

Public Document Pack

Climate, Biodiversity & Planning Committee Meeting of Witney Town Council



Tuesday, 22nd April, 2025 at 6.00 pm

To members of the Climate, Biodiversity & Planning Committee - A Bailey, G Meadows, T Ashby, J Aitman, S Simpson, G Doughty, J Doughty 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. Minutes (Pages 4 - 21)

a) To adopt and sign as correct the minutes of the committee held on 11 February, 4 March & 25 March 2025

b) Matters arising from the minutes of 11 February, 4 March & 25 March 2025.

4. **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.

5. **Finance Report** (Pages 22 - 28)

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 and the upcoming 2025/26 period.

6. **Planning Applications** (Pages 29 - 31)

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

7. **Planning Decisions** (Pages 32 - 34)

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

8. **Notification of Planning Appeal Decision - Welcome Evangelical Church, High Street, Witney** (Pages 35 - 38)

To receive the decision of Planning Appeal APP/D3125/W/24/3355318. Original application number [23/03056/FUL](#)

9. **Notification of Planning Appeal - 50 New Yatt Road Witney.** (Pages 39 - 40)

To receive a notification of Planning Appeal APP/D3125/D/25/3363662. Original application number [24/03227/HHD](#)

The appeal will be proceeding under the Householder Appeals Service, there is therefore no opportunity for Witney Town Council to submit comments.

10. **Witney Traffic Advisory Committee meeting held on 18 March 2025** (Pages 41 - 47)

To receive the minutes of the Witney Traffic Advisory Committee meeting held on 18 March 2025.



Town Clerk

Public Document Pack Agenda Item 3

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

Held on Tuesday, 11 February 2025

At 6.03 pm in the Gallery Room, The Corn Exchange, Witney

Present:

Councillor A Bailey (Chair)

Councillors:	G Meadows	J Doughty
	J Aitman	R Smith
	S Simpson	J Treloar (In place of T Ashby)
	G Doughty	
Officers:	Adam Clapton	Deputy Town Clerk
	Derek Mackenzie	Senior Administrative Officer & Committee Clerk
	Cara Murray	Admin Support Assistant - Communities & Planning
	Carl Whitehead	Biodiversity & Green Spaces Officer
Others:	None.	

P81 **APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor T Ashby, Councillor J Treloar attended as a substitute.

P82 **DECLARATIONS OF INTEREST**

All Members declared a personal, non-prejudicial interest in Planning Application 25/00002/FUL by virtue of the applicant being a Town Councillor.

Councillor J Treloar also declared a personal, non-prejudicial interest in Planning Application 25/00144/OUT as the landowner was a personal friend and he was also a user of the adjacent sports & leisure facility.

There were no other declarations from Members or Officers

Cllr R Smith joined the meeting at 6:05pm

P83 **MINUTES**

The minutes of the Climate, Biodiversity & Planning Committee meetings held on 26 November & 17 December 2024 along with the 7 January & 28 January 2025 were received.

Resolved:

That, the minutes of the Climate, Biodiversity & Planning Committee meetings held on 26 November & 17 December 2024 along with the 7 January & 28 January 2025 be approved as a correct record of the meetings and be signed by the Chair.

P84 PUBLIC PARTICIPATION

There was no public participation.

P85 FINANCE REPORT

The Committee received and considered the report of the Responsible Financial Officer (RFO) detailing income and expenditure for budgets which were the responsibility of the committee.

Recommended:

1. That, the report be noted and,
2. That, the management accounts of the Stronger Communities Committee for the period 30 November 2024 be approved.

Cllr J Treloar joined the meeting at 6:16pm

P86 GREEN FLAG AWARD APPLICATION

The Committee received the report of the Biodiversity & Green Spaces Officer (B&GSO) which provided an update on the progress to appoint the Lake & Country Park with Green Flag status.

Members were pleased to hear the application was proceeding. The B&GSO answered members questions regarding the impact on the application following the degradation of the lake water quality owing to the continued ingress of water from the River Windrush.

The Committee asked that consideration be given to promotion of the site should the application for Green Flag status be awarded. A proposal followed from Cllr S Simpson, seconded by Cllr G Meadows that a budget be set. Members were unanimous in agreement.

Members praised the B&GSO and his team and volunteers from the community for their hard work to improve the Lake & Country Park area as well as the other green spaces around Witney saying that their hard work was testament to the progress in being able to apply for the award.

Recommended:

1. That, the report and verbal update be noted and,
2. That, the application for Green Flag status be approved and,
3. That, a budget be set to promote the award at the site if successful.

P87 OXFORDSHIRE FIRE & RESCUE SERVICE - USE OF COUNTRY PARK & LAKE

The Committee received the report of the Biodiversity & Green Spaces Officer (B&GSO) along with a verbal update which gave additional detail of the request from Oxfordshire Fire & Rescue.

In response to a Member question, the B&GSO explained that he would advise the promotion of the use of the lake by the fire & rescue services be kept to a minimum as witnessing such use could send a mixed message with some residents believing that the Lake was safe to access. However, he was confident that should visitors to the Lake witness the training, the Fire & Rescue Service would utilise it as an opportunity to educate.

The B&GSO advised that the Memorandum of Agreement would be very clear to state the specific limitations such as the extent to which any Fire tenders and vehicles could access the Lake area so as not to cause damage to the surrounding footpaths and would also outline the occurrence and type of exercise to be carried out.

Members agreed that the memorandum of agreement be delegated to Officers with a view that training could commence ahead of the better weather, when the chance of an incident could increase.

A Member raised that the Council had an earmarked reserve of £10,000 to be used towards Water Safety and though it was agreed that the Lake was not a suitable location in which to provide practical education, the organisation Active Oxfordshire did provide water safety education using local swimming pools.

It was proposed by Cllr R Smith, seconded by Cllr J Treloar that the Council consider utilising the funds to provide water safety education for Witney children. All members were in agreement.

Recommended:

1. That, the report be noted and,
2. That, Officers work in pace with Oxfordshire Fire & Rescue Service to draw up a memorandum of agreement and,
3. That, Officers investigate the options to utilise the earmarked reserve to provide Water Safety training.

The B&GSO left the meeting at 6:33pm

P88 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.

P89 PLANNING DECISIONS

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

The Committee Clerk summarised the reasoning for the decisions that were contrary to the Committee's submission.

Resolved:

That, the list circulated advising of WODC planning decisions be noted.

P90 NOTIFICATION OF PLANNING APPEAL DECISION - 75 OXLEASE - APP/D3125/D/24/3352870

The Committee received and considered correspondence concerning the appeal decision APP/D3125/D/24/3352870 for 75 Oxlease, Witney.

Resolved:

That, the appeal decision be noted.

P91 APPLICATION FOR A NEW PREMISES LICENCE - KESAN LTD, WITNEY KEBAB HOUSE, 19 CORN STREET WITNEY

The Committee received the application from Kesan Ltd, Witney Kebab House, 19 Corn Street Witney for a new premises licence.

A Member raised their concerns in respect of the deliveries being made from the premises. The Committee agreed that the following submission be made.

Whilst Witney Town Council do not object to this licence application, Members expressed concerns regarding the delivery drivers and ask that consideration is given by officers to ensure all drivers are adequately insured and using fully licenced vehicles.

Resolved:

That, the Council submit the above response to the application.

P92 APPLICATION FOR A NEW PREMISES LICENCE - THE EDGE DELI, ELMFIELD, NEW YATT ROAD

The Committee received the application from The Edge Deli, Elmfield, New Yatt Road for a new premises licence.

Resolved:

That, the Council makes a no objection response to this application.

P93 WITNEY TRAFFIC ADVISORY COMMITTEE MINUTES 21 JANUARY 2025

The Committee received the minutes of the Witney Traffic Advisory Committee held on 21 January 2025.

A Member raised that action to address the white lining at Windrush Leisure Centre remained outstanding despite the request of this Committee (Minute: P686 relates). Officers advised they would follow up with Oxfordshire County Council to obtain an update on progress.

Resolved:

1. That, the minutes of the Witney Traffic Advisory Committee held 21 January 2025 be noted and,
2. That, the Officers speak with OCC to obtain an update on the outstanding white lining issue.

The meeting closed at: 7.32 pm

Chair

Observations : Witney Town Council does not object in principle however, Members request re-consultation should the opinion of the Conservation/Heritage Officer not concur.

88- 4	WTC/022/25	Plot Ref :-24/03284/LBC	Type :-	LISTED BUI
	Applicant Name :-		Date Received :-	03/02/2025
	Location :-	BARCLAYS BANK 30-32 MARKET SQ MARKET SQUARE	Date Returned :-	12/02/2025
	Proposal :	External alterations to include the Installation of three panoramic CCTV cameras to rear elevation, along with erection of a section of fencing with push bar exit gate to 2nd floor and a metal mesh covering over a redundant roof sky light.		
	Observations :	Witney Town Council does not object in principle however, Members request re-consultation should the opinion of the Conservation/Heritage Officer not concur.		

88- 5	WTC/023/25	Plot Ref :-24/03269/ADV	Type :-	ADVERTISED
	Applicant Name :- .		Date Received :-	03/02/2025
	Location :- UNIT 11B MARRIOTTS WALK MARRIOTTS WALK		Date Returned :-	12/02/2025
	Proposal : Erection of a fascia sign and a projecting sign.			
	Observations : Witney Town Council has no objections to this application and noted that the design is in-keeping with the area. Members were also pleased to see an empty unit being occupied and welcomes new business to the area.			

88- 6	WTC/024/25	Plot Ref :-25/00145/ADV	Type :-	ADVERTISED
	Applicant Name :-		Date Received :-	03/02/2025
	Location :-	9-11 HIGH STREET HIGH STREET	Date Returned :-	12/02/2025
	Proposal :	Erection of 3 non-illuminated fascia signs, internally illuminated fascia sign, internally illuminated projecting sign, a wall mounted ACM sign and window vinyls.		
	Observations :	Witney Town Council has no objections to this application and believe the new signage would be an improvement to the street scene. However, Members would like to see provision for cyclists and ask cycle racks could be added to the exterior of the store. Witney 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 cycling connectivity to the area.		

88- 7	WTC/025/25	Plot Ref :-25/00212/LBC	Type :-	LISTED BUI
	Applicant Name :- .		Date Received :-	03/02/2025
	Location :- 40 WOODGREEN WOODGREEN		Date Returned :-	12/02/2025
	Proposal : Replacement windows.			
	Observations : Witney Town Council does not object in principle however, Members request re-consultation should the opinion of the Conservation/Heritage Officer not concur.			
	Proposal : Replacement windows.			
	Observations : Witney Town Council does not object in principle however, Members request re-			

The Meeting closed at : 7:32pm

Signed : _____ Chairman Date: _____

On behalf of :- _____ Witney Town Council

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

Held on Tuesday, 4 March 2025

At 6.02 pm in the Virtual Meeting via MS Teams - Virtual Meeting

Present:

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

Councillors:	T Ashby J Aitman S Simpson	G Doughty J Doughty R Smith
Officers:	Adam Clapton Derek Mackenzie	Deputy Town Clerk Senior Administrative Officer & Committee Clerk
Others:	No members of the public.	

P126 APOLOGIES FOR ABSENCE

No apologies for absence were received.

P127 DECLARATIONS OF INTEREST

There were no declarations of interest from Members or Officers.

P128 PUBLIC PARTICIPATION

There was no public participation.

P129 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.

P130 APPLICATION FOR MINOR VARIATION OF PREMISES LICENCE - FLEECE & FLAGON, 47 CORN STREET, WITNEY

The Committee noted the Application for Minor Variation from Fleece & Flagon, 47 Corn Street, Witney under the Licencing Act 2003.

Given the short statutory timescale for Witney Town Council to respond, by prior agreement of West Oxfordshire District Council, documents were circulated electronically to members of this Committee.

Resolved:

That, a no objection response was forwarded to the licencing team at West Oxfordshire District Council on 21 February 2025.

P131 WITNEY SHORES GREEN - CONDITIONS 11 (LANDSCAPE ECOLOGICAL MANAGEMENT PLAN) AND 18 (BIODIVERSITY NET GAIN REQUIREMENT) - PLANNING REF: R3.0096/24

The Committee received correspondence relating to the approval of Planning Application Ref: R3.0096/24 (Landscape Ecological Management Plan) and (Biodiversity Net Gain Requirement) at the Shores Green Junction of the A40.

Resolved:

That, the correspondence be noted

P132 WITNEY SHORES GREEN - CONDITIONS 1 AND 18 TO REFER TO REVISED BIODIVERSITY NET GAIN ASSESSMENT - PLANNING REF: R3.0135/24

The Committee received correspondence relating to the approval of Planning Application Ref: R3.0135/24, Non-material amendment of conditions 1 and 18 (Biodiversity Net Gain) at the Shores Green Junction of the A40.

Resolved:

That, the correspondence be noted

P133 WITNEY SHORES GREEN - CONDITION 10 (LANDSCAPING SCHEME) - PLANNING REF: R3.0105/24

The Committee received correspondence relating to the approval of Planning Application Ref: R3.0105/24 (Landscaping Scheme) at the Shores Green Junction of the A40.

Resolved:

That, the correspondence be noted

P134 DISABLED PERSONS PARKING

The Committee received and considered the proposed introduction of a disabled parking space outside of 8 & 10 Farm Mill Lane.

Members welcomed the amendments and approved of the continued re-evaluation of disabled parking spaces to ensure that all residents needs are met.

Resolved:

That, a response be submitted to Oxfordshire County Council including the above comments.

The meeting closed at: 6.14 pm

Chair

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

Held on Tuesday, 25 March 2025

At 6.00 pm in the Virtual Meeting via MS Teams - Virtual Meeting

Present:

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

Councillors:	A Bailey	G Doughty
	T Ashby	J Doughty
	J Aitman	R Smith
	S Simpson	
Officers:	Adam Clapton	Deputy Town Clerk
	Cara Murray	Admin Support Assistant - Communities & Planning
Others:	None.	

P174 APOLOGIES FOR ABSENCE

There were no apologies of absence.

The Chair, Cllr A Bailey had advised he would have connectivity issues so relinquished the Chairship to the Vice-Chair, Cllr G Meadows ahead of the meeting.

P175 DECLARATIONS OF INTEREST

Cllr R Smith and Cllr T Ashby declared a personal, non-prejudicial interest in application 25/00322/LBC as the applicant was known to them.

P176 PUBLIC PARTICIPATION

There was no public participation.

P177 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.

P178 **NOTIFICATION OF PLANNING APPEAL DECISION - 65 WINFIELD DRIVE, OX29 7AU - APP/D3125/D/24/3355711**

The Committee received and considered correspondence concerning the appeal decision APP/D3125/D/24/3355711 for 65 Winfield Drive, Witney.

Resolved:

That, the appeal decision be noted.

P179 **COMMUNITY INFRASTRUCTURE LEVY (CIL) DRAFT CHARGING SCHEDULE**

The Committee received correspondence regarding the West Oxfordshire District Council Community Infrastructure Levy (CIL) draft charging schedule.

A Member advised this update was referring to the feasibility of developer contributions and what rates should be set to ensure developments took place, but that the community received adequate funds for infrastructure.

Resolved:

That, the correspondence be noted.

The meeting closed at: 6.37 pm

Chair

Flood Risk, Drainage & Water Environment

There are concerns regarding the adequacy of the current drainage systems and the potential impact of the development on these systems. Specifically, Members have raised the issue of increased surface water runoff and the risk of exacerbating drainage problems on Dry Lane, Crawley and Bridget Street, Witney. It is imperative that a detailed drainage strategy is provided to demonstrate that the development will not negatively impact local infrastructure or increase flooding risks in the surrounding area. Standing water and flooding have been highlighted as significant concerns. Members request that the development plan thoroughly addresses how water runoff will be managed and that measures to prevent further standing water issues, which could worsen flooding in the area, are included. A comprehensive assessment of the potential flood risk, including an updated flood risk report, should be provided as part of the EIA.

Ground Conditions and Contamination

Members have expressed concerns regarding the potential for contamination, particularly following flooding events. Given the site's history and vulnerability to flooding, there is a need to assess how floodwaters might interact with the land and any associated contamination risks. A detailed flood risk assessment, including modelling and an environmental impact study, should be undertaken to evaluate this risk fully.

Additionally, there are concerns about the land's quality due to its previous agricultural use. The site has historically been used for agricultural purposes, which may have led to contamination from the use of pesticides, fertilizers, chemicals, and other industrial activities. Members are particularly concerned about the potential for soil contamination and its impact on the health and safety of future occupants. A comprehensive land quality survey should be conducted to assess any contamination, and if identified, appropriate remediation measures should be proposed.

Built Heritage and Archaeology

The Council acknowledges that the development site includes a historic barn. Therefore, scoping should be undertaken to assess and address the potential impacts of the proposed development on this important historical and cultural asset.

Socio Economics

Given the prospect of imminent local government devolution, this should be considered as part of any parish boundary changes that may result from an accompanying community governance review. The socio-economic impact of the development, including its potential effects on local health, quality of life, social cohesion, and well-being, should be assessed. In addition, the impact on access to essential services such as healthcare, education, and housing should be examined, with an evaluation of whether existing infrastructure and services can accommodate the anticipated demand.

In light of the concerns raised, Members strongly request that the applicant undertakes a comprehensive investigation into these matters as part of the EIA, with full consideration of the potential impacts on both land quality and local infrastructure. It is vital that these investigations are conducted in line with current environmental and planning policies to ensure a safe, sustainable, and well-planned development.

177- 9	WTC/038/25	Plot Ref :-25/00663/HHD	Type :-	HOUSEHOLDE
	Applicant Name :-	.	Date Received :-	20/03/2025
	Location :-	30 SCHOFIELD AVENUE SCHOFIELD AVENUE	Date Returned :-	26/03/2025
	Proposal :	Demolition of existing conservatory and construction of new single storey rear extension.		

Observations : Witney Town Council does not object to this application; however, Members note the increased footprint and would ask that mitigating measures are considered to help decrease the possibility of surface water flooding, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.

The Meeting closed at : 6:37pm

Signed : _____ Chairman Date: _____

On behalf of :- Witney Town Council

CLIMATE, BIODIVERSITY AND PLANNING COMMITTEE



Agenda Item:	Finance Report
Meeting Date:	22 April 2025
Contact Officer:	Responsible Financial Officer

Should Members have any queries about this report advance notice would be appreciated, in writing, by 12 noon on Tuesday 22 April 2025 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 2024 to 28 February 2025.

Current Situation

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 cost centres for which this committee has responsibility are:

- 206 - Witney Country Park.
- 403 – Planning.

The format of this report is as follows:

- (i) Last year 2023-24 - the first two columns relate to the original budget from 2023/24 against the actual figures for last year.
- (ii) Current year 2024-25. (a) Brought forward – sums brought forward from last year against specific codes. (b) Net virement – this represents in year transfers between budget lines. (c) Agreed budget – estimate agreed by the Council in January 2025. (d) EMR – budgeted use of earmarked reserves. (e) Total – this is the total amount approved in the current year budget, the total of columns (a) to (e) inclusive. (f) Actual year to date spend.
- (iii) Next year 2025-26. The three columns show, respectively, the agreed budget to be funded from precept, the contribution to or from earmarked reserves and any sums which are budgeted to be carried forward.

The Omega financial programme has several different report formats, and this is the first time that I have chosen to present this one to this committee. This format has been chosen because it shows much more clearly the use of earmarked reserves by including columns showing the earmarked reserve movements. The downside is that this report format does not show the revised 2024-25 estimates agreed in January 2025 and for these I would refer Members to the report submitted to the meeting of 11 February 2025.

A full review of the budgetary position was undertaken during the budget cycle. Most areas of interest were raised at the last meeting of this committee and the subsequent Policy Governance and Finance Committee and Full Council meetings. The RFO would refer members to the finance/ budget reports which were approved at those meetings for further details.

However, there are a number of points it is worth making:

1. Current year budget: In terms of the report presented at this meeting, the current year (2024/25) budget is that originally agreed in January 2024 ahead of the 2024/25 year – see comments above regarding the revised estimates.
2. The actual year to date figures are for the period April 2024 to February 2025, subject to the comments in relation to recharges of overheads (point 3, below).
3. The treatment of overheads was previously reported to Members. Central support overheads (nominal ledger codes 4892 and 4893) have been allocated in the current year to 28 February 2025. Works overheads (nominal ledger codes 4888, 4890 and 4899) have been allocated in the current year to 30 September 2024 and will shortly be processed to date as part of the year end work.
4. The main change to the revenue budget this year is that it includes the additional member of full-time staff who joined the team in April 2024 for the Witney Country Park (cc206).
5. For cc.206 budget lines from 4007 to 4222 have been realigned and there is an increase in overall budget for these from £20,750 to £25,690 next year. However, a sum of £3,200 relates to expenditure previously funded under budget cost centre 604, works, relating to lines 4017, 4044 and 4050. The practice is that non-overhead related expenditure may be vired between lines in this cost centre provided that expenditure remains within the overall total.

The financial year end was 31 March 2025. The accounts will be “closed down” during April 2025. This will involve a number of tasks. All purchase ledger invoices for 2024-25 will be entered and any remaining sales ledger invoices will be raised. Further adjustments will be made for accruals.

Any coding errors identified will be corrected.

Reserve movements will be processed and as part of the year end process your officers will thoroughly re-examine the various budget lines and proposals will come forward following the financial year end (31 March 2025) for a number of underspends against specific codes to be transferred into the earmarked reserves to allow projects to continue and to provide for prudential reserves where expenditure has not been required this year but will be in future years. On specific nominal codes where expenditure is likely to be under-budget the revised budget was retained at the original. A proposal will come forward at final accounts stage for any difference between spend and budget to then be transferred to the earmarked reserve at year end. Over-spends on nominal budgets may also, where appropriate, be met from earmarked reserves. Any adjustments will be made at final accounts stage and will then reduce revenue expenditure for the year.

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

The total net expenditure for this committee is:

Original 2024-25 revenue budget:	£164,004 (including virements)
Revised 2024-25 revenue budget:	£134,514
Net expenditure allocated to 28 February 2025:	£117,813
Proposed 2025-26 revenue budget:	£159,319

Impact Assessments

The Town Council has a duty to consider the effects of its decisions, functions and activities on equality, biodiversity, and crime & disorder. Consideration should also be given to effects on the environment, given the Council’s Climate Emergency declaration in 2019.

- a) Equality – no implications directly resulting from this report.
- b) Biodiversity - no implications directly resulting from this report.
- c) Crime & Disorder - no implications directly resulting from this report.
- d) Environment & Climate Emergency - no implications directly resulting from this report.

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.

The provision of regular financial reports is part of the Council's risk management system.

Social Value

Social value is the positive change the Council creates in the local community within which it operates. Social value is not quantified in the financial reports but clearly the creation of social value is dependent on setting adequate budgets to meet the Council's objectives.

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 income and expenditure statements.

This report forms part of the Council's mechanisms for budgetary control, as it enables income and expenditure incurred to be reviewed and to be compared with the Council's budgets.

Recommendations

Members are invited:

Members are invited to approve the report and the management accounts of the Committee's services for the period 1 April 2024 to 28 February 2025.

Annual Budget - By Committee (Actual YTD Month 11)

Note: Climate, Biodiversity & Planning Committee - management accounts to 28 February 2025

		Last Year 2023-24		Current Year 2024-25						Next Year 2025-26		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Climate,Biodiversity &Planning												
206	WITNEY COUNTRY PARK											
1030	FISHING RIGHTS	1,500	-1,678	0	0	978	0	978	0	1,000	0	0
1170	GRANTS RECEIVED	0	2,000	0	0	0	0	0	10,248	0	0	0
Total Income		1,500	322	0	0	978	0	978	10,248	1,000	0	0
4001	SALARIES	32,410	31,513	0	25,309	33,539	0	58,848	53,863	63,211	0	0
4002	ER'S NIC	3,217	3,094	0	2,237	3,348	0	5,585	5,132	7,982	0	0
4003	ER'S SUPERANN	7,033	6,806	0	5,492	7,239	0	12,731	11,626	13,716	0	0
4007	PROTECTIVE CLOTHING	400	300	0	0	400	0	400	1,076	1,000	0	0
4008	TRAINING	0	60	0	0	0	0	0	2,860	2,000	0	0
4017	CONTRACT CLEAN/WASTE	0	0	0	0	0	0	0	0	1,000	0	0
4026	BOOKS/PUBLICATIONS	100	9	0	0	100	0	100	55	100	0	0
4036	PROPERTY MAINTENANCE	500	4,361	0	0	2,000	0	2,000	1,321	2,040	0	0
4037	GROUNDS MAINTENANCE	0	0	0	0	0	0	0	0	7,000	0	0
4038	OTHER MAINTENANCE	0	208	0	0	0	0	0	205	0	0	0
4040	ARBORICULTURE	1,000	2,850	0	0	1,000	0	1,000	825	1,000	0	0
4041	EQUIPMENT HIRE	0	172	0	0	0	0	0	0	500	0	0
4042	EQUIPMENT INC. FURNITURE	15,000	4,861	0	0	11,000	0	11,000	2,762	2,000	0	0
4043	SMALL TOOLS & EQUIPT	0	0	0	0	0	0	0	0	2,500	0	0
4044	FUEL	0	0	0	0	0	0	0	0	1,000	0	0
4050	VEHICLE MAINTENANCE	0	0	0	0	0	0	0	0	1,000	0	0
4059	OTHER PROF FEES	1,000	2,665	0	0	5,000	0	5,000	340	1,500	0	0
4064	HEALTH & SAFETY	1,000	79	0	0	1,000	0	1,000	528	1,500	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 11)

Note: Climate, Biodiversity & Planning Committee - management accounts to 28 February 2025

		<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>						<u>Next Year 2025-26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4066	TREE REPLACEMENT	0	0	0	0	0	0	0	0	1,300	0	0
4099	MISCELLANEOUS	0	126	0	0	250	0	250	420	250	0	0
4163	GREEN FLAG APPLICATION	0	0	0	0	0	0	0	430	0	0	0
4222	TINY FOREST EXPENSES	0	0	0	0	0	0	0	0	200	0	0
4888	O/S STAFF RECHARGE	0	0	0	0	24,612	0	24,612	2,829	15,000	0	0
4890	O/S O'HEAD RECHARGE	0	0	0	0	2,832	0	2,832	233	977	0	0
4892	C/S STAFF RCHG	2,246	2,053	0	0	2,304	0	2,304	2,040	2,670	0	0
4893	C/S O'HEAD RCHG	647	811	0	0	652	0	652	678	705	0	0
4894	GROUNDST STAFF RECHARGE	1,683	874	0	0	0	0	0	0	0	0	0
4895	GROUNDST O'HEAD RECHARGE	622	895	0	0	0	0	0	0	0	0	0
4896	MTCE STAFF RECHARGE	23,179	16,717	0	0	0	0	0	0	0	0	0
4897	MTCE O'HEAD RECHARGE	2,269	1,899	0	0	0	0	0	0	0	0	0
4899	DEPOT REALLOCATION	2,422	5,332	0	0	4,156	0	4,156	688	2,133	0	0
	Overhead Expenditure	94,728	85,683	0	33,038	99,432	0	132,470	87,910	132,284	0	0
	206 Net Income over Expenditure	-93,228	-85,361	0	-33,038	-98,454	0	-131,492	-77,663	-131,284	0	0
6000	plus Transfer from EMR	0	1,000	0	0	0	0	0	0	0	0	0
6001	less Transfer to EMR	0	0	0	0	0	0	0	10,242	0	0	0
	Movement to/(from) Gen Reserve	<u>(93,228)</u>	<u>(84,361)</u>			<u>(98,454)</u>		<u>(131,492)</u>	<u>(87,905)</u>	<u>(131,284)</u>		
403	<u>PLANNING</u>											
4892	C/S STAFF RCHG	24,705	22,580	0	0	25,342	0	25,342	22,447	29,371	0	0
4893	C/S O'HEAD RCHG	7,117	8,924	0	0	7,170	0	7,170	7,461	7,755	0	0
	Overhead Expenditure	31,822	31,504	0	0	32,512	0	32,512	29,908	37,126	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 11)

Note: Climate, Biodiversity & Planning Committee - management accounts to 28 February 2025

	<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>						<u>Next Year 2025-26</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	<u>(31,822)</u>	<u>(31,504)</u>			<u>(32,512)</u>		<u>(32,512)</u>	<u>(29,908)</u>	<u>(37,126)</u>		
Climate,Biodiversity &Planning - Income	1,500	322	0	0	978	0	978	10,248	1,000	0	0
Expenditure	126,550	117,187	0	33,038	131,944	0	164,982	117,818	169,410	0	0
Net Income over Expenditure	<u>-125,050</u>	<u>-116,865</u>	<u>0</u>	<u>-33,038</u>	<u>-130,966</u>	<u>0</u>	<u>-164,004</u>	<u>-107,571</u>	<u>-168,410</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	1,000	0	0	0	0	0	0	0	0	0
less Transfer to EMR	0	0	0	0	0	0	0	10,242	0	0	0
Movement to/(from) Gen Reserve	<u>(125,050)</u>	<u>(115,865)</u>			<u>(130,966)</u>		<u>(164,004)</u>	<u>(117,813)</u>	<u>(168,410)</u>		
Total Budget Income	1,500	322	0	0	978	0	978	10,248	1,000	0	0
Expenditure	126,550	117,187	0	33,038	131,944	0	164,982	117,818	169,410	0	0
Net Income over Expenditure	<u>-125,050</u>	<u>-116,865</u>	<u>0</u>	<u>-33,038</u>	<u>-130,966</u>	<u>0</u>	<u>-164,004</u>	<u>-107,571</u>	<u>-168,410</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	1,000	0	0	0	0	0	0	0	0	0
less Transfer to EMR	0	0	0	0	0	0	0	10,242	0	0	0
Movement to/(from) Gen Reserve	<u>(125,050)</u>	<u>(115,865)</u>			<u>(130,966)</u>		<u>(164,004)</u>	<u>(117,813)</u>	<u>(168,410)</u>		

6

6.1 **WTC/039/25** Plot Ref :- 25/00344/HHD Type :- HOUSEHOL
 Applicant Name :- . Date Received :- 01/04/25
 Parish :- CENTRAL Date Returned :-
 Location :- 9 DENE RISE Agent
 DENE RISE
 Proposals :- Erection of single storey side extension and alterations to garage roof.

Observations :-

6.2 **WTC/040/25** Plot Ref :- 25/00754/FUL Type :- FULL
 Applicant Name :- . Date Received :- 01/04/25
 Parish :- CENTRAL Date Returned :-
 Location :- 108-110 HIGH STREET Agent
 HIGH STREET
 Proposals :- Change of use, conversion and part-demolition of an existing shop/motorbike service centre and flat to form 6 commercial/office units (Use Class E) and 2 dwellings (Use Class C3). Erection of a two-storey rear extension (amended description)

Observations :-

6.3 **WTC/041/25** Plot Ref :- 25/00743/HHD Type :- HOUSEHOL
 Applicant Name :- . Date Received :- 01/04/25
 Parish :- SOUTH Date Returned :-
 Location :- 116 COLWELL DRIVE Agent
 COLWELL DRIVE
 Proposals :- Erection of single storey rear extension.

Observations :-

6.4 **WTC/042/25** Plot Ref :- 25/00376/CLP Type :- CERT
 Applicant Name :- . Date Received :- 01/04/25
 Parish :- SOUTH Date Returned :-
 Location :- WINDRUSH LEISURE Agent
 CENTRE
 WITAN WAY
 Proposals :- Certificate of lawfulness (Installation of solar panel PV system)

Observations :-

6 . 5	WTC/043/25	Plot Ref :- 25/00832/HHD	Type :- HOUSEHOL
	Applicant Name :- .	Date Received :- 04/04/25	
	Parish :- EAST	Date Returned :-	
	Location :- 94 EATON CLOSE	Agent	
	EATON CLOSE		
	Proposals :-	Removal of conservatory and erection of replacement single storey rear extension.	
	Observations :-		
6 . 6	WTC/044/25	Plot Ref :- 25/00834/HHD	Type :- HOUSEHOL
	Applicant Name :- .	Date Received :- 04/04/25	
	Parish :- NORTH	Date Returned :-	
	Location :- 15 CRAWLEY ROAD	Agent	
	CRAWLEY ROAD		
	Proposals :-	Demolition of the garage, removal of the roof and raise the ridge to create a new First Floor, erection of two storey side and single storey rear extensions, new roof and render.	
	Observations :-		
6 . 7	WTC/045/25	Plot Ref :- 25/00803/HHD	Type :- HOUSEHOL
	Applicant Name :- .	Date Received :- 07/04/25	
	Parish :- NORTH	Date Returned :-	
	Location :- 35 FARMERS CLOSE	Agent	
	FARMERS CLOSE		
	Proposals :-	Erection of a single storey side extension.	
	Observations :-		
6 . 8	WTC/046/25	Plot Ref :- 25/00773/HHD	Type :- HOUSEHOL
	Applicant Name :- .	Date Received :- 08/04/25	
	Parish :- SOUTH	Date Returned :-	
	Location :- 9 MOUNTFIELD ROAD	Agent	
	MOUNTFIELD ROAD		
	Proposals :-	Conversion of existing garage and conservatory and erection of single storey front and side extension to create additional living space.	
	Observations :-		
6 . 9	WTC/047/25	Plot Ref :- 25/00800/FUL	Type :- FULL
	Applicant Name :- .	Date Received :- 08/04/25	
	Parish :- SOUTH	Date Returned :-	
	Location :- WINDRUSH LEISURE	Agent	
	CENTRE		
	WITAN WAY		
	Proposals :-	Decarbonisation scheme with plant on the existing roof and erection of timber clad enclosure around the air source heat pumps.	
	Observations :-		

6 . 10	WTC/048/25	Plot Ref :- 25/00685/HHD	Type :- HOUSEHOL
	Applicant Name :- .	Date Received :- 08/04/25	
	Parish :- SOUTH	Date Returned :-	
	Location :- 23 DUCKLINGTON LANE	Agent	
	DUCKLINGTON LANE		
	Proposals :-	Erection of front and rear single storey extensions.	
	Observations :-		
6 . 11	WTC/049/25	Plot Ref :- 25/00815/FUL	Type :- FULL
	Applicant Name :- .	Date Received :- 10/04/25	
	Parish :- SOUTH	Date Returned :-	
	Location :- 32 CORN STREET	Agent	
	CORN STREET		
	Proposals :-	Erection of an outbuilding.	
	Observations :-		
6 . 12	WTC/050/25	Plot Ref :- 25/00680/HHD	Type :- HOUSEHOL
	Applicant Name :- .	Date Received :- 10/04/25	
	Parish :- NORTH	Date Returned :-	
	Location :- 1 SYCAMORE CLOSE	Agent	
	SYCAMORE CLOSE		
	Proposals :-	Erection of a dormer.	
	Observations :-		
6 . 13	WTC/051/25	Plot Ref :- 25/00829/HHD	Type :- HOUSEHOL
	Applicant Name :- .	Date Received :- 10/04/25	
	Parish :- NORTH	Date Returned :-	
	Location :- 35 NEW YATT ROAD	Agent	
	NEW YATT ROAD		
	Proposals :-	Erection of a first floor extension over existing garage, a single storey side extension, replacement front storm porch and a rear conservatory.	
	Observations :-		
6 . 14	WTC/052/25	Plot Ref :- 25/00925/FUL	Type :- FULL
	Applicant Name :- .	Date Received :- 11/04/25	
	Parish :- SOUTH	Date Returned :-	
	Location :- 9-11 HIGH STREET	Agent	
	HIGH STREET		
	Proposals :-	Installation of Air Conditioning and Refrigeration Plant Equipment.	
	Observations :-		

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

Page No : 1

GRANTED PLANNING PERMISSIONS

C WTC/002/25	Approved	21-23 HIGH STREET
<p>District COMMENT The illuminated collar would be visible on the street scene, however Officers have carefully considered that the collar is congruous with the local vicinity. The collar is relatively modest and the illumination is not too glaring. The collar is in keeping with the neighbouring shops and on balance is considered acceptable in its location. It has therefore been considered that the proposed collar would not give rise to any adverse impacts in regards to visual amenity.</p> <p>The proposed internally illuminated collar in the proposed location would not affect the public's perception or detrimentally harm the experience of the Conservation Area in this location due to its modest scale. In this regard the installation of the internally illuminated collar would respect the special qualities and historic context of the Conservation Area and would maintain the appearance of the heritage asset given the nature of what is proposed and its location.</p>		<p>Local COMMENT Whilst Witney Town Council does not object to the upgrading of the ATM, Members raised concerns at the use of non-heritage materials on a prominent building and ask that the Conservation Officer comment on its appropriateness, and whether the changes would be in keeping with the street scene.</p>
E WTC/006/25	Approved	THE COFFEE SHED, THE LEYS
E WTC/007/25	Approved	WOOD GREEN COMPREHENSIVE SCH
E WTC/008/25	Approved	UNITS 9-12 EAGLE INDUST ESTATE
E WTC/012/25	Approved	80 BLAKES AVENUE
E WTC/014/25	Approved	39 OXFORD HILL
E WTC/015/25	Approved	CROFTDOWN 34 CORN STREET
E WTC/016/25	Approved	WITNEY COMMUNITY HOSPITAL
C WTC/018/25	Approved with Conditions	38 ORCHARD WAY
<p>District COMMENT Before first occupation of the extension hereby permitted the window within the first floor side elevation; shall be fitted with obscure glazing and shall be fixed shut (without any opening mechanism) up to a minimum height of 1.7 metres above finished floor level and shall be retained in that condition thereafter.</p> <p>REASON: To safeguard privacy in the adjacent property, 40 Orchard Way.</p> <p>The car parking areas (including where appropriate the marking out of parking spaces) shown on the approved plans shall be constructed before occupation of the development and thereafter retained and used for no other purpose.</p> <p>REASON: To ensure that adequate car parking facilities are provided in the interests of road safety</p>		<p>Local COMMENT While Witney Town Council does not object to this application in terms of material concerns, it notes the loss of permeable drainage and would ask that mitigating measures are considered to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.</p>
E WTC/019/25	Approved	18 GRANGERS PLACE

NOTIFICATIONS OF PLANNING DECISIONS FROM West Oxfordshire District Council

Minute Ref 7

Tue 22 April 2025

District Ref

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

Page No : 2

GRANTED PLANNING PERMISSIONS

E WTC/021/25	Approved	BARCLAYS BANK 30-32 MARKET SQ
E WTC/022/25	Approved	BARCLAYS BANK 30-32 MARKET SQ
E WTC/023/25	Approved	UNIT 11B MARRIOTT'S WALK
E WTC/024/25	Approved	9-11 HIGH STREET
E WTC/025/25	Approved	40 WOODGREEN
E WTC/028/25	Approved	WITNEY YOUTH & COMM CENTRE
E WTC/031/25	Approved	28 LYNEHAM CLOSE
E WTC/032/25	Approved	28 LYNEHAM CLOSE
E WTC/034/25	Approved	95 WADARDS MEADOW
E WTC/114/24	Approved	WOODGREEN COMPREHENSIVE SCH
E WTC/160/24	Approved	27 MARKET SQUARE
E WTC/164/24	Approved	60 CORN STREET
E WTC/165/24	Approved	60 CORN STREET
E WTC/178/24	Approved	3-4 THORNEY LEYS PARK
E WTC/183/24	Approved	27 MARKET SQUARE
E WTC/184/24	Approved	81-83 CORN STREET

REFUSED PLANNING PERMISSIONS

C WTC/017/25	Refused	50 NEW YATT ROAD
District COMMENT The proposed development, by reason of its scale, massing and design would create an incongruous addition that would not be clearly secondary and subservient to the original dwelling and not proportionate to the scale of the original dwelling, detracting from the character of the dwelling. The proposed development would also appear bulky in the street scene, detracting from the visual amenity and appearance of the surrounding area contrary to policies OS2, OS4 and H6 of the West Oxfordshire Local Plan (2018), Section 14 of the West Oxfordshire Design Guide (2016) and the relevant paragraphs of the NPPF (2024).		Local COMMENT While Witney Town Council does not object to this application in terms of material concerns, it notes the loss of permeable drainage and would ask that mitigating measures are considered to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.

NOTIFICATIONS OF PLANNING DECISIONS FROM West Oxfordshire District Council

Minute Ref 7

Tue 22 April 2025

District Ref

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

Page No : 3

OTHER PLANNING DETAILS

WTC/020/25

Withdrawn

1 KINGSWALK COTTAGES



Appeal Decision

Site visit made on 28 February 2025

by J Somers BSocSci (Planning) MA (HEC) MRTPI IHBC

an Inspector appointed by the Secretary of State

Decision date: 27 March 2025

Appeal Ref: APP/D3125/W/24/3355318

Welcome Evangelical Church, High Street, Witney OX28 6HL

- The appeal is made under section 78 of the Town and Country Planning Act 1990 against a refusal to grant planning permission.
- The appeal is made by Mr Craig Gibson (Welcome Evangelical Church) against the decision of West Oxfordshire District Council.
- The application reference is 23/03056/FUL.
- The development proposed is described on the Application Form as 'Alternations and extensions to church building.'

Decision

1. The appeal is dismissed.

Procedural Matter

2. It is noted that the type of application form submitted with the original application is for an 'Application for Planning Permission and consent to display advertisement(s).' Whilst there is a plan submitted to approve advertisements¹ as part of this appeal, there is no confirmation by either party as to the status of the application for advertisement consent. Both parties were written to² in this regard with no comments received. Despite this, and for the avoidance of doubt, this appeal will only deal with the s78 planning application involving the extension to the existing building.

Main Issue

3. The main issue is the effect upon the living conditions of the neighbouring residents at No.9, 10 and 11 Farriers Court, with particular regard to access to light, sense of enclosure and outlook.

Reasons

4. The appeal site is a long and narrow parcel of land that is located to the corner of High Street and Witan Way and is used as a place of worship. The building on the site appears to date from the mid-late twentieth century and is located towards the centre of the site and consists of a two storey building with pitched roof form with its main façade fronting Witan Way. It appears that the main building was extended further to the west with a later two storey stone faced extension which has a lower ridge than the original building. The main vehicular access to the site is from Witan Way where there is a car park to the east of the main building. An access road then runs to the rear of the building through the undercroft located to the rear of the

¹ Site Signage Plan, Nov 23, 22036.10

² Email sent from the Planning Inspectorate to both parties dated 25/02/2025

- building to provide a further car parking area to the east of the site and a further access to the High Street.
5. To the south of the appeal site is Farriers Court, a recently constructed infill development that consists of a number of town houses and apartments arranged around an internal courtyard. The rear facades of No.9 Farriers Court (townhouse with small garden); No.10 Farriers Court (Ground Floor Flat with garden) and No.11 Farriers Court (first floor flat above No.10) are immediately adjacent the area of the proposed extension. Each of the dwellings contain main habitable room windows to the rear façade, as well as the Gardens of No.9 and No.11 which are particularly small and shallow.
 6. In considering assessments around living conditions, the West Oxfordshire Local Plan (LP) Policies OS2 and OS4 are design led policies that seek that development is located in the right places and of high quality design with development needing to not harm the enjoyment of land to nearby residential properties, be compatible with adjoining uses and not have a harmful effect upon amenity. These policies are also supported by the West Oxfordshire Design Guide (DG) which details guidance with regards to the appropriateness of extensions and considerations around managing impact to residential living conditions.
 7. Beginning with the sense of enclosure and outlook, the gardens to No.s 9 and 10 are at a lower ground level than the access road of the appeal site that runs to the other side of the rear boundary wall. The gardens are very small with a shallow depth that realistically only leaves room for a small sitting out area and some vegetation. The current conditions also mean that the rear façade and windows do not have a large setback from the rear boundary, and that given this poor setback, that the dwellings along this component of Farriers Court are more susceptible to issues involving living conditions from changes to the surrounding environment. Currently the outlook is sufficient with there being a clear access to sky from No.s 10 and 11, whilst No.9 is partly affected by the end of the current appeal building but the setback and end of the building allows some sense of outlook from this dwelling and rear garden.
 8. The proposed extension of the appeal building would mean a single storey component coming very close to the shared boundary, as well as the extension of the two storey component further to the west which would remove a large proportion of outlook with the neighbouring residents facing a wall, with a feeling that they would be hemmed in on most sides by development. Given the already poor conditions of rear outdoor space and the lack of setback and changes in ground level, the extension to the appeal site would be more prevalent and exacerbate harm to what is already quite poor. One of the only positive experiences from the small gardens is the outlook, so the almost removal of the sense of outlook and increased sense of enclosure would cause significant harm to the living conditions of neighbouring residents at No.s 9, 10 and 11 from sense of enclosure and outlook.
 9. A similar assessment around the current poor conditions of the neighbouring residents is also relevant when considering the loss of light. The Appellant in their SoC highlights the already poor access to light in that the rear of the Farriers Court properties face north and do not receive any direct source of sunlight. To me, the proposed extension would cause a further reduction in daylight to windows which already have poor access would in this situation be a material loss that

would exacerbate the already poor living conditions experienced, causing significant detriment to the existing occupant's living conditions in Nos 9, 10 and 11 Farriers Court as a result of loss of daylight.

10. I appreciate further explanations as to the intentions behind the proposal, including the Appellant's changes to the scheme to give greater setback and change components, although changes have increased the depth of the building as a result. However I am not convinced that the changes have relieved harm to an acceptable level. I am also not convinced by the arguments put forward by the Appellant that the proposal is 'domestic in scale' as clearly an extension such as this with a large depth and footprint would be uncommon on a domestic dwelling, and despite this, a proposal would still need to respond to the surrounding context and locality as per LP Policies OS2 and OS4, which is supported by the DG as described previously.
11. Consequently, and in conclusion of this matter the proposed scheme would not provide acceptable access to natural light and outlook, and would therefore be contrary to LP Policies OS2 and OS4 which is supported by the DG as described previously.

Other Matters

12. I note discussion on the process of the application in that the Appellant feels aggrieved that the original application was refused by Committee Members who disagreed with the opinion of its professional officers who recommended approval of the scheme. Council Members are not bound by the opinion of their professional officers, but need to make a robust evaluation of the matters if they disagree. I have found too that the scheme fails on its adherence to local plan policies with regards to living conditions, and hence the concerns of Council Members was justified in this particular case.
13. I note that the appeal site is located within the Witney and Cogges Conservation Area (CA) where there is a duty under Section 72 (1) of the Planning (Listed Buildings and Conservation Areas) Act 1990 (PLBCA) that special attention shall be paid to the desirability of preserving or enhancing the character and/or appearance of the area. The significance of the CA predominantly derives from the relationship with the historic core of Witney, its historic buildings, materials, craftsmanship and relationship to the historic wool trade, amongst others. The appeal site along with Farriers Court are relatively modern developments that have a neutral presence within the CA. Considering the proposed scheme and my duty under s72, the proposed extension would cause neutral harm to the significance of the CA.
14. I also note that there are surrounding listed buildings³ which the Council considers that the appeal site contributes to the significance of these heritage assets and therefore there is a duty under Section 66 of the PLBCA to give special regard to the desirability of preserving the significance of a listed building or its setting. Whilst the listed buildings will contain their own elements of heritage value that contributes to their significance, the main elements relevant to this appeal is the harm (if any) caused to the significance of these listings from development within their setting. Similarly to the CA, the appeal site is experienced together with the listed buildings

³ 64, 76, 76A AND 78, High Street (Grade II); 71 High Street (Grade II); 75-79 High Street (Grade II); 92 and 94 High St (Grade II).

contributing to the significance and development of the High Street. The Proposal would not be a dominant addition that would detract from the significance of the listed buildings from development within their setting. Considering the proposed scheme and my duty under s66, the proposed extension would cause neutral harm to the significance of the listings.

15. I note comments from interested parties around increased fire risk, flood risk, impacts from a water tank, disruptions to boundary wall; overlooking from velux windows; smells and odours from ventilation; increased noise; impacts to traffic and congestion. Comments regarding the boundary wall is a civil matter and therefore does not form part of this planning determination. The proposed rooflights would be placed higher than 1.7 metres and therefore would not cause overlooking into neighbouring properties. Having read consultee advice, there is considered to be no adverse impacts due to flooding, traffic, or odours and noise, and these matters are able to be dealt with via condition. I have no further evidence which would refute this and given that the scheme already fails as a result of impact towards living conditions, there is no need to delve into these matters further.
16. I also note the benefits of the proposed development that are outlined by the Appellant which would include a more improved facility; offering an enhanced place to worship and to accommodate more worshippers and users from the local community. In addition to this there would also be economic benefits from the short term employment in the construction of the extension, and also environmental benefits from improvements to landscaping, and renewable energy generation. However these benefits are not specific to this particular configuration and likely to be available to other alternative schemes that might be more consistent with the policies of the development plan. As such these benefits do not outweigh the harm that would be caused.

Conclusion

17. For the reasons given above, I conclude that the appeal is dismissed.

J Somers
INSPECTOR

Date: 14th April 2025
Our ref: 25/00008/APPEAL
Please ask for: Chris Wood
Telephone: 01993 861677
Email: chris.wood@westoxon.gov.uk

Dear Sir/Madam

TOWN AND COUNTRY PLANNING ACT 1990
APPEAL UNDER SECTION 78
Notification of Planning Appeal

Site Address:	50 New Yatt Road Witney Oxfordshire
Description of Development:	Erection of two storey rear and side extension, single storey side extension, replacement doors and windows and associated landscape work.
Original Application Number:	24/03227/HHD
Appellant's name:	Christoph Corvin & Katharine Berman
Appeal Reference:	APP/D3125/D/25/3363662
Appeal Start Date:	10.04.2025

Christoph Corvin & Katharine Berman has appealed to the Secretary of State against the Council's refusal of planning permission for the development described above.

The Planning Inspectorate has asked us to notify you of this appeal and let you know that, if the appellant is successful, planning permission could be granted.

The appeal will be proceeding under the **Householder Appeals Service**, there is no opportunity for you to submit comments. However, we have forwarded all the representations made to us on the application to the Planning Inspectorate and the Appellant. These will be considered by the Inspector when determining the appeal.

If you wish to withdraw any representations you made on the original application, you must make this request to the Planning Inspectorate by 8th May 2025. You can do this by either contacting the **Planning Inspectorate's customer service team on 0303 444 5000**, or **by submitting a request through their online customer contact form**

<https://contact-us.planninginspectorate.gov.uk/hc/en-gb/requests/new>

quoting reference number APP/D3125/D/25/3363662.

If you do not have access to the internet, you can write to the following address quoting reference number APP/D3125/D/25/3363662:

In writing : Temple Quay House
2 The Square
Bristol
BS1 6PN

If you wish to follow the appeal you can do so via <https://acp.planninginspectorate.gov.uk/> by searching under the appeal reference APP/D3125/D/25/3363662. You can also view the appeal documents on the Council's website at www.westoxon.gov.uk/planning.

The Planning Inspectorate aims to deal with appeals following this procedure within 8 weeks of the appeal start date. When made, the decision will be published online at <https://acp.planninginspectorate.gov.uk/>.

Yours sincerely,

Chris Wood

Senior Planning Officer (Appeals)
Planning and Strategic Housing

**WITNEY TRAFFIC ADVISORY COMMITTEE MEETING OF THE
WITNEY TOWN COUNCIL**

Held on Tuesday, 18 March 2025

At 3.04 pm in the Main Hall, The Corn Exchange, Witney

Present:

Councillor A Coles (Chair)

Councillors:	M Brooker D Enright T Fenton	T Ashby S Simpson R Smith
Officers:	Adam Clapton Cara Murray Derek Mackenzie Odele Parsons Kim Sutherland	Deputy Town Clerk Admin Support Assistant - Communities & Planning Senior Administrative Officer & Committee Clerk Oxfordshire County Council Oxfordshire County Council
Others:	T Bayliss K Hickman D Miles J Rubio-Reyes A Bullock A Lyon One member of the public	Stagecoach Windrush Bike Project Parish Transport Representative Pulhams Witney Chamber of Commerce West Oxfordshire Community Transport

T67 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor J Aitman, C Hulme (Thames Valley Police), J Charlton (OCC).

Additionally late attendance notifications were received from D Miles (Parish Transport Representative) due to his attendance at the Parish Transport group meeting and Cllr D Enright (OCC) due to other Council business.

T68 PUBLIC PARTICIPATION

The Committee received representation from a resident of Kingfisher Meadows concerning Agenda Item 7(a).

T69 ILLEGAL PAVEMENT PARKING

The Chair brought this agenda item forward in the meeting so the resident from Kingfisher Meadows present could listen to the discussion.

The Committee had heard from the resident about their concern over the ongoing parking issues within the town specifically Corn Street and Kingfisher Meadows and particularly during peak hours and near local businesses. They provided suggestions on potential solutions, including the introduction of clearer signage, and improved enforcement of existing parking regulations.

Members acknowledged the concerns and discussed possible solutions. However, it was noted that as an advisory committee, they did not have enforcement powers.

The Chair read a response that had been received from the Oxfordshire County Council (OCC) Civil Enforcement Team which outlined the powers both they and the police had. OCC were able to enforce waiting restrictions, dropped kerbs, double parking and no stopping restrictions. However, it was the Police that would enforce offences such as obstruction of the highway and dangerous parking

Members agreed to refer the matter to the appropriate authorities for further action, with a recommendation to investigate potential signage and parking regulation improvements.

The resident was invited to raise their concerns directly with Thames Valley Police at the Annual Town Meeting which would take place the following day.

Resolved:

That, the Chair would follow up with OCC regarding the adoption of the roads within Kingfisher Meadows and with the Committee representative from Thames Valley Police.

Cllr R Smith joined the meeting during the following item at 3:16pm

T70 TO ADOPT AND SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 21 JAN 2025

The Committee received the minutes of the meeting held on 21 January 2025.

Resolved:

That, the minutes of the Witney Traffic Advisory Committee meetings held on 21 January 2025 be approved as a correct record and signed by the Chair.

T71 MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA (QUESTIONS ON THE PROGRESS OF ANY ITEM)

No matter arose from the minutes of 21 January 2025.

D Miles joined the meeting during the following item at 3:19pm

T72 OXFORDSHIRE COUNTY COUNCIL - PLACE, PLANNING AND COORDINATION REPORT

Members received and considered the report of Oxfordshire County Council (OCC) which included updates on the development of the A40 junction at Shores Green, Witney High Street improvements, proposals for Fiveways Roundabout and Corn Street, Windrush Place Active Travel Schemes, Footpath Improvements for Madley Park, implementation of a Footpath at

Guild Close (Thorney Leys), school travel, proposed parking changes on Church Green and Corn Street, and drainage issues behind Wood Green School.

Shores Green

OCC Officers provided updates on the Shores Green development. A Member asked if a monthly update could be provided for residents to keep them informed of the progress. Officers informed Members that updates were available via the dedicated “access to Witney” page on OCC’s website.

Witney High Street/Market Square

OCC Officers provided an update regarding the Witney High Street/Market Square project, confirming that construction would start in July. Consent had been granted for the implementation of the Automatic Number Plate Recognition (ANPR) to enforce the existing Traffic Regulation Order.

Officers confirmed the current project spend and informed the Committee that further funding had been acquired. However, the overall budget was still not confirmed.

In response to a member’s questions regarding when final plans would be available for public viewing and whether groundwork surveys have been carried out to determine suitable locations for the planned trees to mitigate future root issues, Officers advised the final plans would be made available in May, and assured the Committee that groundwork surveys would be conducted to identify the best planting locations for the trees.

Additionally, a Member asked if the design would consider the immediate surrounding areas, including the mini roundabout at the junction of Corn Street/High Street. Officers confirmed that details would be available in the final design.

Lastly, a question was raised about the reduction of bus stops from four down to two. Officers could not confirm this was part of the design, but informed Members again that any change would be included in the final plans.

Officers completed their update with confirmation that any works if would be suspended when needed for example, Christmas trading and Remembrance Day , with the preference that no major work be ongoing during the festive period/Remembrance Sunday.

Fiveways Roundabout

Officers provided a short update on the Vision Zero programme for the Fiveways Roundabout. The Vision Zero team was currently consolidating information to review and amend plans. Further consultation on the plans would continue in May after the County Council election period.

Corn Street

Members were informed that work had commenced on redesigning a section of Corn Street as part of the Local Cycling and Walking Infrastructure Plan (LCWIP). Work was due to be completed by the end of April.

Windrush Place Active Travel Scheme

Officers provided an update on the Windrush Active Travel Scheme, noting that designs were due to be completed by the end of April. Again, public consultations on the scheme would take place in May, following the elections.

Footpath Improvements for Madley Park

An update was provided regarding the planned footpath enhancements in Madley Park to improve pedestrian safety and access. Public consultations on the improvements would take place in May, following the County elections.

Implementation of a Footpath at Guild Close

Members were informed that the new footpath at Guild Close had been completed.

School Travel

Members welcomed news that Witney Community Primary School and Wood Green School were actively engaging with the OCC school travel team and would be taking part in Walk to School Week. Members discussed complaints from residents in the vicinity of the schools concerning parking issues during peak school pick-up and drop-off times. It was noted that this had caused congestion and inconvenience for local residents. The Committee acknowledged that encouraging more families to walk to school could help reduce traffic and improve safety in the area.

Proposed Parking Changes on Church Green and Corn Street

Officers provided an update on the proposed parking changes, which had now been approved. The Chair informed members that residents had now received letters informing them of the scheme and how they apply for an exemption permit and that the parking changes would be in place from 7 April.

Drainage Issues Behind Wood Green School

The ongoing drainage issues behind Wood Green School were under investigation to find a long-term resolution. A Member asked if regular leaf litter clearing could be carried out to prevent future drainage blockages and ensure that similar issues did not arise again. OCC Officers agreed to investigate this request and consider a more frequent leaf clearing schedule for the area.

Traffic flow data

OCC Officers provided traffic flow data, specifically the annual average two-way traffic flow around Witney, as previously requested by a Committee Member in relation to their impact on traffic movement and businesses in the area.

Members expressed concerns about the volume of traffic passing through Bridge Street and hoped that the Shores Green development would help alleviate this issue. OCC officers informed the Committee that once the Shores Green development was completed, road signage would be updated to re-route traffic away from using Bridge Street.

Members requested that the traffic data be revisited after the completion of the Shores Green development to assess the effectiveness of the traffic management changes.

Resolved:

1. That, the report and verbal update be noted and,
2. That, monthly updates for Shores Green be provided online and,
3. That, OCC Officers review and consider a more frequent leaf clearing schedule for the area around Wood Green School.
4. That, OCC Officers review and update traffic flow data following the completion of the Shores Green development and the updated signage.

T73 COMMUNITY SPEEDWATCH UPDATE

The Committee received a verbal update from the Chair regarding the Community Speedwatch scheme.

Members were informed of the current number of volunteers involved in the scheme which now stood at eleven, an additional group administrator was being sought to assist with the smooth running of the scheme and that the next session was scheduled for early April.

The scheme still continued to be well received by residents who had shown great enthusiasm and support for the initiative.

Resolved:

1. That, the verbal updated be noted.

Cllr R Smith left the meeting at 3:47pm

Cllr D Enright joined the meeting during the following item at 3:50pm

T74 ANNUAL BUS USERS MEETING

The Chair took the opportunity at this point to include updates under this item on Public Transport issues as well as those regarding the Bus User's meeting.

The Deputy Town Clerk provided a verbal report confirming the agreement of Witney Town Council to hold an annual bus users meeting with free/subsidised use of the Corn Exchange. The date for the meeting would be confirmed at the next meeting of the Committee.

The Chair asked that the Committee thanks be passed to the Town Council and its officers for their support.

The Committee then received verbal updates from the Independent Parish Transport Representative, and the representatives of Stagecoach, West Oxfordshire Community Transport and Pulham's Coaches.

Members received confirmation that OCC had acknowledged the significant work involved in the undertaking of the Bus Stop audit to check the condition of all bus stops in the area and would therefore now be carrying this out themselves rather than requesting individual parishes to. It was also noted that the fare for My Bus tickets would increase by 50p per day with a date to be confirmed however expected around summer. The Committee was also heard about an upcoming best dressed Bus Stop competition.

The West Oxfordshire Community Transport (WOCT) representative raised the issue of a potential limited space for buses stopping in the High Street and enquired whether a dedicated stop for the community buses could be considered. OCC Officers agreed to provide an update on this at the next meeting.

Pulham's would be issuing a revised timetable for the H2 service in May, though this would not reduce the service which would continue to run every 30 minutes. A Member inquired whether any progress had been made on re-routing the service to include a stop at the Churchill and Witney Community Hospitals, and an update on this would be provided at the next meeting.

Resolved:

1. That, the verbal updated be noted and,
2. That, OCC Officers provide updates on proposed bus stop changes at the next meeting and,
3. That, an update on the H2 service will be provided at the next meeting and,
4. That, the date for the Annual Bus Users meeting be confirmed at the next meeting

Cllr T Fenton left the meeting during the following item at 4:07pm.

He advised this would be his final meeting due to the change in OCC election boundaries. The Chair thanked him for his previous contributions over many years on the Committee.

T75 ITEMS RAISED AT THE MEETING

Lining at Raleigh Crescent

Cllr T Ashby raised concerns about the lack of response to a resident's request for road lining at Raleigh Crescent. (Minute T47 – Witney Traffic Advisory Committee 24.09.2024 Relates).

Church Green White Railings & Line Marking

Concern was raised by Cllr M Brooker regarding the condition of the white railings and line markings at Church Green.

S106 Allocations & CIL

Cllr D Enright discussed the S106 allocations and the impact of any introduction of a Community Infrastructure Levy (CIL) could have which could be used and how best to use these funds to improve connectivity in the town and support the Local Cycling and Walking Infrastructure Plan (LCWIP). It was asked that this be added as a future agenda item for the Committee to discuss the impact of new developments on the boundaries of Witney.

Road Safety Concerns

Cllr S Simpson raised multiple road issues, including the unsafe state of Newland (patches/potholes), the Corn Street pinch points, and the Welch Way/Windrush Health Centre area. Members agreed funding should be sought to address these problems.

Speeding of Vehicles on Woodstock Road

Cllr S Simpson also raised the issue of the speed of vehicles on Woodstock Road as a concern, with a request of the possibility of installing Smiley Activated Message (SAM) signs being considered, though Members questioned the high cost of this initiative.

Praise for OCC Highways Team

The Deputy Town Clerk offered praise for the OCC highways team, particularly for their work on Ducklington Lane where they had widened the shared pathway by cutting and scraping back vegetation growth.

White Lining on Langdale Gate

K Hickman raised the near disappearance of the central highway white line markings on Langdale Gate.

Changes to Bus Stops for S1 & S7 Services

D Miles asked for an update regarding potential changes to bus stops for the S1 and S7 services in Oxford following the implementation changes of the Central Oxfordshire Movement and Place Framework (COMPF), in particular impact following the eventual re-opening of Botley Road.

Witney High Street

A Bullock requested updates on the loading bays, the timing for the ANPR introduction and its impact on deliveries to local businesses. He also asked whether there would be any provisions for specific classes of vehicles or carers' cars. Cllr D Enright informed the committee that the implementation of the ANPR technology would give consideration to deliveries and that further details on loading/unloading bays would be available when the final plans for the High Street were available in May.

Parking Enforcement on Smiths Estate and Kingfisher Meadows

A Lyon raised concerns about parking enforcement on Apley Way, Lancut Road and Skylark Way noting that there were currently no parking restrictions, and the WOCT buses struggled to access these roads at times due to parked vehicles. It was advised that as discussed earlier on the meeting obstructions were a police matter, and if there were access issues, Thames Valley Police (TVP) should be contacted and issues reported.

T76 DATE OF THE NEXT MEETING(S)

Members were advised the next meeting of the Committee would be held on 24 June 2025 at 3pm.

Additional meeting dates of the Committee 2025/26:

- 23 September 2025
- 20 January 2026
- 17 March 2026

The meeting closed at: 4.23 pm

Chair