

Public Document Pack

Witney Town Council

Mrs Sharon Groth FSLCC fCMgr
Town Clerk

Cllr Joy Aitman
Mayor of Witney



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1st June 2020

To: All members of the Witney Town Council

*You are hereby summonsed to an Extra-Ordinary Meeting of the **Town Council** to be held virtually via Zoom* on **Monday, 8th June, 2020 at 7.00 pm** for the transaction of the business stated below. Login details of this meeting will be published on the Council's website prior to the meeting.*

**By virtue of The Local Authorities & Police & Crime Panels (Coronavirus)(Flexibility of Local Authority & Police & Crime Panels Meetings)(England & Wales) Regulations 2020.*

MEMBERS OF THE PUBLIC

Members of the public wishing to address the Council on an agenda item below must make the Town Clerk/Chair aware of their intention before the meeting starts. Members of the public wishing to record the meeting are asked to notify the Town Clerk/Chair of their intentions so that appropriate arrangements can be made for the recording, in accordance with the Council's Standing Orders and Recording of Meetings Policy.

RECORDING OF MEETINGS

Under the Openness of Local Government Bodies Regulations 2014 the council's public meetings may be recorded, which includes filming, audio-recording as well as photography. As a matter of courtesy, if you intend to record any part of the proceedings please let the Town Clerk or Democratic Services Officer know before the start of the meeting.

AGENDA

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

1. **APOLOGIES FOR ABSENCE**

To consider apologies and reasons for absence.

Committee Members who are unable to attend the meeting should notify the Town Clerk (townclerk@witney-tc.gov.uk) prior to the meeting, stating the reason for absence.

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 - 16)

- To receive and consider the minutes of the ordinary meeting held on 10 February 2020;
- To receive and consider the minutes of the Extraordinary meeting held on 20 March 2020;
- Matters arising from the minutes of the ordinary meeting held on 10 February 2020 and the Extraordinary meeting held on 20 March 2020

4. **PUBLIC PARTICIPATION**

The meeting will adjourn for this item.

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

5. **MINUTES OF THE HALLS & GREEN SPACES COMMITTEE** (Pages 17 - 20)

To note the resolutions of the minutes of the meeting held on 9 March 2020, and consider any recommendations outside of the Committee's delegations.

6. **MINUTES OF THE STRONGER COMMUNITIES COMMITTEE** (Pages 21 - 26)

To note the resolutions of the minutes of the meeting held on 16 March 2020, and consider any recommendations outside of the Committee's delegations.

7. **MINUTES OF THE PLANNING & DEVELOPMENT COMMITTEE** (Pages 27 - 36)

To note the resolutions of the minutes of the meeting held on 18 February 2020 and 10 March 2020, and consider any recommendations outside of the Committee's delegations.

8. **PLANNING RESPONSES SUBMITTED TO THE PLANNING AUTHORITY BETWEEN 25TH MARCH - 27TH MAY 2020** (Pages 37 - 56)

To receive the consultee planning responses submitted to West Oxfordshire District Council by the Town Council's Planning & Development Committee during the Covid-19 lockdown. This delegation having been resolved at the Extra-Ordinary Meeting held on 20th March 2020, minute no. 112(3).

9. **MINUTES OF THE ANNUAL COUNCIL MEETING** (Pages 57 - 60)

- a) To receive and consider the minutes of the Annual Council Meeting held on 13 May 2020;
- b) Matters arising from the minutes of the Annual Council Meeting on 13 May 2020

10. **APPOINTMENT OF ANY NEW STANDING COMMITTEES IN ACCORDANCE WITH STANDING ORDER 30**

At the Annual Council meeting held on 13 May 2020 a new Committee Structure was agreed. This resulted in the realigning of work-load on the Halls & Green Spaces Committee into two new Committees – Sport & Play and 'Amenities'. It also incorporated the work of the Climate & Biodiversity Sub-Committee into the Planning & Development Committee forming the new Committee – Climate, Biodiversity & Planning Committee.

Members are requested to finalise the Committee names at this meeting, as the renaming of the 'Amenities' Committee was deferred to this meeting.

11. **CALENDAR OF MEETINGS FOR MUNICIPAL YEAR 2020/21** (Pages 61 - 62)

To receive and agree the calendar of meetings for the municipal year 2020/21 and to note that whilst COVID-19 restrictions affecting meetings are in place these meetings will be conducted by virtual means as permitted in temporary statute.

12. **APPOINTMENT OF MEMBERS TO STANDING COMMITTEES, SUB-COMMITTEES AND WORKING PARTIES, AND THE ELECTION OF CHAIRS** (Pages 63 - 64)

To receive and consider the report of the Town Clerk.

Please note that the Vice Chair of each Standing Committee will be elected at the first meeting of the respective Committees

13. **APPOINTMENT TO ADVISORY COMMITTEES AND OUTSIDE ORGANISATIONS** (Pages 65 - 66)

To receive and consider the report of the Town Clerk - and reaffirm or amend the appointments to Advisory Committees and Outside Organisations as appropriate.

14. **WORLD REFUGEE DAY - 20 JUNE 2020**

To agree to fly the World Refugee Flag on Saturday 20 June 2020, and each year there after, adding it to the Council's Flag Flying calendar.

15. **HEALTH AND SAFETY - COVID-19**

To receive a verbal report from the Town Clerk updating Members on the current situation in respect of Council run facilities and services, if appropriate.

16. **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.

17. **MOTION**

To consider the following motion proposed by Cllr Ruth Smith and seconded by Cllr Andrew Prosser

Witney Town Council notes that a consortium of councillors, residents and social enterprises in the town worked together to compose 'Witney Reallocating Road Space Proposals' – termed 'Witney's Big Green Plan' – which was submitted to Oxfordshire County Council on 18 May. The measures were drafted in relation to travel in the town whilst public transport capacity is limited and social distancing is required due to COVID-19. They were informed by a wealth of detailed local knowledge, including from Windrush Bike Project.

We note that the main recommendations of Witney's plan, which was tailored to the government's proposals, match OCC's stated priorities:

- School Streets
- 20 mph speed limits
- Reallocation of road space in favour of pedestrians and cyclists

We express commitment to Witney's Big Green Plan throughout and beyond the pandemic by

- working with Witney's Traffic Advisory Committee to implement the plan alongside representatives from all councils, transport providers and user groups
- setting out the contents of the plan formally in a WTC Active Travel Infrastructure Development Plan
- communicating with residents as we work together to improve safety, public health, air quality and sustainability.

18. **CORRESPONDENCE**

To receive correspondence from the Town Clerk – for information only.

19. **QUESTIONS TO THE LEADER OF THE COUNCIL**

Questions to the Leader of the Council in accordance with standing order 15.

20. **SEALING OF DOCUMENTS**

To authorise the sealing of documents arising from Council resolutions and to note the sealing of:

09 March 2020	Seal no. 82	Inclusive Care & Education Ltd for the Langdale Hall 10 Yr Lease (March 2018)
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Town Clerk

**MEETING OF THE
WITNEY TOWN COUNCIL**

Held on Monday, 10 February 2020

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

Present:

Councillor D Enright (Chair)

Councillors:	L Ashbourne	V Gwatkin
	T Ashby	A D Harvey
	R Bolger	J King
	D Butterfield	A McMahon
	O Collins	A Prosser
	L Duncan	R Smith
	H Eaglestone	D Temple
Officers:	Nicky Cayley	Democratic Services Officer
	Adam Clapton	Office Manager
	John Hickman	Operations & Estates Officer
Others:	3 members of the public.	

54 **APOLOGIES FOR ABSENCE**

Apologies for their absence were received from Cllrs Aitman, Eaglestone, and Jones.

55 **DECLARATIONS OF INTEREST**

There were no declarations of interest in matters to be discussed at the meeting.

56 **MINUTES**

The Council received and considered the minutes of the meetings held on 9 and 16 December 2019. There were no matters arising.

RESOLVED: to confirm as a correct record the minutes of the meetings held on 9 December and 16 December respectively with the following correction to the minutes of the meeting of 9 December:

Minute no. 495 – Cllr Luci Ashbourne – “Brexit” be changed to “European Settlement Scheme”.

57 **PUBLIC PARTICIPATION**

The Council adjourned in order for Fiona Rodden to address the Council about Park Road play area and for Rick Mellis to address the Council about a councillor becoming a governor at Springfield School. Following this the Council reconvened.

58 **MOTION**

This item was moved up the agenda with the express permission of the Chair so that the members of the public present could hear the discussion.

The motion was introduced by Cllr Duncan, who explained that since the publication of the agenda, further correspondence had been received from the Council's solicitor, including some earlier that day. There were still legal issues outstanding which needed to be investigated and followed up but if this was not resolved in the Council's favour, consideration should be given to the lease offer provided by Cottsway Housing.

Members agreed that it would be sensible to wait for the legal advice and represent the motion at the next Full Council meeting.

RESOLVED: that to enable further legal advice to be sought, consideration of the motion be deferred until the next meeting of the Full Council on 6 April.

59 **WITNEY COMMUNITY POLICING ISSUES**

There were no police available to attend the meeting.

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

Cllr David Harvey – WODC

Cllr Harvey reported that there was a lot of work going on at the District Council in Climate Change, Forestry and other areas.

Cllr Owen Collins – WODC

Cllr Collins reported that the last Full Council meeting had been awash with environmental considerations.

Cllr Ashbourne – WODC

Cllr Ashbourne advised that the European Settlement motion had been amended and accepted. WODC would put together a list of who to contact and distribute this to parishes.

Cllr Enright – WODC

Cllr Enright updated members on a Planning case that had come before the Committee, involving a fence that had been removed without permission. An appeal had found the Planning Inspector upholding the District Council's decision that it should be reinstated and the Council was now enforcing that decision.

RESOLVED: that the updates be noted.

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

Cllr Liz Duncan

Cllr Duncan explained that she was the Council's representative for The Henry Box Collection who now wanted to make the books much more accessible to the public. They would also like to be involved in Heritage Open Day.

Cllr Duncan Enright

Cllr Enright advised that one of the Poppy Blankets from West Witney W.I had now been donated to the town's museum.

He also advised that the once lost Witney Workers Union Banner – now 100 years old – had been found and was at the People's History Museum in Manchester. Sadly, there was no question of it being returned at present as it needed £8, 500 worth of restoration before it could be moved.

RESOLVED: that the updates be noted.

62 **MINUTES OF COMMITTEES AND SUB COMMITTEES**

a) Planning and Development Committee – 17 December 2019 and 14 January 2020

The Chair presented these minutes to Council and moved their acceptance.

b) Halls and Green Spaces Committee -13 January 2020

The Chair presented these minutes to Council and moved their acceptance.

A member asked for a recommendation to be added to write to the County Council about having separate changing facilities from the school for the new West Witney pitch if the pavilion was not built. The Office Manager said that this would be a matter arising from the minutes which could be brought up and agreed at the next meeting of this Committee.

c) Stronger Communities Committee – 20 January 2020

The Chair presented these minutes to Council and moved their acceptance.

d) Policy, Governance and Finance Committee – 27 January 2020

The Chair presented these minutes to Council and moved their acceptance.

e) Youth Services Working Party – 20 January 2020

The Chair presented these minutes to Council and moved their acceptance.

f) Skate Park Working Party – 27 January 2020

The Chair presented these minutes to Council and moved their acceptance.

RESOLVED:

- a) Planning and Development Committee - that the minutes of the Planning and Development Committee of 17 December 2019 and 14 January 2020 be received and any recommendations therein be approved;
- b) Halls and Green Spaces Committee – that the minutes of the Halls and Green Spaces Committee of 13 January 2020 be received and any recommendations therein be approved;
- c) Stronger Communities Committee – that the minutes of the Stronger Communities Committee of 20 January 2020 be received and any recommendations therein be approved;
- d) Policy, Governance and Finance Committee - that the minutes of the Policy, Governance and Finance Committee of 27 January 2020 be received and any recommendations therein be approved;
- e) Youth Services Working Party - that the minutes of the Youth Services Working Party of 20 January 2020 be received and any recommendations therein be approved;
- f) Skate Park Working Party – that the minutes of the Skate Park Working Party of 27 January 2020 be received and any recommendations therein be approved.

63

TINY FORESTS

Members received an update on the progress of the Tiny Forests Programme from Cllrs Gwatkin and the Operations and Estates Officer.

The two areas felt best for the project were Eton Close Playing field or area 23F at Burwell. The Operations and Estates Officer was waiting for confirmation of what underground services may be present at both locations, but Eton Close was preferable as it was not too near to any housing and was close to the A40. Members agreed that Eton Close should be the first choice subject to soil tests by Earthwatch.

RESOLVED: that the project be approved to go ahead with the first choice location being Eton Close Playing Field and the area at Burwell being held in reserve in the event that the soil was not appropriate at Eton Close.

64

COMMITTEES, WORKING PARTIES & MEMBERSHIP

The Council considered extending the membership of the Skate Working Party to include Cllr Butterfield who had a specific interest in this subject. Members all agreed.

Also under consideration was a request to change the name of the Skate Working Party to widen its remit. As it was not far until the end of the municipal year, it was agreed to rename it as the “Wheeled Sports and Play Area Working Party” until the beginning of the next Council year and it be delegated to the Officers to look into the possibility of the Working Party becoming a Sub Committee.

Members also agreed to rename the West Witney Sports Ground Sub Committee as the Witney Sports Grounds Sub Committee.

RESOLVED:

- a) i) that the membership of the Skate Working Party be extended to include Cllr Butterfield,
 - ii) that the Working Party be renamed as the "Wheeled Sports and Play Area Working Party" until the beginning of the next Council year,
 - iii) that it be delegated to Officers to investigate the possibility of the Working Party becoming a Sub Committee.
- b) that the "West Witney Sports Ground Sub Committee" be renamed "Witney Sports Grounds Sub Committee".

65 **CIVIC ANNOUNCEMENTS**

The Council received and considered the report of the Mayor and the Deputy Mayor on the events they had attended.

There was also an invitation from Rotary to have a stand at their showcase on 24 April.

RESOLVED: that the update be noted and that whether to accept Rotary's invitation to have a stand at their showcase event on 24 April be delegated to the Mayor and the Office Manager.

66 **VANDALISM**

There had been no vandalism to report.

67 **COMMUNICATION FROM THE LEADER**

The Leader informed the Council that a letter had been received from Fairtrade Witney thanking the Council for its support and requesting a Fairtrade Champion to be nominated.

RESOLVED:

- a) that the communication from the Leader be noted;
- b) that Cllr Enright be nominated as the "Fairtrade Champion".

68 **CORRESPONDENCE**

The Council received and considered correspondence from Springfield School concerning a request for a governor, a Brexit briefing from Oxfordshire County Council, and correspondence from Cottsway Housing and Mr A Beames.

Members also considered a Parish Survey.

RESOLVED:

- a) that Cllr King takes on the position of a governor to Springfield School;
- b) that the Brexit Briefing from Oxfordshire County Council be noted;
- c) that the correspondence from Cottsway be noted;
- d) that the complaint from Mr Beames be noted;
- e) that the Parish Survey 2020 be completed at the next Planning and Development Committee meeting.

69 **QUESTIONS TO THE LEADER OF THE COUNCIL**

Cllr King asked the Leader for help with complaints about the condition of the grass land between the road and the wooded area at West Witney, an area which was made worse with the use by Park Run.

A member commented that as this was not Witney Town Council's land she felt it was the owner's job to take action.

RESOLVED: that although the Town Council did not own the land referred to, the Leader would speak to Park Run about the situation.

Cllr Collins left the meeting at 8.25pm.

70 **SEALING OF DOCUMENTS**

There were no documents to be sealed.

The meeting closed at: 8.28 pm

Chair

By virtue of
Regulation 21(1)(A) of the Local Authorities (Executive
Arrangements) (Access to Information) (England)
Regulations 2000.

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**HALLS & GREEN SPACES COMMITTEE MEETING OF THE
WITNEY TOWN COUNCIL**

Held on Monday, 9 March 2020

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

Present:

Councillor V Gwatkin (Chair)

Councillors:	L Duncan	D Enright
	T Ashby	M Jones
	D Butterfield	J King
	O Collins	
Officers:	Nicky Cayley	Democratic Services Officer
	Adam Clapton	Office Manager
	Sharon Groth	Town Clerk
	John Hickman	Operations & Estates Officer
	Tomas Smith	Venue Manager
Others:	none	

H77 APOLOGIES FOR ABSENCE

An apology for her absence was received from Cllr Rosa Bolger.

H78 DECLARATIONS OF INTEREST

There were no declarations of interest in matters to be discussed at the meeting.

H79 PUBLIC PARTICIPATION

There were no members of the public present for this item.

H80 MINUTES

The Committee received and considered the minutes of the Halls & Green Spaces Committee meeting held 13 January 2020.

a) RESOLVED: that the Minutes of the meeting held on 13 January 2020 be agreed as a correct record and signed by the Chair.

b) MATTERS ARISING:

1. The Town Clerk advised that in minute H7 the money to repair St, Mary's pillars would be from reserves, not rolling capital;

2. The Town Clerk advised that in minute H10, the earmarked allotment funding could not be distributed elsewhere.
3. A member asked if the letters regarding river pollution had been written to the County Public Health Department yet. The Office Manager confirmed that this had been done.

H81 **OPERATIONAL REPORT - PROGRESS ON IMPROVEMENTS AND REPAIRS SINCE LAST MEETING**

The Committee received and considered the report of the Operations and Estates Officer, covering halls maintenance, summer sports preparation, play areas, footpath works, the lake and country park, cemeteries and Emma's Dyke.

RECOMMENDED: that the report be noted and that the remaining budget of £465 in 206/4042 be rolled over into the 2020/21 budget towards costs for fencing materials regarding Emma's Dyke at the Lake and Country Park.

H82 **PUBLIC HALLS**

The Committee received and considered the report of the Venue Manager, which gave an update on both works that had taken place and booking. Hirers were happy with the new charges.

The Venue Manager was now the Designated Premises Supervisor for the Corn Exchange.

RESOLVED: that the report be noted.

H83 **CEMETERIES AND CLOSED CHURCHYARDS**

The Committee received and considered the report of the Operations and Estates Officer. This updated members on the need to add an additional section (number 3) for family ashes, the wildflower meadow plans for the Windrush Cemetery, and faculty applications for memorial testing. There were ongoing issues with the damaged St. Mary's Church pillars and the archway. The Operations and Estates officer also advised that the bat survey for the Cesar of Lebanon had been commissioned.

RECOMMENDED:

1. that the report be noted;
2. that Tower Hill section 3 for family ashes be prepared as detailed in the report;
3. that 1kg of yellow rattle seed be purchased for £180 for the Windrush Cemetery and Earthwatch be asked if they have any wildflower seed they would donate;
4. that Officers seek professional advice on the development of a plan for the future infrastructure and burials within Windrush Cemetery;
5. that provision of £9, 000 from the budget be made in order for the Town Council to carry out the required repairs to St Mary's churchyard pillars/arch and boundary wall from recent vehicular damage.

H84 **ALLOTMENT UPDATE**

The Committee received and considered the report of the Operations and Estates Officer. He advised that he was awaiting retrospective applications for temporary structures such as poly tunnels but was yet to receive any. As the Allotment Association had agreed to look into composting, he had agreed to consider shredding any larger compostable material on site.

The Council was still waiting for soil tests on the new allotments at Windrush Place and could not proceed until it had been analysed to establish its suitability. This was obviously creating a delay in transfer.

RESOLVED: that the report be noted and the Operations and Estates Officer be given permission to consider possible assistance with the shredding of larger composting materials at allotment sites – any further requests for assistance would be brought back to Committee.

H85 **SPORTS AND RECREATION GROUNDS**

The Committee received and considered the report of the Operations and Estates Officer. Members were updated on cricket and the Spartans playing football at Woodgreen.

RECOMMENDED:

1. that the report be noted;
2. that the freehold transfer of the land at Woodgreen playing fields be requested;
3. that the additional cost of the current grounds contract for Woodgreen field be taken on at a cost of £1,922.88;
4. that the Town Clerk speaks to Giles Hughes at WODC about the amount that annual maintenance costs for Woodgreen field in order that the Town Council could work out the amount to request for a commuted sum from WODC to take on the field;
5. that the Town Council continues discussions with Woodgreen School regarding access to the changing rooms and who would be responsible for booking changing rooms etc;
6. that it be agreed that the Town Council should seek agreement from WODC to maintain Woodgreen Field area from 1st May 2020 in order to prepare football pitches for 2020/21 season until the area is transferred to the Town Council;
7. that the purchase of 8 x Goal Post sockets at approx. £400 be agreed.

The meeting closed at: 6.40 pm

Chair

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

Held on Monday, 16 March 2020

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

Present:

Councillor L Ashbourne (Chair)

Councillors:	J Aitman	A McMahon
	O Collins	R Smith
	D Enright	
Officers:	Sharon Groth	Town Clerk
	Nicky Cayley	Democratic Services Officer
	Adam Clapton	Office Manager
	John Hickman	Operations & Estates Officer
	Polly Inness	Communications & Events Officer
Others:	none	

SC95 APOLOGIES FOR ABSENCE

Apologies for their absence were received from Cllrs Bolger and King.

SC96 DECLARATIONS OF INTEREST

There were no declarations of interest in matters to be discussed at the meeting.

SC97 MINUTES

The Committee received and considered the minutes of the meeting held on 20 January 2020.

RESOLVED: that the minutes of the meeting held on 20 January 2020 be agreed as a correct record and signed by the Chair.

The Mayor said that he had had no update from the SOTA Gallery on a bespoke piano trolley and had not had an answer from the college on decoration of the piano.

SC98 PUBLIC PARTICIPATION

RECOMMENDED: there were no members of the public present for this item.

SC99 OPERATIONAL REPORT

Members received and considered the report of the Operations and Estates Officer, which included an update on lightbulbs stored in the Buttercross roof being smashed as well as the

mechanism being broken. He cautioned that now the nights were lighter, vandalism would increase.

RESOLVED: that the report be noted.

SC100 **BIN AUDIT**

The Committee received and considered the report of the Office manager alongside the bin audit from WODC, a specific request for a dog waste bin and a list of outstanding bin requests.

If the Town Council wanted to install additional bins across the parish, it would need to bear the costs from now on.

Members noted the request for an additional dog waste bin but as dog waste could be put into a normal litter bin, it was decided that this would be a better option. A member asked if the college might pay for this bin. The Officer Manager said that this would be unlikely, but the question could be asked.

The Town Clerk highlighted the Community Clean Up grant that was yet to be spent. The Chair proposed that a substantial amount of this could be used for new bin installations and members agreed, setting the figure at £7,000.

A member commented that she was sure that commercial waste charges were less than the costs paid by the Town Council to the District Council. Cllr Enright would speak to the CEO of Ubico about this, and Officers should ask the question.

Another member queried what would happen on new estates. The Office Manager explained that the bins would be arranged by management companies such as Green Square.

Officers were asked to draw up a bin policy/management plan. Bin requests should be prioritised.

RESOLVED:

1. that the report be noted;
2. that Witney Town Council covers the cost of installing new or additional bins and their ongoing emptying costs;
3. that the residents request for a dog waste bin between West End/Crawley Road and Woodford Mill be agreed but that a litter bin/general waste bin be installed rather than a dog bin, as dog waste could be put in a litter bin;
4. that £7,000 of the Community Clean Up Grant be ringfenced for provision of new litter/recycling bins;
5. that Officers formulate a bin policy with a medium to long term plan on new requests;
6. that Officers ask WODC how much the charge for emptying is for corporate clients;
7. that the costs of emptying bins be included in the budget setting for 2021 – 22.

SC101 **BUTTERCROSS CLOCK**

The Committee received and considered the report of the Operations and Estates Officer, concerning the Buttercross Clock which had stopped working. The receiver had stopped working and needed to be replaced. The expert had advised that the mechanism needed servicing and some cosmetic work was needed to the face and hands. As the latter two items were not absolutely necessary, the Operations and Estates Officer recommended that they should be left until the roof tiles were replaced in a few years' time, and members agreed. This should be budgeted for.

The Town Clerk advised that there was no budget for this and she would write to the Town Hall Charity to see if it could contribute. The money would currently need to come out of the Council's General reserve.

RECOMMENDED:

1. that the report be noted;
2. that the fitting of a good quality radio-controlled clock movement which gets a signal from France to enable the clock to work again, be commissioned, at a cost of £2, 300 plus VAT;
3. that the dial mechanism overhaul and the restoration of the dial frame, dial surround and hands are done when the work to replace the roof tiles is done in a few years' time.

SC102 **COMMUNICATIONS UPDATE**

The Committee received and considered a verbal update from the Events and Communications Officer. This covered the embedding of Modern Gov into the website, the satisfaction survey which would be online until 30 April, and the planting of the Tiny Forest. Newsletters should be physically delivered by the end of March.

RESOLVED: that the verbal update be noted.

SC103 **COUNCIL AND CIVIC EVENTS REPORT**

The Communications & Events Officer gave a verbal update covering the Commonwealth Flag raising, the postponement of the Citizen of the Year Awards and the Civic reception due to the current pandemic situation. She also advised that the V E Day celebration would be postponed until August to coincide with V J Day.

The Communications & Events Officer added that during the current climate she would be looking at running community activities on the Council's social media whilst people were socially distancing.

RESOLVED: that the verbal update be noted.

SC104 **WITNEY CARNIVAL 2020**

The Committee discussed ideas for the Councillor's stall at Witney Carnival.

RESOLVED: to defer the final decision to the next meeting, but in the meantime Cllrs Gwatkin and Aitman to work on the idea of the history of The Leys.

SC105 **THIRD PARTY EVENTS**

The Committee received and considered an extensive report from the Operations and Estates Officer concerning third party events. Members discussed matters in the lights of various complaints from the public after the Pitch 1 area at The Leys had been designated an events field. There followed a debate on whether to engage an expert in Event Noise Planning and also on how much the District Council's Environmental Health Department might help.

RESOLVED:

1. that the report be noted;
2. that the Council get quotes from Event Noise Planning Consultants to draw up an advisory plan, which should include advice on the position of the stage;
3. that the Town Clerk speaks to Service Leader of Operational, Technical & Pollution Services at the District Council to see if the Environmental Services could assist the Town Council in noise planning management;
4. that both organisers of large third-party events and the Town Council continue to send separate letters to nearby residents;
5. that the end time for all events be 11pm, with the site cleared by 11.30pm.

SC106 **WITNEY & DISTRICT TWINNING ASSOCIATION**

The Committee received and considered the minutes of the Twinning Association held on 29th January and information on the Witney Twinning Anniversary Schedule – this event had now been cancelled due to COVID-19.

RESOLVED: that the minutes be noted and the cancellation of the Twinning Event be noted.

SC107 **VE DAY 75 WORKING PARTY**

The Committee received and considered the verbal update of the meeting held earlier that evening, at which the VE Day celebrations had been put on hold until VJ Day in August.

RESOLVED: that the verbal update of the meeting held earlier be noted.

SC108 **CHRISTMAS SUB COMMITTEE**

The Committee received and considered the minutes of the Christmas Sub Committee held on 27 February 2020.

RESOLVED:

1. that the minutes of the meeting be noted;

2. that members available to run stalls at the Advent Fayre contact Officers as soon as possible to sign up.

SC109 **YOUTH SERVICES WORKING PARTY**

The Committee received and considered the minutes of the meeting held on 24 February 2020.

RESOLVED: that the minutes of the meeting be noted.

The meeting closed at: 8.00 pm

Chair

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**PLANNING AND DEVELOPMENT COMMITTEE MEETING OF THE
WITNEY TOWN COUNCIL**

Held on Tuesday, 18 February 2020

At 6.00 pm in the Lobby, The Corn Exchange, Witney

Present:

Councillor R Smith (Chair)

Councillors:	L Ashbourne	M Jones
	T Ashby	A Prosser
	V Gwatkin	
Officers:	Adam Clapton	Office Manager
Others:	2 members of the public.	

P48 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs J Aitman and A McMahon.

P49 DECLARATIONS OF INTEREST

There were no declarations of interest in matters to be discussed at the meeting.

P50 PUBLIC PARTICIPATION

The committee adjourned in line with Standing Order 42 in order for John Garside to speak in support of the LibFest licensing application but against the use of the Leys as an events field.

P51 LICENSING APPLICATION CONSULTATION W/20/00105/PRMA

With the express permission of the Chair this item was brought up the agenda so that the public in attendance could hear the discussion.

Members received and considered licensing application W/20/00105/PRMA made by LibFest for its festival at The Leys in June 2020.

RESOLVED:

1. that Witney Town Council supports LibFest as a community event and has no objections to this application; and,
2. that these comments are forwarded to ERS at West Oxfordshire District Council.

P52 PLANNING APPLICATIONS

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

RESOLVED: that the comments, as per the attached schedule, be forwarded to West Oxfordshire District Council.

P53 **PARISH SURVEY FORM 2020**

Members received the West Oxfordshire District Council Planning Services Parish Survey 2020.

It was noted that this survey was more appropriate for parishes and not towns, but this was an opportunity to raise challenges which face the town in the next five years. Due to the increase of new and proposed houses it was felt that the current infrastructure was not sustainable in terms of roads, cycling path connectivity, sports and leisure provision, health facilities and school funding. There was also concern over the discharge of sewage into the River Windrush.

RESOLVED: that the comments be entered onto the Paris Survey response and forwarded to the District Council.

P54 **INFRASTRUCTURE WISH LIST**

The Committee heard from the Chair that a published list of infrastructure projects would assist the Council in formulating and targeting responses in any future developments in terms of Section 106 and Community Infrastructure Levy (CIL) contributions. It was agreed that an Infrastructure Delivery Plan (IDP) would consist of two parts; one which contained items that were deliverable by the Town Council under its legal and statutory obligations under headings and assets. The second would be items required by the town under the remit of other authorities given the Council's knowledge of the areas in question.

It was agreed that members would work on their lists and send them back to the Chair to collate before the next meeting to be signed off. This list could then be forwarded to the Council and form an addendum of the Strategic Plan.

RESOLVED:

1. that members consider items to be included within the Witney Infrastructure Delivery Plan and provide them to the Chair prior to the next meeting of the committee; and,
2. That this item be included as an agenda item at the next meeting where a draft plan can be completed and submitted for adoption by the Council.

The meeting closed at: 7.25 pm

Chair

Witney Town Council

Planning Minutes - 18 February 2020

Committee Members Present :-

P75 19.25

P75- 1	WTC/033/20	Plot Ref :-19/03538/HHD	Type :-	HOUSEHOLDE
	Applicant Name :-	CARTER, MR GAVIN	Date Received :-	30/01/2020
	Location :-	85 BARRINGTON CLOSE BARRINGTON CLOSE WITNEY	Date Returned :-	18/02/2020
	Proposal :	Conversion of attic space and garage with two storey extension to front and first floor extension to side.		
	Observations :	Witney Town Council has no objections regarding this application.		

P75- 2	WTC/034/20	Plot Ref :-20/00190/HHD	Type :-	HOUSEHOLDE
	Applicant Name :-	LITT, MR N	Date Received :-	30/01/2020
	Location :-	145 CORN STREET CORN STREET WITNEY	Date Returned :-	19/02/2020
	Proposal :	Alterations and erection of single storey extension, dormer window to rear elevation.		
	Observations :	Witney Town Council has no objections regarding this application.		

P75- 3	WTC/035/20	Plot Ref :-20/00279/S73	Type :-	NON COMPLY
Applicant Name :- GOULDIN, MR DAVID		Date Received :-		30/01/2020
Location :- 9A WEST END WEST END WITNEY		Date Returned :-		19/02/2020
<p>Proposal : Non-compliance of conditions 2 and 3 of planning permissions 18/01716/HHD and 18/01720/HHD to allow one bay of the approved garaging to be enclosed to create a dining room and utilise roofspace above to form a bedroom and en-suite with opening through to main dwelling. (Retrospective).</p> <p>Observations : Witney Town Council objects to the retrospective application in this form.</p> <p>It notes the intention in the Design & Access statement to regularise the dormer windows in dwelling 9A, as requested by the District Council for heritage reasons which there are no objections to.</p> <p>However, there does not appear to be an undertaking to remove the timber door and panelling to the car port, as requested in the Enforcement letter of 5 December. This was also for heritage reasons and the Town Council thinks the enforcement requests should be followed, to preserve the important historic nature of that part of West End.</p> <p>Whilst the Town Council is sympathetic to the ancillary accommodation afforded by the addition of a dining area within the approved footprint, the fact</p>				

that materials and design were not subjected to the planning process prior to development means that it expects all alterations in line with the enforcement requests to be made.

This includes reducing the span of the carports by moving the posts back or having an open parking space. Reducing the approved gap of 500 mm to the next property to 65 mm, via 150 mm, greatly limits the scope of maintaining that property's ground floor masonry. Consideration to that neighbouring property should take precedence over concern for manoeuvrability when parking a 2nd car in a carport. An uncovered parking space would allow for greater manoeuvrability and access for the neighbours to maintain their wall.

The Town Council note that this retrospective planning application does not appear to cover the flush fitting lights to the garden store, the removal of the bifold doors to the garden store or the drystone wall.

Tucked away in a courtyard, there may not be other objections forthcoming. But the Town Council believe it is important to preserve the character of this historic part of West End and for residents to engage cooperatively with the Local Planning Authority in order to achieve this.

P75- 4	WTC/036/20	Plot Ref :-20/003555/HHD	Type :-	HOUSEHOLDE
	Applicant Name :-	BURQUEST, MR AND MRS P	Date Received :-	10/02/2020
	Location :-	115 ETON CLOSE ETON CLOSE WITNEY	Date Returned :-	19/02/2020
	Proposal :	Single storey rear extension.		
	Observations :	Witney Town Council has no objections regarding this application.		

Proposal :	Single storey rear extension.
Observations :	Witney Town Council has no objections regarding this application.

The Meeting closed at : 19.25

Signed : _____ Chairman Date: _____

On behalf of :- _____ Witney Town Council

**PLANNING AND DEVELOPMENT COMMITTEE MEETING OF THE
WITNEY TOWN COUNCIL**

Held on Tuesday, 10 March 2020

At 6.00 pm in the Lobby, The Corn Exchange, Witney

Present:

Councillor R Smith (Chair)

Councillors:	J Aitman	V Gwatkin
	L Ashbourne	A Prosser
	T Ashby	
Officers:	Nicky Cayley	Democratic Services Officer
Others:	0 members of the public.	

P86 APOLOGIES FOR ABSENCE

Apologies for their absence were received from Cllrs Jones and McMahon.

P87 DECLARATIONS OF INTEREST

There were no declarations of interest in matters to be discussed at the meeting.

P88 PUBLIC PARTICIPATION

There were no members of the public present for this item.

P89 MINUTES

The Committee received and considered the minutes of the meetings held on 4 and 18 February 2020.

RESOLVED: that the above minutes be agreed as a correct record and signed by the Chair.

P90 PLANNING APPLICATIONS

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

RESOLVED: that the comments, as per the attached schedule, be forwarded to West Oxfordshire District Council.

P91 **PLANNING DECISIONS**

The Committee received and considered a schedule of Planning Decisions from West Oxfordshire District Council.

RESOLVED: that the schedule as circulated, be noted.

P92 **STREET NAME APPLICATION - PERSIMMON HOMES, WEST WITNEY DEVELOPMENT**

The Committee received and considered correspondence from the Address Management Officer at West Oxfordshire District Council, asking of the Town Council would like to put forward a new street name for three blocks of flats at the West Witney development. The suffix would be "Walk".

The Committee discussed the request and some possible aeronautically related names and decided that "Mossie" would be a suitable name as it was short for Mosquito which was the favourite plane of Jackie Moggridge – whom one of the other streets was named after.

RESOLVED: that the Town Council puts forward "Mossie" as a name for the development as Jackie Moggridge's, (the famous female pilot) favourite plane was the Mosquito – or Mossie for short.

P93 **ADDRESS NAME FOR COMMERCIAL DEVELOPMENT - DOWNS ROAD, WITNEY**

The Committee received and considered a request from an Address Management Officer to name a street at a new commercial development at Downs Road, Witney.

The Committee liked the concept of naming the street after something industrial and after discussion settled on "Colletts Way" as Crawford Colletts had been a big manufacturer off of Tower Hill in the Late 20th Century.

RESOLVED: that the Town Council puts forward "Colletts Way" as the street name for the new commercial development. This is because Crawford Colletts was a major manufacturer off of Tower Hill in the late 20th Century.

P94 **WITNEY TOWN COUNCIL INFRASTRUCTURE DELIVERY PLAN**

The Chair described how she has started work on an infrastructure delivery plan for all three tiers of local councils. She welcomed contributions via e-mail from other members and it was agreed that all councillors should see the completed document. This would need to be adopted by Full Council.

RECOMMENDED: that the completed infrastructure plan was circulated to all Town, District and County Councillors for Witney and should be formally adopted by Full Council at its next meeting.

The meeting closed at: 8.00 pm

Chair

Planning Minutes - 10 March 2020

P90- 1	WTC/038/20	Plot Ref :-20/00404/FUL	Type :-	FULL
	Applicant Name :-	DURUCI, MR CHRIS	Date Received :-	14/02/2020
	Location :-	2 SPRINGFIELD PARK SPRINGFIELD PARK WITNEY	Date Returned :-	10/03/2020

Observations : Witney Town Council cannot give this application full consideration as the parking plan is not included with the document pack. The Town Council concurs with the County Council Highways response.

Observations : Witney Town Council has no objections regarding this application

Observations : Witney Town Council has no objections regarding this application

Observations : Witney Town Council has no objections regarding this application

P90- 5	WTC/042/20	Plot Ref :-20/00313/FUL	Type :-	FULL
	Applicant Name :-	MRS ALISON TOOGOOD	Date Received :-	27/02/2020
	Location :-	GIBBETTS CLOSE FARM OXFORD HILL WITNEY	Date Returned :-	10/03/2020
	Proposal :	Temporary siting of caravan during renovation/rebuild of existing bungalow.		
	Observations :	Witney Town Council has no objections regarding this application		

P90- 6	WTC/043/20	Plot Ref :-20/00454/ADV	Type :-	ADVERTISING
	Applicant Name :-	N/A	Date Received :-	27/02/2020
	Location :-	UNIT 1, AVENUE ONE AVENUE ONE WITNEY	Date Returned :-	10/03/2020
	Proposal :	Erection of V shaped non illuminated post and sign.		
	Observations :	Witney Town Council welcomes the signage for Avenue 1 but has concerns that it may cause traffic to slow down to look at it.		

P90- 7	WTC/044/20	Plot Ref :-20/00499/HHD	Type :-	HOUSEHOLDE
	Applicant Name :-	WOOD, MR LES	Date Received :-	27/02/2020
	Location :-	6 COGGES HILL ROAD COGGES HILL ROAD WITNEY	Date Returned :-	10/03/2020
	Proposal :	Replace existing boundary hedge to rear garden with a wooden fence (part retrospective).		
	Observations :	Witney Town Council has no objections regarding this application		

P90- 8	WTC/045/20	Plot Ref :-20/00542/HHD	Type :-	HOUSEHOLDE
	Applicant Name :-	MANSELL, MR CURTIS	Date Received :-	27/02/2020
	Location :-	71 WOODGREEN WOODGREEN WITNEY	Date Returned :-	10/03/2020
	Proposal :	Erection of a single storey rear extension.		
	Observations :	Witney Town Council has no objections regarding this application		

P90- 9	WTC/046/20	Plot Ref :-20/00568/FUL	Type :-	FULL
	Applicant Name :-	SUE, MR AND MRS V	Date Received :-	27/02/2020
	Location :-	THE CARPENTERS ARMS 132 NEWLAND WITNEY	Date Returned :-	10/03/2020
	Proposal :	Conversion of existing outbuilding to create a self contained annex.		
	Observations :	Witney Town Council notes that the WODC consultees have felt that additional information is required and the Town Council agrees with this. Any development proposal must be on the condition that it remains ancillary to the main property. The bedroom must adhere to the recommended minimum size.		

P90- 11	WTC/048/20	Plot Ref :-20/00580/HHD	Type :-	HOUSEHOLDE
	Applicant Name :-	SROKA, MR KRIS	Date Received :-	02/03/2020
	Location :-	48 ABBEY ROAD ABBNEY ROAD WITNEY	Date Returned :-	10/03/2020
	Proposal :	Erection of single storey rear extension.		
	Observations :	Witney Town Council has no objections regarding this application		

On behalf of :- Witney Town Council

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Witney Town Council

Planning Minutes - 25 March 2020

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4-1 WTC/049/20 Plot Ref :- 20/00635/HHD Type :- HOUSEHOLDE
 Applicant Name :- HALEY, MR STUART Date Received :- 05/03/2020
 Location :- 72A WOODSTOCK ROAD Date Returned :- 27/03/2020
 WOODSTOCK ROAD
 WITNEY
 Proposal : Erection of single and two storey rear extensions.
 Observations : Witney Town Council has no objections regarding this application

4-2 WTC/050/20 Plot Ref :- 20/00619/HHD Type :- HOUSEHOLDE
 Applicant Name :- COX, MR AND MRS Date Received :- 05/03/2020
 Location :- 4 BEECH ROAD Date Returned :- 27/03/2020
 BEECH ROAD
 WITNEY
 Proposal : Erection of single storey side and rear extensions and construction of front porch.
 Observations : Witney Town Council has no objections regarding this application

4-3 WTC/051/20 Plot Ref :- 20/00660/HHD Type :- HOUSEHOLDE
 Applicant Name :- CASSIDY, MR JOHN Date Received :- 05/03/2020
 Location :- THE COACH HOUSE Date Returned :- 27/03/2020
 CHURCH GREEN
 WITNEY
 Proposal : Extension to studio/annexe.
 Observations : Witney Town Council has no objections regarding this application

4-4 WTC/052/20 Plot Ref :- 20/00672/FUL Type :- FULL
 Applicant Name :- THORNTON, MR L Date Received :- 10/03/2020
 Location :- 77 MIRFIELD ROAD Date Returned :- 27/03/2020
 MIRFIELD ROAD
 WITNEY
 Proposal : Erection of a demi-detached building.
 Observations : Witney Town Council seconds the OCC Drainage officer's request that the Condition specifying drainage standards be applied if planning permission is granted.
 The Town Council notes the bin store indicated on the driveway but can see no provision of cycle storage. The Town Council suggests that the applicant should submit evidence of this consideration. Oxfordshire Cycle Design Standards (2017) section 2.4.1 says

Resident cycle parking:

- 1 space for 1 bed unit, 2 spaces for larger units

The Oxfordshire Cycle Design Standards come from the Active Healthy Travel Strategy and the Local Transport Plan 4.

<https://www.oxfordshire.gov.uk/residents/roads-and-transport/connecting-oxfordshire/active-and-healthy-travel>

4-5	WTC/053/20	Plot Ref :- 20/00674/HHD	Type :-	HOUSEHOLDE
	Applicant Name :-	TANNER, MR G AND MRS L	Date Received :-	10/03/2020
	Location :-	28 SAXON WAY SAXON WAY WITNEY	Date Returned :-	27/03/2020
	Proposal :	Erection of side extension, replace existing rear flat roof with new pitch roof and construction of replacement front entrance porch. Widening of existing vehicular access.		
	Observations :	Witney Town Council does not object but notes that the plans in their current form do not meet the minimum garage length requirements of Oxfordshire County Council's Parking Standards. Although this is not a 'new residence', it is a new garage and an opportunity for sustainable design, to support active travel for health, air quality and climate change. https://www2.oxfordshire.gov.uk/cms/sites/default/files/folders/documents/roads The OCC dimensions are 6 m in length and 3 m in width for a single garage. This plan proposes 5.1 m in length and 5.4 m width ('double' garage). This design, holding two cars, does not provide space for cycle hooks and will result either in the garage being used for cycles and not cars, or for cars and not cycles. Of course, if intended for just one car, there could be space for bikes. Witney Town Council notes that the existing shed is to be removed, and the addition of a garage may be viewed as a replacement for the shed storage area. Addressing this in a revised design access statement, or increasing the length of the garage to conform, would clarify the proposal.		
		Witney Town Council also asks that planning officers stipulate a permeable new parking surface in mitigation for soft surface lost.		

4-6	WTC/054/20	Plot Ref :- 20/00707/HHD	Type :-	HOUSEHOLDE
	Applicant Name :-	BRACKSTONE, MR AND MRS	Date Received :-	10/03/2020
	Location :-	115 HARVEST WAY HARVEST WAY WITNEY	Date Returned :-	27/03/2020
	Proposal :	Erection of a conservatory to the rear of the property.		
	Observations :	Witney Town Council has no objections regarding this application.		

4-7	WTC/055/20	Plot Ref :- 20/00747/HHD	Type :-	HOUSEHOLDE
	Applicant Name :-	EDNEY, MR PHIL	Date Received :-	17/03/2020
	Location :-	274 THORNEY LEYS THORNEY LEYS WITNEY	Date Returned :-	27/03/2020
	Proposal :	Dormer window to side elevation (retrospective).		
	Observations :	Witney Town Council has no objections regarding this application		

Witney Town Council
Planning Minutes - 7 April 2020

Committee Members Present :-

4

4-1 WTC/059/20 Plot Ref :- 20/00785/ADV Type :- ADVERTISING
Applicant Name :- MOLNAR, MR CSABA Date Received :- 24/03/2020
Location :- 4 WESLEY WALK Date Returned :- 06/04/2020
WESLEY WALK
WITNEY

Proposal : Erection of two non-illuminated shop signs (retrospective).

Observations : Witney Town Council has no objections regarding this application

4-2 WTC/060/20 Plot Ref :- 20/00810/HHD Type :- HOUSEHOLD
Applicant Name :- JONES, MR CLIFFORD Date Received :- 24/03/2020
Location :- 69A NEWLAND Date Returned :- 06/04/2020
WITNEY
OXON

Proposal : Alterations and conversion of loft space into living accommodation with the addition of two new roof lights and a front dormer window.

Observations : Witney Town Council has no objections regarding this application

The Meeting closed at : _____

Signed : _____ Chairman Date: _____

On behalf of :- Witney Town Council

Witney Town Council

Planning Minutes - 9 April 2020

4

-
- 4-1 WTC/061/20 Plot Ref :- 20/00858/FUL Type :- FULL
- Applicant Name :- BERESFORD & NELLIST Date Received :- 01/04/2020
- Location :- ASH CLOSE Date Returned :- 21/04/2020
GLOUCESTER PLACE
WITNEY
- Proposal : Erection of two semi detached dwellings.
- Observations : Witney Town Council objects to this application. It finds the conditions and reasons for them laid out in the Appendix of the Gloucester Place Mews Residents' Association entirely justified. The Town Council has one hesitation over proposed condition 8 stating that visitors to the Ash Close properties must not park in Gloucester Place Mews. That seems a stretch too far to enforce, if parking is currently permissible on Gloucester Place Mews. Their points about access via Gloucester Place and Ash Close are well made, particularly the requirement for vehicles to be able to exit Ash Close in a forwards gear.
- There is currently a Keep Clear sign painted on the entrance to Ash Close, so using that access does not change parking for residents of Gloucester Place, but 'improving' that access by widening it or flaring it (proposals are not made in the plans) would likely inconvenience residents of Gloucester Place, who are already very tight for pedestrian and vehicular space.
- The energy efficiency measures are welcome. Please consider providing the infrastructure (i.e. cabling) to enable electric car charging points to be installed, in each parking space.
- The car port should include in the dimensions provision for secure, sheltered cycle parking, one bike space per household bed, or this should be provided elsewhere in the development. This is to enable active travel for public health and in light of the climate emergency.
- The Town Council also requests that an FRA demonstrating the risk to the proposal is carried out as a condition of any possible granting of permission, and that if this demonstrates substantial risk then the application should be reconsidered or permission denied.
-

- 4-2 WTC/062/20 Plot Ref :- 20/00859/HHD Type :- HOUSEHOLDE
- Applicant Name :- WHEATLAND, MR AND MRS Date Received :- 01/04/2020
- Location :- 6 WINFIELD DRIVE Date Returned :- 21/04/2020
WINFIELD DRIVE
WITNEY
- Proposal : Proposed rear conservatory.
- Observations : Witney Town Council has no objections regarding this application
-

4-3 WTC/063/20 Plot Ref :- 20/00866/HHD Type :- HOUSEHOLDE
Applicant Name :- JONES, MRS ROSIE Date Received :- 01/04/2020
Location :- 15 GLOUCESTER COURT MEWS Date Returned :- 21/04/2020
GLOUCESTER COURT MEWS
WITNEY
Proposal : Replace conservatory.
Observations : Witney Town Council has no objections regarding this application

4-4 WTC/064/20 Plot Ref :- 20/00848/HHD Type :- HOUSEHOLDE
Applicant Name :- SCOTT, MS KATERINA Date Received :- 01/04/2020
Location :- 18 MOUNTFIELD ROAD Date Returned :- 21/04/2020
MOUNTFIELD ROAD
WITNEY
Proposal : Alterations and single storey front extension.
Observations : Witney Town Council has no objections regarding this application

4-5 WTC/065/20 Plot Ref :- 20/00803/FUL Type :- FULL
Applicant Name :- SUE, MR AND MRS Date Received :- 01/04/2020
Location :- THE CARPENTERS ARMS Date Returned :- 21/04/2020
132 NEWLAND
WITNEY
Proposal : Erection of ground floor extension to restaurant and first floor extension to living accommodation.
Observations : Witney Town Council has no objection to the proposal but asks that the WODC environmental health department's comments are noted and taken into account.

The Meeting closed at :

Signed : _____ Chairman Date: _____

On behalf of :- Witney Town Council

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4-3	WTC/068/20	Plot Ref :- 20/00279/S73	Type :-	NON COMPLY
	Applicant Name :-	GOULDIN, MR DAVID	Date Received :-	20/04/2020
	Location :-	9A WEST END WEST END WITNEY	Date Returned :-	28/04/2020
	Proposal :	Non-compliance of conditions 2 and 3 of planning permissions 18/01716/HHD and 18/01720/HHD to allow one bay of the approved garaging to be enclosed to create a dining room and utilise roofspace above to form a bedroom and ensuite with opening through to main dwelling. (Retrospective).		
	Observations :	Witney Town Council refer to the response we made on the previous retrospective application for 9a West End - although sympathetic to the inclusion of a dining room to improve household amenity space, heritage features such as window sizes and materials should be replaced where they are not in keeping with the vernacular and history of West End		

The Meeting closed at : _____

Signed : _____ Chairman Date: _____

On behalf of :- Witney Town Council

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4- 3	WTC/075/20	Plot Ref :- 20/01063/HHD	Type :-	HOUSEHOLDE
	Applicant Name :-	HICKS, MR WILLIAM	Date Received :-	07/05/2020
	Location :-	275 MANOR ROAD MANOR ROAD WITNEY	Date Returned :-	15/05/2020
	Proposal :	Erection of single storey rear extension and conversion of existing main loft space to living accomodation with the addition of three rear dormers.		
	Observations :	Witney Town Council has no objections regarding this application		

4- 4 WTC/076/20 Plot Ref :- 20/01070/HHD Type :- HOUSEHOLDE
Applicant Name :- BROSANAN, MR CHRIS Date Received :- 07/05/2020
Location :- 22 LOWELL PLACE Date Returned :- 15/05/2020
LOWELL PLACE
WITNEY

Proposal : Alterations and erection of two storey and single storey rear extensions.

Observations : Witney Town Council does not object but the application states that "The proposed extensions will not affect the neighbouring properties and does not affect their amenity area, right of light, is not over dominating and due to the area of the site, will sit comfortably in this location."
The Town Council would like to hear if the neighbours agree with this, as it looks like it would do some of this to the adjoining properties, however there are no objections shown online yet. 1st floor extension design doesn't look symmetrical (which affects the aesthetics) but the Town Council assume there is a reason for this. It is not clear if small roof light/Velux potentially overlooks neighbour's back window.

4- 5 WTC/077/20 Plot Ref :- 20/01053/FUL Type :- FULL
Applicant Name :- KEATES, MR MATTHEW Date Received :- 11/05/2020
Location :- 29 MARKET SQUARE Date Returned :- 15/05/2020
MARKET SQUARE
WITNEY

Proposal : Proposed Change of Use from retail shop (A1 use) on first, second and third floor to (C3 use) four habitable flats. Alterations to include insertion of new roof lights to east elevation roof slope.

Observations : Witney Town Council has concerns about this application. There are no current allocated parking or external storage areas. No cycle parking is shown. Could the applicant convert some of internal areas next to lobby on ground floor to cycle/pushchair storage area? The Town Council would support the application on this condition.

Furthermore, It is not clear from the scale on the proposed plans that the flat opposite the offices on the first floor meets the minimum floor area of 37 sq m or that several of the bedrooms meet the minimum floor area of 6.5 sq m for single sleeper or 10.22 sq m for two sleepers (these latter areas are for HMO but form a precedent).

The Town Council would like to request the floor areas for each flat.

4- 6 WTC/078/20 Plot Ref :- 20/01142/HHD Type :- HOUSEHOLDE
Applicant Name :- PEACHEY, MRS L Date Received :- 11/05/2020
Location :- 33 DENE RISE Date Returned :- 15/05/2020
DENE RISE
WITNEY

Proposal : Demolition of existing garage and erection of single storey side and rear extension.

Observations : Witney Town Council has no objection on condition that new materials and surface used in the parking areas are of a semi-permeable nature in order to

limit surface water run-off. (The Town Council assumes that the design specification includes a soak-away or alternative for water drainage from the back extension).

5

The Meeting closed at : _____

Signed : _____ Chairman Date: _____

On behalf of :- Witney Town Council

Witney Town Council
Planning Minutes - 21 May 2020

4 for

4-1 WTC/079/20 Plot Ref :- 20/01062/HHD Type :- HOUSEHOLDE
Applicant Name :- MCDERMOTT, MR NEILSON Date Received :- 15/05/2020
Location :- 28 BURFORD ROAD Date Returned :- 21/05/2020
BURFORD ROAD
WITNEY

Proposal : Erection of front porch.

Observations : Witney Town Council has no objections regarding this application

4-2 WTC/080/20 Plot Ref :- 20/01029/S73 Type :- NON COMPLY
Applicant Name :- SHONE, MR COLIN Date Received :- 15/05/2020
Location :- COGGES MANOR FARM Date Returned :- 21/05/2020
CHURCH LANE
WITNEY

Proposal : Temporary variation of condition 4 of planning permission 13/0046/P/FP to allow 10 concerts and plays, 35 weddings and ceremonies and 10 markets per calendar year for the years 2021 and 2022.

Observations : Witney Town Council has no objections regarding this application

4-3 WTC/081/20 Plot Ref :- 20/01083/FUL Type :- FULL
Applicant Name :- SOMAIYA, MR Date Received :- 18/05/2020
Location :- 1 WESLEY WALK Date Returned :- 21/05/2020
WELSEY WALK
WITNEY

Proposal : Alterations to include conversion of first and second floors to create six flats together with a two storey extension to replace single storey extensions.

Observations : Witney Town Council objects to this application on the following grounds:-
- The proposal is an over development of the site. The application is proposing to put too many flats in too small a space- flats 4 and 6 as illustrated fall below the 61 sq m requirements for 3 bed spaces in 2 bedrooms and flats 2 and 4 fall below the 50sq m required for 2 bed spaces in 1 bedroom;
- The Town Council has concerns about a lack of cycle storage for the proposed flats;
- The Town Council objects to the loss of commercial space (the restaurant) and community space (the gym).

The Meeting closed at : _____

Signed : _____

Chairman Date: _____

On behalf of :-

Witney Town Council

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5A

ANNUAL COUNCIL MEETING
OF THE
WITNEY TOWN COUNCIL

Held on Wednesday, 13 May 2020

At 7.00 pm Virtually via Zoom

Present:

Councillor D Enright (Chair)

Councillors:	J Aitman	V Gwatkin
	L Ashbourne	A D Harvey
	T Ashby	M Jones
	R Bolger	J King
	D Butterfield	A McMahon
	O Collins	A Prosser
	L Duncan	R Smith
	H Eaglestone	D Temple
Officers:	Sharon Groth	Town Clerk
	Adam Clapton	Office Manager
	Nicky Cayley	Democratic Services Officer
	Polly Inness	Communications & Events Officer
Others:	39 members of the public.	

113 ELECTION OF TOWN MAYOR FOR 2020/21

The retiring Mayor, Cllr Enright invited nominations for the position of Town Mayor for the ensuing municipal year. Cllr Aitman was nominated and was duly elected Mayor by the Council.

RESOLVED:

that Cllr Joy Aitman be elected Town Mayor for the ensuing municipal year.

The Town Clerk advised that the Declaration of Acceptance of Office would be signed following the meeting.

114 ELECTION OF DEPUTY MAYOR FOR 2020/21

Cllr Aitman, as Mayor took over the Chair of the meeting. She invited nominations for the position of Deputy Mayor for the ensuing municipal year. Cllr Duncan was nominated and elected by the Council.

RESOLVED:

that Cllr Liz Duncan be elected Deputy Town Mayor for the ensuing municipal year.

The Town Clerk advised that the Declaration of Acceptance of Office would be signed following the meeting.

115 **ELECTION OF LEADER OF THE COUNCIL FOR 2020/21**

The Chair invited nominations for the position of Leader of the Town Council. Cllr Ashbourne was nominated and elected by the Council.

RESOLVED:

that Cllr Luci Ashbourne be elected as the Leader of the Town Council for the ensuing municipal year.

116 **ELECTION OF DEPUTY LEADER OF THE COUNCIL FOR 2020/21**

The Chair invited nominations for the Deputy Leader of the Council. Cllr Gwatkin was nominated and duly elected as Deputy Leader by the Council.

RESOLVED:

that Cllr Vicky Gwatkin be elected as Deputy Leader of the Council for the ensuing municipal year.

117 **APOLOGIES FOR ABSENCE & TO AGREE A BLANKET DISPENSATION ON ATTENDANCE FOR ALL COUNCILLORS**

There were no apologies for absence. All members were present virtually via Zoom, as permitted by law, due to the Covid -19 pandemic.

The Council received and considered the option to pass a dispensation due to the current pandemic to ensure that no member was penalised for not attending meetings virtually – or in person once it was safe to restart meetings in person. All members agreed that this was a good idea, and all were in favour.

RESOLVED:

that in light of the current situation brought about by the COVID-19 Pandemic, a blanket dispensation be approved to cover members' absences for the foreseeable future – this will cover those shielding and when/if holding virtual meetings members are unable to participate due to technical issues.

118 **DECLARATIONS OF INTEREST**

There were no declaration of interest in matters to be discussed at the meeting.

119 **TO RECEIVE AND CONSIDER THE PROPOSED REVISED COMMITTEE STRUCTURE**

The Council received and considered the report of the Town Clerk as circulated with the agenda explaining a proposed revised committee structure for the new municipal year.

The proposed committees were:

- Sport and Play
- Amenities
- Stronger Communities
- Policy, Governance and Finance
- Planning and Environment Committee.

These would encompass all sub committees and working parties apart from the Corn Exchange Working Party, which would continue.

Members debated the name of the Planning and Environment Committee as some members were unhappy with it and the fact that the Climate and Biodiversity Sub Committee had been absorbed. It was agreed to change the name to “Climate, Biodiversity and Planning Committee”

Member also discussed the name of the “Amenities” Committee as there were concerns that it lacked clarity. It was agreed to discuss alternative names at the next meeting of the Council.

RESOLVED:

1. that the report be noted;
2. that the Committee structure as presented be agreed with the following amendments:
 - The Amenities Committee to be renamed at the next Council meeting;
 - The Planning and Environment Committee to be renamed “Climate, Biodiversity and Planning Committee”. The first of these meetings in the cycle would be given over to Climate and Biodiversity.

120 **UPDATE FROM THE TOWN CLERK**

The Council received and considered the report of the Town Clerk, which detailed the delegated decisions she had taken so far during the pandemic.

She paid tribute to her staff who, like many people, had all coped with significant changes in the way they had to adapt to working. Particularly, the Works Team, who had recently seen an influx in burials – and four of the team were relatively new so had been thrown in at the deep end with some challenging conditions. Members agreed and thanked the staff and Works Team for all their hard work.

Her report also covered vacant positions on three outside bodies, and asked for nominations.

RECOMMENDED:

1. that the report be noted;
2. that the following nominations to the outside bodies are agreed:
 - a) Witney Town Charity – Cllr Melanie Jones and Cllr Luci Ashbourne until June 2024;
 - b) Witney Educational Foundation – Mr Rob Barton to continue for a further four year term and Cllr Joy Aitman until June 2023 replacing Cllr Rosa Bolger;
 - c) Cogges Welfare Trust -Cllr Duncan Enright and Cllr Joy Aitman.

The meeting closed at: 7.50 pm

Chair

Witney Town Council – Calendar of Meetings 2020-21

				(via Zoom)					
CLIMATE, BIO-DIVERSITY & PLANNING	6pm	Tuesday		16 June† 30 June 21 July*	11 August 1 September 22 September*	13 October 3 November 24 November*	15 December 5 January 26 January*	16 February 9 March 30 March*	20 April
SPORT & PLAY	6pm	Monday	-	22 June	7 September	2 November	11 January	1 March	
AMENITIES (name tbc)	6pm		-	29 June	14 September	9 November	18 January	8 March	
STRONGER COMMUNITIES	6pm		-	6 July	21 September	16 November	25 January	15 March	
POLICY, GOVERNANCE & FINANCE (& Personnel sub-committee)	6pm		-	13 July	28 September	23 November	1 February	22 March	
COUNCIL	7pm		-	27 July***	12 October	7 December 14 December**	15 February	12 April	

Sub- Committees

Personnel (part of PG & F)		Mon		13 July	28 September	23 November	1 February	22 March	
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Working parties

Corn Exchange WP	5pm	Mon		29 June	7 September	2 November	11 January	1 March	
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Annual Council Meeting – Wednesday 12th May 2021

Annual Town Meeting – Wednesday 17th March 2021

NOTE: CHRISTMAS BREAK – Meetings will not be called between 14 December 2020 and 5 January 2021 unless deemed necessary

* Indicates main Planning Committee Meeting, remainder for plans

** Meeting on 14 December 2020 for budget purposes only

*** Meeting for adoption of AGAR

† Meeting to return to schedule

Witney Traffic Advisory Committee at 2.30pm – June 2020 (tbc), 29th September 2020, 12th January 2021, 23rd March 2021

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EXTRA ORDINARY COUNCIL

Date:	Monday 8 June 2020
Title:	Appointment of Members to Standing Committees, Sub-Committees & Working Parties, and the Election of Chairs
Contact Officer:	Town Clerk – Sharon Groth

Background

At the virtual Annual meeting of the Council on 13 May 2020 a new Committee structure was agreed. The purpose of this report is to now appoint Members to those Committees.

Committee Structure 2020/21

The Committees are listed below with current membership details and the Council is requested to appoint Members to serve on the Committees for the year 2020/21. The total membership of each Standing Committee is 8 Members which includes the Town Mayor and Leader as Ex-officio on all.

Committee/Sub-Committee	Membership required
Climate, Bio-Diversity & Planning Committee	6 Members + Ex-officio Town Mayor & Leader
Sport & Play Committee	6 Members + Ex-officio Town Mayor & Leader
Amenities Committee <i>(to be renamed at earlier agenda item)</i>	6 Members + Ex-officio Town Mayor & Leader
Stronger Communities Committee	6 Members + Ex-officio Town Mayor & Leader
Policy, Governance & Finance	2 Members + Chairmen of the above Standing Committees and Ex-officio Town Mayor & Leader
Personnel Sub-Committee <i>[this is a sub-committee of the Policy, Governance & Finance Committee]</i>	Town Mayor, Leader, and Chairmen of the above Standing Committees. Subject to inclusion of an elected Member with experience in this field maybe 1 additional Member

Disciplinary & Grievance Panel	3 Members* – must not be Chairmen or Members of Personnel/Policy Governance & Finance Committee
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NOTE: The Vice-chairmen of these Committees will be appointed at the first meeting.

** It is RECOMMENDED that the Chairman of Sub Committees Working Parties should also sit on the 'parent' Committee in order to report back on the work of their committee, in case of any questions.

Working Parties	Membership required
Corn Exchange Working Party	6 Members – reports to Amenities Committee

Environmental impact

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

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. It is important that Committees are structured in a way that facilitates the Council's democratic process. Officers are employed to support Members with this process by researching and providing the necessary information and presenting reports at Committee meetings.

Financial implications

There are no financial implications arising from this report.

Recommendations

Member are invited to note the report and agree the membership on the Standing Committees, Sub-Committee and Working Party as detailed above.

Extra-Ordinary Council

Date: 8 June 2020

Title: Appointment to Advisory Committees & Outside Organisations

Contact Officer: Town Clerk – Sharon Groth

The Town Council appoints representatives to the following Advisory Committees/Outside Bodies, and it is recommended that those appointed should serve until the Annual Council Meeting following the next ordinary election of Councillors in 2023.

The following list reflects any amendments/additions formalised by Council resolution during the previous municipal year, 2019-20.

CCTV Management Group	-	Cllr Owen Collins
Friends of the Cemeteries	-	Cllr Owen Collins Cllr Mel Jones
Home Start (Champions)	-	Cllr Joy Aitman Cllr Ruth Smith
Lower Windrush Valley Project	-	Cllr Rosa Bolger
Oxfordshire Association of Local Councils (Executive)	-	Cllr Rosa Bolger
Oxfordshire Association of Local Councils (Larger Councils)	-	Leader
R.A.F Brize Norton – Local Consultation Working Group	-	Cllr Rosa Bolger
St Mary’s Church Preservation Trust	-	Cllr Joy Aitman (as Mayor)
Vice President of no. 2120 (Witney) Squadron Air Training Corps†	-	Cllr Joy Aitman (as Mayor)
Volunteer Link-Up	-	Cllr Luci Ashbourne
West Oxfordshire Community Transport	-	Cllr Joy Aitman
West Oxfordshire Museum Service	-	Cllr Liz Duncan

West Witney Sports & Social Club	-	Cllr Joy Aitman Cllr Vicky Gwatkin
Witney Allotment Association	-	Cllr Ruth Smith
Witney & District Twinning Association	-	Cllr Joy Aitman (as Mayor) Cllr Owen Collins Cllr Liz Duncan
Witney Fair Trade Action Group (Champion)	-	Cllr Duncan Enright
Witney Traffic Advisory Committee	-	Cllr Joy Aitman Cllr Luci Ashbourne Cllr Vicky Gwatkin Cllr Jim King
Witney Town Band	-	Cllr Ruth Smith
Witney Youth Council (Mentors)	-	Cllr Thomas Ashby Cllr Rosa Bolger Cllr Ruth Smith

† This position is by invitation from The Squadron.

NB. The Mayor, Cllr Joy Aitman serves as ex-officio on St Mary's Preservation Trust, Witney 2120 Air Cadets and Witney & District Twinning Association during her term.

Recommended

That the above arrangements continue until the next ordinary elections – or amended as necessary.