfly area on Mill Meadow (this was funded from a £2,000 county councillor priority fund grant, provided by Cllr D Enright);
- Mammal raft checks on Country Park.

Environmental impact

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

All the work carried out is aimed to have a positive effect on biodiversity.

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.

All risks both financial and practical are always considered when carrying out any work and only after confirmation the Council has the time, money, and resources to achieve the objective will it then be included in the Management Plan.

Financial implications

Described here or as stated in the report above.

- Always working within the agreed budgets available.

Recommendations

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

1. Councillors are invited to come and see for themselves the work and benefits achieved so far.

CLIMATE, BIODIVERSITY & PLANNING COMMITTEE

Date: Tuesday, 4 June 2024
Title: Witney Lake – Request to Register as a Fishery
Contact Officer: Biodiversity & Green Spaces Officer

Background

Witney Angling Society has held an agreement with the Town Council since 1991 to fish the lake, and over that time has assisted to maintain and develop the fishing “swims”. They have also donated 2 life rings for public use as needed around the lake.

Current Situation

The group has decided they would like to register as a fishery to enable support from the Environment Agency and to better protect fish stocks in the Lake.

Below is the process they are following:

For the first stage of formalising the lake as a ‘fishery’ the club will need to complete a fishery registration with FHI/CEFAS – go to:

[Form RW1 : Application to register as a fishery or cropping water - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/form-rw1-application-to-register-as-a-fishery-or-cropping-water).

Then, they’ll need to apply to the EA for a ‘site permit’.

[Application for a Live Fish Movements Site Permit \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/guidance/apply-for-a-live-fish-movements-site-permit)

Letter from the Chairman of the Angling Club:

To whom it may concern,

I am writing as Chairman of Witney Angling Society to express the Society's interest in registering Ducklington Lake as a fishery with the Environment Agency.

As an angling club we are trying to provide first-class fishing for our members, and by completing the registration process we would be legally allowed to stock the lake with fish, improving both the fishing and the wider biodiversity of the lake and country park.

Being bordered by the river Windrush on one side and the Brook on the other is partly what makes the lake so special, but as evidenced by the recent continuing high water levels it also makes it susceptible to flooding.

In winter this may not be so much of a problem for the fishing, but in the big summer floods of 2007 the lake lost 95% of its fish stocks into the river. In the intervening years the lake has very slowly recovered to where it is now, but for a long time it was not worth fishing at all and the club was in serious danger of folding. As of today the club is in a good position, but we are entirely dependent on having good fishing to attract members.

Without having the necessary permissions in place to add fish stocks to the lake, should a serious flooding event happen again then the future of the club will be in serious doubt. Being that we are now nearly into May and the river is still so high that it is flooding into the lake, we feel this issue is getting more and more pressing, and given the weather predictions for the future we feel this will only increase with time.

Even without the flooding issue being able to add fish to the lake will only improve the services we can offer to our members, and hopefully attract more local people to use the park, and to maybe discover the joy of angling.

I have spoken with the council's Biodiversity officer, Carl Whitehead, and he is very supportive of this proposal. As a society we would very much like to work with the council to make this happen, so that we can continue to provide a good amenity for local people, and to help towards making the lake and country park as wildlife-rich as possible.

With thanks and best wishes,

Witney Angling Society Chairman

Environmental impact

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

This action will improve the overall biodiversity of the lake.

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.

There is no risk to the Council in applying for this status.

Financial implications

Described here or as stated in the report above.

➤ There are no financial implications to the Council.

Recommendations

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

1. The request from Witney Angling Society to register Witney Lake as a fishery.

CLIMATE, BIODIVERSITY & PLANNING COMMITTEE

Date: Tuesday, 4 June 2024

Title: Lake & Country Park Management Plan

Contact Officer: Biodiversity & Green Spaces Officer

Background

As part of the Open Spaces Strategy, it was agreed the Lake & Country Park needed a Management Plan and so since July 2022, when the B&GSO started at Witney Town Council, he has been collecting the required information to create a 10-year plan.

Current Situation

The Plan is now a live document and will be used and adapted if required over the coming years.

Environmental impact

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

The aim is to significantly increase biodiversity within the Country Park and across all the town council holdings.

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.

All risks will be considered when fulfilling the Management Plan.

Financial implications

Described here or as stated in the report above.

- A budget is set for what is required to complete any works within the Management Plan as well as some which could benefit from external funding and also a wish list should further council funding become available.

Recommendations

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

1. Read the Management Plan.
2. Consider if it fulfils the requirements of the Open Spaces Strategy
3. Be aware that the full appendix runs into hundreds of pages and is available should clarification be needed for any part of the Management Plan.

WITNEY LAKE AND COUNTRY PARK MANAGEMENT PLAN SUMMARY 2024-2034



Written by Carl Whitehead, Biodiversity and Green Spaces Officer

April 2024

Contents

Where are we now?

- Introduction
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- The Country Park Today
- Legal Compliances and Policy Context Frameworks
- Site Description

Where do we want to get to?

- Vision
- Assessment and analysis
 - Ecology
 - Landscape
 - Management
- Visitor and Community Needs
- Management Objectives

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Finance and resources.

- Budget

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Where are we now?

Introduction

This management plan has been written by Carl Whitehead, Witney Town Council's Biodiversity and Green Spaces Officer, who has responsibility for the Witney Lake and Country Park. It has been created in response both to his employment and Witney Town Council's current Open Spaces Strategy. We also plan to recruit a Green Spaces Operative to support the B&GSO

Information from previous reports and surveys has been utilised in the writing of this plan, including the previous management plan written by Adrian Shaw in 1995. The 1995 plan was actioned for the period of both Adrian's employment and that of his successor, Nigel Boden, but the Lake and Country Park was without formal management between December 2004 and July 2022. A number of the aims and objectives in the 1995 plan have been incorporated into this updated plan. It is anticipated that the current management plan will become live from 1 April 2024. After this, it is expected that the document will be regularly reviewed with a yearly re-evaluation of its aims and objectives to ensure that it continues to provide a working and relevant framework for the Park's management.

The following habitats found at the Country Park are considered to be Habitats of Principal Importance (HoPI) for the conservation of biodiversity in England under Section 41 of the Natural Environment and Rural Communities (NERC) Act 2006 and are important components of the biodiversity resource of the Lower Windrush Valley:

- The Lake (a eutrophic standing body of water)
- The pond on Snipe Meadow (a freshwater pond)
- The broadleaved woodland fringing the Lake's eastern bank (a wet woodland)
- The remainder of the broadleaved plantation woodlands (lowland mixed deciduous woodland)
- The River Windrush and Emma's Dyke (water courses)

A study by the Lower Windrush Valley Project and Pond Conservation (now Freshwater Habitats Trust) in 2004 recorded 110 bird species, 80 species of invertebrates and 52 different wetland plants on the site. Over the past two years, the meadow and grassland have been managed with the aim of increasing biodiversity and work has been undertaken to commission new reports and surveys to provide updated baseline data (see detailed list below).

Management Reports and Surveys

1995	Management plan by Adrian Shaw
2001-2023	Water level monitoring by Smiths
2004	Lower Windrush Valley Project ecological assessment on Pit 37
2005	Windrush in Witney, Recommendations

2017	Site review by Continental
2021	Phase 1 habitat survey by Dr Frank Lucas
2023	Lake water quality assessment by Dr Mike Bowes
2023	Lake survey by Dr Robert Aquilia
2023	Ariel survey of Snipe Meadow by Smiths
2023	Bathymetric survey of Lake by Smiths
2023	Arachnid & invertebrate survey of Snipe Meadow by Lawrence Bee
2023	Arachnid & invertebrate survey of Mill Meadow by Lawrence Bee
2024	WODC Local Nature Recovery Plan

The Country Park Today

The Country Park attracts a wide range of users including (but not limited to):

- Walkers
- Dog walkers
- Runners
- Fisherman
- Cyclists
- Photographers
- Parents/carers and children
- Geocachers
- Community groups such as Nature Now

The Country Park currently has the following amenities:

- Information and interpretation boards (those installed between 1997 and 2004 need updating/replacing)
- Dog bins both general rubbish and re-cycle
- Waste bins
- A defibrillator
- Cycle racks.
- Life rings
- Benches; both seating and picnic
- Fishing platforms (including two disabled access platforms)
- Quarter mile marked one mile running/walking circuit

Since Carl Whitehead was employed in July 2022, the following projects have been undertaken/completed on the Country Park:

- Bank stabilization (ongoing) 60m so far
- Replacement dog bin installation (ongoing) X6
- Life ring installation with funding from Witney Angling Society (ongoing)
- Fence replacement and new fence installation (ongoing)
- Planting 200 meters of native hedgerow including oak standards every 8 meters with funding from the Woodland Trust
- Hedge management (ongoing)
- Bird box building including three owl boxes built by the Witney Shed
- A tern raft built with the support of the Witney Shed and installed

- Re-furnishment of WW2 pill box on Mill Meadow including the installation of an information panel
- Installation of new safety and information noticeboards
- Creation of a one-mile marked running/walking circuit
- Installation of a new 12ft field gate and installation of a re-furbished 12ft gate
- General maintenance including paths and overhanging branches/vegetation clearance.
- Removal of 5 tonnes of Himalayan Balsam from water courses and around the Lake
- Creating a fenced area within the nature reserve to provide a safe nesting area for the Lake's swans.
- New entrance gate at Mill Meadow
- Mill Meadow cut and collect and Flail of Snipe meadow.
- X12 wildlife rubbing posts & X12 look out for nature signs installed around Lake and Country Park
- Installed X2 re-cycled plastic benches and X1 recycled picnic bench on lake side
- Entered into a partnership with Natural England and Freshwater Habitats Trust, Nature based Solutions program to manage parts of the Two meadows we look after to preserve and increase biodiversity (report in Appendix)
-

Legal Compliances and Policy Context Frameworks

The management of the Lake and Country Park is subject to a number of legal provisions and statutory obligations. These include:

- Statutory Instrument 2004 No.118 Prescribed Descriptions (England) Order 2004 (established statutory crime and disorder strategies)
- The Local Government Acts 1972, 1999 (established Best Value Authorities) and 2000 (established promotion of economic, social or environmental well-being)
- The Local Government and Rating Act 1997
- The Dogs (Fouling of Land) Act 1996
- The Environmental Protection Act 1990
- The Litter Act 1983
- The Public Health Acts 1848 to 1875
- The Enclosure Act 1845

In addition, a number of local policies need to be considered including:

[Witney Town Council Open Spaces Strategy](#)

Review of Biodiversity Opportunities in the Windrush Valley:

https://www.oxfordshire.gov.uk/sites/default/files/file/countryside/smreview_of_biodiversity_opportunities_in_the_lower_windrush_valley.pdf

West Oxfordshire Local Plan:

<https://www.westoxon.gov.uk/media/feyjmpen/local-plan.pdf>

Site Description

The Lake is a flooded gravel pit (known as Pit 37) and was dug initially for use in the construction of the A40 Witney bypass in the mid-1970s. It was purchased by Witney Town Council in September 1988. Today the Lake and Country Park covers 91.5 acres (37 hectares) and comprises, the Lake (which has a depth of up to 5.1 meters and is eutrophic), a traditional hay meadow (Mill Meadow) and a wet grassland (called Snipe Meadow and originally another quarry site). The distance around the Lake measures 1.8 kilometres (approximately 1.1 mile), it has an area of approximately 83,000m² and a volume of 277,493,000 litres. The hay meadow and the grassland are located between tributaries of the River Windrush. The southern end of the Lake is set aside as a nature reserve, with the northern end being designated for leisure activities such as fishing. The grazing land to the east and north of the Park was classified as being an Environmentally Sensitive Area by Natural England following the introduction of the scheme in 1987. To the west, the Park is bordered by an area of small paddocks and allotments, behind which is the village of Ducklington. The site stands at around 80 meters above sea level.

The Lake

The Lake is triangular in outline and bounded to the east by the River Windrush and the west by Emma's Dyke. Neither of these connect directly to the Lake, but they provide groundwater feeds and contribute to floodwaters in extreme conditions. The Lake is partially divided into two by a promontory supporting overhead power cables. The promontory marks the start of the nature reserve area. The entire Lake is tree lined with regular, but small, open areas allowing access for angling 'swims' and dog walkers. The promontory is cordoned off with the shoreline to the northeast also being inaccessible.

Mill Meadow

Mill Meadow comprises 4.9 hectares which includes a wet area of 1.944 hectares, 0.0801 hectares of which is currently fenced. The meadow is a semi-improved neutral grassland, floodplain meadow which was grazed ten years ago. There is a public footpath (No:410/15/10) which transects the meadow and connects the Country Park to Langel Common. We will also utilise a grant from Councillors Priority Fund (£2000) to create a Dragonfly area within the meadow

Snipe Meadow

Snipe Meadow comprises 6.399 hectares which includes several ephemeral ponds. A footpath (No:194/3/10) crosses the eastern edge of the meadow. The main field is a semi-improved neutral grassland, largely dominated by coarse grasses including tall fescue, tufted hair-grass, Yorkshire fog, timothy, common bent, false oat-grass, cock's-foot and hard rush covering approximately 5.93 hectares. Within this area, a

small clump of approximately 0.46 hectares of tall ruderal vegetation has also been established. The remaining areas of the meadow are dominated to a varying degree's by broadleaved herbs including meadowsweet, greater plantain, creeping thistle, creeping cinquefoil and red clover with a further scattering of tall ruderals including common nettle, hogweed and occasional hemlock.

In the north-west corner of the site bounded by the Windrush to one side, there is a small outlier area of approximately 0.12 hectares, which in addition to the coarse grasses listed previously, contains cleavers, broad-leaved dock, creeping buttercup and occasional spear thistles and cut-leaved cranesbill. The western edges of both the main meadow and the smaller outlier area are dominated by a five- to fifteen-meter-wide band of tall ruderal vegetation including common nettle, great willowherb and Himalayan balsam, with hogweed and occasional purple loosestrife, meadowsweet, a comfrey species and a sedge species.

Towards the centre of the meadow at NGR SP 36043 08479 is the largest of the ephemeral ponds. It is kidney-shaped and covers approximately 0.013 hectares. When it was last surveyed in July 2021, the pond was holding shallow water to a depth of approximately 20 centimetres which suggests that it may be a viable long-term reservoir for aquatic flora and fauna. Emergent species were noted as including amphibious bistort and a sweet-grass, with a fringe of silverweed, hard rush and a sedge species.

Where do we want to get to?

Vision

The vision for Park is: 'To work with the community to create a world class, vibrant and safe country park that promotes, health and wellbeing, biodiversity, education, and is accessible to all. 'To achieve high quality green spaces across Witney, including spaces that are nationally recognised for their quality and attractions'. The management of the country park contributes towards achieving this aim.

The Country Park needs to be managed over the long term in such a way as to conserve and enhance its biodiversity, whilst respecting and maintaining the amenity value of the site. Management should contribute to the delivery of the Oxfordshire Nature Recovery Network by taking account of the geographic location in the Lower Windrush Valley. The most effective way to achieve consistent long-term management will be through an integrated management plan with widespread support from stakeholders.

The meadows are the largest single components of the site. The current condition suggests that they have had no recent management. They are now dominated by dense tussocks and mats of coarse grasses and rushes, together with scattered invasive tall ruderal species including common nettle and creeping thistle. This is typical of habitat of this type once traditional management by mowing and/or grazing has ceased. It generally leads to a loss of biodiversity. It may be offset by reinstatement of appropriate management.

Assessment and analysis

Ecology

We need to increase the biodiversity value of the whole site and maintain any area that has a high value in that state. This will be achieved by an active work program and an annual review and, if needed a re-survey of the habitat. We will also use the biodiversity metric to calculate the Biodiversity Net Gain for our holdings to both know the “value” both financially and biologically

Landscape

We plan to improve the overall landscape value of the site where we can make changes to increase the biodiversity while still maintaining the character of the landscape.

Management

We will have a 10-year plan and program of work to improve, develop and maintain the site in its best condition and fit for purpose for the future. The plan will be used as an “organic “document and will be adapted as when needed if policies, legal requirements and needs change

Visitor and Community Needs

There is a need to have a thorough assessment of the users of the site and tie this in with the local open spaces policy and will endeavour to keep customer satisfaction at it highest by listening to their needs and implementing them where possible.

Management Objectives

The following tables detail the objectives and goals set to achieve Witney Town Council’s vision and adhere to the Open Spaces Strategy.

ACTION	HOW	RESOURCES	TIMESCALE
Bird and bat box building and siting	A 10 bird boxes have been made by the Witney Shed team and these will be sited in the appropriate areas to support and promote our diverse small bird population. They will have an entrance hole which can only be used by species smaller than Great Tits.	BGSO/Volunteers	Y1
Owl box siting	The Witney Shed team have built 3 owl boxes which will be installed in locations most likely to attract Barn Owls.	BGSO/Volunteers	Y1
Carry out Stonewort survey using boat and grapnel or snorkelling	WTC's aquatic specialist will be asked to undertake this survey	BGSO/Ecologist £1,000	Y1 To be done 12 June 2024
Develop and implement a management plan for the Witney Lake and Country Park	Ongoing and will be completed by April 2024	BGSO	Y1 WITH AN ANNUAL UPDATE AND REVIEW
1 mile running/walking circuit	The Lake has a 1-mile marked course for use by walkers and runners.	BGSO/Volunteers	Y1
Carry out a botanical survey of Witney Lake	Unless and until evidence is obtained to the contrary, Witney Lake must continue to be protected and managed as one of the foremost Lakes for aquatic plants in the Lower Windrush Valley. A full repeat of the survey undertaken in 2004 (Pond Conservation) is a priority. This survey has already been undertaken by Dr Robert Aquilia (see Appendix)	Ecologist	Y-1
Chestnut fencing installation 6 of 13 posts installed	This will be constructed at the Avenue 2 access point to the Country Park using staff and volunteers	BGSO/Volunteers	Y1

ACTION	HOW	RESOURCES	TIMESCALE
New noticeboards and interpretation signage Ordered 19/03/2024 expected del:20/05/2024	We have 3 access points onto the Country Park and would like to have a main sign and information board at the Avenue 2 entrance and a smaller noticeboard at the other access points (see Appendix for location map and board designs)	BGSO/Volunteers This action has a £7,000 budget already agreed	Y1-2
Provide information noticeboards about the effects of flea and tick treatments, requesting that recently treated dogs are not allowed into the water.	This is in action now	BGSO £300 pa	Y1-2
Update Fishing Society agreement This is with Town Clerk	The original agreement was signed in 1991 and requires a number of updates.	BGSO/SMT	Y1-2
Rubbing posts for self-guided walks as well as 12 "Watch out for nature" interpretation boards	We are looking to install approximately 12 rubbing posts and interpretation boards to create a mini safari for younger users to experience with their parents/carers	BGSO/Comms Team	Y1-2
Allow to fall or fell some trees into the Lake to provide invertebrate and fish fry habitat – trees with many small branches are preferable.	This will be a winter task	BGSO/Works Team	Y1-3
Remove shading trees from a short section of shore along the south side of the Lake where the edge is shallowest. This will encourage marginal vegetation to re-establish so long as access is prevented by fencing off the regenerating vegetation. Some planting can be undertaken to encourage a quicker result but should be as diverse as possible and not include Typha which tends to quickly dominate.	This will be an ongoing and the aim is to begin within Year 1. Turfs from the ephemeral ponds can also be used	BGSO/Works Team	Y1-5

ACTION	HOW	RESOURCES	TIMESCALE
Around the Lake there are several areas that are suitable for developing as wildflower mini meadows. These would be developed using an appropriate wildflower mix and managed in the same way as the larger meadows.	Areas would need to be prepared and an approximate seed mix chosen Pre work carried out June 2024	BGSO/Volunteers	Y1-8
Maintain Geocache sites – the Country Park is home to a number of geocache sites and the Town Council supports this activity that promotes health and wellbeing	Liaise with Geocache groups to confirm locations and routes.	BGSO/Volunteers	Y1,3,5,7,9
Enhance visitor experience	Conduct a visitor survey	BGSO/Admin Team	Y1,3,5,7,9
Support SSE to carry out tree work underneath power lines to maximise biodiversity.	We have a 3-year work program for SSE to manage all the trees under power lines that cross the Country Park. It has been agreed with SSE's contractors that use will be made of the cleared wood in other habitat creation projects	SSE Contractor	Y1,4,7,10
Carry out E-DNA testing to determine what wildlife (mainly amphibians) are present in the water bodies on site to assist with habitat maintenance and development(cost per test is around £250	Freshwater Habitats Trust (FHT) are able to supply of E-DNA tests	BGSO/Volunteers Cost of tests	Y2
Green Flag accreditation	Once we have a management plan in place, an application will be made for Green Flag Status for the Country Park	BGSO and Project Officer	Y2
Graphic Artist Walls Projects	A number of graphic artists have been given permission to use the underpass at Avenue 2 to create ad hoc artworks. Discussions have been undertaken regarding the creation of a commissioned entrance image for the Country Park	Graphic Artist £1,500	Y2

ACTION	HOW	RESOURCES	TIMESCALE
Tern raft building and siting	The building has been completed by the Witney Shed and has now being installed and we already have terns on it	BGSO/Volunteers	Y2
Open/Woodland Day to include crafts, events and experiences	A decision needs to be made about the best time of year to hold the event and contact needs to be made with local groups including the Wychwood Trust to get them onboard. Once initial temperatures have been taken, a project plan and timetable will need to be put into place.	BGSO/Comms Team/Project Officer/Volunteers	Y2 AND ONGOING
Install a deer fence and gate on peninsular to provide a barrier to stop dogs entering this area.	Installation of a 2.4 meter galvanized fence and gate.	BGSO/Volunteers £400-£500	Y2-3
Creation of a Volunteer Team to support the management of the Country Park This will be developed more once we have the new member of staff in post	Create a recruitment strategy and put a training programme in place.	BGSO	Ongoing
Apply for Investors in Volunteers (IiV) accreditation.	Once a Volunteer Team is in place and has undertaken a sufficient body of work this should be recognised with an application for IiV.	BGSO and Project Officer	Free to apply for Y2-3
Site designation for Country Park	Apply to Thames Valley Environmental Records Office (TVERC) and Beds, Berks and Oxon Wildlife Trust (BBOWT) to have the Country Park designated as a Local Wildlife site (LWS) and a Local Nature Reserve (LNR). The process could take up to a year but attainment of this	BGSO and Project Officer	Y2-4

ACTION	HOW	RESOURCES	TIMESCALE
	status will be necessary for the application of future grant funding.		
Carry out hedgerow planting and management There are a number of hedges around the Country Park that have had little management for a number of years, and we aim to lay or coppice as many as appropriate. This will not only increase the life of the hedges it will also increase the biodiversity value significantly as the hedges mature	We are looking to obtain funding to increase the number of hedgerows throughout the site. And make full use of the annual budget set by the council	BGSO/Volunteers	Y2-4
Creation and siting of floating platforms. The Lake has at present just one small floating island for birds to nest on and for young fish to use as a refuge against predation from birds such as Cormorants. We would like to have within the Lake as a whole, a number of floating platforms to provide additional habitats for the flora and fauna.	These can be made by volunteers and staff	BGSO/Volunteers,	Y2-4
Buy floating planted islands anchored offshore to offer bird nesting habitat as well as rich invertebrate habitat if the roots can grow through the platform into the water below.	These can be built by staff/volunteers and with potential funding we could be more expansive in our plans	BGSO/Works Team and contractors £11,000(Biomatrix)	Y 2-5
Reptile Hibernaculum creation	As we have Grass Snakes and a number of other amphibians present on the Country Park, we will create at selected areas, Hibernaculum's to provide breeding and hibernating habitats to allow them to lay eggs and also overwinter on	BGSO/Volunteers	Y2-4

ACTION	HOW	RESOURCES	TIMESCALE
	our site. These can be made with the help of the volunteer team		
Reinstate management of the meadow by an appropriate mowing and/or grazing regime to control invasive ruderal species and enhance its biodiversity value.	We are managing the meadows by mechanical means at present and we will also look at potential use of graziers in the future	BGSO/Contractors	Y2-5 WITH AN ANNUAL REVIEW AND IMPROVEMENTS
Creation of Otter Holts	We plan to build an Otter Holt at two locations within the Country Park. They will be made using natural wood products collected during normal management of the site.	BGSO/Volunteers	Y2-5
Running event, We are looking at the possibility of having a running event that makes use of the whole of the Country Park	Work with local running club to set a course and run the event	BGSO/Volunteers, and Local Running Club	Y3
Small mammal survey of Snipe and Mill Meadow	Use Longworth traps and ask local mammal group to assist	BGSO BBOWT	Y3
Social and Medical Prescribing, We have the opportunity to use our green spaces as part of a plan to improve both the mental and physical wellbeing of people that are referred to us	Contact local GP's and support groups and offer the use of the Country Park as a venue for physical and mental therapy	BGSO and Project Officer	Discussing with Nature Now team Y3-4
Increase perimeter complexity by creating small promontories from the bank in the northeastern side where access is not public.	These should slope gently into the water at the end to provide shallow submerged habitat for plants and emergent bank for wildfowl nesting	BGSO/Works Team and Contractors	Y3-5

ACTION	HOW	RESOURCES	TIMESCALE
<p>Create a submerged promontory or shelf.to recreate the habitat suitable for stoneworts A submerged shelf or promontory is suggested being built out from a point opposite the existing promontory. This is the easiest access point for vehicles being at the end of a concrete track and free of existing vegetation.</p>	<p>Gravel should be deposited to a depth of 20cms below low water. Ideally once deposited, a channel should be created to prevent access from the shore. If stonewort's are still present, they should colonise quickly from dispersing oospores We are also looking at other areas of the Lake to site this habitat</p>	<p>Biodiversity and Green Spaces Officer (BGSO)/ Works Team/ Contractor 50 Tonne 5-10mm gravel @ £800;00 per 10 tonne</p>	<p>Y3-5</p>
<p>Car Parking Requirements The Country Park suffers greatly from a lack of car parking locations and as an ongoing process</p>	<p>we will be looking to facilitate partnerships with WODC, local businesses and even potentially purchasing/leasing land to create our own car park.</p>	<p>BGSO/WTC</p>	<p>Y3-6</p>
<p>Installation, repair and replacement of Gates/Styles We have over a dozen both metal and wooden gates around and at the entrances to the country park. It has been a number of years since the they have been either serviced, repaired, or replaced if needed. This work is of high priority to provide security and access to areas within the Country Park</p>	<p>We have an ongoing repair and maintenance program for all our gates</p>	<p>BGSO/Volunteers Gate-4ft =£82:00 Gate 10ft = £145:00</p>	<p>AS NEEDED</p>
<p>Path repair/Maintenance We have many paths within the park, and they include grass and ballast pathways.</p>	<p>To maintain the grass paths a structured mowing regime is needed and the Ballast pathway around the Lake needs consistent annual maintenance, as I want to try and maintain this as a DDA access for all compliant pathways.</p>	<p>BGSO/Volunteers and works team</p>	<p>AS NEEDED</p>

ACTION	HOW	RESOURCES	TIMESCALE
Hedgelaying around the Country Park	We have 150 metres of laid hedge within the Country Park and this was planted in 2014, there are also a number of gaps within this hedgerow, and we will be filling those gaps to create a continuous green corridor along the Lake pathway. We also have 200m of new hedge planted by volunteers on Snipe Meadow we are also looking at other areas which through potential funding we could create more hedgerows.	BGSO/Volunteers	£4;00 per metre for rows and infill AS NEEDED
Public Outreach	Maintain an active social media Presence and update pages on a regular basis	BGSO/Publicity Officer	As Needed
Obtaining Grant Funding FHT grant application agreed £9,405.60 for 10 years of management of Snipe and Mill Meadows £2000:00 from Councillor Fund 2/3 total cost of £1428 for hedgerow products paid for by Woodland Trust	There are a number of environmental grant funders that we can apply to for support with identified projects within the country park and working with the project officer we will optimise these opportunities.	BGSO and Project Officer	ONGOING
Corporate Volunteering and support	We are planning to invite local businesses to both support financially and through staff involvement the development and management of the Country Park	BGSO/ Admin Team	ONGOING
Bank Stabilisation Program	We have carried out 60m of bank stabilisation and will do another 60 m in the near future and then assess the need to do more once a Biodiversity Action Plan is drawn up	BGSO/Volunteers Ongoing funding is in place to carry out annual work around the Lake	ONGOING

ACTION	HOW	RESOURCES	TIMESCALE
Boat Work	We have a ridged boat with an outboard motor that can be used for surveys and management of the Lake	BGSO/Volunteers	ANNUAL
Academic projects	We have a link with Oxford Brookes Collage and the team carrying out the Environmental Consultancy module of their degree. We have provided a number of projects which are reviewed each year for the students to choose from	BGSO	YEARLY
Nature Now and Forest School Projects This has been renewed for 2024/25	Witney has a strong commitment to developing the younger members of the town to have a love for the natural world they live in and so WTC have partnered with the local "Nature First" team to offer training and experience days for both young people and the people who care for them	BGSO/Volunteers	£2,400 for X6 sessions YEARLY
We want to start a programme of talks from local experts on a number of environmental subjects such as, birds bats moths etc:	There are a number of local speakers who will willingly carry out talks for both a younger and older audience	BGSO/Volunteers and Local Experts	YEARLY
Review of Biodiversity Opportunities in the Lower Windrush Valley, Conservation Enhancements for Other Habitats and Features, LWVP (2020) suggests a number of ways that the biodiversity of the Lake and Country Park might be increased. Any uptake of these suggestions should be reported to the Lower Windrush Valley Project. These could include, but are not limited to:	Measures to enhance the river corridors for water voles and otters.	BGSO/Works Team 1.5K	ANNUAL
	Pollarding of willows along the river corridors to reduce shading and encourage bankside vegetation.	BGSO/Works Team	ANNUAL
	Installation of bird and bat boxes into the young woodland areas to create nesting and roosting sites where few currently exist.	BGSO/Volunteers £300-£500pa	Y1-2
	Planting of new species-rich hedgerow(s)	BGSO/Volunteers Grant Funding	Y2-10

How will we get there?

Removal and Control of Invasive Species

Schedule 9 Species (including invasive non-native and licensed release only species) Overview Section 14 of the Wildlife and Countryside Act 1981 ('the Act') seeks to prevent the release into the wild of certain plants and animals which may cause ecological, environmental, or socio-economic harm. To achieve this, it makes it an offence *inter alia* to plant or otherwise cause to grow in the wild in Great Britain any species of plant listed in Schedule 9 to the Act.

Himalayan balsam is widespread across the site and in the wider Lower Windrush Valley Project area, on the fringes of the watercourses and in areas dominated by tall ruderal vegetation. At present there is no agreed best course of action to eradicate it, and any local attempt to eradicate it at Witney Lake and Country Park is certain to fail because of the prevalence of the species in the wider landscape. If a landscape-scale initiative to eradicate this species is initiated, then local measures should be taken to support the initiative. Meanwhile contractors operating on the site should be required to observe biosecurity measures to prevent the spread of Himalayan balsam from the site, notably the effective cleaning of equipment and clothing to prevent seeds or fragments of the plant being transferred to other sites.

Nuttall's pondweed appears to be well established in Witney Lake having been recorded in the present survey and previously in the Pond Conservation (2005) survey. As with Himalayan balsam it is likely that this species is prevalent across the Lower Windrush Valley Project area and any local attempt to eradicate it is likely to fail. If a landscape-scale initiative is initiated then local measures should be taken to support it, and in the interim, contractors operating on the site should be required to observe biosecurity measures to prevent its spread through the effective cleaning of equipment and clothing.

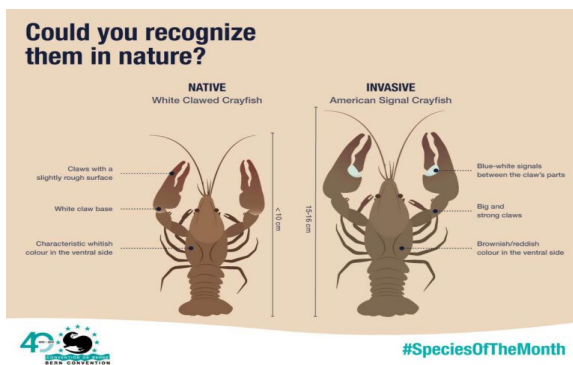
The presence of **Chalara ash dieback** in trees around Witney Lake and Country Park Nature Reserve requires further investigation and monitoring to ensure that dead or dying trees do not become a danger to visitors. Forest Research advise that 'With the exceptions of felling for public safety or timber production, we advise a general presumption against felling living ash trees, whether infected or not. This is because there is good evidence that a small proportion will be able to tolerate *H. Fraxinus* infection. There is also the possibility that a proportion of ash trees can become diseased, but then recover to good health. These, too, would be valuable for our research, although it is still too early to know whether there are such trees in the British ash population'. For further information see

Ragwort is a native species of the British Isles. It is a specified weed under the Weeds Act 1959. It contains toxins which can have debilitating or fatal consequences, if eaten by horses and other grazing animals. Ragwort is less likely to be rejected by stock if dried and contamination of forage (hay, haylage and silage) is a particular problem. Humans may be at risk from ragwort poisoning through direct contact (eg, hand pulling) or the consumption of contaminated food. We have mainly the Oxford Ragwort on our sites.



Oxford ragwort (pictured left) is easily distinguished from common ragwort when in flower because it has loose, spreading flower heads, while common ragwort's flowers are densely packed in tight umbel-like corymbs. The leaves of common ragwort are usually darker and more glossy and tough than those of Oxford Ragwort.

Ragwort also has a very positive side for biodiversity in that it is the larval food source for the Cinnabar Moth (pictured right).



Signal crayfish is an invasive aquatic species, are present throughout mainland UK and have severe negative effects on other aquatic biota. While no effective mechanism for their eradication exists, control attempts often make use of removal by trapping. We had a company that dealt with the removal and disposal of Crayfish but due to EU law this is now not possible.

Giant hogweed (*Heracleum mantegazzianum*) is a plant in the Apiaceae family (previously known as the Umbelliferae). This family includes some well-known plants such as parsley, carrot, parsnip, cumin and coriander.



Poison hemlock, *Conium maculatum*, is a member of the plant family Apiaceae, which contains a few important vegetable crops such as carrots, celery, and parsnip, and herbs such as parsley, cilantro, chervil, fennel, anise, dill, and caraway. It is a tall, invasive, highly poisonous weed that is sometimes mistaken for one of its crop relatives.



Mink Monitoring and control: As part of BBOWT's recent Chimney Meadows Wetland Restoration Project, They received some funding towards mink monitoring and control within the upper River Thames catchment, and this includes the River Windrush. The funding has enabled them to buy mink rafts, traps and remote trap monitoring units (Remoti), and they are looking for suitable locations to deploy them. We were asked if we would be willing to host a mink raft and ideally check them in monitoring mode (or even better - trapping mode), then we can provide you with the rafts, traps and Remoti units.

Biological Surveys

A number of Surveys have taken place to provide a baseline set of data to support and guide the development of the management of the Country Park. These are:

- Phase 1 survey of the nature reserve part of the lake and Snipe Meadow
- Witney Lake and Emma's Dyke water test
- Survey of Lake aquatic flora and fauna (see Appendix)
- Entomological survey of Snipe and Mill Meadow (see Appendix)

Wet Meadow management note

Some wet grasslands have been traditionally managed as floodplain or water meadows, and in these areas hay meadow management should be continued. Ditches and other water features are incredibly important for plants, invertebrates and amphibians and should be managed sensitively and protected from agricultural runoff. Water level management is important, in particular the maintenance of a high-water table in spring and summer, and management of winter flooding.

The Country Park comprises two meadows of differing characters, one (Snipe) is a meadow created after aggregate removal so has a "cap" of soil and therefore will lack true diversity of flora and fauna, but we will manage this in the appropriate way to maximise the potential going forward.

The other meadow (Mill) is a natural floodplain meadow and has benefited from grazing in the past. It will also have the potential for a seedbank that with correct management could be released and developed.

Finance and Resources

Budget

A budget has been agreed with the responsible Finance Officer and Head of Operations to enable all Year 1 projects set out within the Management Plan to be completed. A schedule of expenditure has been proposed for the next ten years. A number of projects within that ten years will require capital funding, but it is hoped that some of this will be secured externally via grant applications and sponsorship.

How will we know when we have arrived?

It will be necessary for detailed key performance indicators (KPIs) to be agreed by Counsellors.

However, the following are suggestions of measures of the success of the management plan:

- The attainment of LWS and LNR status for the Country Park
- Achieving a biodiversity net gain (evidenced by baseline and update surveys)
- Achieving liV status
- Being awarded Green Flag status
- Achieving a Gold award from Britain in Bloom
- Positive user feedback
- Meeting the legal criteria set out in local, regional and national green space strategies
- Delivering to budget

Monitoring and Review

The Management Plan will be a live dynamic document. It will be monitored and reviewed as set out below and any changes required will be actioned quickly and proactively in consultation with the relevant stakeholders.

- Weekly monitoring by the BGSO to inform schedule of works
- Quarterly overview carried out by the BGSO, Head of Operations and relevant stakeholders to ensure timeframes and budgets are being met.
- Annual review by BGSO and all relevant stakeholders to ensure the plan continues to be relevant and to deliver its stated aims.

Appendices

[Paper copies of these documents will be attached to the final Management Plan]

- Tenancy Agreement of Fishing Rights on the Lake at Witney Oxfordshire (being updated and with Town Clerk at present)
- Open Water Policy
- Metal Detecting Policy
- Tree Policy (awaiting agreement)
- Volunteer Policy (awaiting agreement)
- Pictures of proposed plastic furniture
- Breeding bird survey, 2023 James Curren (local Volunteer)
- Survey of Lake aquatic flora and fauna (Robert Aquilia 2023)
- Entomological survey of Snipe and Mill Meadow Lawrence Bee 2023,
- Budget: Current year budget

Freshwater Habitats Trust report on River Windrush Floodplain



Witney.docx

[Witney climate emergency presentation](#)

Here is the Nature-based Solutions story:

- [FHT is one of six pilot projects across England awarded a grant](#) by NE to deliver habitat restoration / creation in the 2023-24 financial year.
- The first year of the project is nearly complete, but NE have been successful in securing another year's funding to deliver more sites through the current six pilots.
- The interventions focus on measures that could provide carbon benefits at a landscape scale, e.g. grassland restoration, management of 'peaty pockets' (the grant's term). In our project, we've used the grant to continue our fen restoration work, to create floodplain wetlands and restore floodplain meadows.
- The grant covers the cost of capital works and the cost of management for the subsequent 10 years. Landowners are required to sign up to an agreement to take part and receive the land management payment. [Our agreement proforma is attached.](#)
- The management payment rates are based on CS:
 - £3,972 / ha for 10 years of fen management
 - £2,923 / ha for 10 years of grassland management
 - £5,076 / ha for 10 years of floodplain wetland management
- The funded sites provide research sites for NE to monitor carbon stocks and flows in the habitats over the 10-year management period. The landowner is required to sign up to giving NE permission to access the site to carry out the research.

- We have been asked to get together new sites to take forward, which is why I asked if you would be interested.
- The one limitation is that sites cannot be entered if they are in existing agri-environment scheme agreements.

Date: 29 May 2024
OCC ref: R3.0062/24

Mrs Groth
Clerk to Witney Town Council
Witney Town Council
Town Hall
Market Square
Witney
OX28 6AG

Environment and Place
County Hall
New Road
Oxford
OX1 1ND
Rachel Wileman
Director of Planning, Environment
and Climate Change

Dear Mrs Groth

Details pursuant to Condition 24 (signage) of planning permission no. (R3.0142/23) at A40/B4022 Shores Green Junction

The above has been submitted to this Council for determination.

Click the link below for submission details.

Please note that the below link is unique to you and therefore should not be shared with anyone else. Members of the public are able to make comments on the application via the council's planning applications website as set out in the county council's publicity for the application.

I should be grateful for any comments by **18 June 2024**.

NOTE Consideration of the development may take place in public and representations may be published. The proposal may be considered by the Council's Planning & Regulation Committee (Only comments relating to planning issues will be taken into account when reaching a decision).

The Town and Country Planning Act 1990 as amended requires the determination of planning applications to be a public process. The Council will make information submitted in relation to planning applications available for public inspection and so it is not possible to take into account in the determination of the application any comments which are submitted confidentially. If you wish to submit any comments regarding this application, your comments as well as your name and postal address may be disclosed to third parties including those who have submitted the planning application.

Oxfordshire County Council is a data controller for the purposes of the General Data Protection Regulation (Regulation (EU) 2016/679 of the European Parliament and of the Council dated 27th April 2016). For more details on how the Council will handle your personal information, please use the link below to access our Privacy Notice. Hard copies of this can also be provided on request:

<http://www.oxfordshire.gov.uk/privacynoticedocument>

Yours sincerely,

Anna Herriman

Anna Herriman
Senior Planner

Direct line: 07990 368235

Email: Anna.Herriman@Oxfordshire.gov.uk
www.oxfordshire.gov.uk



ACP Team
Oxford Aviation Services Ltd
Oxford Airport
Kidlington
Oxford
OX5 1RA
United Kingdom

Tel: +44 (0) 1865 290 600
Fax: +44 (0) 1865 290 605

Email: ACP@londonoxfordairport.com

Date: 24 May 2024

AIRSPACE CHANGE PROPOSAL - ACP-2023-033¹

CAP 1616 DESIGN PRINCIPLES – STAKEHOLDER ENGAGEMENT – TWO WEEK REVIEW

Introduction

On 13 March 2024, the London Oxford Airport CAP1616 Design Principles (DP) Stakeholder Engagement document, which included the requirements for the current operation, was distributed via email and post to over 620 stakeholders with an end date of 24 April 2024. A reminder of the closure date of the Stakeholder Engagement was distributed by email on 18 April 2024.

We have now reviewed the responses received against the proposed draft DPs that were originally issued and following consideration of the comments we have modified the DPs to include one new DP to cover airspace access and to split the environment DP (e) into two separate DPs, one for noise and one for emissions.

We would like you to consider the updated DPs and provide us with any comments by Friday 7 June 2024.

Original Proposed Draft DPs

The proposed draft DPs were contained on page 23 and 24 of the Stakeholder Engagement documentation and were as follows:

Letter	DP	Rationale
	MDP Safety	The airspace change proposal must maintain a high standard of safety and should seek to enhance current levels of safety.
a	Provide a safe environment for all airspace users	Provide a safely designed airspace structure to ensure the safe operation of all airspace users. Safety is the highest priority, and the airspace must be as safe or safer than today for all stakeholders that are affected by the airspace change.

¹ [Link to CAA Portal](#)

Letter	DP	Rationale
	MDP Policy	The airspace change proposal should not be inconsistent with relevant legislation, the CAA's airspace modernisation strategy or Secretary of State and CAA's policy and guidance.
b	PANS OPS Compliant Approaches	<p>a. The CAA's published AMS Part 1 (CAP 1711) and Part 2 (CAP 1711A) and any current or future plans associated with it.</p> <p>b. UK Regulation 'Performance-Based Navigation Implementation Rule' 2018/1048 requires an exclusive use of PBN (Article 5) from 6 June 2030 as per Article 7. Aerodromes will, therefore, be required to have RNP approaches with Lateral Navigation (LNAV), LNAV/Vertical Navigation (VNAV) and Localiser Performance with Vertical Guidance (LPV) minima².</p>
c	Reduce the Workload on Air Traffic Control (ATC)	ATC vector and sequence aircraft throughout the airspace under the rules of UK Flight Information Services to ensure that aircraft are safely and efficiently routed to/from the Airport. Aircraft that are unknown to Oxford cause increased workload and the potentially for safety events. If we could encourage pilots to be in contact with Oxford and/or have some limited from of protected airspace, this would reduce ATC workload and the reliance on tactical intervention.
d	Comply with any containment requirements	Conform to the CAA's Design of CAS Structures Version 2 dated 12 October 2023 (Policy for the Design of Controlled Airspace Structures SARG126 V2.pdf) where controlled airspace is deemed to be required.
	MDP Environment	The airspace change proposal should deliver the Government's key environmental objectives with respect to air navigation as set out in the Government's Air Navigation Guidance 2017
e	Improved profiles for noise and Carbon dioxide (CO ₂)	<p>Aircraft currently arrive from all directions as there are no defined routes to/from Oxford Airport other than for IFR traffic they would be routed to a 6-8 NM final for the required stabilised approach. We should explore the possibility of reducing noise and/or CO₂ where we can.</p> <p>Where lateral and/or vertical changes to existing tracks are required to achieve improved environmental and operational performance, options should:</p> <ol style="list-style-type: none"> Deliver an overall reduction in flight plannable track miles. Minimise population numbers newly overflown. Avoid overflying the same communities with multiple routes to and from Oxford Airport.
f	Remove dependence from adjacent ATC structures where possible	Use standard airspace structure where possible (conformity, safety, and simplicity) and conform to the principles of the CAA's Policy for the Design of Controlled Airspace Structures Version 2 dated 12 October 2023 (SARG Policy 126) where controlled airspace is deemed to be required.
g	Meet Future Demand	Design should be capable of accommodating and containing new aircraft both operating at the Airport and within the local airspace.
h	Making best use of fleet capabilities	Facilitate design using modern navigational technology.

² LPV is part of the Mandated UK Regulation but is not supported in the UK.

Letter	DP	Rationale
i	Consider all aircraft types that operate from the Airport	The Design Principle Improved profiles for noise and CO ₂ above could prevent some of the lighter General Aviation aircraft from being able to follow the most efficient routes such that separate routes may have to be considered.

The Stakeholder Engagement period was between 13 March 2024 and 24 April 2024. Most stakeholders chose not to respond. From the responses received:

- 13 responses requested to be removed from the Stakeholder Engagement.
- 8 responses had no comment and/or were content as proposed.
- 19 responses were content with the DPs but suggested ranking changes.
- 6 responses were very concerned with noise and emissions.
- 3 responses were concerned about airspace access.
- 1 response was discounted as it addressed a nearby solar farm only.
- 1 objected to the ACP based on perceived change of use and the environment.

Many of the responses requested more information about our plans for the airport, options for airspace, and intended tracks over the ground which at this stage of the process we do not know as CAP1616 Stage 1b is primarily about the current operations and the DPs. One aviation stakeholder suggested that the DPs should be limited to consideration of Class E, TMZ and RMZ possibilities. However, the requirement is not known and there should not be any stated limitations; this will be consulted in future stages of the CAP1616 process.

Of those that did respond and who ranked the draft proposed DPs (not all respondents ranked the DPs and some did not rank all of the DPs), the responses to the draft proposed DPs were as follows:

RESPONSES MADE TO THE PROPOSED DPs										
DP Letter:	Mode ³ :	Prefer a	Prefer b	Prefer c	Prefer d	Prefer e	Prefer f	Prefer g	Prefer h	Prefer i
a	1	21	0	1	0	0	0	0	0	0
b	2	0	9	3	1	2	4	1	1	0
c	3	0	3	10	2	6	0	1	0	0
d	4	0	1	2	12	0	2	1	1	1
e	5	2	6	0	1	9	1	2	0	1
f	6	0	1	2	0	3	10	3	1	1
g	7	0	0	0	3	0	2	10	2	3
h	8	0	0	1	0	0	1	0	14	4
i	9	0	2	3	2	1	1	2	1	9

³ The value that occurs most frequently in a given set of data.

According to the Mode average from the responses received that ranked their responses, most responses chose the proposed draft DPs in the ranked order given. However, following analysis of the feedback received, we found some recurring themes that we have considered. Several aviation stakeholders stated that there should be continued GA access to the area as at present. It should be noted that Oxford would not seek to deny access to anybody who asked for access. Indeed, today Oxford encourages pilots to contact Air Traffic Control as 'known' aircraft in communication with Oxford can be managed more efficiently and effectively when compared to unknown aircraft. Any aircraft that requires access to the Aerodrome Traffic Zone today who has no radio, is granted access, where safe to do so, under bespoke letters of agreements or similar arrangements such as a telephone call. However, we recognise that access to airspace and consideration of all airspace users is an issue for some aviator groups; to provide clarity and ensure that designs are measured against a relevant DP, we have agreed to add the following additional DP:

DP: "Consider all aircraft types that operate in the area."

Rationale: "Airspace design should minimise disruption and, to the greatest extent possible, maximise accessibility for all airspace users in accordance with the airspace rules."

One of the main concerns running throughout many of the responders that commented was the environment. A theme amongst several of the non-aviation respondents was a request to separate DP 'e' "Improved profiles for noise and Carbon dioxide (CO2)" into two independent DPs; this we will do as noise and CO2/Emissions.

There was also a comment regarding DP 'a' "Provide a safe environment for all airspace users" in the rationale where the word 'stakeholders' could be taken only those who took part in the 'Stakeholder Engagement'. We considered replacing the word 'stakeholders' with 'airspace users' but in internal discussion it was agreed that 'stakeholders' also captured the non-aviation element who might be affected by changes to the airspace structure. We believe that 'stakeholders' captures everyone, so we have decided to keep the rationale wording as it is. An analysis of the Stakeholder Engagement responses is at Annex A.

Following the changes, the updated proposed DPs are as follows (changes in red):

UPDATED PROPOSED DRAFT DPs		
Letter	DP	Rationale
	MDP Safety	The airspace change proposal must maintain a high standard of safety and should seek to enhance current levels of safety.
a	Provide a safe environment for all airspace users	Provide a safely designed airspace structure to ensure the safe operation of all airspace users. Safety is the highest priority, and the airspace must be as safe or safer than today for all stakeholders that are affected by the airspace change.
	MDP Policy	The airspace change proposal should not be inconsistent with relevant legislation, the CAA's airspace modernisation strategy or Secretary of State and CAA's policy and guidance.
b	PANS OPS Compliant Approaches	a. The CAA's published AMS Part 1 (CAP 1711) and Part 2 (CAP 1711A) and any current or future plans associated with it.

UPDATED PROPOSED DRAFT DPs		
Letter	DP	Rationale
		b. UK Regulation 'Performance-Based Navigation Implementation Rule' 2018/1048 requires an exclusive use of PBN (Article 5) from 6 June 2030 as per Article 7. Aerodromes will, therefore, be required to have RNP approaches with Lateral Navigation (LNAV), LNAV/Vertical Navigation (VNAV) and Localiser Performance with Vertical Guidance (LPV) minima⁴.
b1 (new)	Consider all aircraft types that operate in the area	Airspace design should minimise disruption and, to the greatest extent possible, maximise accessibility for all airspace users in accordance with the airspace rules.
c	Reduce the Workload on Air Traffic Control (ATC)	ATC vector and sequence aircraft throughout the airspace under the rules of UK Flight Information Services to ensure that aircraft are safely and efficiently routed to/from the Airport. Aircraft that are unknown to Oxford cause increased workload and the potentially for safety events. If we could encourage pilots to be in contact with Oxford and/or have some limited from of protected airspace, this would reduce ATC workload and the reliance on tactical intervention.
d	Comply with any containment requirements	Conform to the CAA's Design of CAS Structures Version 2 dated 12 October 2023 (Policy for the Design of Controlled Airspace Structures SARG126_V2.pdf) where controlled airspace is deemed to be required.
	MDP Environment	The airspace change proposal should deliver the Government's key environmental objectives with respect to air navigation as set out in the Government's Air Navigation Guidance 2017
e1 (split)	Improved profiles for noise	<p>Aircraft currently arrive from all directions as there are no defined routes to/from Oxford Airport other than for IFR traffic they would be routed to a 6-8 NM final for the required stabilised approach. We should explore the possibility of reducing noise where we can.</p> <p>Where lateral and/or vertical changes to existing tracks are required to achieve improved environmental and operational performance, options should:</p> <ol style="list-style-type: none"> Deliver an overall reduction in flight plannable track miles. Minimise population numbers newly overflown. Avoid overflying the same communities with multiple routes to and from Oxford Airport.
e2 (split)	Improved profiles for Carbon dioxide (CO ₂)/Emissions	<p>Aircraft currently arrive from all directions as there are no defined routes to/from Oxford Airport other than for IFR traffic they would be routed to a 6-8 NM final for the required stabilised approach. We should explore the possibility of reducing CO₂/emissions where we can.</p> <p>Where lateral and/or vertical changes to existing tracks are required to achieve improved environmental and operational performance, options should:</p> <ol style="list-style-type: none"> Deliver an overall reduction in flight plannable track miles.

⁴ LPV is part of the Mandated UK Regulation but is not supported in the UK.

UPDATED PROPOSED DRAFT DPs		
Letter	DP	Rationale
		<p>b. Minimise population numbers newly overflown.</p> <p>c. Avoid overflying the same communities with multiple routes to and from Oxford Airport.</p>
f	Remove dependence from adjacent ATC structures where possible	Use standard airspace structure where possible (conformity, safety, and simplicity) and conform to the principles of the CAA's Policy for the Design of Controlled Airspace Structures Version 2 dated 12 October 2023 (SARG Policy 126) where controlled airspace is deemed to be required.
g	Meet Future Demand	Design should be capable of accommodating and containing new aircraft both operating at the Airport and within the local airspace.
h	Making best use of fleet capabilities	Facilitate design using modern navigational technology.
i	Consider all aircraft types that operate from the Airport	The Design Principle Improved profiles for noise and CO2 above could prevent some of the lighter General Aviation aircraft from being able to follow the most efficient routes such that separate routes may have to be considered.

We would be grateful for your comments on the revisions to the proposed draft DPs, preferably by email, by 7 June 2024.

Feedback

All the details of this airspace change proposal are available on the CAA's Airspace Change Portal. The Airspace Change Proposal identification number is [ACP-2023-033](#).

Feedback can be provided in the following ways:

- Email: acp@londonoxfordairport.com
- Letter: Airspace Change Proposal, London Oxford Airport, Langford Lane Kidlington, Oxfordshire, OX5 1RA, United Kingdom

We appreciate feedback in your preferred method. We would be grateful if you could respond even where you have no comment.

Reponses regarding the updated proposed draft Design Principles must be received by 7 June 2024.

ACP Sponsor

Annex

A. Analysis of Comments from Stakeholders on the Proposed Draft DPs.

ANALYSIS OF COMMENTS FROM STAKEHOLDERS ON THE PROPOSED DRAFT DPS

Letter	DP	Rationale	Accept/No Comments	Accept with Changes / Re-order	Request Remove	OASL Comment
	MDP Safety	The airspace change proposal must maintain a high standard of safety and should seek to enhance current levels of safety.	Mandatory Design Principles (MDP) must be included			
a	Provide a safe environment for all airspace users	Provide a safely designed airspace structure to ensure the safe operation of all airspace users. Safety is the highest priority, and the airspace must be as safe or safer than today for all stakeholders that are affected by the airspace change.	All aviation respondents accept that safety should be the top DP. One Parish Council placed noise and CO2 above safety.	One aviation responder suggested that the word 'stakeholders' could miss someone who had not been involved with the process.		Safety is the priority for all airspace users and there is no intent to differentiate groups of users, everyone is potentially a stakeholder including people on the ground who could be impacted by changes in the airspace. Wording to be retained. This will remain as a DP.
	MDP Policy	The airspace change proposal should not be inconsistent with relevant legislation, the CAA's airspace modernisation strategy or Secretary of State and CAA's policy and guidance.	MDPs must be included			
b	PANS OPS Compliant Approaches	a. The CAA's published AMS Part 1 (CAP 1711) and Part 2 (CAP 1711A) and any current or future plans associated with it. b. UK Regulation 'Performance-Based Navigation Implementation Rule' 2018/1048 requires an exclusive use of PBN (Article 5) from 6 June 2030 as per Article 7. Aerodromes will, therefore, be required to have RNP approaches with Lateral Navigation (LNAV), LNAV/Vertical Navigation (VNAV)				No one challenged the AMS. This will remain as a DP.
			The majority accepted or did not comment on this DP.		Three aviation respondents questioned the 'legal' requirement and suggested the DP should be removed.	We do not agree that this DP should be removed. We believe that the aim of UK Regulation 'Performance-Based Navigation Implementation Rule' 2018/1048 is clear. This together with the requirement within the ICAO GANP and the

Letter	DP	Rationale	Accept/No Comments	Accept with Changes / Re-order	Request Remove	OASL Comment
		and Localiser Performance with Vertical Guidance (LPV) minima ⁵ .				UK AMS to introduce PBN procedures mean it should remain as a DP.
c	Reduce the Workload on Air Traffic Control (ATC)	ATC vector and sequence aircraft throughout the airspace under the rules of UK Flight Information Services to ensure that aircraft are safely and efficiently routed to/from the Airport. Aircraft that are unknown to Oxford cause increased workload and the potentially for safety events. If we could encourage pilots to be in contact with Oxford and/or have some limited from of protected airspace, this would reduce ATC workload and the reliance on tactical intervention.		One respondent wanted this DP placed higher in priority (number 2) but other than a number of respondents wanting this to be reordered - some higher some lower, there were no other comments.		This will remain as a DP.
d	Comply with any containment requirements	Conform to the CAA's Design of CAS Structures Version 2 dated 12 October 2023 (Policy for the Design of Controlled Airspace Structures SARG126_V3.pdf) where controlled airspace is deemed to be required.		Other than a few respondents wanting this to be reordered, there were no comments.		This will remain as a DP.
	MDP Environment	The airspace change proposal should deliver the Government's key environmental objectives with respect to air navigation as set out in the Government's Air Navigation Guidance 2017	MDPs must be included			
e	Improved profiles for noise and	Aircraft currently arrive from all directions as there are no defined routes to/from Oxford Airport other	Most aviation group responders were content where noise	Many of the local authorities that responded wanted		The DP will remain in its ranking, but we have agreed to spilt it into a separate DP for

⁵ LPV is part of the Mandated UK Regulation but is not supported in the UK.

Letter	DP	Rationale	Accept/No Comments	Accept with Changes / Re-order	Request Remove	OASL Comment
	Carbon dioxide (CO ₂)	<p>than for IFR traffic they would be routed to a 6-8 NM final for the required stabilised approach. We should explore the possibility of reducing noise and/or CO₂ where we can.</p> <p>Where lateral and/or vertical changes to existing tracks are required to achieve improved environmental and operational performance, options should:</p> <p>a. Deliver an overall reduction in flight plannable track miles. b. Minimise population numbers newly overflown. c. Avoid overflying the same communities with multiple routes to and from Oxford Airport.</p>	and CO ₂ was ranked.	to place noise and CO ₂ higher in the ranking order and split the DP into two, one for noise and one for CO ₂ / Emissions whereas some respondents wanted them ranked lower.		noise and a DP for CO ₂ (emissions).
f	Remove dependence from adjacent ATC structures where possible	<p>Use standard airspace structure where possible (conformity, safety, and simplicity) and conform to the principles of the CAA's Policy for the Design of Controlled Airspace Structures Version 2 dated 12 October 2023 (SARG Policy 126) where controlled airspace is deemed to be required.</p>		One respondent wanted this placed higher in priority (number 3) and a few respondents wanted this DP to be reordered, some higher some lower, there were no comments.		This will remain as a DP.
g	Meet Future Demand	Design should be capable of accommodating and containing new aircraft both operating at the Airport and within the local airspace.				No specific comments received; this will remain as a DP.
h	Making best use of fleet capabilities	Facilitate design using modern navigational technology.				No specific comments received; this will remain as a DP.

Letter	DP	Rationale	Accept/No Comments	Accept with Changes / Re-order	Request Remove	OASL Comment
i	Consider all aircraft types that operate from the Airport	The Design Principle Improved profiles for noise and CO ₂ above could prevent some of the lighter General Aviation aircraft from being able to follow the most efficient routes such that separate routes may have to be considered.	Most respondents were content with this DP.	A few aviation respondents challenged the lack of reference to non-Oxford airport users with the DP statement ' <i>aircraft that operate from the airport</i> '.		The rationale to the questions within the online response form were within the Stakeholder Engagement document. This explained the rationale for this DP. The relevant text from question 15 states: " <i>aircraft types that operate from the airport</i> ". This DP relates to noise and CO ₂ and that some of the potential profiles to reduce noise and CO ₂ could exclude some aircraft. This DP is here as a lens to ensure we consider all aircraft types that fly from the airport – both based-aircraft and visitors to ensure that any changed departure/arrival profiles should take account of all aircraft. This will remain as a DP.