

Full Council

Meeting of Witney Town Council

Monday, 8th December, 2025 at 7.00 pm



To members of the Full Council - A Bailey, J Doughty, O Collins, G Meadows, J Aitman, T Ashby, D Enright, R Smith, D Temple, A Mubin, R Crouch, G Doughty, D Edwards-Hughes, D Newcombe, J Robertshaw, S Simpson and J Treloar

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 Deputy Town Clerk or Committee Clerk know before the start of the meeting.

Agenda

1. Apologies for Absence

To consider apologies and reasons for absence.

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

Standing Order 8(e)(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 confirmed to 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 5 - 20)

To approve and adopt the minutes of the Council Meeting held on 6 October 2025 and the Extra Ordinary Council Meeting held on 10 November 2025 in accordance with Standing Order 26 including questions on the minutes as to the progress of any item.

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 25. Matters raised shall relate to the following items on the agenda.

5. **Witney Community Policing Issues**

To receive an update from the Witney Police Team (if appropriate).

6. **An Update from Witney Oxfordshire County Councillors and West Oxfordshire District Councillors**

To receive a short verbal update from Oxfordshire County Councillors representing Witney Wards and West Oxfordshire District Councillors.

7. **Report Back from the Councillors on the Work with External Bodies where they serve as the Town Council's Nominated Representative**

To receive a short verbal update from councillors who sit on external bodies where they serve as the Town Council's nominated representative.

8. **Minutes of Committees and Sub Committees**

To receive and NOTE the RESOLUTIONS in the minutes of the meetings held between 7 October and 7 December 2025, and agree the RECOMMENDATIONS contained therein.

- a) **Planning & Development Committee** (Pages 21 - 41)
- b) **Parks & Recreation Committee** (Pages 42 - 46)
- c) **Halls, Cemeteries & Allotments Committee** (Pages 47 - 51)
- d) **Stronger Communities Committee** (Pages 52 - 61)
- e) **Policy, Governance & Finance Committee** (Pages 62 - 72)
- f) **Climate Action Working Party** (Pages 73 - 77)
- g) **Witney: Past, Present & Future Working Party** (Pages 78 - 80)

9. **Civic Announcements** (Pages 81 - 82)

To receive the report of the Mayor & Mayor's Secretary.

10. **Health & Safety** (Pages 83 - 86)

To receive the report of the Compliance & Environment Officer on health and safety items.

11. **Vandalism & Anti Social Behaviour** (Page 87)

To receive an update showing the latest vandalism to Council property and reported Anti-Social Behaviour.

12. **Complaints, Compliments, FOIs & SARs** (Pages 88 - 94)

To receive and consider the report of the Deputy Town Clerk.

13. **Future of Local Government in Oxfordshire**

To receive and consider a verbal update from the Town Clerk/CEO if appropriate.

14. **OCC Consultation - Traffic Regulation Order for A40** (Pages 95 - 99)

To receive and consider correspondence from Oxfordshire Country Council regarding a Traffic Regulation Order to run in conjunction with the Public Spaces Protection Order for a section of the A40 and formulate a response if appropriate.

15. **OCC Consultation – West End (Witney) Proposed Residential Permit Parking** (Pages 100 - 112)

To receive correspondence from Oxfordshire Country Council regarding a proposed residential permit parking scheme for West End, Witney and formulate a response if appropriate.

16. **OCC Consultation - Proposals to Improve Oxfordshire's Fire and Rescue Service**

To receive notice of this consultation and consider a Town Council response if appropriate. Details here [Consultation on proposals to improve Oxfordshire's Fire and Rescue Service | Let's Talk Oxfordshire](#)

17. **Communication from the Leader**

To receive such communications as the Leader of the Council may wish to bring before the Council and to consider the recommendation of the Leader on how such communications should be dealt with.

18. **Correspondence**

To receive any correspondence received (if applicable).

a) **Highways Asset Response Team (HART)** (Page 113)

To receive correspondence from Oxfordshire County Council concerning a new Highways initiative.

19. **Questions to the Leader of the Council**

Questions to the Leader of the Council concerning the business of the Council in accordance with Standing Order 22.

20. **Sealing of Documents**

To receive details of documents sealed by the Council (If applicable).



Town Clerk

Members Interests & Registration Of Gifts & Hospitality

Members are reminded that any changes to the register of interests previously completed by them or any registration of Gifts or Hospitality received which exceed £50 should be reported to the Town Clerk **within 28 days** of the occurrence.

**MEETING OF THE
WITNEY TOWN COUNCIL**

Held on Monday, 6 October 2025

At 7.00 pm in the Gallery Room, The Corn Exchange, Witney

Present:

Councillor A Bailey (Chair)

Councillors:	J Doughty	G Doughty
	O Collins	D Edwards-Hughes
	G Meadows	D Newcombe
	D Enright	J Robertshaw
	R Smith	J Treloar
	R Crouch	
Officers:	Sharon Groth	Town Clerk
	Adam Clapton	Deputy Town Clerk
	Derek Mackenzie	Senior Administrative Officer & Committee Clerk
	Nigel Warner	Responsible Financial Officer
Others:	Four members of the public	
	PSCO Chris Jones (Thames Valley Police)	

565 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors A Mubin, J Aitman, T Ashby, D Temple and S Simpson.

Cllr D Enright joined the meeting at 7:01pm

566 DECLARATIONS OF INTEREST

Councillor O Collins declared a non-Pecuniary interest in Agenda item 11 as he was a non-paid Director of West Oxfordshire Community Transport and therefore would not take part in this item.

Later in the meeting as the Agenda Item arose, Councillors D Enright & R Crouch declared a pecuniary interest in Agenda Item 14 owing to their roles as elected members of the Executive Committee of West Oxfordshire District Council.

There were no other declarations from Members or Officers

567 MINUTES

The minutes of the meeting of the Council held on 28 July 2025 were received.

446 – Members heard that the re-siting of the Mayoral boards would be actioned soon, and they would be moved to the Administration/Reception Office.

Resolved:

That, the minutes of the Council meeting held 28 July 2025 be approved as a correct record of the meeting and be signed by the chair.

568 **PUBLIC PARTICIPATION**

The Committee adjourned for this item.

The Committee received representations from the Chair of West Oxfordshire Community Transport concerning Agenda Item 11. He provided annual usage figures and thanked the Council for their continued support while outlining the need for increased grant funding so that they may maintain the services that were critical to their users.

The Committee reconvened.

569 **MOTION - SUPPORT FOR WEST OXFORDSHIRE COMMUNITY TRANSPORT (WOCT)**

With the permission of the Chair, this item was moved up the agenda so the member of public could hear the discussion and outcome.

Cllr R Smith opened the discussions with an explanation of her reasoning for bringing the motion which was to overturn the decision to not award an increase in the annual grant to West Oxfordshire Community Transport (WOCT) by £2,500 at the meeting of the Stronger Communities Committee on 15 September 2025.

Cllr R Crouch as seconder to the Motion expressed her belief that it should be Oxfordshire County Council (OCC) that should be providing the funding for the community bus service, a belief that was shared by many of the Members present including the OCC Councillor, but this motion was about providing certainty should those funds not materialise.

Additional support for the Motion was expressed by Members, who felt that the Council was in the fortunate position due to its financial competency to step in and provide a modest increase to the existing funding of WOCT, especially when it was confirmed by the Members of WOCT present that it was needed within the next eight weeks to ensure that cashflow did not have to be redirected from other services.

However, this was not the feeling of some members who were concerned for the setting of precedence and that the funding would essentially allow OCC to avoid addressing the existing funding shortfall.

Cllr Smith in response to Members questions provided her closing thoughts prior to the Mayor speaking on his disappointment for the loss of cross-party support on a subject that provided support to 35,000 passenger journeys each year.

The Mayor moved to a requested named vote. The motion was passed, with voting as follows:

In Favour	Six - Cllrs A Bailey, R Smith, R Crouch, D Enright, G Meadows, D Newcombe
Against	Four - Cllrs G Doughty, D Edwards-Hughes, J Treloar, J Robertshaw

Abstentions Two - Cllr O Collins, J Doughty

Resolved:

1. That, the Motion be passed and therefore,
2. That, Witney Town Council, in acknowledgement that WOCT provides an essential community bus service for the residents of Witney, increase the grant by £2,500, if this need is not met by OCC as an outcome of their September/October meeting with WOCT and,
3. That, this be funded from a supplementary estimate from the general reserve.

*Two members of the public left at 7:37pm
Cllr O Collins left the meeting briefly between 7:39 and 7:44pm*

570 **WITNEY COMMUNITY POLICING ISSUES**

The Council heard from PCSO Chris Jones of Thames Valley Police (TVP) who held the position of schools' officer and had day to day dealing with the prevention of anti-social behaviour.

PCSO Jones updated Members on Motorcycle exhaust noise complaints, electric scooters and bicycles, as well as the background to the application by TVP to introduce a Public Spaces Protection Order to stop the use of the A40 for Pony & Trap racing.

He also provided an insight into the work of TVP who were using an app called "hotspot" to help target crime and anti-social behaviour. TVP were taking a proactive approach to target known offenders and troublemakers with an aim to educate over prosecution.

He also outlined the Safeguarding partnership work that had been introduced to schools in order to educate from an early secondary school age. Details would be provided on the scheme to the Council for distribution so that the resources could be utilised by Members.

In response to Members questions PCSO Jones confirmed that work had been successful however, was ongoing to reduce the use of E-Bikes with four modified bikes being taken by Officers in recent weeks.

He was unaware of the level of anti-social being witnessed by the Town Council on and around its property and asked that the Committee Clerk provide details so that he may review further.

Further questions were raised by Members in relation to vaping, which had been raised by prospective Youth Councillors and anti-social behaviour at Burwell.

Resolved:

1. That, the update be noted and,
2. That, details of the Vandalism & Anti-Social behaviour documented by the Council be forwarded to PCSO Jones and,
3. That, details of the safeguarding partnership be forwarded to Members on receipt.

Cllr G Meadows left the meeting at 8:01pm

571 **AN UPDATE FROM WITNEY OXFORDSHIRE COUNTY COUNCILLORS AND WEST OXFORDSHIRE DISTRICT COUNCILLORS**

West Oxfordshire District Council

Cllr J Doughty confirmed that a Motion brought to increase the enforcement of illegal e-bikes and scooters use had been successful.

Cllr R Crouch advised that a Motion to provide support to residents affected by the Israel/Palestine war had also been passed.

Cllr D Enright encouraged Members to visit and promote the new markets across the town and district and advised that consideration was being given to the markets in the Market Square and the Marriotts area to complement each other.

Cllr R Smith – Updated Members on the progress of her questions to the executive members of WODC to review the provision of the two football pitches at Madley Park so that they be utilised as soon as possible.

Oxfordshire County Council

Cllr J Robertshaw reminded Members that the new Oxford congestion charge had been approved and that Witney residents were now able to apply for a limited number of exemptions for trips that they made into the City.

He also encouraged Members to speak with him should they be interested in carrying out the necessary fix my street superuser training to enable them to report Pothole repairs.

Lastly, he advised that there was an extensive budget review for SEND taking place within OCC.

Resolved:

That, the verbal updates be noted.

During the following agenda item.

Cllr G Meadows rejoined at 8:07pm

Cllr D Edwards-Hughes left the meeting between 8:07pm and 8:09pm

572 **REPORT BACK FROM THE COUNCILLORS ON THE WORK WITH EXTERNAL BODIES WHERE THEY SERVE AS THE TOWN COUNCIL'S NOMINATED REPRESENTATIVE**

Cllr O Collins provided an update from **Witney & District Twinning Association**; following the success of the renaming event held in May; Le Touquet-Côte d'Opale Airport would now be known as Elizabeth II Le Touquet-Paris-Plage International Airport in tribute to the former monarch.

He also advised that for the first time in many years it was hoped that representatives from both twinned towns would be in attendance at both the Remembrance Service and the Christmas Light Switch on Event.

Cllr R Crouch advised that **Witney Town Charity** had carried out recent checks on the Newlands Almshouses and all was well.

Cllr R Crouch also updated members on the strategic financial review undertaken by **Witney Education Foundations** which had led to a reduction in the level of grants it would be issuing. It was later established this update was provided in her capacity as the WODC Nominee to WEF rather than as the Town Council Nominee who had sent apologies.

Cllr G Meadows advised that the **Henry Box Collection** was considering dissolving of the charity due to there being no continued need as the collection was under the protection of the school.

Cllr R Smith advised members that a Coffee Morning held by the **Witney Fairtrade Action Group** was well attended at the Methodist Church.

Cllr R Smith also updated on the actions being taken by **Witney Infrastructure Neighbourhood Group** (WING) following their recent interactions with Charlie Maynard MP around the road infrastructure need of Witney, specifically the West End Link Road.

In response to a Member's question Cllr Smith advised that as the North Witney Development was already in the Local Plan this was a current issue and if Members did have any comments or thoughts to speak with her or Cllr D Enright, the other Council representative of WING.

Cllr D Enright updated on the frustration with Oxfordshire County Council being felt by the **Witney Traffic Advisory Committee** with the slow progress of footpath improvements as well as the long-awaited High Street & Market Square changes. Cllr Enright had also taken up the role of Chair of the Committee so welcomed Members contributions.

Resolved:

That the updates be noted.

A member of the public left at 8:15pm

573 **PLANNING & DEVELOPMENT COMMITTEE - 5 AUGUST, 26 AUGUST & 16 SEPTEMBER 2025**

The Chair of the Committee presented the above minutes to Council and moved their acceptance.

Resolved:

That the minutes of the Planning & Development Committee meetings held on 5 August, 26 August & 16 September 2025 be received and any recommendations therein approved.

574 **PARKS & RECREATION COMMITTEE - 1 SEPTEMBER 2025**

In the absence of the Chair and Vice Chair of the Committee the Mayor presented the above minutes to Council and moved their acceptance.

Resolved:

That the minutes of the Parks & Recreation Committee meeting held on 1 September 2025 be received and any recommendations therein approved.

575 **HALLS, CEMETERIES & ALLOTMENTS COMMITTEE - 8 SEPTEMBER 2025**

The Chair of the Committee presented the above minutes to Council and moved their acceptance.

H401 – In response to a Members question it was confirmed that the signage was under consideration by Oxfordshire County Council though it was understood that funding was the obstacle.

H448 & H449 – It was clarified to Members that a total of £2,000 for hearing loop technology would be entered into the budget for consideration.

Resolved:

That the minutes of the Halls, Cemeteries & Allotments Committee meeting held on 8 September 2025 be received and any recommendations therein approved.

576 **CLIMATE & BIODIVERSITY COMMITTEE - 9 SEPTEMBER 2025**

The Vice Chair of the Committee presented the above minutes to Council and moved their acceptance.

It was noted that the Biodiversity & Green Spaces and Compliance & Environment Officers had been present at the meeting however had been omitted from the list of attendees.

Resolved:

That, subject to the amendment of the list of attendees, the minutes of the Climate & Biodiversity Committee meeting held on 9 September 2025 be received and any recommendations therein approved.

577 **STRONGER COMMUNITIES COMMITTEE - 15 SEPTEMBER 2025**

The Chair of the Committee presented the above minutes to Council and moved their acceptance.

Resolved:

That the minutes of the Stronger Communities Committee meeting held on 15 September 2025 be received and any recommendations therein approved.

578 **POLICY, GOVERNANCE & FINANCE COMMITTEE - 22 SEPTEMBER 2025**

The Chair of the Committee presented the above minutes to Council and moved their acceptance.

SC 549 –A Member requested that a report by income and expenditure lines rather than cost centres be provided by the Responsible Financial Officer (RFO) when consideration of the budget setting arose during the next cycle. The RFO confirmed he was happy to provide this.

Additionally, a detailed organisational chart was requested. The Committee Clerk confirmed that this was already publicly available on the Council's website library.

Resolved:

1. That, a report by income and expenditure lines rather than cost centres be prepared by the RFO and,
2. That, the published organisational chart be noted and,
3. That, the minutes of the Policy Governance & Finance Committee meeting held on 22 September 2025 be received and any recommendations therein approved.

579 **WORKING GROUP MEMBERSHIP**

National Pride Working Party

The Council received the resolution of the Stronger Communities Committee made on 15 September 2025 (Minute SC521(1) refers) and considered appointments to a National Pride Working Party

The appointment of six members, Cllr J Robertshaw, Cllr J Treloar, Cllr G Meadows, Cllr R Crouch, Cllr A Mubin and Cllr R Smith were proposed, seconded, and agreed unanimously.

Additionally, Cllr R Smith made a proposal for the inclusion of two member of the public. Again, to unanimous approval.

Witney Town Centre Forum

The Council received the resolution of the Stronger Communities Committee made on 15 September 2025 (Minute SC526 refers) and considered appointments to the reestablished Town Centre Forum.

The appointment of Cllr G Meadows, Cllr D Edwards-Hughes & Cllr A Bailey were proposed, seconded, and agreed unanimously.

The Deputy Town Clerk advised that a meeting arranged by Witney Chamber of Commerce was to be held the following week and that attendance by one or more of the appointees as a representative would be welcomed. Details would be forwarded to all three members.

Resolved:

1. That, the membership of the National Pride Working Party be agreed as detailed above and,
2. That, the two named members of public be approached with an invite to join the National Pride Working Party.
3. That, the membership of the Witney Town Forum be agreed as detailed above.

580 **CONCLUSION OF AUDIT FOR YEAR ENDING 31 MARCH 2025**

The Council received and considered the report of the RFO which provided detail of the External Auditor's report and commentary.

Members thanked the RFO for the comprehensive summary and explanations. It was unanimously agreed that it be delegated to the Town Clerk/CEO to respond to Moore on the points that they raised in their accompanying letter and obtain clarification on the additional fee charged.

Resolved:

1. That, the report be noted and,
2. That, the Council notes that the Council's External Auditor – Moore – has completed the review of Sections 1 and 2 of the Annual Governance and Accountability Return for year ended 31 March 2025, and in their opinion the information is in accordance with the Proper Practices (external Audit Report and Certificate 2024/25 and Notice of Conclusion of Audit for year ended 31 March 2025) and,
3. That, the supplementary letter from the auditors Moore be noted and,
4. That, authority is delegated to the Town Clerk/ Chief Executive to respond to Moore and,
5. That, notification of the Notice of Conclusion of Audit was published on 26 September 2025.

The Responsible Financial Officer left the meeting at 8:29pm

581 **MOTION - RECOMMENDATIONS FROM SPENDING COMMITTEES IN PGF REPORTS**

The Council received the motion on Recommendations from Spending Committees in Policy, Governance & Finance Reports, proposed by Cllr R Smith and seconded by Cllr G Meadows.

Members debated the motion with differing opinions. Some Members thoughts were that the motion would be detrimental to governance and that Committees should be trusted to take decisions on which they were asked without the overarching risk of those decisions being overturned by the political majority.

In response to the concerns, Cllr Smith & Meadows outlined that the motion was being brought to provide transparency and time for the precept paying public to engage with Council decisions and that the PG&F Committee was an oversight to the spending Committees and therefore it was logical for them to agree and evaluate all spending of the Council.

In response to a challenge from Members on the amendment of the Financial Regulations, the Town Clerk/CEO provided an explanation of the difference between recommendations and resolutions made by a Committee and outlined the necessity for robust financial regulations.

In response to a Member's request that the Financial Regulations be reviewed prior to the proposed amendment it was confirmed that they are reviewed annually with the last review being in June 2025.

A vote on the motion as presented was taken with the result being:

For	Nine
Against	Five

Resolved

1. That, the motion as presented, be passed with no amendment.

2. That, all decisions of spending committees—both affirmative and negative—be clearly summarised to the PG&F Committee, so that scrutiny of decisions is complete and transparent, and overall decision-making is improved and,
3. That, this principle be applied immediately and for the remainder of this term of office and,
4. That, when the Financial Regulations are next reviewed (June 2026), they be amended to include the following wording:

Where a recommendation on expenditure is not carried by a Spending Committee, the Policy, Governance & Finance Committee reserves the right to re-examine the matter at its meeting. The PGF Committee may overturn the decision if additional information is presented that demonstrates a clear public need and its affordability, within an existing budget or supplementary estimate from the General Fund.

582 **CLIMATE ACTION PLAN**

The Council received the report of the Compliance & Environment Officer which outlined proposed budget allocation for improvements to Burwell Hall and the introduction of a water fountain at The Leys

Officers provided clarification that the recommendations were simply to consider the allocation of the sums into the budget; prior to any spending all Members of the Council would have the opportunity to scrutinise in the budget setting cycle of meetings.

Additionally, Officers would prepare a fully costed and researched report prior to the commissioning of any works.

A vote was taken on the recommendations within the report with the additional request that the notes of the Climate Action Working Party on 25 September 2025 be noted.

For	Nine
Against	One
Abstentions	Two

Resolved

1. That, the report be noted and
2. That the following capital project requests be considered in the budget setting for the 2026/27 municipal year. Installation of Public Water Refill Station £4,500, Installation of Solar PV Panels at Burwell Hall £16,000 and installation of Ceiling Insulation at Burwell Hall £22,000 and,
3. That, the notes of the Climate Action Working Party be noted.

583 **SUSPENSION OF STANDING ORDER NO 5(W)**

During the voting period of the previous item, it was proposed that there be a suspension of Standing Order 5(w) which was unanimously agreed and therefore it was

Resolved:

That, Standing Order 5(w) be suspended in order to allow the meeting to continue as it had now lasted for two hours.

*During the following agenda item.
Cllr D Newcombe left the meeting between 8:57pm and 9pm
Cllr D Enright left the meeting between 9pm and 9:03pm*

584 **PUBLIC CONVENIENCE PROVISION IN WITNEY**

The Council received and considered the report of the Town Clerk/CEO regarding the decision by West Oxfordshire District Council to amend its provision for Public Conveniences within Witney.

Members were in unanimous agreement with the recommendation not to take any action in respect of the Langdale Car Park facilities and were pleased to hear that these would remain an option for visitors and residents.

Regarding the facilities at The Leys, Members were supportive of the Town Clerk progressing with discussions with WODC to seek the freehold of the facilities in order to safeguard the building for alternative future use, providing the terms were acceptable.

Members heard from the Town Clerk/CEO that it was necessary for a resolution to be made by the Council for her to progress in principle so that WODC had the necessary assurance to enter discussions.

A vote was taken on the issue of progressing with The Leys freehold discussions with the following result.

For	Ten
Against	Nil
Abstention	Two

Resolved:

1. That, the report be noted and,
2. That, the Town Clerk be authorised to proceed with discussions with WODC to seek the freehold in order to safeguard The Leys facilities for future alternative use and,
3. That, no action is taken in respect of taking over the responsibility of the Langdale Car Park facilities.

585 **CONSULTATION - HIGH STREET & MARKET SQUARE (WITNEY) PROPOSED HIGHWAY IMPROVEMENTS**

The Council received notification of a consultation on a Traffic Regulation Order resulting from the High Street/Market Square improvements.

Members agreed that as this was regarding TRO's only, the Council would not enter a formal response to the consultation.

Resolved:

That, the correspondence be noted.

586 **CIVIC ANNOUNCEMENTS**

The Council received the report of the Mayor and Mayor's Secretary which highlighted the civic engagements of the Mayor and Deputy since the last meeting.

The Mayor expressed thanks to his Deputy and Secretary as well as all Members that had assisted in promoting his mayoral charities and attending the various flag raising events that had taken place.

The Deputy Mayor took the opportunity to add that a recent business opening event she attended had led to a kind donation which she had passed on to a charity auction. Additionally, the business had entered discussions to sponsor the children's advent fayre event on 30 November.

Resolved:

That, the reports be noted.

*During the following agenda item.
Cllr O Collins left the meeting between 9:13pm and 9:15pm*

587 **HEALTH & SAFETY**

The Council received the report of the Compliance & Environment Officer which provided an update on Health & Safety matters.

Members thanked officers for their work in these areas ensuring Council compliance.

Resolved

That, the report be noted.

588 **VANDALISM & ANTI SOCIAL BEHAVIOUR**

The Council received the report of vandalism & Anti-Social behaviour which had occurred since the last meeting.

They also received a verbal update from the Committee Clerk outlining some of the issues and the interaction that had occurred with the local neighbourhood team in order that they were well informed as issues arose. He also advised that year to date that 54 incidents had been reported with an estimated cost to the Council of £8,400.

Members were disappointed to hear that act of graffiti and littering were continuing at the area around the COVID Memorial and reemphasised their agreement with the recommendation of the Stronger Communities Committee to erect additional signage to inform of its significance.

Resolved:

That, the report and verbal update be noted.

*During the following agenda item.
Cllr J Treloar left the meeting between 9:19pm and 9:21pm*

Cllr D Edwards-Hughes left the meeting between 9:20pm and 9:23pm

589 **FUTURE OF LOCAL GOVERNMENT IN OXFORDSHIRE**

The Council received and considered the report of the Town Clerk/CEO which provided an update on the activity she had taken part in as the work of the reorganisation of Local Government progressed.

Resolved:

That, the report be noted.

590 **COMMUNICATION FROM THE LEADER**

There were no communications from the Leader.

591 **NALC - SEIZING THE OPPORTUNITY OF DEVOLUTION**

The Council received the correspondence from the National Association of Local Councils (NALC) regarding their thoughts on devolution of local government.

Resolved:

That the correspondence be noted.

592 **CIVILITY & RESPECT PROJECT NEWSLETTER**

The Council received the latest Civility & Respect newsletter from the National Association of Local Councils (NALC).

Additionally, the Town Clerk made a statement regarding the outcome of a Code of Conduct complaint submitted in August, following a social media post that made unfounded allegations about the "appalling behaviour" of Town Council staff and suggested that "it starts at the top." The Clerk felt the post was unfair and damaging to the reputation of both staff and the Council. Although the Code of Conduct was engaged at the District Council level, the post was not deemed a personal attack, and no further action was taken. A separate referral to Oxfordshire County Council was also dismissed on a technicality. The Clerk expressed disappointment at the lack of recourse, highlighting concerns about the imbalance in accountability between officers and elected members, and the limited protections for staff who cannot publicly defend themselves.

The Town Clerk emphasised the need for the Council to be able to correct misinformation and uphold the integrity of its staff and operations when unfair public comments are made. It was noted that this situation reflects a broader misunderstanding of the structure and role of Town and Parish Councils. In response, and following advice from the Oxfordshire Association of Local Councils, the Town Clerk has contacted Breakthrough Communications to explore how the Council's communications can more effectively represent the professionalism and impartiality of its officers.

Resolved:

1. That, the correspondence be noted and,
2. That, the statement of the Town Clerk/CEO be noted.

593 **OCC RESPONSE TO RESIDENT SURVEY FEEDBACK**

The Council received and considered the response from Oxford Country Council in response to the Council's letter highlighting residents' concerns.

Members welcomed the comprehensive answers provided to the points raised and asked that the Officers consider replicating the level of information provided to residents' queries in future communications.

Resolved:

1. That the correspondence be noted and,
2. That, Officers consider how best to communicate the points provided.

594 **WODC RESPONSE TO RESIDENT SURVEY FEEDBACK**

The Council received and considered the response from West Oxfordshire District Council (WODC) to the letter sent by the Town Council regarding the issues raised in the residents survey it carried out.

Resolved:

That the correspondence be noted.

595 **CERTIFICATE OF ADOPTION - THORNEY LEYS (GUILD CLOSE) WITNEY: 410.203 S38**

The Council received the notification of the adoption of the road and pathways at Guild Close by Oxfordshire County Council.

Resolved:

That the correspondence be noted.

596 **PUBLIC SPACE PROTECTION ORDER (PSPO) - A40 DUAL CARRIAGEWAY**

The Council received a tabled notification via the Deputy Town Clerk of correspondence received from West Oxfordshire District Council in relation to Thames Valley Police's application for a Public Space Protection Order (PSPO) to combat the use of A40 for Pony & Trap racing.

Members were given a summary of the proposal and details of a public meeting that would be held to engage with residents and obtain their views.

The Council had previously agreed to support the proposal, and the consultation would be referred to the next Stronger Communities Committee meeting.

Resolved:

That, the correspondence be noted.

597 **QUESTIONS TO THE LEADER OF THE COUNCIL**

Cllr J Doughty asked that the Leader encourage Councillors to commit to attending the Advent Fayre event on 30 November 2025 and that Officers issue additional details of timetabling for the day. In response the Leader noted that the date had been in Councillors diaries for some time and that she looked forward to seeing their attendance.

598 **SEALING OF DOCUMENTS**

There were no items sealed since the last meeting.

Resolved:

That the seal of the Council be affixed to any documents arising from decisions taken by this meeting of the Council.

The last remaining member of the public left the meeting at 9:32pm

599 **EXCLUSION OF PRESS & PUBLIC**

Resolved:

That in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.

600 **PROPERTY & LEGAL MATTERS**

The Council received and considered the confidential verbal update from the Town Clerk/CEO which consisted of an update on Courtside Hubs CIC's redevelopment of The Leys.

Some Members had taken the opportunity of the visit to the site to see the work that was ongoing within the previous week, the Town Clerk was able to provide additional information on the current financial arrangements and the progress of the Head of Terms that were being drawn up by the Council's legal advisors.

Resolved:

That the confidential verbal update be noted.

601 **LONGSTANDING SERVICE RECOGNITION - TOWN CLERK/C.E.O**

The Mayor led an acknowledgment to the Town Clerk/CEO, Sharon Groth for her attainment of 25 years-service with the Town Council, 18 years of which had been served as Town Clerk and presented a long service award certificate on behalf of the Council.

The meeting closed at: 9.44 pm

Chair

**MEETING OF THE
WITNEY TOWN COUNCIL**

Held on Monday, 10 November 2025

At 7.05 pm in the Gallery Room, The Corn Exchange, Witney

Present:

Councillor J Doughty (Chair)

Councillors:	O Collins	G Doughty
	T Ashby	D Edwards-Hughes
	D Enright	D Newcombe
	R Smith	J Robertshaw
	D Temple	S Simpson
	A Mubin	J Treloar
	R Crouch	
Officers:	Sharon Groth	Town Clerk
	Adam Clapton	Deputy Town Clerk
	Derek Mackenzie	Senior Administrative Officer & Committee Clerk
	Mark Lewis	Head of Estates & Operations
	Nigel Warner	Responsible Financial Officer
	Adam Cook	Project Officer
Others:	None	

636 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors A Bailey and J Aitman.

637 **DECLARATIONS OF INTEREST**

There were no declarations of interest from Members or Officers.

638 **PUBLIC PARTICIPATION**

There was no public participation.

639 **EXCLUSION OF PRESS & PUBLIC**

Resolved:

That in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.

640 **WEST WITNEY CONSTRUCTION CONTRACT EVALUATION**

The Council received and considered the confidential report of the Project Officer on the construction contract for works at West Witney Sports Ground, which included the renovation of the clubhouse and the construction of a new Council depot.

Members received an update outlining the background to the projects and the details of the tender process, which was carried out in line with the Council's Financial Regulations and public procurement requirements. The tenders were evaluated using a weighted scoring system by Council officers and the appointed property consultants, Berry's, who would act as the Council's Contract Administrator to ensure building compliance.

The overall budget for the projects had increased slightly in line with tender returns but remained consistent with previous reports relating to Council borrowing.

Members welcomed the report and commended officers for their work and due diligence in progressing the project to this stage. It was noted that some matters remained under review, including the discharge of planning conditions, the financial standing of the proposed contractor, and confirmation of the Section 106 contribution from West Oxfordshire District Council. Officers advised that these issues were being actively progressed.

Resolved:

1. That, the confidential report be noted and,
2. That, the revised budget of £1,977,008 for the building phase of the West Witney Project be approved and,
3. That, the awarding of the West Witney contract for the construction and delivery of the West Witney depot and clubhouse projects, as presented in the report, be approved and
4. That, the Town Clerk/CEO be authorised to enter a contract with the Council's chosen contractor.

641 **REVERT TO OPEN SESSION**

Following the completion of the closed session to consider confidential matters the Committee reverted back to open session to formally award the West Witney Construction tender.

642 **WEST WITNEY CONSTRUCTION CONTRACT**

Following the earlier discussion, it was unanimously agreed that the contract be awarded to Contractor A.

Resolved:

1. That, the contract for the construction projects at West Witney Sports Ground be awarded to Contractor A.

The meeting closed at: 7.40 pm

Chair

Public Document Pack Agenda Item 8a

PLANNING & DEVELOPMENT COMMITTEE MEETING OF THE WITNEY TOWN COUNCIL

Held on Tuesday, 7 October 2025

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

Present:

Councillor G Doughty (Chair)

Councillors:	J Doughty R Smith	J Treloar (In place of D Temple)
Officers:	Derek Mackenzie Cara Murray	Senior Administrative Officer & Committee Clerk Admin Support Assistant - Communities & Planning
Others:	None.	

P602 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors J Aitman and D Temple, Councillor J Treloar attended as a substitute for the later.

P603 DECLARATIONS OF INTEREST

Councillor R Smith declared a personal, non-prejudicial interest in Planning Application 25/02086/HHD by virtue of knowing the applicant.

There were no other declarations from Members or officers

P604 PUBLIC PARTICIPATION

The Committee adjourned for this item.

The committee received representation a local resident concerning planning application 25/02116/OUT. The resident was able to provide additional information regarding research into ancient woodland and surrounding landscape.

The Committee reconvened.

P605 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.

The meeting closed at: 7.02 pm

Chair

archaeological survey be carried out prior to any further work, to ensure that any historically or culturally significant findings are properly preserved with reference to policies EH13 and EH16 of the Local Plan.

However, should this development proceed despite the Town Council's objection, Members urge that the following matters be addressed and incorporated into any future detailed applications. While the site lies within the parish of Curbridge & Lew, Witney is the nearest service centre and will bear the majority of the impact in terms of infrastructure, public services, transport, and community facilities. The Town Council therefore considers it essential that the cumulative effect on Witney is fully assessed and mitigated through:

Sewerage Infrastructure

Witney Town Council passed a vote of no confidence in Thames Water during 2024 due to ongoing and unresolved failures in delivering adequate sewerage infrastructure and capacity improvements at the Witney Sewage Treatment Works. Given these known constraints, the Council believes it is essential that no development proceeds without a full and independently verified assessment of the sewerage infrastructure, with capacity upgrades secured prior to occupation of new homes.

Community Infrastructure, Access, and Contributions

The Town Council highlights the need for timely and guaranteed delivery of essential community infrastructure, secured through appropriate planning conditions and legal agreements. Facilities should include a local shop to reduce car dependency, a flexible community hub to support co-working and social use, inclusive play areas for all ages and abilities, and accessible sports pitches and public open spaces delivered early and maintained to a high standard.

Concerns were also raised regarding the absence of planned pedestrian crossings on the busy Burford Road, particularly near the industrial estate. Safe, direct pedestrian and cycle crossings should be incorporated from the outset to ensure the safety of new and existing residents.

As the main service centre for this proposed development, Witney Town Council seeks Section 106 contributions to support a range of community infrastructure, cemeteries, public halls, heritage, and climate and biodiversity initiatives. Contributions are requested based on a yearly sum per dwelling, multiplied by the anticipated number of dwellings (450), to deliver infrastructure impacted by the development, as follows:

"Sports & Recreation (£60,000)

Improvements to West Witney sports grounds and pitches including funds to facilitate the building of a 3G pitch, ongoing delivery of the Council's Open Spaces Strategy, and upgrading Burwell Hall Changing Rooms/facilities, addressing the lack of sports pitches highlighted in the WODC Playing Pitch Strategy such as additional bowls greens, basketball court provision and a running track. These are in addition to funds requested from WODC for sports pitches and play areas.

"Community (£27,000)

Contributions towards street scene infrastructure such as bus shelters, bins, grit bins, community noticeboards, defibrillators, and benches; provision of services and utilities to allocated allotment land; support for the West Witney Parkrun hogging path, funding towards the community bus route serving the development; and support for the Town Council's detached youth service to meet increased demand from the development.

"Cemeteries (£7,500)

Contribution towards Windrush Cemetery to meet the anticipated demand for

grave spaces and associated layout improvements.

"Public Halls (£7,500)

Support towards the Corn Exchange Community Arts facility serving West Oxfordshire.

"Climate & Biodiversity (£18,000)

Funding for nature recovery and re-wilding works at Witney Lake & Country Park as set out in the Council's Land Management Plan, plus accessibility and further biodiversity improvements across additional Town Council-managed sites.

"Heritage (£20,000)

Contribution towards refurbishment of key historical buildings owned by the Town Council, including Tower Hill Cemetery Chapels, Buttercross, Town Hall, Corn Exchange, and St Mary's Church Carillon and Bell Tower.

Total Sum Requested: £140,000

Clear phasing arrangements should be put in place to ensure that contributions align with housing delivery and that essential services are operational before residents move in.

Additional Infrastructure Considerations

Witney Town Council recognises that existing infrastructure in Witney is under considerable pressure. The scale of this development, combined with other planned growth on Witney's borders, will place additional demand on key public services and facilities.

"Healthcare: The Council requests that any approval includes a clear commitment from the developers to contribute towards new healthcare provision. This would include funding for a new GP surgery or support for the reopening of the Deer Park Medical Centre, ensuring adequate medical services for new and existing residents.

"Education: While primary education provision is currently sufficient, there remains significant concerns about secondary education capacity within Witney. The Council ask that a fully assessed plan of educational needs arising from this development and other nearby proposals is carried out.

"Highways and Transport: Given the rural context and prevalent multi-car ownership, reliance on walking and cycling alone is felt to be unrealistic. Members ask that any development consent is considered alongside substantial upgrades to local highways, including Dry Lane and Crawley village, the development would also increase the need for a West End Link to provide a second river crossing in line with Oxfordshire County Council's transport strategy, to manage the increased traffic and maintain safety.

Socio-Economic Considerations and Future Governance

Given the prospect of imminent local government devolution, this development should be considered in the context of potential parish boundary changes arising from a future Community Governance Review. Long-term planning decisions should account for the likely administrative, social, and service delivery implications for Witney as the main service centre, despite the site being located within Curbridge & Lew Parish.

Conclusion

In summary, while Witney Town Council objects to the principle of this development, it recognises that, if approved, rigorous conditions and planning obligations, including Grampian conditions must be imposed to protect existing residents and ensure new infrastructure, services, and community facilities are

delivered in a timely and effective manner to ensure a sustainable development that safeguards the character and wellbeing of Witney and all its neighbouring Parishes.

605- 4	WTC/112/25	Plot Ref :-25/02273/ADV	Type :-	ADVERTISED
	Applicant Name :-	.	Date Received :-	01/10/2025
	Location :-	114 HIGH STREET` HIGH STREET	Date Returned :-	08/10/2025
	Proposal :	Installation of non-illuminated fascia, hanging and panel signage.		
	Observations :	Witney Town Council has no objections regarding this application.		

605- 5	WTC/113/25	Plot Ref :-25/02274/LBC	Type :-	LISTED BUI
	Applicant Name :-	.	Date Received :-	01/10/2025
	Location :-	114 HIGH STREET HIGH STREET	Date Returned :-	08/10/2025
	Proposal :	External alterations to include installation of non-illuminated fascia, hanging and panel signage and painting of existing archway.		
	Observations :	Witney Town Council has no objections regarding this application.		

605- 6	WTC/114/25	Plot Ref :-25/02264/LBC	Type :-	LISTED BUI
	Applicant Name :-	.	Date Received :-	01/10/2025
	Location :-	75A HIGH STREET HIGH STREET	Date Returned :-	08/10/2025
	Proposal :	General maintenance and repair works together with proposals to improve the thermal performance of the property, to include internal alterations and replacement roof insulation, repair timber sash and casement windows and glazed timber external doors with the addition of secondary glazing to all.		
	Observations :	Witney Town Council supports this application.		
		Members welcome the proposed maintenance and thermal efficiency improvements, particularly the sensitive use of secondary glazing and insulation, and are pleased to see the character and historic features of the listed building being retained and respected.		

605- 7	WTC/115/25	Plot Ref :-25/02265/FUL	Type :-	FULL
	Applicant Name :-	.	Date Received :-	01/10/2025
	Location :-	CAR PARK REAR OF 58 WEST END WEST END	Date Returned :-	08/10/2025
	Proposal :	Conversion of existing building to create 3 no dwelling houses together with alterations and associated works including formation of parking and private gardens.		
	Observations :	Witney Town Council has no objection to this application but wishes to submit the following comments for consideration:		
		Members welcome the redevelopment of this brownfield site; however, concerns were raised about potential land contamination due to the site's historic use as a vehicle dismantling and scrap yard. In line with West Oxfordshire Local Plan Policy EH8, the Council recommends that a full contamination assessment be carried out, with any necessary remedial measures clearly identified and implemented. Members also noted the inclusion of garden plots and emphasise		

the need to ensure these areas are safe for residential use, particularly if intended for growing edible produce.

Additionally, Members highlighted Thames Waters comments regarding the need to review the location of public sewers crossing or near the site, to ensure infrastructure is not adversely affected by the development.

The Meeting closed at : 7:02pm

Signed : _____ Chairman Date: _____

On behalf of :- _____ Witney Town Council

PLANNING & DEVELOPMENT COMMITTEE MEETING OF THE WITNEY TOWN COUNCIL

Held on Tuesday, 28 October 2025

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

Present:

Councillor G Doughty (Chair)

Councillors:	J Doughty	D Temple
	G Meadows	R Crouch
	R Smith	S Simpson
Officers:	Sharon Groth	Town Clerk
	Derek Mackenzie	Senior Administrative Officer & Committee Clerk
	Cara Murray	Admin Support Assistant - Communities & Planning
Others:	None.	

P606 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor J Aitman.

Cllr R Smith Joined the meeting at 6:05pm

P607 DECLARATIONS OF INTEREST

There were no declarations of interest from Members or officers.

P608 PUBLIC PARTICIPATION

There was no public participation.

P609 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.

Cllr R Crouch joined the meeting at 6:11pm

During the following item Cllr S Simpson joined the meeting at 6:23pm

P610 **PLANNING APPLICATION 25/02184/FUL - OXFORD WITNEY HOTEL**

The Committee received and considered an application located in the neighbouring parish of Ducklington, adjacent to Witney parish boundary and its facilities.

Resolved:

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

Cllr R Smith left the meeting at 6:31pm

P611 **APPLICATION FOR A NEW PREMISES LICENCE - SCARLETT RIVER BREWING COMPANY, 6 MARRIOTTS WALK**

The Committee received and considered the application for a Premises Licence for Scarlett River Brewing Company, 6 Marriotts Walk.

Members agreed on the following response for submission:

Witney Town Council has no objection to this application and welcomes the addition of an independent local brewery to Witney, recognising its potential contribution to the town's local economy and community.

Resolved:

That, the above submission be made to West Oxfordshire District Council.

P612 **ADDRESS MANAGEMENT - CAR PARK REAR OF WEST END/FARMERS CLOSE**

The Committee received and considered correspondence from the Address Management Officer at West Oxfordshire District Council regarding a road naming request for the car park to the rear of West End/Farmers Close.

Members discussed the proposed name, *Millstream Mews*, and expressed their support for the suggestion. No alternative names were put forward.

Resolved:

That, Members raised no objection to the proposed street name "*Millstream Mews*", and that this response be forwarded to the Address Management Officer at West Oxfordshire District Council for onward forwarding to the developers.

P613 **SALT CROSS AREA ACTION PLAN (AAP) POLICY 2 - MAIN MODIFICATIONS CONSULTATION**

Members received and considered a response to the notification from West Oxfordshire District Council of the public consultation on the proposed Main Modifications to Policy 2 – Net Zero Carbon Development of the Salt Cross Area Plan (AAP).

Members agreed on the following response for submission:

*Witney Town Council welcome the amendments to the Salt Cross Area Action Plan.
Members praise the advancements to move away from the reliance on fossil fuels and to provide
Net Zero housing within the local area.*

*The Council further see this new village scheme as a blank canvas on which to seize the
opportunity to place Climate Action at the forefront of both WTC & WODC's climate emergency
declarations.*

Resolved:

That, the above submission be made to West Oxfordshire District Council.

The meeting closed at: 6.46 pm

Chair

Consultee Comments for Planning Application 25/02184/FUL

Application Summary

Application Number: 25/02184/FUL

Address: Oxford Witney Hotel Ducklington Lane Witney Oxfordshire OX28 4EX

Proposal: Part internal reconfiguration of ground floor accommodation within the existing footprint and roofline to include 14 additional guest suites (inclusive), relocated main reception and health suite. Associated accessible external access and landscaping to replace the current entryway and courtyard.

Case Officer: James Nelson

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 raises no objection to the application on material planning grounds. However, the Council respectfully requests that the following comments and considerations be taken into account by Officers.

Support for Reversion to Hotel Use

The Town Council welcomes and supports the proposal to return the premises from its current use under government contract to a traditional hotel operation. Members recognise the positive contribution this will make in supporting tourism and business visitors to the town.

Loss of Leisure Facilities and Arts, Heritage & Leisure Provision

The Council notes with concern the proposed removal of the existing fitness suite and swimming pool, which have historically provided valuable leisure and recreational amenities for local residents. As specific details of any relocated or replacement health facilities have not been provided, the Council requests that alternative leisure provision, such as rural exercise equipment, be secured through a suitable community contribution or planning obligation.

While it is acknowledged that the proposed development would enhance the hotel's accommodation offering, the removal of the existing leisure facilities results in the permanent loss of amenities that have previously supported community use as well as hotel guests. The replacement facilities proposed within the hotel will be for the benefit of guests only and will not mitigate the loss of publicly accessible leisure provision, albeit on a paid membership basis.

Given Witney's role as the main service centre for the surrounding rural area, it is appropriate that developments within its catchment contribute to the enhancement of community infrastructure serving a wider population. In accordance with Policies OS5 (Supporting Infrastructure) and EH5 (Sport, recreation and children's play) of the West Oxfordshire Local Plan 2031, and with reference to paragraphs 96(c) and 98 of the National Planning Policy Framework (NPPF), which promote healthy, inclusive communities and the

protection of community facilities, Witney Town Council requests that a proportionate Section 106 financial contribution be secured towards Arts, Heritage, and Leisure provision within Witney.

Such a contribution would appropriately mitigate the loss of the hotel's community-accessible leisure facilities and support the continued enhancement of arts, cultural, and recreational opportunities available to residents within the town and surrounding settlements, as well as hotel guests who will benefit from these amenities.

In line with previous Section 106 contributions secured within Witney, such funding could be directed towards:

- Alternative leisure provision, such as rural exercise equipment be secured through a suitable community contribution or planning obligation. **£15,000**
- Improvements to the adjacent Witney Lake and Country Park, supporting outdoor leisure, nature access, and wellbeing initiatives. **£7,500**
- Enhancements to The Leys Recreation Ground, improving sports, play, and open-space provision; and/or **£7,500**
- Investment in the Corn Exchange, strengthening Witney's arts and heritage offer through building improvements and expanded community use. **£5,750**

Witney Town Council therefore make a S106 request of **£35,750**

Environmental Sustainability

The Town Council encourages the applicant to strengthen the environmental credentials of the scheme. In particular, consideration should be given to incorporating measures such as solar panels, electric vehicle charging points, and secure cycle parking, in line with the Council's and district's shared ambition for carbon reduction and sustainable development in accordance with policy OS3 of the West Oxfordshire Local Plan 2031

Environment and Flooding

The Council welcomes the proposed relocation of the main entrance to improve accessibility for all users and the enhancement of the courtyard landscaping. However, Members also request that attention be given to the maintenance of the existing land to the rear of the hotel, specifically the ditch bordering the adjacent allotments. In accordance with policy OS3 of the West Oxfordshire Local Plan 2031, Improved upkeep of this area could help mitigate flooding incidents that allotment holders experience during periods of heavy rainfall.

PLANNING & DEVELOPMENT COMMITTEE MEETING OF THE WITNEY TOWN COUNCIL

Held on Tuesday, 18 November 2025

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

Present:

Councillor G Doughty (Chair)

Councillors:	J Doughty	R Smith
	G Meadows	D Temple
Officers:	Adam Clapton	Deputy Town Clerk
	Derek Mackenzie	Senior Administrative Officer & Committee Clerk
	Cara Murray	Admin Support Assistant - Communities & Planning
Others:	No members of the public. Councillor Jack Treloar	

P664 **APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor J Aitman.

P665 **DECLARATIONS OF INTEREST**

There were no declarations of interest from Members or officers.

P666 **MINUTES**

The minutes of the Planning & Development Committee meetings held on 16 September, 7 October, and 28 October 2025 were received.

Resolved:

That, the minutes of the Planning & Development Committee meetings held on 16 September, 7 October, and 28 October 2025 be approved as correct records of the meetings and be signed by the Chair.

P667 **PUBLIC PARTICIPATION**

There was no public participation.

P668 **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.

P669 **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.

P670 **DEVELOPER CONTRIBUTION PROJECTS**

The Committee received and considered the report of the Deputy Town Clerk concerning the creation of a developer contribution list for the Council.

Members initially discussed the most appropriate forum for agreeing a list of priority projects which would become a working document. It was suggested that all members of the Council should be directly involved in the collation of the list in order to benefit from their wider expertise, however it was agreed that this Committee was the most suitable committee to develop the initial list which would then be submitted to Full Council for consideration and their agreement.

The Committee expressed their enthusiasm for the reconsideration of a Community Governance review to be carried out by West Oxfordshire District Council given the impact that would be felt from the increase in housing numbers on the boundary of the Witney Parish. It was noted that none of the current strategic planning developments were within the parish and therefore there would be no financial benefits to offset the impact that the town's services would suffer, and the list would place a spotlight on Section 106 and 278 requests which would provide them. They welcomed the response of the Deputy Town Clerk who advised that a report was due to be presented to the meeting of Policy, Governance & Finance on 24 November 2025 on the subject.

Members were encouraged to reflect on potential projects and submit suggestions to Officers, as well as encourage fellow Councillors to contribute in respect of each of their own wards.

During the discussion, a difference of opinion arose between two Members regarding whether the functions performed by the Planning & Development Committee should be regarded as political, with one Member disputing any alternative view. It was noted that although, the Committee was bound to respond to applications in set ways, ideas on larger, more complex matters were often much more varied.

It was proposed by Cllr R Smith, seconded by Cllr D Temple and unanimously agreed that the document be titled *Infrastructure Funding Statement*, in order that it was consistent with the West Oxfordshire District Council named document.

Recommended:

1. That, the report be noted and,
2. That, Officers create an Infrastructure Funding Statement working document for review at a future meeting and ratification at Full Council and,
3. That, the document be reviewed on an annual basis.

P671 NALC RESPONSE TO LICENSING CONSULTATION

The Committee received and noted the correspondence from the National Association of Local Councils (NALC) concerning their submission to the consultation on the development of the licensing system, recognising its relevance to the Committee's licensing consultee role.

Members welcomed the response comments made in relation to consideration of an additional licensing objective to address concerns for Health & Wellbeing.

Resolved:

That, the correspondence be noted.

P672 WODC - COMMUNITY INFRASTRUCTURE LEVY ADOPTION

The Committee received correspondence from West Oxfordshire District Council regarding the adoption of their Community Infrastructure Levy (CIL) Charging Schedule, which is due to commence on 31 January 2026.

Resolved:

That, the correspondence be noted.

P673 WODC- LOCAL PLAN 2043

The Committee received correspondence from West Oxfordshire District Council (WODC) notifying of their Spatial Options consultation for the Local Plan 2043.

Members agreed it was important for the Council to respond consistently in what it had already been asking of WODC.

Extending the Planning Period

Witney Town Council has no specific comments regarding the proposed extension of the Local Plan period.

Revised Settlement Hierarchy

Witney Town Council recognises the observations made about the character of settlements across the district and the ongoing concerns regarding the potential coalescence of towns and villages. As a Tier 1 settlement, Witney is acknowledged as a main and key service centre for West Oxfordshire. However, despite this designation, no development sites are identified within Witney's existing parish boundaries.

It would be both logical and appropriate for strategic allocations adjacent to Tier 1 settlements, such as land immediately adjoining Witney, to be formally recognised as Tier 1 development sites

in the Plan. Without such recognition, development that directly impacts Witney's infrastructure, services, and residents may proceed without delivering any infrastructure funding to Witney due to current parish boundary arrangements.

To address this imbalance, Witney Town Council requests that West Oxfordshire District Council consider the following as part of the Local Plan process:

- *A Community Governance Review, to explore boundary adjustments that reflect the functional relationship between new development and the town that will serve it.*
- *The creation of a Witney Neighbourhood Committee, or similar mechanism, through which infrastructure funds could be directed to projects benefitting Witney as the district's primary service centre.*

These options would help ensure that the town is not placed under further pressure without receiving an appropriate share of mitigation funding.

Previously Allocated Sites

Witney Town Council urges West Oxfordshire District Council to revisit the status of the 'North Witney' allocation. Although it bears the town's name, the site lies outside the Witney parish boundary. This development will have a substantial and unavoidable impact on Witney residents, road networks, and key services. As such, its delivery must be inseparable from the completion of essential infrastructure, including:

- *Flood mitigation schemes to protect the town and surrounding areas*
- *The West End Link Road*
- *The Northern Distributor Road*

Witney Town Council stresses that development in this location should not proceed unless these critical infrastructure elements are guaranteed and delivered.

New Potential Development Areas

Regarding the proposed employment land at the Peashell Farm site south of Witney, Witney Town Council notes the importance of considering whether this location effectively supports employment growth that aligns with the district's future needs. To inform this assessment, the town council requests that West Oxfordshire District Council undertakes further work on:

- *Local and district-wide demographics, including labour market characteristics*
- *The suitability of the site for emerging sectors, particularly science, technology, and innovation*
- *How this employment land could best contribute to sustainable economic development over the plan period*

A detailed evidence-based report in these areas would help ensure that any employment allocation at Peashell Farm genuinely meets future demand and contributes positively to West Oxfordshire's economic strategy.

Resolved:

That, the above submission be made to West Oxfordshire District Council.

P674 **WITNEY TRAFFIC ADVISORY COMMITTEE MINUTES**

The Committee received the minutes of the Witney Traffic Advisory Committee held on 23 September 2025. A Member present at that meeting confirmed that the minutes were a true representation.

Members were also advised that the Chair of the Stronger Communities Committee had that week written to Oxfordshire County Council (OCC) regarding the implementation of the changes to the High Street expressing their concerns regarding the implementation and the suggested street furniture options. An urgent meeting between OCC and the Council had also been requested. The Town Clerk would also be writing to OCC to re-enforce this request.

The Committee also heard of the election of a new Chair to the Witney Traffic Advisory Committee.

Resolved:

That, the minutes of the Witney Traffic Advisory Committee held on 23 September 2025 be noted.

The meeting closed at: 7.29 pm

Chair

669- 6	WTC/128/25	Plot Ref :-25/02515/HHD	Type :-	HOUSEHOLDE
	Applicant Name :- .		Date Received :-	29/10/2025
	Location :- 33 KESTREL CRESCENT KESTREL CRESCENT		Date Returned :-	19/11/2025
	Proposal : Demolition of existing garden room and erect 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 : 7:29pm

Signed : _____ Chairman Date: _____

On behalf of :- Witney Town Council

PARKS & RECREATION COMMITTEE MEETING OF THE
WITNEY TOWN COUNCIL

Held on Monday, 3 November 2025

At 6.01 pm in the Gallery Room, The Corn Exchange, Witney

Present:

Councillor S Simpson (Vice-Chair, in the Chair)

Councillors:	J Treloar	D Edwards-Hughes
	R Smith	D Temple
	A Bailey	R Crouch (In place of J Aitman)
	J Doughty	
Officers:	Sharon Groth	Town Clerk
	Adam Clapton	Deputy Town Clerk
	Derek Mackenzie	Senior Administrative Officer & Committee Clerk
	Mark Lewis	Head of Estates & Operations
	Nigel Warner	Responsible Financial Officer
Others:	Eight members of the public.	

PR614 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor J Aitman, Councillor R Crouch attended as a substitute.

PR615 DECLARATIONS OF INTEREST

There were no declarations of interest from Members or Officers.

PR616 MINUTES

The minutes of the Parks & Recreation Committee meeting held on 1 September 2025 were received.

Resolved:

That, the minutes of the Parks & Recreation Committee meeting held on 1 September 2025 be approved as a correct record of the meeting and be signed by the Chair.

Cllr D Temple joined the meeting at 6:08pm

PR617 **PARTICIPATION OF THE PUBLIC**

The Committee adjourned for this item.

The Committee received representation from the Chair of Witney Wolves Basketball Club concerning Agenda Item 6. Members heard about the issues faced by the Club due to a lack of suitable facilities for them to train and host games and inconsistent access to those facilities.

The Committee also heard from a further member of the Witney Wolves Basketball Club regarding the costs of accessing indoor courts at the Leisure Centre facilities in Witney & Carterton. As these were not facilities that the Town Council had control over, the club were advised to speak with West Oxfordshire District Council however, they were encouraged to consider an application to the Town Council grant scheme.

The Committee reconvened.

PR618 **CAPITAL PROJECTS - WITNEY BASKETBALL COURTS**

With the permission of the Chair, this item was moved up the agenda so the members of public present could hear the discussion and outcome relating to potential funding of improvements to the Basketball Court at King Georges Field and outdoor court adjacent to Witney Leisure Centre.

Members received and considered the report of the Responsible Financial Officer along with details provided by the Chair of the Witney Wolves Basketball Club earlier, who had provided an indication that the cost of each court refurbishment to bring them up to an acceptable playing standard would be approx. £45,500, a breakdown of how that estimate was received was also provided.

Members heard that basketball was Europe's most popular urban sport and about the impact it has on Community cohesion and the opportunities it provides in preventing anti-social behaviour. They expressed their initial support for the refurbishment project and provided details of alternative funding avenues, such as the Westhive scheme offered by West Oxfordshire District Council.

The Committee unanimously agreed to request Officers to look further into options for the King George's court and to progress discussions with Oxfordshire County Council who owned the central Witney court, known as "The Cage" located adjacent to the Windrush Leisure Centre.

Recommended:

1. That, the report of the Responsible Financial Officer be noted and,
2. That, Officers progress work to look at options to refurbish the courts at King George's Field and the OCC owned Basketball court.

All Members of the Public left at 6:29pm

PR619 **FINANCE REPORT: REVISED REVENUE BUDGET 2025/26 AND DRAFT BASE REVENUE BUDGET FOR 2026/27**

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.

Members were provided with a verbal explanation of the report with the RFO answering their questions as they arose which included the potential for adding the volunteer OCC flood wardens to the Town Council insurance policy.

The Committee commended Officers on the water savings at the Splashpark as well as the preparation of a prudent and balanced draft budget.

Resolved:

1. That, the report be noted and
2. That, the draft estimates as detailed in the report be approved.

PR620 REVENUE GROWTH ITEMS, SPECIAL REVENUE PROJECTS, AND CAPITAL PROJECTS

Having considered individually the proposal for improvements to basketball courts the Committee considered the remaining points of the Responsible Financial Officers report.

Members heard of the proposed improvements to Burwell Hall which would be commenced with the installation of new lockers, additionally they received an update on the introduction of parking restrictions at The Leys which was being progressed by Officers.

Regarding the needs for path improvements at West Witney to enhance the Parkrun, it was agreed that these should be considered and any works tied in with the 3G pitch installation. They heard that Officers would pursue the social community funding from the Shores Green Project as an option for the £30,000 funding gap.

The Committee also considered the need for pitch drainage across all its green spaces estate. It was agreed that grant funding over that offered by the Football Association be explored and that a report be prepared outlining the costs associated with the installation at each of the recreation grounds.

Resolved:

1. That, the report be noted and,
2. That, Officers prepare a report with further details of the Basketball, Park Run & drainage proposals for further consideration at the meeting of the Policy, Governance & Finance Committee on 24 November 2025.

PR621 SCHEDULE OF PROPOSED FEES & CHARGES 2026/27

The Committee received and considered the proposed recreational charges for 2026-27 as part of the budget setting process.

The RFO explained the reasoning behind the proposed increase of 3.8 -4% to each of the charges, Officers would further review the charges sheet and remove those which no longer were relevant such as the hire of bowls woods, sports equipment hire and the services provided by Courtside.

Members recognised that the increase was necessary to ensure the Council adhered to its medium-term financial forecast and additionally recognised the level of financial subsidy that the Council provided to all sporting activity.

Members asked that for consistency that all fees rise by 4% as it was noted that with the effect of rounding the charges this made no material difference.

Recommended:

That, the proposed 4% increase for recreational fees and charges for 2026-27, be agreed.

The Responsible Financial Officer left the meeting at 7:05pm

PR622 SPORTS PITCHES UPDATE

The Committee received and considered the report of the Operations Manager which was accompanied by a report on the Council's grass sports pitches by STRI (formerly the Sports Turf Research Institute).

Members also received a verbal report from the Head of Estates & Operations on the salient points of the STRI report and the actions of the whole operations team to address issues faced at the Councils grassed recreational and sports areas. The majority of actions had already been completed, some additional work such as dealing with weed coverage on football pitches would be carried out in the Spring of 2026.

Members welcomed the positive comments within the report which again outlined the continued improvements and praised the impact the Council's in-house ground's maintenance regime. Members expressed their thanks to the Operations Manager and his team.

The Committee were disappointed to hear that despite the football training pitches being made available at Raleigh Crescent, these had not been booked by teams. Members heard that the next scheduled meeting with football clubs was planned for the following day and Officers hoped to gain feedback on the lack of use. It was reported that there had been some issues experienced with the goal post sockets following damage caused by West Oxfordshire District Councils contractor.

Discussion turned to the use of recreational areas for third party events with it being noted that the damage caused following Witney Feast had been repaired. Members asked that Officers carry out a feasibility review of all third-party events at The Leys to ensure these are scheduled to limit potential damage and impact to sporting activity.

Members were frustrated to hear that the cricket square at The Leys had again been unused for another year. A request for two sight screens had been received; however, the Committee was reluctant to fund these if there were no signs of cricket returning. Officers were asked to explore the potential use further with clubs and for friendly ad-hoc use and report back to the Committee.

Finally, the Committee heard of the plans for Officers to meet with specialists to consider the introduction of enhanced drainage for sports pitches, the cost of such work was estimated at £75,000 per 11v11 football pitch, however this could be offset in part by funding from the Football Association should they authorise grant funding. It was unanimously agreed that once the initial discussions had taken place that officers prepare a report for presentation to a meeting of the Policy, Governance & Finance Committee and the decision be deferred to that Committee.

Recommended:

1. That, the report and verbal update be noted and,
2. That, two portable sight screens be budgeted for and,
3. That, the continued improvement in the Council's grass sports pitches be welcomed and,
4. That, officers evaluate the use of The Leys for third party events and,
5. That, Officers prepare a report outlining the proposal for enhanced drainage for each of the councils recreational and sports grounds and any decision on how to proceed be deferred to the Policy, Governance & Finance Committee.

Cllrs D Edwards-Hughes & D Temple left the meeting at 7:37pm.

*Also, during the following item Cllr A Bailey left the meeting
between 7:42pm and 7:46pm*

PR623 MAJOR PROJECTS

The Committee received the report of the Project Officer providing an update on the various major projects that the Council was currently engaged with.

Members were pleased to hear the positive progress with the West Witney Project and welcomed the upcoming meeting on 10th November to appoint the contractor.

Additionally, the Committee were buoyed with the news that the Courtside development was still on track be delivered in January 2026 and that Officers continued to be prudent in the allocation of the Council's financial contribution to the project.

Members were also pleased to hear of the progress of the Raleigh Crescent MUGA and looked forward to receiving further updates once WODC advanced the project to the tender stage which was hoped to be later in the month. The Committee expressed their thanks to the Project officers for his work in keeping local residents abreast of project delays and developments.

Finally, the Committee were delighted to hear of the success of the redeveloped Splashpark which had now been decommissioned for the winter. Members heard of the work carried out to ensure that the water use was monitored throughout the summer season and that usage had reduced significantly from that of the previous Splashpark.

It was requested that a new sinking fund be created to ensure that funds were put aside for replacement of the Splashpark in 10 years' time, as it was clear it was a well-received facility by both residents of Witney and those families that travelled from further afield.

Recommended:

1. That, the major project update report be noted and,
2. That, the sinking fund for a replacement Splashpark be maintained.

The meeting closed at: 7.47 pm

Chair

**HALLS, CEMETERIES & ALLOTMENTS COMMITTEE MEETING OF THE
WITNEY TOWN COUNCIL**

Held on Monday, 10 November 2025

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

Present:

Councillor R Crouch (Chair)

Councillors:	J Robertshaw	D Temple
	R Smith	J Treloar
	O Collins	J Doughty (In place of A Bailey)
	G Doughty	
Officers:	Sharon Groth	Town Clerk
	Adam Clapton	Deputy Town Clerk
	Derek Mackenzie	Senior Administrative Officer & Committee Clerk
	Thomas Davies	Deputy Venue & Events Officer
	Mark Lewis	Head of Estates & Operations
	Nigel Warner	Responsible Financial Officer
Others:	None	

H624 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor A Bailey, Councillor J Doughty attended as a substitute and Councillor O Collins had advised that he would be arriving late to the meeting.

H625 DECLARATIONS OF INTEREST

There were no declarations of interest from Members or Officers.

H626 MINUTES

The minutes of the Halls, Cemeteries & Allotments Committee meeting held on 8 September 2025 were received.

H496 – In response to Members questions the Head of Estates & Operations confirmed that two ditches between the Witney Hotel and Lakeside Allotments had been cleared by the Town Council. Members also heard that the cost of the Hydrologist report was due to the extent of the report and that this was more investigative than a flood risk assessment.

Resolved:

1. That, the verbal update be noted and,

2. That, the minutes of the Halls, Cemeteries & Allotments Committee meeting held on 8 September 2025 be approved as a correct record of the meeting and be signed by the Chair.

H627 **PUBLIC PARTICIPATION**

There was no public participation.

Cllr O Collins joined the meeting at 6:06pm

H628 **FINANCE REPORT: REVISED REVENUE BUDGET 2025/26 AND DRAFT BASE REVENUE BUDGET FOR 2026/27**

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.

The RFO provided additional verbal commentary to the points outlined in his report and responded to Members' questions regarding his thoughts ahead of the Chancellor's budget announcement on the changes to Retail, Hospitality and Leisure Relief Scheme.

He also advised Members that following discussions held since writing his report that the cost of insurance was likely to increase more significantly, as much as 40%, citing a number of reasons given by insurers. The Committee were reminded that the councils insurance policy was agreed on a Long-Term Agreement, details of the new premium would not be known until January 2026 at the earliest as insurers were reluctant to agree this more than three months ahead of the renewal date.

The agreement of the draft revised base revenue budget for 2025/26 and the estimated base revenue budgets for 2026/27 was proposed by Councillor D Temple and agreed by members unanimously.

Recommended:

1. That, the report and verbal updates be noted.
2. That, the draft revised base revenue budget for 2025/26 and the estimated base revenue budgets for 2026/27, as detailed be approved.

H629 **REVENUE GROWTH ITEMS, SPECIAL REVENUE PROJECTS, AND CAPITAL PROJECTS**

The Committee received and considered the report of the Responsible Financial Officer.

Members were requested to provide their views on items detailed in the report for further consideration in the 2026/27 budget setting.

The Committee heard clarification that the amount required to install hearing loop technology into the Corn Exchange and Burwell Hall would be in the region of £6,000, this being £2,000 per area of the building and that the costs of the installation of a New Ashes section at Windrush as detailed in Agenda Item 11 could be covered from an existing Cemeteries earmarked reserve.

In relation to improvements to Burwell Hall a request was made by a Member for a separate budget line to be created to monitor the spending of its green initiatives; Members heard that proposals for the decarbonisation improvements would be presented by the Compliance &

Environmental Officer to the Climate Action Working Party at their next meeting with details being provided to this Committee in due course.

Following a Member's question, the Town Clerk confirmed that improvements to the Langdale Hall would be the responsibility of the tenant and that both the Project Officer and the Head of Estates and Operations were working with them to bring about the creation of a new lease to facilitate improvements.

Following a proposal from Cllr R Smith, seconded by Cllr J Doughty the Committee were unanimous in agreement with the reports proposals and the additional request for a separate budget line for Burwell Hall.

Recommended:

1. That, the report be noted and,
2. That, a budget line related to Green Initiatives for Burwell Hall be created and,
3. That, that the Revenue Growth and new Capital items be agreed by the Policy, Governance & Finance Committee.

H630 SCHEDULE OF PROPOSED FEES & CHARGES 2026/27

The Committee received and considered the details of the proposed increase to Halls & Cemeteries costs from April 2026.

Members heard of the general increase of 4% to burial fess and 5% for Halls related charges which reflected the additional cost to the Council and also aligned with the Council's medium term financial strategy and that the Council would continue to charge double fees to those accessing burial services who live outside of the parish.

In response to a Member's question, the RFO responded to confirm that the costs of running the two cemeteries were not fully recovered by the burial fees charged due to the significant ground and general maintenance costs, such as the tree works required at Tower Hill. A full review of costs had been provided to the Committee as requested in January 2025.

Recommended:

That, the proposed 4% increase for burial fees and 5% for Halls charges for 2026-27, be agreed.

The RFO left the meeting at 6:24pm

H631 PUBLIC HALLS REPORT

The Committee received and considered the report of the Venue & Events Officer (VEO).

Members discussed the proposal to relaunch the Corn Exchange seat sponsorship and following additional consideration of the level of rewards to be offered to donors, the Committee agreed unanimously to proceed with the launch of the scheme on 1 December 2025 as proposed. However, they asked for further clarification on the minimum ordering of plaques to ensure these were placed within a reasonable timeframe following their purchase.

The Committee welcomed the additional information provided on the introduction of hearing loops into the Main Hall, Gallery Room and Café/Bar area of the Corn Exchange. Members were unanimous in agreement with increasing the budgeted amount to £6,000 to account for these additional units.

Recommended:

1. That, the report and verbal update be noted and,
2. That, the relaunch of the seat sponsorship proceeds and,
3. That, the sum of £6,000 be added to the budget requirements for 2026/27 to finance the installation of hearing loops.

The RFO returned to the meeting at 6:37pm

H632 CORN EXCHANGE BUSINESS REPORT

The Committee received and considered the report of the Venue & Events Officer.

Members were pleased to hear that the Café income had risen 20% year on year and that it had received the award of best café in Oxfordshire which they believed recognised the hard work of all the staff involved.

They welcomed the feedback of events activity and the proposed planned events that they felt continued to expand and promote the use of the Corn Exchange.

Resolved:

That, the report be noted.

H633 PUBLIC HALLS BUSINESS PLAN REVIEW

The Committee received and considered the updated Corn Exchange Business Plan prepared by the Venue & Events Officer.

Members heard of the ideas being explored which included revisiting the potential of introducing National Theatre cinema events which had seen changes to its offering since the last review. Also, potential improvements to the existing kitchen were discussed, it was noted that although options were limited due to the limited space, a small budget should be set to improve storage and for the purchase of new or replacement professional catering equipment.

The Committee agreed with the proposal to include the Café 1863 in the business plan as this would bring together both events and bar revenues and would evidence and further support the transition from a traditional public hall to an arts centre venue.

Members also heard that changes would be proposed to create a minimum bar spend agreement for private event hirers. This would be presented at the next meeting of the Policy, Governance & Finance Committee on 24 November.

Recommended:

1. That, the report be noted and,
2. That, a budget be set for improvements to the Corn Exchange kitchen and,

3. That, the Café 1863 be included in the Corn Exchange Business Plan and,
4. That, the idea of national Theatre live be explored and,
5. That, that future reviews of the business plan be presented to the committee in May and November of each year

The Venue & Events Officer left the meeting at 6:54pm

H634 WINDRUSH CEMETERY - NEW ASHES SECTION

The Committee received and considered the report of the Operations Manager which provided further details of the proposal for the introduction of the new ashes section at Windrush Cemetery.

Members were pleased to hear that the proposal had the support of the Friends of the Cemeteries group and that all the feedback received from existing users by Officers during their investigations of what was a niche market, was positive.

A Member raised the illustration of the breakdown of figures for the new vault solutions; it was believed that it gave an indication that the Council would be profiting from the sale of these plots when the reality was that only initial outlay costs would be being recovered.

Recommended:

1. That, the report be noted and,
2. That, the proposal as detailed in the report for the new ashes section at Windrush Cemetery along with the proposed charging schedule be progressed and,
3. That, a budget of £25,000 to install 40 burial vaults & 20 Trident Vaults in the new ashes section be approved and,
4. That, a budget of £1,500 be approved for the initial purchase of 20 ashes urns and,
5. That, it be delegated to officers to set additional guidelines in line with current cemetery guidelines for the new ashes vault section.

H635 WITNEY ALLOTMENT ASSOCIATION - REQUEST FOR PLOT CLEARANCES AT NEWLAND ALLOTMENTS

The Committee received a request for help clearing two plots at the Newland Allotment site, linked to the new fencing and replacement sheds the Council had already approved.

It was noted that the request had not been formally made via the Witney Allotment Association (WAA) and would incur additional labour/disposal costs due to the volume of waste involved. The Town Council had not previously undertaken such work, which had historically been arranged and funded WAA and Members expressed concern that agreeing to the request could establish a precedent for future cases.

Resolved:

That, the request for Town Council assistance in clearing two plots at Newland allotments be declined and referred to the Witney Allotment Association.

The meeting closed at: 7.04 pm

Chair

**STRONGER COMMUNITIES COMMITTEE MEETING OF THE
WITNEY TOWN COUNCIL**

Held on Monday, 17 November 2025

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

Present:

Councillor T Ashby (Chair)

Councillors:	R Smith	J Treloar
	G Meadows	D Newcombe (In place of A Bailey)
	D Edwards-Hughes	D Temple (In place of A Mubin)
	D Enright	
Officers:	Sharon Groth	Town Clerk
	Adam Clapton	Deputy Town Clerk
	Derek Mackenzie	Senior Administrative Officer & Committee Clerk
	Thomas Davies	Deputy Venue & Events Officer
	Polly Inness	Communications & Community Engagement Officer
	Nigel Warner	Responsible Financial Officer
Others:	2 members of the public.	

SC643 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors A Bailey & A Mubin, Councillors D Newcombe & D Temple attended respectively as substitutes.

SC644 DECLARATIONS OF INTEREST

Councillor R Smith declared a personal, non-prejudicial interest in Agenda Item 12 owing to her connection with the provider of the detached Youth Services provision through the church she attended.

Councillor J Treloar declared a personal, non-prejudicial interest in Agenda Item 19 due to his relationship with the individuals that organised the Witney Music Festival.

There were no other declarations from Members or Officers.

SC645 MINUTES

The minutes of the meeting of the Stronger Communities committee held on 15 September 2025 were received.

Resolved:

That, the minutes of the Stronger Communities committee held 15 September 2025 be approved as a correct record of the meeting and be signed by the chair.

SC646 **PUBLIC PARTICIPATION**

Two Members of the public with an interest in Agenda item 19 were present however there was no public participation from them at this time.

SC647 **FINANCE REPORT: REVISED REVENUE BUDGET 2025/26 AND DRAFT BASE REVENUE BUDGET FOR 2026/27**

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.

Members also received a verbal summary of the main points from the RFO outlining the changes to allocation of staffing costs away from this Committee's spending to other areas of the Council. The 2026/27 budget would continually evolve as the RFO worked on refinements ahead of its formal presentation.

Following a Members' question regarding budget line 408/4154 – Experience Oxfordshire – the Town Clerk confirmed that these funds were to be used for the promotion of events to encourage visitors to the Town. It was hoped that with the re-establishment of the Town Forum and the new Witney Past, Present & Future Working Party, that these funds may be able to be repurposed more effectively.

Recommended:

1. That, the report be noted and,
2. That, the repurposing of Experience Oxford budget line be explored at the meeting of the Policy, Governance & Finance meeting on 24 November 2025 and,
3. That, the revised base revenue budget for 2025/26 and the estimated base revenue budgets for 2026/27, as detailed in the draft estimates be noted.

SC648 **REVENUE GROWTH ITEMS, SPECIAL REVENUE PROJECTS, AND CAPITAL PROJECTS**

The Committee received and considered the report of the Responsible Financial Officer (RFO) along with a verbal explanation of its content which indicated the need for a £13,600 increase in support of Community projects.

Members heard that further details on the proposed revenue growth items were featured in the report to the Committee later in the meeting. Members were unanimously in agreement hearing that the existing equipment would be repurposed and that £1,200 be allocated for the replacement of digital signage.

A further question was raised regarding a Leys water refill station which officers advised would be presented to the Policy, Governance & Finance Committee.

Recommended:

1. That, the report be noted and,

2. That, that the Revenue Growth and new Capital items be forwarded to the Policy, Governance & Finance Committee for consideration.

The RFO left the meeting at 6:17pm.

SC649 **THIRD PARTY EVENTS**

With the permission of the Chair the item was moved up the agenda to allow the members of the public present to hear the discussion.

The Committee received the report of the Venue & Events Officer which provided a report back to the Committee on the 2025 Witney Musical Festival (WMF) along with proposals for the organisation of the 2026 event.

A request had been received from WMF to utilise the site on the Thursday evening, Members heard that this would not have any financial impact on the Council as the site set up will have commenced, a question was raised regarding Health & Safety of visitors to the site during the period of construction and a response provided by both the V&EO as well as one of the WMF directors who was in attendance, who assured the Committee that mitigating measures would be taken.

Additionally, a question was raised regarding the potential additional impact to the field particularly any sports pitch area. The V&EO advised that this would not occur as the area of the site to be used was not on any pitch area.

Members were therefore unanimous in agreement to allow the additional use of the site on Thursday evening and welcomed the idea of a comedy event to enhance the already varied and diversified entertainment provided over that weekend.

The V&EO summarised the points in his report regarding the continuance of the partnership Agreements and the report received from WMF regarding the 2025 event.

Members welcomed the detail provided in the WMF report and financial appraisal. The Committee acknowledged that the event should be viewed as an outsourced event akin to those delivered by other local organisations, such as Witney Rotary who provided them with the support of the Council. Additionally, when compared to other grants a contribution of £10,000 to WMF illustrated exceptional value for a two-and-a-half-day event.

It was also noted by the Committee that the positive impact on local businesses by visitors to the event should not be underestimated.

Recommended:

1. That, the report be noted and,
2. That, WMF be granted use of The Leys for an event on the Thursday Evening in 2026 and,
3. That, that the Policy, Governance & Finance Committee authorise a partnership grant payment of £10,000 to support the 2026 WMF event.

*The Venue & Event Officer left the meeting at 6:30pm
along with both members of the public.*

SC650 **COMMUNICATIONS REPORT**

The Committee received and considered the report of the Communications & Community Engagement Officer (C&CEO).

The C&CEO also provided a verbal summary of the report which provided an update to Members on the progress of the review of the Communications Strategy, which was welcomed however, it was agreed that the pages detailing information on digital analytics be removed.

The Committee considered the information regarding the production of a sponsored Newsletter and acknowledged that rather than creating one themselves it would be better use of Officers time to provide information to existing publications to support those, rather than appearing to compete with them.

On the subject of the production of an events calendar, Members were in agreement that in order to ensure accurate information was provided to residents that information was released on a regular basis via the existing newsletters rather than as an annual calendar that had the potential to be incorrect should dates change.

Members were disappointed to hear that there had only been 39 responses to the budget consultation survey so far, they agreed that the survey should be published earlier and with more direct questions as they may be more appealing to people to complete.

The Committee also received a current press coverage record and approved a new website accessibility statement for the Council.

Recommended:

1. That, the report be noted and,
2. That, details of events be included in each of the newsletters and,
3. That, the updated Communication Strategy be agreed with the amendment as detailed and,
4. That, Officers explore the options and costs for issuing information to other publications and,
5. That, the updated Council website accessibility statement be approved.

SC651 **COMMUNITY ENGAGEMENT REPORT**

The Committee received and considered the report of the Communications & Community Engagement Officer (C&CEO).

Again, the C&CEO gave a verbal summary of the report which provided Members with an update on the current activity and engagement within the community which included details of the Citizen of the Year celebrations, Christmas light switch on engagement, details of the success of the Witney Town Band summer events and the proposals for the 2026 edition of Witney Carnival.

The Committee welcomed the invitation to participate in the Witney Food & Drink Festival and agreed that a stall in the style of Councillors at the Café be confirmed.

Recommended:

1. That, the report and verbal update be noted and,
2. That, the Council attend the Witney Food & Drink Festival and host a stall and,
3. That, the Council continue to support Witney Town Band by way of summer program at its venues and,
4. That, the proposed use of Café 1863/Corn Exchange by Witney Day Centre be agreed.

Cllr D Edwards-Hughes left the meeting briefly from 7:05pm to 7:07pm.

SC652 WITNEY FORUM MINUTES

The Committee received the minutes of the meeting of the Witney Forum held on 2 October 2025. The Chair highlighted the Witney Volunteer Recruitment Fair which would be held in January 2026.

Though not included in the Minutes, Members were pleased to hear the news that Volunteer Link Up had been awarded The King's Award for Voluntary Service (KAWS) earlier in the week for its work connecting volunteers with people in need of support.

Resolved:

That, the minutes of the Witney Forum meeting held on 2 October 2025 be noted.

Cllr J Treloar left the meeting briefly from 7:08 to 7:10pm.

SC653 NATIONAL PRIDE WORKING PARTY

Members received a verbal update from the Deputy Town Clerk as well as the Chair of the National Pride Working Party following its inaugural meeting on 13 November 2025.

Members heard that the working party group had discussed and agreed a change of name more befitting with its objectives settling on Witney Past, Present & Future.

The Committee also agreed that a budget of £2,000 be set to promote their activities such as St Georges Day.

Recommended:

1. That, the report and verbal update be noted and,
2. That, the name of the Working Party be changed to Witney: Past, Present & Future be noted and,
3. That, a budget of £2,000 be requested for the promotion of activities to celebrate Witney's past, present and future.

Resolved:

That, the minutes of the Witney: Past, Present & Future Working Party be approved and the recommendations therein be approved.

SC654 **IN BLOOM COMPETITIONS & COMMUNITY GARDENING 2026-27**

The Committee received and considered the report of the Communications & Community Engagement Officer (C&CEO).

Members welcomed the proposals to improve the area around Unterhaching Park which it was believed would complement the improvement works and changes being made by West Oxfordshire District Council to the Marriotts Close Shopping Area adjacent to the park.

A Member noted that the signage agreed for Unterhaching park was not yet erected and asked that Officers review this and other parks as it would hopefully address issues being reported regarding dogs in the park.

Recommended:

1. That, the report be noted and,
2. That, £1,500 from the In Bloom budget be approved for works at Unterhaching Park and,
3. That, the purchase of four new Schools in Bloom wheelbarrows be approved and,
4. That, budgets of £50 be approved for vouchers and prizes and,
5. That, £40 community gardening vouchers be issued for 2026–27.

The Communications & Community Engagement Officer left the meeting at 7:12pm

SC655 **YOUTH COUNCIL**

The Committee received the report of the Communications & Engagement Administration Assistant outlining the activity of the Youth Council.

Members heard that the Youth Council has received new impetus with the recruitment of four new members, it was hoped that this would be a catalyst to further activity.

The Deputy Town Clerk provided some additional details regarding the need for the change in the roles and Terms of Reference to better suit the make-up of the Youth Council. All Members were in agreement with the changes.

Resolved:

1. That, the report and verbal update be noted and,
2. That, the change to the Youth Council roles and terms of reference be approved.

SC656 **YOUTH SERVICES**

The Committee received the report of the Deputy Town Clerk which provided an update on Youth Services being funded by the Town Council.

Members welcomed the details in the report that provided confirmation of the budgets proposed for the 2026/27 fiscal year. Members agreed that amounts budgeted provided exceptional value for money for the services provided by the recipients and it was agreed that this amount be ringfenced ahead of budget consideration.

The Committee did however note that information received from APCAM was limited and did not include specific details regarding the numbers of families they had supported in Witney. It

was agreed that the decision on the inclusion of a provision of funding be deferred to the meeting of the Policy, Governance & Finance Committee to allow Officers to request further details from APCAM.

The report also ignited a discussion between Members regarding the lack of Youth Club facilities; the Deputy Town Clerk reminded the Committee that the funding for The Station was provided on the basis of it being a detached service and therefore it was not simply a case of finding a home for their offering. It was unanimously agreed that an agenda item be added to a future meeting of the committee to discuss this further.

Recommended:

1. That, the report be noted and,
2. That, the amount of £28,500 and £12,000 be ringfenced in the 2026/27 budget for grant funding to The Station and Home-start Oxford respectively and,
3. That, the Youth Development Officer at WODC be invited to a future meeting and,
4. That, an agenda item be added to a future meeting of the Committee to discuss Youth Club provision and,
5. That, the decision to include grant funding provision for APCAM be deferred to the meeting of the Policy, Governance & Finance Committee on 24 November 2025.

SC657 FLAG FLYING POLICY REVIEW

The Committee received and considered the report of the Deputy Town Clerk in respect of the Council flag flying policy and were unanimously in agreement with its adoption.

Members also agreed to the purchase of an Oxfordshire Flag, it was agreed that even with the proposed changes to Council Governance the border of Oxfordshire would not change, and Witney should be proud of its place within the County.

Additionally, it was agreed that in order for the England Flag to be flown with pride that a replacement should be purchased.

Recommended:

1. That, the report be noted and,
2. That, the revised flag flying policy be agreed and adopted and,
3. That, an Oxfordshire Flag be purchased at a cost of up to £300 and,
4. That, a replacement England flag be purchased at a cost of up to £150.

SC658 PUBLIC SPACE PROTECTION ORDER (PSPO) - A40 DUAL CARRIAGEWAY

The Committee formally received notification of a Public Spaces Protection Order from West Oxfordshire District Council (WODC) to prohibit Pony & Trap racing on a section of the A40 dual carriageway.

Members agreed that the following response be submitted.

Witney Town Council welcomes and fully supports this proposed Public Space Protection Order, recognising its importance in maintaining the public safety and usability of a key traffic route into and out of the town. Ensuring this main artery remains safe, accessible, and free from behaviours that compromise road safety is essential for residents, businesses, and visitors alike.

Resolved:

1. That, the correspondence be noted and,
2. That, the above response be submitted to WODC.

SC659 BUS SHELTER REPLACEMENT 25/26

The Committee received a verbal report from the Deputy Town Clerk regarding the need to replace the bus stop at the junction of Church Lane and Oxford Hill.

Members heard that following a number of acts of vandalism the proposal was to replace the existing shelter with a new vandal proofed version with a sedum roof at a cost of approximately £7,500 which was available from the infrastructure earmarked reserve.

A Vote was taken with the result being six members in favour of the replacement with one abstention.

A Member also raised the need for a shelter to be considered for Woodgreen and asked that it be added to the revenue growth items for the Committee.

Recommended:

1. That, the verbal report be noted and,
2. That, a budget of £7,500 be agreed for the replacement shelter and,
3. That, a request for a shelter at Woodgreen be added as a revenue growth item.

Cllr D Temple left the meeting at 7:52pm.

SC660 SUSPENSION OF STANDING ORDER NO 5(W)

Resolved

That, Standing Order 5(w) be suspended in order to allow the meeting to continue as it had now lasted for two hours.

SC661 VEHICLE ACTIVATED SIGN (VAS) FOR WITNEY

The Committee received and considered the report of the Deputy Town Clerk following a request for consideration of the installation of Vehicle Activated Signs or Speed Indicator Devices.

Members raised the existing 30mph signs which were not situated in 20 mph zones and asked that the Council write to Oxfordshire County Council with the request for an audit of any redundant signs, such as the two on Curbridge Road to be re-sited.

The Committee felt that the requested audit be completed along with an assessment of the impact of the opening of the Shores Green junction and the rerouting of the A4095 which would follow. And that these steps should be completed prior to the potential purchase of additional VAS or SID signage.

It was agreed that the subject be added to the next agenda of the Witney Traffic Advisory Committee on 20 January 2026 to inform them of the Council's position.

Recommended:

1. That, the report be noted and,
2. That, Officers write to OCC to request an audit of all redundant signage in and around the town and,
3. That, any research of result is shared with Witney Traffic Advisory Committee and,
4. That, the Council reconsider the request in December 2026 to allow sufficient time for the changes to the A40 and A4095 to take effect.

SC662 LITTER PICKING EQUIPMENT

The Committee received and considered the report of the Deputy Town Clerk following a request for community voluntary litter picking stations.

Members considered the units illustrated in the report and agreed that they were better suited to parks or enclosed areas. An additional design option was presented by the Chair, this being a unit that was both a bin and an integrated equipment store. The cost of these units was not known, and Officers were asked to further investigate the potential as this was the preferred option.

The Committee also agreed that one of the units suitable for the park environment be considered for donation to Courtside Hub on The Leys as it offered a suitable collection point.

Members also highlighted that equipment was still available from the Town Hall administration office, this was currently underutilised and therefore should be further promoted.

Recommended:

1. That, the report be noted and,
2. That, the idea be further researched and referred to Policy, Governance & Finance on 24 November for consideration for inclusion as a growth item in the 2026-27 budget and,
3. That, the council consider for donation to Courtside Hub on The Leys for it to be considered as a collection point.

SC663 STREET FURNITURE CORRESPONDENCE.

The Committee received and considered the proposed street furniture for the High Street redevelopment.

Proposals had been received from both West Oxfordshire District Council and Oxfordshire Country Council for consideration. Prior to discussion the Chair advised that he had already written to WODC and OCC to request further information and an urgent review as he was concerned that installations would not be appropriate for the town and that they did not offer value for money. The thoughts of the Chair were echoed by members who were also disappointed at the lack of consultation and I approach to the proposal details received.

Members asked that the Town Clerk support the Chair's correspondence and also write to both OCC and WODC to convey the Committee's concern that individual requests for street furniture on the High Street were being considered without proper context or cohesive design and that

the Council wanted proposals to reflect a unified approach that fitted the town's Market Town identity and must be agreed with conservation officers. Additionally, a request for full consultation on aesthetic elements should be made along with an urgent meeting between the Council and the High Street Project Team ideally before Christmas to review designs so as to ensure that the project stays on track.

Resolved:

1. That, the correspondence of WODC and OCC be noted and,
2. That, confirmation be sent to WODC asking that they do not proceed with the proposed seating outside the Shake Shop, however the Council welcome town centre seating and,
3. That, confirmation be sent to OCC to rebut their recommendation for signage
4. That, the Town Clerk write to OCC with a request for an urgent meeting.

The meeting closed at: 8.32 pm

Chair

**POLICY, GOVERNANCE & FINANCE COMMITTEE MEETING OF THE
WITNEY TOWN COUNCIL**

Held on Monday, 24 November 2025

At 6.05 pm in the Gallery Room, The Corn Exchange, Witney

Present:

Councillor R Smith (Chair)

Councillors:	R Crouch	G Doughty
	J Doughty	S Simpson
	T Ashby	G Meadows (In place of A Bailey)
Officers:	Sharon Groth	Town Clerk
	Adam Clapton	Deputy Town Clerk
	Derek Mackenzie	Senior Administrative Officer & Committee Clerk
	Nigel Warner	Responsible Financial Officer
	Thomas Davies	Deputy Venue & Events Officer
Others:	none.	

F675 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs J Aitman and A Bailey for whom Cllr G Meadows attended as a substitute.

F676 DECLARATIONS OF INTEREST

There were no declarations of interest from Members or officers.

F677 MINUTES

The minutes of the Policy, Governance & Finance Committee meeting held on 22 September 2025 were received.

There were no matters arising from the minutes.

Resolved:

That, the minutes of the Policy, Governance & Finance Committee meeting held on 22 September 2025 be approved as correct records of the meetings and be signed by the Chair.

F678 PUBLIC PARTICIPATION

There was no public participation.

F679 **PUBLIC HALL BARS - MINIMUM HIRE CHARGE**

With the permission of the Chair, this item was moved up the agenda.

The Committee received and considered the report and a verbal update from the Venue & Events Officer concerning a proposal to introduce a minimum hire charge for use of the bar in the Council's public halls.

Members thanked the Officer for presenting the proposal and acknowledged the potential to improve the profitability of the bars against the current level of social value.

Concerns were raised regarding how such a policy could be effectively enforced, and whether it would maintain affordability and accessibility for users, thereby deterring potential hirers. The Committee agreed that further work was required to address these matters and that, once implemented, the policy should be subject to appropriate monitoring, and a call-in process should issues arise.

Resolved:

1. That, the report and verbal update be noted and,
2. That, officers research the points above further and present an updated policy to the Halls, Cemeteries & Allotments Committee meeting on 19 January 2026.

The Venue & Events Officer left the meeting at 6:32pm.

F680 **THERMAL IMAGING CAMERA LOAN POLICY**

The Committee received and considered the report of the Compliance & Environment Officer concerning a scheme and policy to loan the Council's thermal imaging camera to residents.

Members were pleased to see the scheme progressing and were encouraged by the level of interest generated through promotional activities at events throughout the year.

Regarding use by individuals outside Witney, Members agreed that, as the camera was purchased using precepted funds for the benefit of Witney residents, the loan scheme should remain free of charge for parish residents only. Those outside the parish should instead be signposted to the Carbon Zero Hub, which offered a similar service.

Resolved:

1. That, the report be noted and,
2. That, the thermal imaging loan scheme and policy free to Witney residents be approved and,
3. That, residents outside of Witney be directed to the Carbon Zero Hub.

F681 **COMMUNICATIONS STRATEGY**

The Committee received and considered an updated Communications Strategy for approval by the Council.

The policy had been recommended for approval by the Stronger Communities Committee at its meeting on 17 November.

Resolved:

That, the revised Communications Strategy be agreed and adopted by Witney Town Council.

F682 FLAG-FLYING POLICY

The Committee received and considered an updated flag flying policy for approval by the Council.

The policy had been recommended for approval by the Stronger Communities Committee at its meeting on 17 November.

Resolved:

That, the revised flag flying policy be agreed and adopted by Witney Town Council.

F683 COMPLAINTS POLICY REVIEW

The Committee received and considered the report of the Deputy Town Clerk along with an updated Complaints Policy for the Council.

Members were advised of the key changes from the previous version, including updates to the scope, complaint management responsibilities, categorisation, treatment of anonymous complaints, and monitoring arrangements. The Committee welcomed the increased clarity the revised document provided for both residents and staff.

Resolved:

1. That, the report be noted and,
2. That, the updated Complaints Policy, as presented, be adopted by Witney Town Council.

F684 PAYMENT OF ACCOUNTS

The Committee received the report of the Responsible Financial Officer (RFO) with the accompanying payment schedules, bank statements and reconciliations for August and September 2025.

Resolved:

That, the report, bank statements and reconciliations be noted, and the following schedule of payments be approved:

Payment reference	In the sum of:	Account
DDs, ELPs (electronic payments) and Standing Orders August 2025	£266,160.45	General CB 1
Cheque 100061; DDs, BACs and Standing Orders August 2025	£8,878.42	Imprest CB 2
DDs, ELPs and Standing Orders September 2025	£208,688.54	General CB 1

Cheques 35183-35191 , DDs and Standing Orders September 2025	£13,538.92	Imprest CB 2
--	------------	--------------

F685 **GRANT MONITORING**

The Committee received and considered the report of the Deputy Town Clerk.

Members welcomed reports from Lowland Rescue Oxford, Witney 1st Rangers Girl Guides, Oxfordshire Play Association and Home Start-Oxford which outlined how grants provided by the Council had been expended.

The Committee noted that further updates had been provided for the Council's 50th anniversary grant scheme and also via other Committees of the Council including; Witney Music Festival, West Oxfordshire Community Transport, and The Station Detached Youth.

Resolved:

1. That, the report and accompanying information be noted and,
2. That, the reports and updates provided satisfy the Council's grants criteria and no further information was required.

F686 **MODEL PUBLICATION SCHEME REVIEW**

The Committee received and considered the report of the Deputy Town Clerk along with an updated publication scheme for the Council.

Members were advised that the Council was required, under Freedom of Information legislation, to maintain a Publication Scheme based on a model approved by the Information Commissioner's Office (ICO). The scheme set out the Council's commitment to make specific categories of information publicly available and explained how this information could be accessed.

Resolved:

1. That, the report be noted and,
2. That, the updated Model Publication Scheme be adopted by Witney Town Council.

F687 **PRIVACY NOTICE REVIEW**

The Committee received and considered the report of the Deputy Town Clerk along with an updated Privacy Notice for the Council.

Members were informed of the Council's obligations under data protection legislation to provide a Privacy Notice. The Notice sets out how the Council collected, stored and processed personal data, the legal basis for this processing, and the rights of individuals whose data was held.

The Committee was also reminded of individual Councillor responsibilities regarding data protection. Any new data-processing activities must be included in the Notice, and therefore it was an operational document which may need updating more frequently than on an annual basis.

Resolved:

1. That, the report be noted and,
2. That, the updated Privacy Notice be adopted by Witney Town Council and,
3. That, any further operational inclusions prior to the next annual review be added under delegation to the Deputy Town Clerk.

F688 **FINANCE REPORT: REVISED REVENUE BUDGET 2025/26 AND DRAFT BASE REVENUE BUDGET FOR 2026/27**

The Committee received and considered the report of the Responsible Financial Officer (RFO) detailing income and expenditure for the current and future years budgets.

The RFO reported that preparation of the 2026–27 budget was progressing, incorporating the requests made by Committees during the current cycle of meetings together with officer input. Members were also informed that an online budget survey had recently been conducted to gather views from Witney taxpayers on their spending priorities within each Committee’s remit. Although the survey produced a small sample size, Members noted that the responses broadly aligned with the Council’s existing priorities and ongoing projects, while recognising the need to treat the potentially unrepresentative findings with caution.

A summary was provided of key considerations from each Committee, alongside details of earmarked reserves, property and overhead costs, and the Council’s obligation to maintain three months of net operating costs in its general reserve as recommended best practice. Members scrutinised individual budget lines to ensure they were fully informed ahead of making a recommendation to Full Council, where the final precept decision would be determined.

The report further outlined the overall budget parameters, projected income and expenditure, and highlighted that, based on a recent benchmarking survey of local councils’ electricity costs, the Town Council would have ranked second on the list, although it was acknowledged that the data selected only applied to Borough and Unitary Councils.

Finally, Members received a summary of the projected revenue budget for each year. It was acknowledged that these figures represented the position as currently known and may be subject to change should additional information be received prior to the final decision.

Resolved:

1. That, the report be noted and,
2. That, the revised base revenue budget for 2025/26 and the estimated base revenue budget for 2026/27, as detailed in the draft estimates be acknowledged, subject to further work by officers ready for the Special meeting on 15 December 2025 and,
3. That, the list of earmarked reserves be expanded upon ahead of the above meeting.

F689 **SUSPENSION OF STANDING ORDER 5(W)**

Resolved:

That, Standing Order 5(w) be suspended in order to allow the meeting to continue as it had now lasted for two hours.

Cllr R Crouch left the meeting at 7:58pm.

F690 **REVENUE GROWTH ITEMS, SPECIAL REVENUE PROJECTS, AND CAPITAL PROJECTS**

The Committee received and considered the report of the Responsible Financial Officer (RFO) concerning revenue growth items, special revenue projects and capital projects for 2026/27.

Members received a list of capital programme bids for 2026/27, comprising proposals from both Committees and officers. The report outlined which projects could be funded from existing reserves and which would require additional financial resources.

Following detailed scrutiny of each item, the Committee agreed that funding for improvements to the basketball facilities at King George's should be capped at £15,000. They further agreed that no direct allocation should be made at this stage for recreational site drainage, a water refill station at The Leys, or a contribution to Experience Oxfordshire. An annual provision of £1,250 should also be added to support potential future river de-silting work.

Recommended:

1. That, the report be noted and,
2. That, the revenue and capital growth items for 2026/27 be recommended for inclusion apart from the changes listed above to Full Council on 15 December 2025.

F691 **OUT OF HOURS SERVICE**

The Committee received and considered the report of the Compliance & Environment Officer.

Members welcomed the report which was connected to the Council's emergency plan and a request from Witney Flood group for a single point of contact out of hours.

The Committee acknowledged that an issue existed but considered the cost of an externally provided service to be disproportionate to the volume of enquiries received. Members also felt that a response from a local representative would be more beneficial and reassuring for callers. Consequently, the Committee agreed that the most appropriate course of action would be to review internal procedures with a view to reinstating an out-of-hours on-call system for staff.

Resolved:

1. That, the report be noted and,
2. That, officers explore internal on-call options and management procedures to respond to out of hours emergencies and that these be reported back to a future meeting of the Personnel Sub-Committee.

F692 **ONLINE BOOKINGS SYSTEM**

The Committee received and considered the report of the Deputy Town Clerk concerning IT software upgrades for the Council, including an online bookings portal.

Members were given background on the project and informed of how its scope had evolved since 2024, following the approval earlier in the year of a more streamlined approach to sports pitch bookings. It was noted that transitioning to an online booking portal would still provide significant benefits to hall hirers and create operational efficiencies for the Council.

Members also received information about the Council's current software provider and the longer-term aim of migrating to cloud-based systems. Updating the software to this new platform would facilitate the introduction of the above online booking's portal at a substantially lower cost than previously anticipated.

The Committee welcomed the move toward improved technology and agreed that the proposal would deliver clear advantages for both the Council and its service users.

Resolved:

1. That, the report be noted and,
2. That, the Council proceeds with the purchase of a cloud-based system for its software and,
3. That, the Council proceeds with the purchase of an online booking portal with its current provider.

F693 SCHEDULE OF PROPOSED FEES & CHARGES 2026/27

The Committee received and considered the proposed recreational, burial and public halls charges for 2026-27 as part of the budget setting process.

Officers advised these had already been recommended for approval by the Council's standing committees with some minor changes to the documents which had yet to be completed.

Resolved:

That, the proposed fees and charges for 2026-27 as presented, be agreed.

The RFO left the meeting at 8:25pm.

F694 FINANCIAL MATTERS REFERRED FROM SPENDING COMMITTEES

The Committee received and considered the report of the Deputy Town Clerk outlining the financial decisions taken by spending committees during the last meeting cycle.

Members were also informed of several recommendations relevant to budget setting for the 2026–27 financial year.

Updates were provided on items previously referred to the Committee for additional cost information. Several of these had already been considered earlier in the meeting as part of capital and revenue discussions, including the refurbishment of the King George's Field basketball court, the Parkrun hoggin path, and support for Experience Oxfordshire.

Further details were presented on the costs associated with installing a water refill station at The Leys, purchasing community litter-picking cabinets, providing a bus shelter at Woodgreen, advertising in a local doorstep magazine, and supporting APCAM mental health sessions and We Game Sessions in 2026.

Regarding the latter, Members agreed that the Council should allocate budget provision for school holiday mental health drop-in sessions, but not for the We Game Sessions at this stage, noting that these could instead be considered for support through the youth services grant scheme following a formal application.

Resolved:

1. That, the report be noted and,
2. That, the recommendations of the spending Committees as detailed be approved and,
3. That, the updates on the King George's Basketball court refurbishment, Parkrun hogging path, Leys water refill station, playing pitch drainage, community litter picking cabinets, a bus shelter at Woodgreen, Experience Oxfordshire, and external advertising be noted and,

4. That, the Council budgets £2,600 for APCAM mental health drop-in sessions during 2026 and,
5. That, a further report on bringing the Youth Services Grant Awards forward be submitted to the next meeting of the Committee.

The RFO returned to the meeting at 8:37pm.

F695 GRANTS & SUBSIDISED LETTINGS

The Committee received the report of the Responsible Financial Officer (RFO) and Deputy Town Clerk concerning grant activity to local organisations.

Members considered two applications for subsidised lettings: one from Witney Food Revolution for use of the Corn Exchange for a fundraising event, and another for use of Burwell Hall to host a Seniors' Christmas Party.

The Committee agreed that both events would deliver clear social value and should therefore be supported. As the subsidised lettings budget had already been fully allocated, Members approved funding for both applications from the underspend within the discretionary grants budget.

Finally, Members discussed the appropriate budget allocations for 2026–27 to support the Witney Carnival and the Witney Christmas Lights Switch-On. Having reviewed the information provided in advance of the meeting, the Committee acknowledged the significant value both events bring to the community and agreed to set contributions at £2,500 and £2,600 respectively.

Resolved:

1. That, the report be noted and,
2. That, Witney Food Revolution be awarded subsidised letting of the Corn Exchange for the sum of £228.33 and,
3. That, the Burwell Senior's Christmas Party at Burwell Hall be awarded subsidised letting for the sum of £168 and,
4. That, this funding be allocated from the discretionary grants budget line of 4100/407 and,
5. That, £2,500 be added to the 2026-27 budget for Witney Carnival and,
6. That, £2,600 be added to the 2026-27 budget for the Witney Christmas Lights Switch on Event and,
7. That, these grants be awarded under the General Power of Competence and awardees be asked to acknowledge the Town Council in any promotional material.

F696 ANNUAL GRANTS

The Committee received the report of the Deputy Town Clerk concerning annual grant activity to local organisations.

Members welcomed the report detailing the organisations for which the Council held annual budgets and expressed their support for releasing funds where appropriate requests and supporting information were provided. The only exception was dementia support funding, as the group was not currently active in Witney and it had not been called upon in recent years.

Resolved:

1. That, the report be noted and,

2. That, the award of annual grants to Citizens Advice West Oxfordshire, Volunteer Link-Up, Witney & District Museum, and Witney Town Band be approved, subject to a written request and supporting documents where required and,
3. That, these grants be awarded under the General Power of Competence and awardees be asked to acknowledge the Town Council in any promotional material and,
4. That, a budget for Witney Dementia Alliance be removed from the 2026-27 budget as the group has ceased.

F697 **LOCAL GOVERNMENT PENSION SCHEME (LGPS) - 2025 VALUATION RESULTS AND FUNDING STRATEGY STATEMENT (FSS) EMPLOYER CONSULTATION**

The Committee received the Local Government Pension Scheme (LGPS) valuation results and Funding Strategy Statement Employer Consultation.

Members thanked officers for providing the information and were pleased to hear contribution rates had lowered.

The Town Clerk highlighted that there were two required actions; one in respect of the Oxfordshire Pension Fund 2025 Valuation which required confirmation of receipt and understanding of the Council's results schedule – the deadline being 31 January 2026; and secondly a response to the Funding Strategy Statement Consultation, which would end on 19 December 2025. Due to time constraints the Committee deferred this item and suggested that Officers formulate a response if appropriate.

Resolved:

1. That, the LGPS 2025 valuation of the Oxfordshire Pension Fund, including the Council's draft 2025 valuation results be noted and,
2. That, delegation be provided to the Town Clerk/CEO in conjunction with the RFO to formulate a response to the Funding Strategy Statement Employer Consultation for oversight at Full Council on 8 December 2025, if appropriate.

F698 **EXCLUSION OF PRESS AND PUBLIC**

Resolved:

That in accordance with section (1(2) of the Public Bodies (admission to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.

F699 **CORPORATE STRATEGIC PLAN 2025-29**

The Town Clerk/CEO advised that, due to time constraints, it had not been possible to progress this item in time for the meeting, but a revised draft would be presented to a future meeting.

Resolved:

That, the verbal update of the Town Clerk be noted.

F700 **PROPERTY, LEGAL & INSURANCE MATTERS**

The Committee received and considered the confidential report of the Town Clerk/CEO concerning matters relating to the Council's property portfolio and estate management.

Members received an update on ongoing rent and lease negotiations with Courtside Hubs CIC, as well as matters relating to the Witney Lawn Tennis Club at the West Witney tennis courts and the West Witney Sports & Social Club.

In relation to the projects at West Witney Sports Ground, the Committee received a verbal update on the RFO's due diligence of the appointed contractor, since the Extra Ordinary Council meeting held on 10 November 2025. While the company was trading profitably, the review highlighted some factors – such as the business's rapid growth and group structure – that suggested a performance bond could be considered.

A Performance Bond Risk Assessment had been carried out by the Head of Estates & Operations and the Projects Officer. This concluded that the contractor had a strong track record on similar projects and that requiring a bond at this stage could delay the programme and lead to significant additional costs.

Alternative financial safeguards would instead be put in place, including ongoing financial monitoring, independent project oversight, verified staged payments, and controls to secure ownership of materials.

On this basis, the Members agreed not to require a performance bond for the contract; but that the future use of assurance bonds should be considered within the Council's Financial Regulations and Procurement Policy.

The Town Clerk's confidential report also included an update from WODC on the planned improvements at Springfield Oval and agreed in principle that the Town Council should consider assuming responsibility for both the freehold transfer and the project management to ensure successful delivery of the Section 106-funded project.

Finally, Members were informed that the review of the in-house ground's maintenance service had been unavoidably delayed, and they noted the earlier updates provided on property budgets and green initiatives.

Resolved:

1. That, the confidential report be noted and,
2. That, the update on negotiations on the level of rent and insurance at the Leys Hub Development be approved and,
3. That, the request from Witney Lawn Tennis Club to offset the costs incurred for recent maintenance works undertaken by the Club against its rent invoice be agreed, and,
4. That, an in-principle agreement be given to managing the development of the Springfield Oval open space and accepting the freehold transfer, subject to a formal request from WODC and,
5. That, £50,000 should be included in the 2026/27 budget for green initiatives for the Council's property portfolio.

The RFO left the meeting at 9:18pm.

F701 COMMUNITY GOVERNANCE - WITNEY BOUNDARY REVIEW

The Committee received and considered the confidential report of the Deputy Town Clerk concerning community governance.

Members welcomed the report and reaffirmed the importance of progressing a Community Governance Review, particularly in light of the policies and strategies currently emerging from West Oxfordshire District Council. The Committee agreed to convene a Task and Finish Group meeting and to submit a further written request to the District Council in December.

Resolved:

1. That, the report be noted and,
2. That, the Council makes a further formal request to West Oxfordshire District Council for a Community Governance Review and,
3. That, a meeting of the Community Governance Review task and finish group be held in December.

Cllr G Meadows left the meeting at 9:20pm as she was not a Member of the Personnel Sub-Committee.

F702 STAFFING MATTERS

The Committee received the minutes of the Personnel Sub Committee meeting held on 18 November 2025.

Resolved:

That, the confidential minutes of the Personnel Sub-Committee meeting held on 18 November 2025, and the recommendations contained therein be approved.

The meeting closed at: 9.22 pm

Chair

**CLIMATE ACTION WORKING PARTY MEETING OF THE
WITNEY TOWN COUNCIL**

Held on Thursday, 25 September 2025

At 4.00 pm in the Gallery Room, The Corn Exchange, Witney

Present:

Councillor S Simpson (Chair)

Councillors:	D Edwards-Hughes J Robertshaw	R Smith (In place of J Aitman)
Officers:	Adam Clapton Zoe Henstridge Derek Mackenzie	Deputy Town Clerk Administrative Support - Halls & Green Spaces Senior Administrative Officer & Committee Clerk
Others:	None.	

7 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor J Aitman, Councillor R Smith attended as a substitute.

8 MINUTES

The minutes of the Climate Action Working Party meeting held on 22 July 2025 were received.

Resolved:

That, the minutes of the Climate Action Working Party meeting held on 22 July 2025 be approved as a correct record of the meeting and be signed by the Chair.

Cllr D Enright joined the meeting at 4:05pm

9 WITNEY PARISH CARBON FOOTPRINT

The Working Party received and considered a report which complimented the Compliance and Environment Officer's progress with the Councils Strategy & Action Plan. The report had originally been considered by the Climate & Biodiversity Committee on 9 September and Members of the Working Party were now asked for their recommendations and proposed actions.

Members welcomed the report which highlighted the potential goals in reducing the carbon footprint of the parish and noted that a number of those goals were already being carried out in the Council's activity such as their support for community bus services, the community fridge and larder, promotion of active travel and improved land management which incorporated the

use of allotments and community orchards. It was noted that further changes could be incorporated into the further actions that the Working Party and Climate & Biodiversity Committee set.

Although wider parish objectives were part of the Council's overall objective to be carbon neutral by 2028, it was agreed carbon reduction of the Council's facilities and estate should take precedence and that this should be the main focus of the Working Party.

Members appreciated the short time that the Compliance and Environment Officer had been in post in order to compile the assessments and reports between meetings of the Committee and Working Party and welcomed receipt of an impact report on the Council's activities at the earliest opportunity.

Recommended:

1. That, the report of the Compliance and Environment Officer be noted and,
2. That, an impact report of the Council Activities be provided and,
3. That, the changes be incorporated where possible, but precedence be given to the town council's facilities.

10 **DRAFT CLIMATE STRATEGY & ACTION PLAN**

The Working Party received and considered the report of the Compliance & Environment Officer, along with the draft climate strategy and action plan for the Council. The report and draft plan had originally been considered by the Climate & Biodiversity Committee on 9 September and Members of the Working Party were now asked for their recommendations and proposed actions.

The C&EO welcomed the points raised by the Climate & Biodiversity Committee at their meeting on 9 September. Members heard that some of the suggested improvements would come from existing budgets however others would have to be included in the 2026-27 budget setting process.

Additionally, Members heard that work was ongoing with the Action Plan this included collaboration between all Officers to ensure that any action followed the overall corporate strategy plan and reflected individual Committees terms of reference.

Members made additional suggestions to refine the details within the Action Plan, such as the inclusion at an early stage of the financial cost of each action as well as the potential carbon reduction impact figures so as to allow the Council and residents to see, as each Key Performance Indicator was reached, the cumulative impact of carbon reduction achieved.

Members asked that the actions be placed into order of impact and for Council and Community actions to be separated. They acknowledged that although the action plan and strategy were not yet at a quantitative stage, that the work so far was a great starting point and were pleased with the progress made.

Lastly, various access to grant funding options were discussed and the C&EO advised they were aware of these and that each would be explored further as the action plan was implemented.

Recommended:

1. That, the report be noted and,
2. That, Officers incorporate the suggestions of the Working Party into the final version of the Action Plan and Climate Change Strategy and
3. That, any grant funding opportunities are explored by Officers.

11 PUBLIC HALLS - BURWELL HALL

The Working Party received and considered the report of the Compliance & Environment Officer concerning potential improvements to Burwell Hall.

Although officers were in the process of obtaining assessments for the Council's other facilities, an energy audit in 2022 had highlighted several further areas for improvement after the replacement of the boiler which was completed in 2023.

Members were advised that small changes such as the replacement of lighting was carried out as the need arose and that the existing maintenance budget for the hall would be used. However larger projects such as the ones highlighted in the 2022 report for improvements to the halls ceiling (£10,000-15,000) and the introduction of Solar PV arrays (£10,000 – 12,000) would require budget setting or grant funding.

Officers would look to obtain updated estimates for the costs of the ceiling and Solar PV works ahead of the 2026-27 budget setting however, the Deputy Town Clerk advised that there was an existing Energy efficiency budget for the Councils buildings which may be utilised towards the cost of improvements.

Recommended:

1. That, the report be noted and,
2. That, updated estimates for Solar PV and Ceiling insulation be obtained ahead of 2026-27 budget setting and,
3. That, the level of the existing energy efficiency be investigated by Officers.

12 WATER REFILL STATION - THE LEYS

The Working Party received and considered a verbal update from the Compliance & Environment Officer concerning a potential budget addition for the 2026-27 year.

Members heard that this scheme had originally been the idea of the previous Youth Council. The Operations Manager had reviewed the project in 2023 and indicated a cost of approx. £3,500 to implement.

Members were supportive as it's need was evidenced at events previously held on The Leys. They asked that the new Youth Council and Stronger Communities Committee be involved in the delivery of the project along with a consideration that the fountain be utilised by both people and dogs.

Recommended:

1. That, the verbal update be noted and,

2. That, the project be supported by this Working Party and recommended for inclusion in the 2026-27 budget for consideration by the Stronger Communities Committee.

Cllr D Enright left the meeting at 4:39pm

13 **CARBON LITERACY TRAINING**

Members of the working party that were also West Oxfordshire District Council members were asked to provide their feedback on research.

The Chair advised that she has attended meetings held by WODC however, had not been able to progress the idea of having the carbon literacy training opened up to the Town Council.

Cllr R Smith advised that the decision would likely be taken by the Audit & Governance Committee and would follow up with her fellow WODC Councillors to request a response from WODC.

Recommended:

1. That, WODC Council members follow up with the Audit & Governance Committee.

14 **WEBSITE INFORMATION**

Working Party members advised they had seen several Council websites which hosted green and climate initiatives.

Members provided ideas of Websites from other Councils and agreed to forward the details they had to the Compliance & Environment Officer for consideration.

Additionally, Members would continue to look and provide details of anything they found that could be of further interest.

Recommended:

1. That, the websites as advised be noted and,
2. That, Members continue to provide additional material.

15 **WITNEY ECO FAIR**

The Working Party received an update on the Eco Fair scheduled for 9th October from the Compliance & Environment Officer.

Plans were in place and 9 out of 32 of the invited representatives had replied to advise they would be taking part. Confirmed attendees were from WODC, OCC, WTC, Low Carbon Hub, BBWOT and the Cherwell Collective

The C&EO would continue to chase up those that had not responded, those that were unable to attend would be asked if they had literature that could be displayed in their absence.

Members asked if the digital poster advertising the event could be shared and flyers could be made for their use, distribution in the Corn Exchange and also shared by the Chair, who would be attending a similar event being held by St Marys Church Eco Group.

Recommended:

1. That, the verbal update be noted and,
2. That, the digital poster be shared and small flyers be created.

The meeting closed at: 4.52 pm

Chair

**NATIONAL PRIDE WORKING PARTY MEETING OF THE
WITNEY TOWN COUNCIL**

Held on Thursday, 13 November 2025

At 4.00 pm in the Gallery Room, The Corn Exchange, Witney

Present:

Councillor J Treloar (Chair)

Councillors:	G Meadows J Robertshaw	R Smith
Officers:	Adam Clapton Cara Murray Polly Inness Annie Hathaway	Deputy Town Clerk Admin Support Assistant - Communities & Planning Communications & Community Engagement Officer Business Administration Apprentice
Others:	One other Member	

1 ELECTION OF CHAIR

It was proposed and seconded that Councillor J Treloar be elected. There being no other nominations it was:

Resolved:

That, Councillor J Treloar be elected Chair of the Working Party for the 2025/26 municipal year.

2 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor R Crouch.

During the following item Cllr G Meadows arrived at 4:11pm.

3 TERMS OF REFERENCE

The draft Terms of Reference were received and any amendments considered.

As this was the inaugural meeting, Members discussed whether “National Pride Working Party” was an appropriate name.

Several alternative names were proposed during the discussion. After consideration, a vote was called on adopting the name “Witney Past, Present & Future Working Party.” which was carried.

In reviewing the Terms of Reference, Members noted that reports and recommendations should be prepared for the Stronger Communities Committee in accordance with its meeting schedule. It was therefore agreed that any recommendations for St George's Day would need to be developed ahead of the 26 January 2026 meeting of Stronger Communities Committee.

Recommended:

1. That, the Working Party be named Witney Past, Present & Future Working Party, and the Terms of Reference be approved subject to the above update.
2. That, the Working Party make their recommendations for St George's Day in readiness for consideration by the Stronger Communities Committee meeting on 26 January.

4 CELEBRATING LOCAL & BRITISH VALUES

The Committee received and considered the report of the Communications & Community Engagement Officer.

The Working Party discussed a range of ideas for celebrating British values and national pride throughout the year. This included early consideration of potential activities for St George's Day, such as a parade, a community football match, and events at the Corn Exchange. Members were also keen for local businesses and organisations to be involved wherever possible.

Members reviewed the proposed flag-flying arrangements, noting that the Town Flag would be flown daily, with additional flags displayed on designated national or commemorative days, such as the anniversaries of the Battle of Britain and the United Nations. During the discussion, it was identified that the NHS flag had been omitted from the draft list, and Officers confirmed this would be added. The possibility of flying the Oxfordshire flag was also raised; however, with the impending local government devolution, Members felt it would be prudent not to invest in new flags at this time.

Armed Forces Day was discussed, and Members suggested offering The Leys to local cadet groups for use as part of any commemorative activities.

For St George's Day, Members proposed that the event should also celebrate the NHS and include invitations to Witney's twin towns. While a parade was considered, Members expressed concern about the logistics and costs associated with road closures for large-scale events. It was agreed that a smaller but more impactful event focused around the Market Square and Corn Exchange would be more achievable. Suggestions included a pub quiz, Morris dancers, live music, and involvement from local groups and organisations.

Members also discussed the potential for a football tournament, possibly involving Witney Town FC and local youth groups.

It was also agreed that representatives from relevant local organisations, including Witney Museum, should be invited to future meetings to support the development of these plans.

Members then considered the report's recommendations, including a proposed budget for events in 2026. Members agreed to recommend a budget of £2,000 to the Stronger Communities Committee on 17 November 2025. All Members agreed that this was reasonable, and all were in favour.

The date of the next Working Party meeting was agreed as 14 January at 4:00pm.

Recommended:

1. That, the report be noted and,
2. That, Officers update the draft flag-flying arrangements to include the NHS flag and,
3. That, a £2,000 budget for 2026 events be requested and,
4. That, The Leys be offered to local cadet groups for Armed Forces Day activities and,
5. That, the Working Party continue developing a Market Square/Corn Exchange-based St George's Day event.
6. That representatives from local organisations, including Witney Museum, be invited to future meetings,
7. That, the next meeting of the Working Party be held on 14 January at 4pm.

The meeting closed at: 4.57 pm

Chair

FULL COUNCIL



Agenda Item: Civic Announcements

Meeting Date: Monday 8 December 2025

Contact Officer: Secretary to the Mayor

The role of Mayor involves chairing the Town Council, sitting as an ex officio voting member on Council Committees, representing and promoting Witney, organising key events in the town in partnership with others, raising funds for local charities, and supporting community activities which contribute to the life of the town and the objectives of the Witney Town Council. The Mayor is supported by the Deputy Mayor, whose attendance in place of or alongside the Mayor is noted in the report below which detailing the activities of the Mayor since the last meeting of the Council.

Supporting the Community

Business breakfast with local groups of Christian business leaders

Churches Together in Witney Prayer Breakfast Methodist Church

VIP invite to Autumn in Brass (Wantage Band & Oxford Cherwell Brass) Cokethorpe School

TWC Home Improvements Podcast – Deputy Mayor attended

ICE Centre 15th anniversary – ICE Centre – Deputy Mayor attended

Re-opening Mill House Care Home – Deputy Mayor attended

Representing and Promoting Witney

Court Sermon and Glove Ceremony – Christchurch Cathedral Oxford

Oxford & Bucks Light Infantry memorial plaque unveiling ceremony – Oxford Town Hall

Mayors for a drinkable Thames – Maidenhead Town Hall

Volkstrauertag – Unterhaching Germany – Deputy Mayor attended

Burford Mayor's Carol Service – Deputy Mayor attended

Key Events and Council Activity

Eco Fair – Corn Exchange

80th anniversary of United Nations flag raising

Pumpkin Parade judging – Corn Exchange

Remembrance Sunday – War Memorial

Christmas Tree sponsors photos – Mayor and Deputy Mayor attended

Christmas Lights competition winner photo – Town Hall – Deputy Mayor attended

Young Carers Christmas Lights reception – Corn Exchange

Christmas Lights Switch On – Mayor and Deputy Mayor attended

Advent Fayre – Deputy Mayor attended

Mayor's Carol Service – Mayor & Deputy Mayor attended

Raising Funds -Mayor's Charities 2025-26:

Mayor's charities: Apollos Clothing, Witney Food Bank – 50% of collection at Mayor's Carol Service will be donated

Any hospitality totalling £50 or more afforded to the Mayor whilst undertaking any event as Civic Leader of Witney Town Council will be declared as hospitality in line with the Councillor Code of Conduct & Localism Act 2011. The acceptance of any hospitality does not afford the provider any undue influence or favour in any Town Council business.

FULL COUNCIL



Agenda Item: Health and Safety Report

Meeting Date: Monday 8 December 2025

Contact Officer: Compliance and Environment Officer

The purpose of this report is to update Councillors on Health and Safety across the services and facilities provided by the Council.

Background

It is the policy of Witney Town Council to comply with our obligations under the Health and Safety at Work Act 1974 (as amended), the Management of Health and Safety at Work Regulations 1999 (as amended) and other supporting legislation concerning Health and Safety. At all times we endeavour to provide and maintain a healthy and safe working environment for our employees, and to protect the health and safety of all visitors; including contractors, temporary workers, and members of the public, who might be affected by our operations.

Current Situation

In accordance with the approved Witney Town Council Health and Safety Policy Statement, Members are reminded that they have a collective responsibility for the Health & Safety of the organisation.

Departmental managers remain accountable for compliance within their areas of responsibility which is overseen by the Compliance and Environment officer.

The key objectives are to ensure that the Council operates in a lawful manner in respect of health and safety compliance with its service delivery and functions, identifying and advising management and Council of possible risks and finding solutions to mitigate such risks.

The Council's health and safety consultants, GH Safety Ltd (part of Opus Safety) have recently been reviewing a range of key documents and policies to ensure they remain up to date and compliant with best practices. A review of risk assessments is currently underway across all Council operations.

Compliance Table

Compliance Inspection, Testing and Servicing Status	Corn Exchange	Town Hall	Admin Office	Burwell Hall	Windrush Ind. Est. Temp Works Depot	Stanley Court Temp Works Depot
Fire Risk Assessment	Review planned for December 2025	Completed	Completed	Completed	Completed	Completed
Fire Alarm Testing	Completed	Completed	Completed	Completed	Landlord	N/A
Fire Extinguishers	Completed	Completed	Completed	Completed	Completed	Completed
Steel fire exit staircase	Completed	N/A	N/A	N/A	N/A	N/A
Emergency Lighting	Completed	Completed	Due	Completed	N/A	Completed
Security	Completed	Completed	Completed	Completed	N/A	N/A
Lift	Completed	N/A	N/A	N/A	N/A	N/A
Gas Safety	Completed	N/A	N/A	Completed	N/A	N/A
Electrical Periodic	Completed	Completed	Completed	Completed	Landlord	Landlord
PAT Testing	Completed	Completed	Completed	Completed	Completed	Completed
Legionella Risk Assessment	Review	Completed	Completed	Completed	Landlord	Landlord
Asbestos	Completed	Completed	Completed	Completed	Completed	Report provided with Lease.
Air Handling Unit	Completed	N/A	N/A	N/A	N/A	N/A
Air conditioning	N/A	N/A	N/A	Completed	N/A	N/A

PAT testing of Council electrical equipment is scheduled to be undertaken during January 2026.

Training

The Venue and Events Officer and Compliance and Environment Officer recently successfully completed the IOSH Managing Safely course.

Four members of our Café/Bar/Events team have recently achieved Food Safety Level 2 certification.

A 1-day Emergency First Aid at Work Course has been booked for December for eleven members of staff from all sections of the Council's operations.

Homeworking self-assessments and Display Screen Equipment self-assessments have been sent to all relevant staff for completion and review.

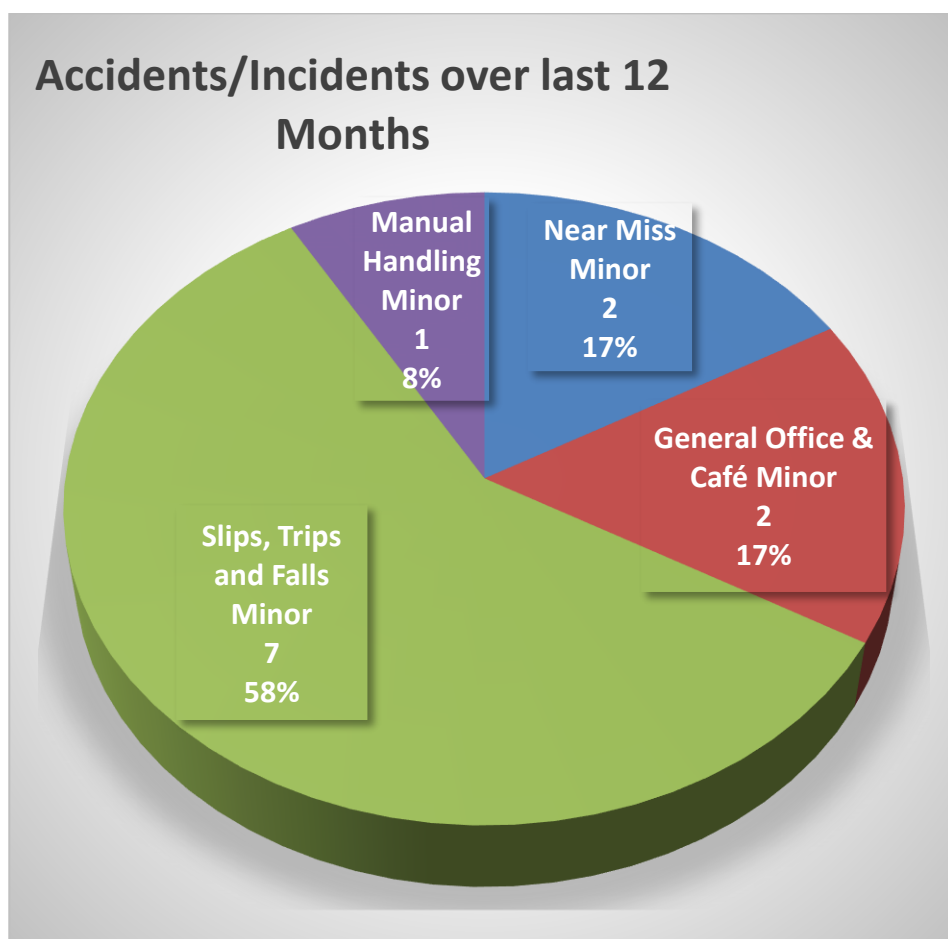
These courses and assessments strengthen the Council's commitment to health and safety standards.

Witney Community Emergency Plan

The updated Witney Community Emergency Plan is currently in draft form and has now been circulated to Emergency Planning officers at West Oxfordshire District Council and the Resilience Team at Oxfordshire County Council for review and comment. Their feedback and guidance will be considered prior to the Plan being formally presented to Council for approval.

Health and Safety incidents

- RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)
 - No reportable incidents.
- Accidents/Incident
 - There have been two reported accidents/incidents since the last meeting relating to members of the public using the Council's facilities.
 - Slips, trips and falls - Minor.
 - a customer using the Café.
 - An attendee at a third-party music event hosted at the Corn Exchange.
- Near Miss
 - There have been no reported near misses since the last meeting.



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) Ensuring equality in health and safety measures so that all individuals, regardless of their background, job role, or personal circumstances, have equal access to a safe and healthy environment.
- b) Biodiversity plays a crucial role in health and safety measures, influencing public health, workplace safety, and overall environmental well-being.
- c) Crime and disorder pose risks to health and safety in workplaces, public spaces, and healthcare settings. Issues such as violence, theft, and vandalism can compromise safety measures.
- d) The Environment & Climate Emergency is a critical issue that directly impacts health and safety measures in workplaces and communities. It is important to integrate environmental and climate considerations into the council's health and safety policies to protect workers, reduce environmental hazards, and build resilience against climate-related risks.

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 accidents and incidents are properly documented and investigated with measures put in place in order to prevent reoccurrences.

Social Value

Social value is the positive change the Council creates in the local community within which it operates.

There are the broader benefits that the Council generates for employees and the public embedding a safer, healthier, and more productive workforce.

Financial implications

The Council makes budgetary provision in order to carry out its obligations in relation to its statutory compliance checks using external contractors to certify the work accordingly.

Recommendations

Members are invited to note the report.

Vandalism/Anti-Social Behaviour

7 October – 8 December 2025

Date	Item/Location	Date/Time/Who Reported	Materials Cost	Staffing Costs	Action	Police Reference
06- Oct	Underhaching Park – Offensive Graffiti	B&GSO	£15	£45	Cleared by WTC Team	BCA-74601-25-4343-00
07-Oct	Damage to Noticeboard Mill Meadow	B&GSO			No action	DP-26995-25-4343-00
20-Oct	Six Grass Mats ripped from Ground	Ops Manager	None	£160	Reset, repined and seeded – 8 hrs Work	DP-26995-25-4783-00
29-Oct	Silver paint graffiti on noticeboard	Admin	None	None		None
30-Oct	Hole made in hedge The Leys Playground	Public	None	None	No Action – Hopefully hedge will grow back	None
20 Nov	Graffiti Tagging of tree in Country Park	B&GSO	£10	£20	Cleaned with Graffiti Wipes and lightly sanded.	BCA-87464-25-4343-00
13 Nov	Graffiti on Picnic Bench in Country Park	B&GSO	£10	£20	Cleaned with Graffiti Wipes	BCA-87464-25-4343-00
19 Nov	2 x Wheelie Bins full rubbish on old railway line from industrial estate	B&GSO	None	£40	Dug burnt remains plastic in ground	BCA-87464-25-4343-00
14 Nov	Graffiti in Underhaching Park	B&GSO	£10	£10	Cleaned with Graffiti Wipes	DP-31742-25-4343-00
09 Nov	Covid Memorial Graffiti	Operations	£40	£80	Two occurrences – Cleaned by Ops Team	None.

Cost can include replacement purchase or an approximation of additional staffing costs.

FULL COUNCIL



Agenda Item: Complaints, Compliments, FOIs & SARs

Meeting Date: Monday, 8 December 2025

Contact Officer: Deputy Town Clerk

The purpose of this report is to advise Members of compliments and complaints received regarding services provided by the Council.

Background

Witney Town Council welcomes all comments, compliments, and complaints as they help identify how it is performing and how services it provides can be improved. The number of Freedom of Information and Data Subject Access Requests the Council has received since the last report are also included.

The Council's Complaints policy and procedure was reviewed by the Policy, Governance and Finance Committee on 24th November 2025. The next report (in June 2026) will reflect the adopted changes.

Current Situation

A list of compliments and complaints, compiled by the PA to the Town Clerk & Secretary to the Mayor between 14 June 2025 and 31 October 2025 is attached for information.

The list encompasses comments either made explicitly as or interpreted as a complaint in line with the Council's Complaints Procedure.

There have been 36 identified compliments/positive comments and 25 complaints/negative comments regarding town council services and all, but 3 more recent ones have been satisfactorily closed. 5 complaints received regarding services provided by other authorities are included for information.

The compliments received are predominantly regarding upkeep of public spaces – flowers, cleaning of town centre areas, Lake & Country Park, cemeteries, and pitches. There are further compliments about the 1863 café and general customer service provided by staff.

The complaints mainly focus on the Council's green spaces, including overgrown vegetation, issues with the Council's facilities and about enforcement of Council decisions.

In addition to the above comments, the Council is also provided with 49 positive comments and 7 negative made via its social media channels.

These compliments focus on river de-silting works, bulb planting at Unterhaching Park, river tree removal works, the splash park and path improvements at the Lake.

Where complaints relate to individual services, these are dealt with by Line Managers and the Senior Management team. It is good practice for the Council to review these complaints and compliments bi-annually to demonstrate its ongoing commitment to provide excellent customer service and governance.

Number of Freedom of Information Requests:	0
Number of Data Subject Access Requests:	1

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 direct impact from the report.
- b) Biodiversity – no direct impact from the report.
- c) Crime & Disorder – no direct impact from the report.
- d) Environment & Climate Emergency – no direct impact from the 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.

There is reputational risk if complaints are not dealt with in a timely and satisfactory manner. Members and Officers must balance resident expectation against agreed policies and available resources. This report highlights the Council takes all complaints/comments seriously and applauds compliments when received.

Social Value

Social value is the positive change the Council creates in the local community within which it operates.

Several complaints could be viewed as impeding social value due to their nature.

Financial implications

- There are no financial implications pertaining to this report.

Recommendations

1. Members are invited to note the report and accompanying compliments/complaints list.

Compliments and Complaints

14 June 2025 to 31 October 2025

	Written/Verbal Compliments Received (official)	No	Written/Verbal Complaints Received (official)	No
Witney Town Council	<u>Climate & Biodiversity</u> Work and progress made by officers on energy audit & carbon reduction action plan Civic beds and spring planting is a tonic Flowers and hanging baskets are beautiful Riverside Gardens thanks for help and support with river project Flower beds around town looking nice Thanks for giving Corn Exchange and town centre tidy up ahead of VIP visit by MP and others	6	<u>Climate & Biodiversity</u> Roadside verge on Thorney Leys unsightly detritus & commercial advertising Height of planting on Deer Park roundabout Condition of land adjacent to Woodgreen Tree overhanging fence Trees at Pensclose needing trimming Fallen tree and serious overgrowth rear of garden Thorney Leys	6
	<u>Halls, Cemeteries & Allotments</u> Compliment to HCA Admin for sensitive matter of baby's funeral Tower Hill flower bed looks good Grass cutting good at Tower Hill Team filled up cracks on grave and scattered seed – made his day Team asked to 'keep up the good work' in cemetery Valued reserved table, helpful and friend café staff; good event for photo club Thanked for booking, planning meetings, caretaker support leading up to party and bar operation 1863 entry to Oxon Retail Business Awards – Best Café cat 1863 Award on recognition – testament to hard work and dedication of team	9	<u>Halls, Cemeteries & Allotments</u> Length of grass at Tower Hill cemetery Letter re edging around grave to be removed Action taken to enforce Council's agreed cemetery regs Lack of allotments Burwell Hall kitchen left with work unfinished before hall bookings – two hirers complained Event function at Corn Exchange and lack of communication	7

	<p><u>Parks & Recreation</u></p> <p>Lovely volunteer event at the Lake; lots of volunteers were complimentary</p> <p>Thames & Chilterns In Bloom award winning Gold; showing dedication and hard work on management plan & delivery</p> <p>‘Love what is happening at Country Park doing a good job for residents</p> <p>B&GS team took time to explain work around Witney Lake & Meadow. Keen to start volunteering to monitor flora & fauna</p> <p>Works team installed new knee rail on the field</p> <p>Cleared branch at Burwell Meadow</p> <p>Works team member took dog waste directly from lady</p> <p>WW bowls member commented on how well green is</p> <p>Thanks for keeping splash park so tidy</p> <p>Tower Hill Chair – incredible job of pitches at WW</p> <p>‘People don’t understand how much work you put into these pitches’</p> <p>Thanked works team for renovating the penalty spots</p> <p>Comment on how good the line marking has been on football pitches</p> <p>FC coaches commented on incredible job of getting pitches ready for their club</p> <p>Team thanked for work around the lake</p> <p><u>Policy, Governance & Finance</u></p> <p><u>Stronger Communities</u></p> <p>MP thanked team for support of visit by Business & Trade Select Committee. Convened at short notice, made visit successful and great credit to WTC and professionalism.</p> <p>Admin thanks for sorting and accommodating VIP booking</p>	<p>15</p>	<p><u>Parks & Recreation</u></p> <p>Lack of open toilets at Leys for football training (pitch wasn’t booked)</p> <p>Poster in Country Park for private classes, children swimming and littering and drugs</p> <p>Youths gather at park jumping in water and lighting fires</p> <p>Poor maintenance of bowling green at Witney Town Bowls Club</p> <p>Scooter wheel stuck in crack in ramp at Skate Park resulting in injury</p> <p>Concerns at Skatepark young and older children using smaller part of park and lost control – suggested two sections</p> <p>Broken glass at Skatepark resulting in cut</p> <p>No parking signs at Courtside project confusing and no disabled bays marked</p> <p>Insufficient council pitches for teams and one team enjoying exclusive use of facility</p> <p>Slide/climbing frame on Burwell play area fenced off - not available for use</p> <p><u>Policy, Governance & Finance</u></p> <p>WTC not following complaints procedure re updates</p> <p><u>Stronger Communities</u></p> <p>Removal of bike rack outside Part & Parcel</p>	<p>10</p> <p>1</p> <p>1</p>
--	--	-----------	---	-----------------------------

	<p>and assisting with logistics.</p> <p>Thanks to team for making Le Touquet Youth Council visit success due to fantastic team effort.</p> <p>Thanks to staff for Witney Carnival. Dedication and commitment to providing info stand and free fun and engaging activities for young people. Brilliant wheelbarrows.</p> <p>Town Crier thanked team for cleaning war memorial</p> <p>Team thanked for cleaning Buttercross</p> <p>Thanks for helping non English-speaking member of public with directions</p>	6		
		36		25
West Oxfordshire District Council				
OTHER			<p>Construction noise at Witney Solar Farm</p> <p>Privately owned lifting equipment left outside Coffee #1</p> <p>LGBTQ display in library just in children's area</p> <p>Right nationalists painting red crossed on pedestrian crossings and flag hung on traffic lights</p> <p>Dog poo bags dropped – asked for more bins</p>	5

	Compliments via social media (unofficial)	No	Complaints via social media (unofficial)	No
WTC Facebook & Instagram	<p><u>Climate & Biodiversity</u></p> <p>9 separate compliments re e-silting river – Excellent proactive maintenance works, late in the day but well done. Great work WTC. Brilliant work well done but why not by proper authority? Will whoever compensate WTC? Pleased happening after delay from last summer due to high level. Guidance needed from EA for much of Windrush, Riverside Gardens very pleased. Many thanks WTC for taking on this task – only Council or Agency to step in to do this.</p> <p>De-silting completed – 11 separate compliments - Wheatley PC take note. Get the EA OCC working together. This is good; EA doing what they should before wet season. Great job, water looks murky for limestone river should be clear. Credit where its due; fellas did good job. Top job with low impact on traffic. Should make massive difference.</p> <p>Bulb planting and tidying at Unterhaching – 2 separate compliments thanks for all the hard work. Great job</p> <p>Tree removal from River Windrush – 5 separate compliments Great work so important to take care of our stretch of river. Well done – can't leave to EA. Good to hear TC being proactive carrying out essential riverbank maintenance. Example of priority working for the community when you don't let red tape get in way. Common sense approach. Thank you</p> <p><u>Halls, Cemeteries & Allotments</u></p> <p>Thanks to CE team for looking after History Group. All were</p>	<p>9</p> <p>11</p> <p>2</p> <p>5</p>		

	<p>amazing. Café Award won by 1863 – well deserved; lovely place, good value, brilliant news</p> <p><u>Parks & Recreation</u> Councillors’ visit to Courtside – seen windows in; looking good. Thanks for update Gold for Lake & Country Park – In Bloom – 3 separate compliments for the award Path improvements at Witney Lake – 8 separate compliments Looks great. Is it possible for wheelchair users now? Excellent, so much better for wheelchair users. Looks fantastic. Be great to have similar in boggy corner of WW to help parkrun. Well done. All ready for my next run. Great work. Great job. Looks very smart Lake Leys new signage; lots of people walking in all directions trying to find lake, money well spent Football pitch renovation ; thanks for pulling out the stops to give access to the game. All at Tower appreciative of WTC support. Training this evening and pitches look in great condition. Thanks to WTC for amazing season, kids going to love playing on these pitches; thanks for hard work Splash park – amazing summer enjoying ; thanks for keeping open. Has been fabulous, picnic tables would be appreciated Bench renovation at the Leys 3 separate compliments – Great work. Top job and proper counselling. Thank you, the benches are well used</p>	2	<p><u>Parks & Recreation</u> Path improvements at Witney Lake – not accessible for wheelchair users to go around lake. Left big dips and unsafe. Accessible swing at Raleigh Cres play area but bark shipping raised edging make it difficult to reach</p>	2
		49		7
	Totals	85		32

From: [REDACTED] Oxfordshire County Council

Sent: 19 November 2025 08:05

Subject: CONSULTATION – A40 Witney Bypass (Witney) Proposed Prohibition of Ridden horses & Horse-drawn carriages

Importance: High

RE: CONSULTATION – A40 Witney Bypass (Witney) Proposed Prohibition of Ridden horses & Horse-drawn carriages

We're asking for your views on the proposals to prohibit persons riding Horses or driving Horse-drawn carriages on the A40 dual carriageway Witney Bypass, between the Burford Road roundabout junction & the Downs Road roundabout junction. The proposals are being put forward as a result of concerns raised by members of the public and Thames Valley Police (TVP) over reports of persons using `pony & trap carriages` on the A40 dual carriageway Witney bypass, which has resulted in West Oxfordshire District Council are undertaking a statutory consultation on the proposed introduction of a 'Public Space Protection Order' (PSPO).

The OCC proposals seek to complement the proposed 'PSPO' (details available [here](#)), and by doing so, will ensure that enforcement of the proposed restriction will be practically & legally robust, as the current activity causes major disruption to the road network and endangers both road users and the animals involved. In light of this please find the following consultation documents attached:

- Public Notice,
- Statement of Reasons,
- Consultation Plan(s),
- Draft Traffic Regulation Order(s).

The proposed Traffic Regulation Orders are scheduled to be advertised in the Witney & West Oxfordshire Gazette newspaper today; Wednesday 19th November 2025, and details are also available to view on the Councils consultation portal at the following link:

https://letstalk.oxfordshire.gov.uk/witney_a40_horses2025

As stated on the notice, any objections or other representations on the proposals should be submitted by **Friday 19th December 2025**.

Note. parish & town councils and local Cllrs (County, District, Parish etc..) are all encouraged to use the information contained within & attached to this email to publicise the proposals locally amongst their residents as necessary.

Kind Regards,

[REDACTED]

Network Management | Environment & Highways
Oxfordshire County Council | County Hall | New Road | Oxford | OX1 1ND

**OXFORDSHIRE COUNTY COUNCIL
(WITNEY, A40 DUAL CARRIAGEWAY) (ASTHALL, MINSTER LOVELL AND
CURBRIDGE PARISHES) (PROHIBITION OF HORSES & HORSE-DRAWN
CARRIAGES) ORDER 20****

Oxfordshire County Council ("the Council") in exercise of its powers under Sections 1(1), 2(1) & (2) and Section 122 of the Road Traffic Regulation Act 1984 ("the Act") and all other enabling powers, and after consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 to the Act, make the following Order.

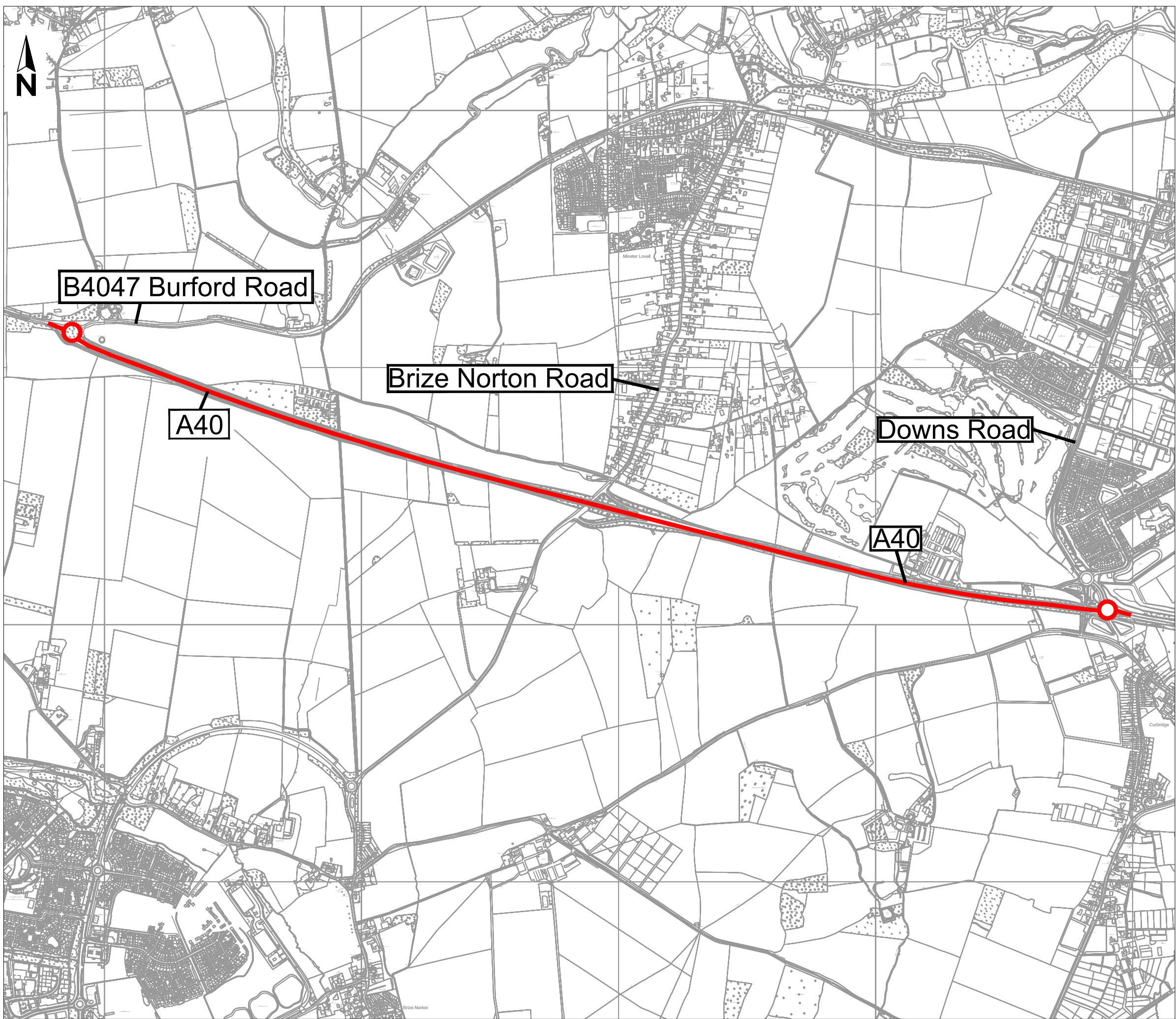
1. This Order may be cited as the Oxfordshire County Council (Witney, A40 Dual Carriageway) (Asthall, Minster Lovell and Curbridge Parishes) (Prohibition of Horses & Horse-drawn Carriages) Order 20** and shall come into force on the day of 20**.
2. Save as provided by article 3 of this order, no person shall cause or permit any horse or other equine animal, or horse-drawn carriage to proceed in that part of the A40 Witney Bypass, between a point 55 metres west of the Burford Road (Asthall) roundabout junction and a point 55 metres east of the Downs Road (Curbridge) roundabout junction ("the Section of Road").
3. Nothing in Article 2 of this Order shall render it unlawful for a person to cause or permit a horse or carriage to proceed in the specified Section of Road if such is being used with the permission of the Council or a local council, or under the authority of, or for the purposes of the police service.

GIVEN UNDER the common seal of the Oxfordshire County Council

this day of 20**.

**THE COMMON SEAL of THE
OXFORDSHIRE COUNTY COUNCIL**
was hereunto affixed in the presence of:

Solicitor / Designated Officer



Drawing No.

Revision0

Key

Proposed Prohibition of Horses & Horsedrawn Vehicles

SAFETY, HEALTH AND ENVIRONMENTAL INFORMATION

IN ADDITION TO THE HAZARDS/RISKS NORMALLY ASSOCIATED WITH THE TYPES OF WORK DETAILED ON THIS DRAWING, NOTE THE FOLLOWING SIGNIFICANT RESIDUAL RISKS

CONSTRUCTION
(ENTER 'NONE' IF APPLICABLE)

MAINTENANCE/CLEANING
(ENTER 'NONE' IF APPLICABLE)

USE
(ENTER 'NONE' IF APPLICABLE)

DECOMMISSIONING/DEMOLITION
(ENTER 'NONE' IF APPLICABLE)

© Crown copyright and database rights 2023 OS AC0000851087

Rev.	Date	Purpose of revision	Drawn	Checked	Approved

OXFORDSHIRE COUNTY COUNCIL

Paul Ferner
Director for Environment and Highways
Oxfordshire County Council
County Hall
New Road
Oxford
OX1 1ND
Tel: 0345 310 11 11

Project title

A40 WITNEY BYPASS

Drawing title

PROHIBITION OF HORSES AND HORSEDRAWN VEHICLES

Drawing Status

Scale @ A3	Drawn by	Checked by	Approved by
NTS	JaC		
	Date drawn 11/25	Date checked	Date approved

Oxfordshire Project No. & File Ref

Drawing No.

Revision0



**OXFORDSHIRE COUNTY COUNCIL
(WITNEY, A40 DUAL CARRIAGEWAY) (ASTHALL, MINSTER LOVELL AND CURBRIDGE
PARISHES) PROHIBITION OF HORSES
& HORSE-DRAWN CARRIAGES) ORDER 20****

STATEMENT OF REASONS

As a result of concerns raised by members of the public and Thames Valley Police (TVP) over reports of persons using 'pony & trap carriages' on the A40 dual carriageway Witney bypass, West Oxfordshire District Council are undertaking a statutory consultation on the proposed introduction of a 'Public Space Protection Order' (PSPO) to prohibit such use between the Burford Road (Asthall) roundabout & (Curbridge) Downs Road roundabout.

Since 2020, Thames Valley Police and local Councils have received numerous reports of 'pony & trap' racing along the A40, primarily occurring on weekends. These races are unannounced, unregulated, and pose serious public safety risks. This activity is also accompanied by the congregation of numerous persons, horses, vehicles, and horseboxes at a dangerous location on double bends on the B4477 close to side roads with limited view which endangers those attending and passing traffic.

Oxfordshire County Council – following discussion with TVP – plans to complement the proposed 'PSPO' by also prohibiting Horses & Horse-drawn carriages from using the same stretch of the A40. By doing so, OCC will ensure that enforcement of the proposed restriction will be practically & legally robust, as the current activity causes major disruption to the road network and endangers both road users and the animals involved.

The County Council continues its responsibility to consider the provision of convenient and ¹ safe movement of motor vehicles and other traffic, ensuring that danger is minimised ² whilst facilitating the effective passage of traffic, and ³ preventing the use on the roads of vehicles which by their manner are unsuitable having regards to the character of the road.

Detailed documents accompany this form.

Date: 20 November 2025.

Traffic Regulation Order & Schemes, for the
Director of Environment & Highways
Oxfordshire County Council
County Hall
New Road, Oxford, OX1 1ND

¹ Section 1 (1) (a) Road Traffic Regulation Act 1984

² Section 1 (1) (c) Road Traffic Regulation Act 1984

³ Section 1 (1) (d) Road Traffic Regulation Act 1984

**OXFORDSHIRE COUNTY COUNCIL
(WITNEY, A40 DUAL CARRIAGEWAY) (ASTHALL, MINSTER LOVELL &
CURBRIDGE PARISHES) (PROHIBITION OF HORSES
& HORSE-DRAWN CARRIAGES) ORDER 20****

NOTICE is given that Oxfordshire County Council proposes to make the above order under the Road Traffic Regulation Act 1984 and all other enabling powers. This order seeks to **prohibit persons riding Horses or driving Horse-drawn carriages** on the A40 dual carriageway Witney Bypass, between a point 55 metres west of the Burford Road roundabout junction & a point 55 metres east of the Downs Road roundabout junction.

This proposal – which is being put forward for road safety reasons – complements the current statutory consultation on a ‘Public Space Protection Order’ (PSPO) that plans to prohibit ‘Pony & Trap’ use, as undertaken by West Oxfordshire District Council in liaison with Thames Valley Police.

Documents giving more details of the proposals are available for public inspection online by visiting: <https://letstalk.oxfordshire.gov.uk> Hard copies may be made available on request.

Objections to the proposals and other representations specifying the grounds on which they are made may be sent in writing to the address below by the end of **19 December 2025**. The Council will consider objections and representations received in response to this Notice. They may be disseminated widely for these purposes and made available to the public.

Traffic Regulation Order and Schemes (Ref: CM/12.6.410/P0362) for the Director of Environment and Highways, Oxfordshire County Council, County Hall, New Road, Oxford, OX1 1ND. Email: christian.mauz@oxfordshire.gov.uk (Telephone: 0345 310 1111)

From: Oxfordshire County Council

Sent: 03 December 2025

Subject: CONSULTATION – West End (Witney) Proposed Residential Permit Parking

RE: CONSULTATION – West End (Witney) Proposed Residential Permit Parking

We're asking for your views on the proposals to amend the existing residents permit parking scheme in West End, Witney - in order to help better manage all day parking from commuters and non-residents, and formalise the existing scheme for residents. Specifically, the proposals comprise of the following measures:

- a) 'Permit holders only' parking bays – to be introduced on the north side of West End, replacing the three existing time limited ('2 hours no return within 1 hour, Monday-Saturday, 8am to 6pm') parking bays adjacent to Nos.14-16, Nos.20-34, and Nos.36-44.
- b) 'Shared use parking bays, 'Permit holders or 2 hours no return within 1 hour, on all days 8am-6pm' (with permit holders only outside of these times) – to be introduced on the south side of West End, replacing the two existing time limited ('2 hours no return within 1 hour, Monday-Saturday, 8am to 6pm') parking bays adjacent to No.9, and Nos.11-21.
- c) Residents of West End (even Nos.2-80 & odd Nos.1-75) will be able to apply for annual Residents and Visitors` Parking Permits, with a local identifier of `WE` being shown on permits and on road signage where restrictions apply:

In light of this please find the following consultation documents attached:

- Public Notice,
- Statement of Reasons,
- Consultation Plan(s),
- Draft Traffic Regulation Order(s).

The proposed Traffic Regulation Orders are scheduled to be advertised in the Witney & West Oxfordshire Gazette newspaper today; Wednesday 03rd December 2025, and details are also available to view on the Councils consultation portal at the following link:

https://letstalk.oxfordshire.gov.uk/witney_westend_permitparking2025

As stated on the notice, any objections or other representations on the proposals should be submitted by **Friday 09th January 2026**.

Note. parish & town councils and local Cllrs (County, District, Parish etc..) are all encouraged to use the information contained within & attached to this email to publicise the proposals locally amongst their residents as necessary.

Kind Regards,

Network Management | Environment & Highways
Oxfordshire County Council | County Hall | New Road | Oxford | OX1 1ND

**OXFORDSHIRE COUNTY COUNCIL
(VARIOUS ROADS - WEST OXFORDSHIRE) (PROHIBITION AND RESTRICTION
OF WAITING AND PERMITTED PARKING) (VARIATION No.*) ORDER 20****

NOTICE is given that Oxfordshire County Council proposes to make the above order under the Road Traffic Regulation Act 1984 and all enabling powers. The effect of Order is to help better manage all day parking from commuters and non-residents in Witney, and formalise the existing scheme for residents on West End, by introducing various parking restrictions as follows:

1. Proposed parking places:

- a) 'Permit holders only' parking bays – to be introduced on the north side of West End, replacing the three existing time limited ('2 hours no return within 1 hour, Monday-Saturday, 8am to 6pm') parking bays adjacent to Nos.14-16, Nos.20-34, and Nos.36-44
- b) 'Shared use parking bays, 'Permit holders or 2 hours no return within 1 hour, on all days 8am-6pm' (with permit holders only outside of these times) – to be introduced on the south side of West End, replacing the two existing time limited ('2 hours no return within 1 hour, Monday-Saturday, 8am to 6pm') parking bays adjacent to No.9, and Nos.11-21.
- c) Existing sections of 'No Waiting at Any Time' (double yellow lines) parking restriction will be amended to facilitate the above, with a 9-metre section removed adjacent to No.44 on the north side, and a 6-metre section removed adjacent to No.21 on the south side.

2. Eligible properties:

Residents of West End (even Nos.2-80, odd Nos.1-75) will be eligible to apply for annual Residents and Visitors' Parking Permits with a local identifier of 'WE', which will be shown on road signage where restrictions apply.

3. Residents permits:

Will be limited to one per resident with a maximum of two permits per property. A resident may obtain a temporary permit for a replacement vehicle while their permanent vehicle is off the road.

4. Visitors permits:

Will be available for residents at the above eligible addresses, usually a maximum of 50 days' worth of permits will be issued per year and provided in blocks of 25. A temporary resident will be entitled to 25 visitors permits.

5. Charges:

- a) for residents permits per property will be £65 per annum. Visitors permits for residents aged 70 or over will be free of charge, for all other residents the first block of 25 visitors permits will be free, and the second block will cost £25.
- b) Contractors may apply for a permit to use a resident's parking place at a charge of £31.50 for any period not exceeding a week.

6. Other Matters:

a) A permit may be withdrawn if found to be granted based on false information, or a permit has not been used in accordance with the provisions of the Order, where it has been abused, or where the agreed terms have not been complied with. This may result in suspension of eligibility for further permits.

b) Exemptions to the waiting restrictions and the restrictions on the use of parking places will include following exemptions: For disabled badge holders (maximum of three hours where there are 'No Waiting' restrictions are in force), Carers Permit holders, for loading and unloading, people boarding or alighting a vehicle, emergency services, universal service providers and vehicles being used in connection with road works and works to the utility services, and official funeral vehicles.

c) The Oxfordshire County Council (Various Roads – West Oxfordshire) (Prohibition and Restriction of Waiting and Permitted Parking) Order 2012 (or its successor document) will be amended as a result.

Documents giving more details of the proposals are available for public inspection online by visiting: <https://letstalk.oxfordshire.gov.uk> Copies may also be made available on request.

Objections to the proposals and other representations specifying the grounds on which they are made may be sent in writing to the address below by the end of **09 January 2026**. The Council will consider objections and representations received in response to this Notice. They may be disseminated widely for these purposes and made available to the public.

Traffic Regulation Order & Schemes (Ref: CM/12.6.410/P0365) for the Director of Environment & Highways, Oxfordshire County Council, County Hall, New Road, Oxford, OX1 1ND. (Email: christian.mauz@oxfordshire.gov.uk Telephone: 0345 310 1111)



OXFORDSHIRE COUNTY COUNCIL

OXFORDSHIRE COUNTY COUNCIL (VARIOUS ROADS - WEST OXFORDSHIRE) (PROHIBITION AND RESTRICTION OF WAITING AND PERMITTED PARKING) (VARIATION No.*) ORDER 20**

STATEMENT OF REASONS

To help better manage all day parking from commuters and non-residents in Witney and formalise the existing scheme for residents on West End, the County Council is proposing a change to the Traffic Regulation Order governing the on-street parking restrictions in the area. Following an informal consultation carried out in July & August 2025, Officers have worked with the local County Councillor to develop various proposals in the area.

The proposals are required to formalise the current resident parking arrangement in West End and will also help ensure consistency and regulatory compliance throughout Oxfordshire, supporting enforcement teams to deal with contraventions in a more effective way.

On the north side of West End, new 'Permit holders only' parking bays will be introduced, replacing the three existing time limited parking bays adjacent to Nos.14-16, Nos.20-34, and Nos.36-44. Whilst on the south side, new 'shared-use' parking bays, 'Permit holders or 2 hours no return within 1 hours, on all days 8am-6pm' (with permit holders only outside of these times) will be introduced, replacing the two existing time limited parking bays adjacent to No.9, and Nos.11-21.

Residents of West End (even Nos.2-80, odd Nos.1-75) will be eligible to apply for permits, whilst contractors may also apply for short term permits, and visitors permits will be available for residents at eligible addresses, regardless of whether they have applied for a residents permit for their own vehicle.

Existing sections of 'No Waiting at Any Time' (double yellow lines) parking restriction will also be adjusted to facilitate the proposals with two sections of 9 & 6 metres being removed.

The Council continues to consider the provision of suitable and adequate parking and to ¹ facilitating the expeditious, convenient, and safe movement of vehicles and other traffic; and in particular ² to manage the demand between retail and residential parking.

Detailed documents accompany this form.

Dated: 03rd December 2025

Traffic Regulation Order & Schemes
for the Director of Environment & Highways
County Hall

New Road
Oxford
OX1 1ND

¹ Section 1 (1) (c) Road Traffic Regulation Act 1984

² Section 1 (1) (f) Road Traffic Regulation Act 1984

**OXFORDSHIRE COUNTY COUNCIL (VARIOUS ROADS – WEST
OXFORDSHIRE) (PROHIBITION AND RESTRICTION OF WAITING AND
PERMITTED PARKING) (VARIATION No.*) ORDER 20****

Oxfordshire County Council (“the Council”) in exercise of its powers under Sections 1, 2, 4, 32 & 45 and Part IV Schedule 9 to the Road Traffic Regulation Act 1984 (“the Act”) and all other enabling powers and after consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 to the Act, make the following Order.

1. This Order may be cited as the Oxfordshire County Council (Various Roads – West Oxfordshire) (Prohibition and Restriction of Waiting and Permitted Parking) (Variation No.*) Order 20** and shall come into force on the day of 20**.

2. (1) Any reference in this Order to any enactment (meaning any act and any subordinate legislation as defined in the Interpretation Act 1978) shall be construed as a reference to that enactment as amended or replaced by any subsequent enactment.

 (2) Words importing the masculine gender shall also include the feminine gender and words in the singular include the plural and vice versa.

 (3) The restrictions imposed by this Order shall be in addition to and not in derogation from any restriction or requirement imposed by any other enactment.

3. The Oxfordshire County Council (Various Roads – West Oxfordshire) (Prohibition and Restriction of Waiting and Permitted Parking) Order 2012, as amended by the Oxfordshire County Council (Various Roads – West Oxfordshire) (Prohibition and Restriction of Waiting and Permitted Parking) (Variation No.1) Order 2012, the Oxfordshire County Council (Various Roads – West Oxfordshire) (Prohibition and Restriction of Waiting and Permitted Parking) (Variation No.2) Order 2013, the Oxfordshire County Council (Various Roads – West Oxfordshire) (Prohibition and Restriction of Waiting and Permitted Parking) (Variation No.3) Order 2014, and the Oxfordshire County Council (Various Roads – West Oxfordshire) (Prohibition and Restriction of Waiting and Permitted Parking) (Variation No.4) Order 2014, the Oxfordshire County Council (Various Roads – West Oxfordshire) (Prohibition and Restriction of Waiting and Permitted Parking) (Variation No.5) Order 2014, the Oxfordshire County Council (Various Roads – West Oxfordshire) (Prohibition and Restriction of Waiting and Permitted Parking) (Variation No.6) Order 2014, the Oxfordshire County Council (Various Roads – West Oxfordshire) (Prohibition and Restriction of Waiting and Permitted Parking) (Variation No.7) Order 2014, the Oxfordshire County Council (Various Roads – West Oxfordshire) (Prohibition and Restriction of Waiting and Permitted Parking) (Variation No.8) Order 2015, the Oxfordshire County Council (Various Roads – West Oxfordshire) (Prohibition and Restriction of Waiting and Permitted Parking) (Variation No.9) Order 2016, the Oxfordshire County Council (Various Roads – West Oxfordshire) (Prohibition and Restriction of Waiting and Permitted Parking) (Variation No.9) Order 2016, the Oxfordshire County Council (Various Roads – West Oxfordshire) (Prohibition and Restriction of Waiting and Permitted Parking) (Variation No.10) Order 2016, the Oxfordshire County Council (Various Roads – West Oxfordshire) (Prohibition

(Prohibition and Restriction of Waiting and Permitted Parking) (Variation No.36) Order 2025, and the Oxfordshire County Council (Various Roads – West Oxfordshire) (Prohibition and Restriction of Waiting and Permitted Parking) (Variation No.37) Order 2025 (“the 2012 Order”) is amended in the manner and to the extent specified in the Schedule to this Order.

GIVEN UNDER the Common Seal of the Oxfordshire County Council

this day of 20**.

SCHEDULE

Amendments to the “2012 Order”:

1.)

In **Schedule 15** - ‘No Waiting at Any Time’ - in item 78 WITNEY, paragraph 50 is deleted and replaced as follows:

ITEM 78: WITNEY

“ 50. West End:

(a) Northeast side:

- (i) from its junction with Bridge Street north-westwards to the boundary between Nos.14 and 16 West End,
- (ii) from a point 4.5 metres northwest of the boundary between Nos.14 and 16 West End north-westwards for a distance of 3 metres,
- (iii) from a point 2.5 metres southeast of the western flank wall of No.34a West End north-westwards to a point 2.5 metres north of the southern flank wall of No.36 West End,
- (iv) from the boundary between Nos. **40 44** and **42 46** West End north-westwards to its junction with Hailey Road.

(b) South side:

- (i) from its junction with Bridge Street north westwards for a distance of 51 metres,
- (ii) from a point 59.5 metres northwest of its junction with Bridge Street, north-westwards to the eastern flank wall of No.11 West End,

- (iii) from a point 6 metres northwest of the boundary between Nos.19 and 21 West End, north-westwards to its junction with Crawley Road.”

2.)

In **Schedule 40** - ‘Waiting Limited to 2 hours with no return for 2 hours,8-00am to 6-00pm Monday to Saturday inclusive’

Item 78 WITNEY is deleted:

“ITEM 78: WITNEY

1. West End:

(a) Northeast side:

- (i) from the boundary between Nos. 14 and 16 West End north westwards for a distance of 4.5 metres;
- (ii) from a point 5 metres south east of the boundary of Nos. 18 and 20 West End north westwards to a point 2.5 metres south east of the western flank wall of No. 34a West End;
- (iii) from a point 2.5 metres north west of the southern flank wall of No. 36 West End north westwards to the boundary between Nos. 40 and 42 West End.

(b) Southwest side:

- (i) from a point 51 metres north west of its junction with Bridge Street north westwards for a distance of 8 metres
- (ii) from the eastern flank wall of No.11 West End north westwards to the boundary between Nos. 19 and 21 West End”

3.)

Schedule 47 is deleted and replaced as follows:

“SCHEDULE 47

PART A

Properties Eligible to Apply for Residents and Visitors Permits `WY`

<i>Eligible streets</i>	<i>Eligible properties</i>
Charter Place	Nos.1 - 24

Church Green	Even Nos.2-44, Odd Nos.1-29
Corn Street	Even Nos.36-172, Odd Nos.27-151
Market Square	Even Nos.52-58, Odd Nos.29-39
Marlborough Lane	All properties
Station Lane	Even Nos.2 - 20

PART B

Properties Eligible to Apply for Residents and Visitors Permits `WE`

<i>Eligible streets</i>	<i>Eligible properties</i>
West End	Even Nos.2-80, Odd Nos.1-75.”

4.)

New schedules are inserted as follows:

“NEW SCHEDULE no1

Permit Holders Only Parking Places

1. West End:

(a) Northeast side:

- (i) from the boundary between Nos.14 & 16 West End, north-westwards for a distance of 4.5 metres.
- (ii) from a point 5 metres southeast of the common property boundary of Nos.18 & 20 West End, north-westwards to a point 2.5 metres southeast of the western flank wall of No.34a West End.
- (iii) from a point 2.5 metres northwest of the southern flank wall of No.36 West End, north-westwards to the common property boundary between Nos.40 & 42 West End.”

5.)

“NEW SCHEDULE no2

(Shared-Use Parking Places)

**Permit Holders or Waiting Limited to 2 hours with no return within 1 hour,
Monday to Sunday inclusive – 8am to 6pm
Permit holders only at all other times**

1. West End:

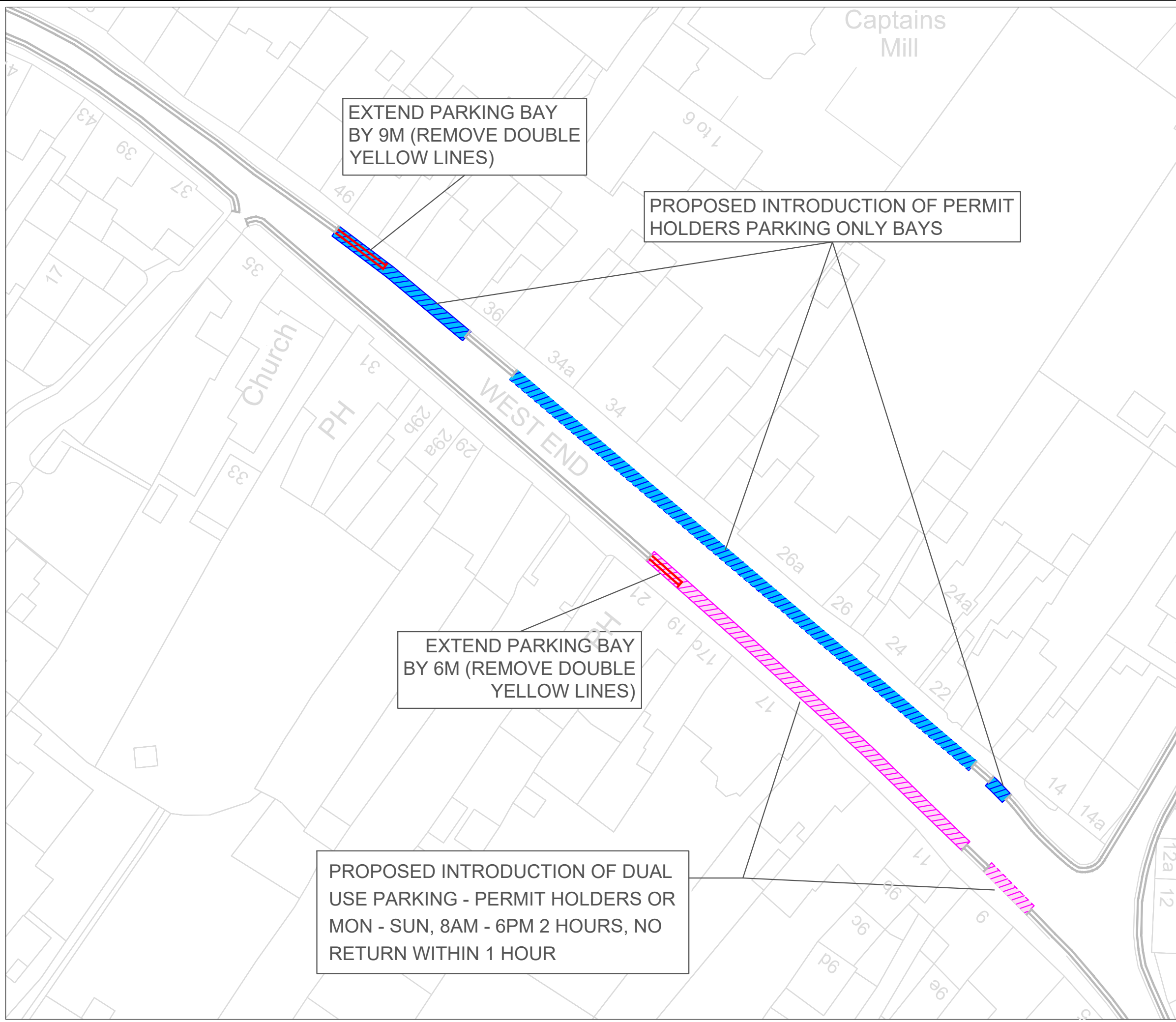
(a) South side:

- (i) from the south-eastern property boundary of No.9 West End, north-westwards for a distance of 8.5 metres.**
- (ii) from the south-eastern property boundary of No.11 West End, north-westwards to a point 6 metres northwest of the common property boundary of Nos.19 & 21 West End.”**

**THE COMMON SEAL of THE
OXFORDSHIRE COUNTY COUNCIL**
was affixed in the presence of:

Solicitor / Designated Officer

P:\12. Network Management\Parking Control\Schemes & Maintenance\2. District Areas\5. West Oxfordshire\Projects\West End, Witney\CAD files\West End, Witney base map.dwg



Drawing No.

Revision 0

KEY:

EXISTING NO WAITING AT ANY TIME (DOUBLE YELLOW LINES) TO REMAIN

PROPOSED DUAL USE PARKING - PERMIT HOLDERS (PREFIX 'WE') OR MON - SUN, 8AM - 6PM 2 HOURS, NO RETURN WITHIN 1 HOUR PARKING BAYS

PROPOSED PERMIT HOLDERS ONLY (PREFIX 'WE') PARKING BAYS

SAFETY, HEALTH AND ENVIRONMENTAL INFORMATION

IN ADDITION TO THE HAZARDS/RISKS NORMALLY ASSOCIATED WITH THE TYPES OF WORK DETAILED ON THIS DRAWING, NOTE THE FOLLOWING SIGNIFICANT RESIDUAL RISKS

CONSTRUCTION

(ENTER 'NONE' IF APPLICABLE)

MAINTENANCE/CLEANING

(ENTER 'NONE' IF APPLICABLE)

USE

(ENTER 'NONE' IF APPLICABLE)

DECOMMISSIONING/DEMOLITION

(ENTER 'NONE' IF APPLICABLE)

© Crown copyright and database rights 2023 OS AC0000851087

Rev.	Date	Purpose of revision	Drawn	Checked	Approved

OXFORDSHIRE
COUNTY COUNCIL

Paul Ferner
Director of
Environment & Highways
Oxfordshire County Council
County Hall
New Road
Oxford
OX1 1ND
Tel: 0845 310 1111

Project title

WEST END, WITNEY
FORMAL PARKING CONSULTATION

Drawing title

WEST END, WITNEY
PARKING SCHEME DESIGN OPTIONS

Drawing Status

Scale @ A3	Drawn by	Checked by	Approved by
1:550	EP		
	Date drawn OCT 2025	Date checked	Date approved

Oxfordshire Project No. & File Ref

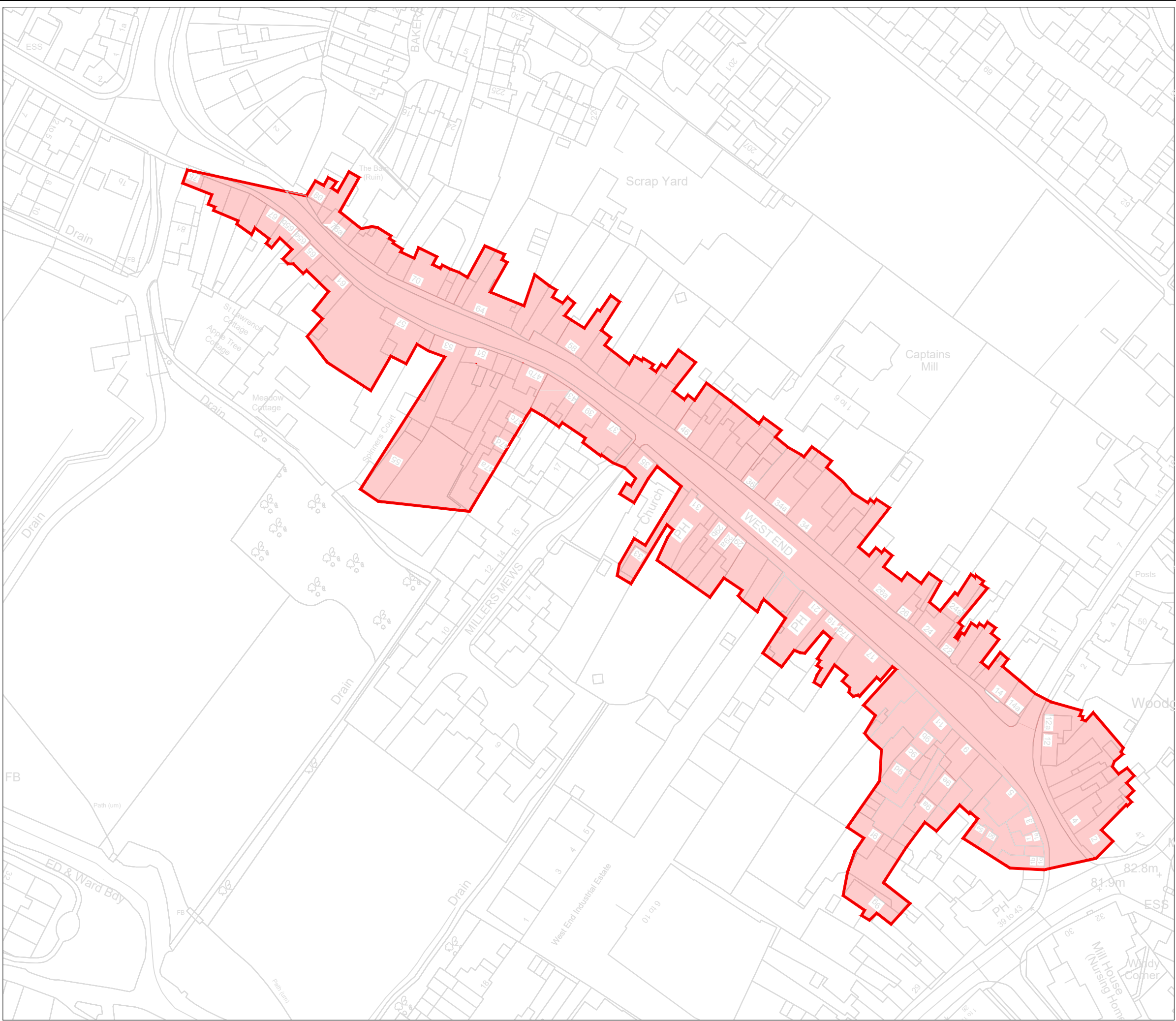
Drawing No.

CIL/2025/2026/WE02

Revision

0

Appendix



Drawing No.

Revision 0

KEY:

PERMIT ELIGIBILITY AREA
WE' PREFEIX

SAFETY, HEALTH AND ENVIRONMENTAL INFORMATION

IN ADDITION TO THE HAZARDS/RISKS NORMALLY ASSOCIATED WITH THE TYPES OF WORK DETAILED ON THIS DRAWING, NOTE THE FOLLOWING SIGNIFICANT RESIDUAL RISKS

CONSTRUCTION
(ENTER 'NONE' IF APPLICABLE)

MAINTENANCE/CLEANING
(ENTER 'NONE' IF APPLICABLE)

USE
(ENTER 'NONE' IF APPLICABLE)

DECOMMISSIONING/DEMOLITION
(ENTER 'NONE' IF APPLICABLE)

© Crown copyright and database rights 2023 OS AC0000851087

Rev.	Date	Purpose of revision	Drawn	Checked	Approved

OXFORDSHIRE
COUNTY COUNCIL

Paul Ferner
Director of
Environment & Highways
Oxfordshire County Council
County Hall
New Road
Oxford
OX1 1ND
Tel: 0845 310 1111

Project title

WEST END, WITNEY
FORMAL PARKING CONSULTATION

Drawing title

WEST END, WITNEY
PERMIT ELIGIBILITY AREA

Drawing Status

Scale @ A3	Drawn by	Checked by	Approved by
1:1250	E P	Date checked	Date approved
	OCT 2025		

Oxfordshire Project No. & File Ref

Drawing No.

CIL/2025/2026/WE01

Revision

0

From: Highways Engagement
Sent: Wednesday, November 5, 2025
Subject: Highways Asset Response Team (HART)

Dear Sharon

I hope this message finds you well.

On behalf of Oxfordshire County Council, I am pleased to inform you of an exciting new initiative aimed at enhancing our reactive highways maintenance service and deepening our engagement with local communities.

We are introducing the Highways Asset Response Team (HART), a dedicated and agile resource designed to deliver targeted improvements within local communities.

The HART team is equipped to undertake a range of essential maintenance activities, including:

Street Furniture Cleaning: Cleansing signage and pedestrian refuge island bollards to ensure visibility and regulatory compliance.

Pedestrian Safety Enhancements: Removing damaged railings, street furniture, and footway plates, and addressing associated surface deterioration.

Vegetation Management: Clearing minor highway vegetation encroaching onto footways and cycleways to improve accessibility.

Surface Debris Clearance: Sweeping isolated areas of loose debris from footways and residential carriageways to maintain cleanliness and safety.

Visual Amenity Improvements: Removing outdated flyposting from street furniture to improve the overall streetscape.

Street Clutter Reduction: Collecting and removing redundant barriers and obsolete Chapter 8 signage to declutter public spaces.

As a key representative of your Parish, your local knowledge is genuinely appreciated. If you're aware of any locations within your area that fit the scope outlined above, I'd be very grateful if you could share those suggestions ahead of our visit. It would be especially helpful to include a few details, such as photographs before we look to propose dates for a walkaround. This will help us explore potential works in more detail and ensure they are well aligned with local priorities.

Parish Councils will be invited to complete a short, five-question survey following the completion of works in your community. Your feedback will play a key role in helping us understand what's working well and where we can improve, ultimately shaping how we deliver services in the future.

We look forward to hearing from you.

**Highway Engagement Officer
Highway Maintenance
Environment & Place
Oxfordshire County Council**