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

Held on Tuesday, 18 May 2021

At 6.00 pm in the Virtual Meeting Room via Zoom

### Present:

Councillor R Smith (Chair)

Councillors:	A Prosser J Aitman O Collins L Duncan	V Gwatkin M Jones A McMahan
Officers:	Adam Clapton Claire Green	Deputy Town Clerk Administration Support - Planning & Stronger Communities
Others:	no members of the public.	

As there was no legislation in place for the Town Council to hold virtual meetings, and because of the ongoing Covid-19 Pandemic, the Parks & Recreation Committee formed virtually as an Advisory Committee. Any recommendations outside of the current work's programme, budget or policy would require ratification at the Full Council meeting held on 28<sup>th</sup> June 2021.

### P253 APOLOGIES FOR ABSENCE

There were no apologies for absence.

### P254 DECLARATIONS OF INTEREST

There were no Declarations of Interest from Members.

### P255 ELECTION OF VICE-CHAIR

The Chair called for nominations for the position of Vice-Chair of the Committee.

It was proposed and seconded that Cllr Andrew Prosser be elected Vice-Chair. There being no other nominations it was:

#### **Resolved:**

That, Councillor Andrew Prosser be elected Vice-Chair of the Committee for the 2021/2022 municipal year.

### P256 PUBLIC PARTICIPATION

There was no public participation.

P257 **WITNEY TRAFFIC ADVISORY COMMITTEE MINUTES**

The Committee received the minutes of the Witney Traffic Advisory Committee meeting held on 23 March 2021.

**RESOLVED:**

That the minutes of the Witney Traffic advisory Committee meeting held on 23<sup>rd</sup> March 2021 be noted.

P258 **PLANNING APPLICATIONS**

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

**RESOLVED:**

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

P259 **LICENSING APPLICATION W/21/00258/PRMA - BAR IN THE BOX, 12 STANLEY COURT, RICHARD JONES ROAD, WITNEY**

The Committee received and considered an application for a premises licence at 12 Stanley Court, Richard Jones Road, Witney.

In considering the application the committee expressed the view that the application form was unclear in respect of the business model proposed, hours that alcohol would be available and lack of clarity around local deliveries.

The Committee suggested that this should be communicated to the District Council and that concerns around when alcohol would be available and age verification should be raised for consideration.

At the suggestion of officers it was agreed that contact should be made with West Oxfordshire District Council to see if the relevant officers could provide some information about the licensing process and issues that can be considered by the licensing authority.

**Resolved:**

The Committee, having considered the application, were unable to make an informed decision as the information contained in the application form did not fully explain the extent of the application.

The Committee raised a number of concerns or points of clarification as follows:

- A) Does the retailer website require age verification to enter the website?
- B) That the licensed hours may include late night deliveries, members were unclear what the timings of doorstep deliveries could be and if this was uncontrolled could be potentially disruptive. The form does not make it clear whether deliveries will be via

a national daytime type of courier or is this a Deliveroo style 'anytime of night' local service. The Committee requests that the licensing authority takes the nature of the service and operating hours into account when considering appropriate conditions for a licence; and

- C) Under section 18 of the form, point 'e', it states 'Children under the age of 16 will not have access to the premises without adult supervision'. Members questioned whether this should be that anybody under the age of 18 should not have access to the premises.

**P260 PLANNING APPEAL - APP/D3125/D/21/3269962 - 85 BARRINGTON CLOSE, WITNEY**

Notification of a planning appeal at 85 Barrington Close, Witney was received.

**Resolved:**

That the planning appeal notification for 85 Barrington Close, Witney be noted.

**P261 SALT CROSS GARDEN VILLAGE AREA ACTION PLAN EXAMINATION**

The Committee received notification from West Oxfordshire District Council on the Salt Cross Garden Village Area Action Plan (AAP) Examination.

Members noted that the deadline for addressing the Inspector had passed but there was still an opportunity to make a written submission. It was clarified that any input had to reflect anything that had been previously submitted.

The Committee considered that transport issues such as improvements to the A40, protection of a rail corridor and improvements at Hanborough Station were important. In addition, the changes in political control at Oxfordshire County Council needed to be borne in mind and as the new Transport Portfolio Holder was a Witney Councillor then contact should be made with them.

After further discussion it was agreed that the Chair and Vice Chair, in consultation with Officers, be delegated to consider what further written representations, if any, should be submitted to the inquiry by the deadline.

**Resolved:**

That, delegation be given to the Chair and Vice-Chair of the Committee, in consultation with officers, to consider if the Town Council wishes to make any further written submissions to the Salt Cross Garden Village Area Action Plan (AAP) Examination.

**P262 OXFORDSHIRE PLAN 2050**

The Committee received a copy of the response submitted by the Campaign to Protect Rural England (CPRE) to the Oxfordshire Plan 2050.

**Resolved:**

That, the response by the Campaign to Protect Rural England (CPRE) on The Oxfordshire Plan 2050 be noted.

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The meeting closed at: 7.30 pm

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Chair

## Witney Town Council

### Planning Minutes - 18 May 2021

#### P258 Planning Applications

P258- 1 WTC/052/21 Plot Ref :-21/00825/FUL Type :- FULL  
 Applicant Name :- . Date Received :- 19/04/2021  
 Location :- 2 - 4 MARKET SQUARE Date Returned :- 19/05/2021  
 MARKET SQUARE  
 WITNEY

Proposal : Alterations to include change of use of ground floor and part first floor from restaurant to public house with remainder of first floor and second floor to be used as separate shared office space. Installation of fan unit to existing roof to serve proposed pizza oven

Observations : Witney Town Council has no objections regarding this application.

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P258- 2 WTC/053/21 Plot Ref :-21/00826/LBC Type :- LISTED BUI  
 Applicant Name :- . Date Received :- 19/04/2021  
 Location :- 2 - 4 MARKET SQUARE Date Returned :- 19/05/2021  
 MARKET SQUARE  
 WITNEY

Proposal : Internal and external alterations to convert the ground floor and part first floor from restaurant to public house with remainder of first floor and second floor to be used as separate shared office space with changes to internal layout and installation of fan unit to existing roof to serve proposed pizza oven.

Observations : Witney Town Council has no objections regarding this application.

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P258- 3 WTC/055/21 Plot Ref :-21/00890/HHD Type :- HOUSEHOLDE  
 Applicant Name :- . Date Received :- 26/04/2021  
 Location :- 85 COLWELL DRIVE Date Returned :- 19/05/2021  
 COLWELL DRIVE  
 WITNEY

Proposal : Conversion of an existing storm porch to make an enclosed porch and to convert the garage behind into a small shed/bike store, a utility room, downstairs toilet and extra room/office.

Observations : Witney Town Council has no objections regarding this application.

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P258- 4 WTC/056/21 Plot Ref :-21/01036/HHD Type :- HOUSEHOLDE  
Applicant Name :- . Date Received :- 28/04/2021  
Location :- 111 MANOR ROAD Date Returned :- 19/05/2021  
MANOR ROAD  
WITNEY  
Proposal : Proposed front entrance porch.  
Observations : Witney Town Council has no objections regarding this application.

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P258- 5 WTC/058/21 Plot Ref :-21/00652/S73 Type :- DISCHARGE  
Applicant Name :- . Date Received :- 28/04/2021  
Location :- LAND AT WEST WITNEY Date Returned :- 20/05/2021  
WEST WITNEY  
WITNEY  
Proposal : Removal of condition 5 of planning permission 17/01238/RES so that no  
additional  
tree planting is required in gardens to plots 62-72 of phase D.  
Observations : Witney Town Council consider the planting of trees on new development to be of  
high importance and view tree planting as a critical measure against climate  
change, and of great value to local bio-diversity. Whilst there is no approved  
planting plan to refer to, the Council would appreciate that the Developer provide  
an overview of the number, specimen type and age of trees that would have  
been proposed for plots 62-72 and that these trees or this tree planting is  
offered to a Community Group operating within the West Witney development,  
or if such groups are not yet established that the trees or tree planting is offered  
to a Community Group within Witney.

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P258- 6 WTC/059/21 Plot Ref :-21/01068/HHD Type :- HOUSEHOLDE  
Applicant Name :- . Date Received :- 05/05/2021  
Location :- 8 SKYLARK WAY Date Returned :- 20/05/2021  
SKYLARK WAY  
WITNEY  
Proposal : Detached garden room & garden shed (Retrospective).  
Observations : Witney Town Council has no objections regarding this application.

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P258- 7 WTC/060/21 Plot Ref :-21/00974/FUL Type :- FULL  
Applicant Name :- . Date Received :- 10/05/2021  
Location :- ABINGDON & WITNEY COLLEGE Date Returned :- 20/05/2021  
HOLLOWAY ROAD  
WITNEY  
Proposal : Refurbishment of the Buttercross Building including works to walls, roof and  
windows. Addition of new external fire escape stairways.  
Observations : Witney Town Council has no objections regarding this application.

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P258- 8 WTC/061/21 Plot Ref :-21/01315/HHD Type :- HOUSEHOLDE  
Applicant Name :- . Date Received :- 10/05/2021  
Location :- 9 APPLGARTH COURT Date Returned :- 20/05/2021  
APPLGARTH COURT  
WITNEY  
Proposal : Single storey rear extension.  
Observations : Witney Town Council has no objections regarding this application.

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P258- 9 WTC/062/21 Plot Ref :-21/01143/HHD Type :- HOUSEHOLDE  
Applicant Name :- . Date Received :- 07/05/2021  
Location :- 22 COTSWOLD MEADOW Date Returned :- 20/05/2021  
COTSWOLD MEADOW  
WITNEY  
Proposal : Part single-storey / part two-storey rear extension.  
Observations : While Witney Town Council does not object to this application in terms of material concerns, it notes the loss of permeable drainage and would ask that mitigating measures are considered to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.

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P258- 10 WTC/063/21 Plot Ref :-21/01261/FUL Type :- FULL  
Applicant Name :- . Date Received :- 11/05/2021  
Location :- UNIT 32 BRIDGE STREET MILLS Date Returned :- 18/05/2021  
IN  
BRIDGE STREET MILLS IND EST  
WITNEY  
Proposal : Erection of five apartments at second floor level with associated stair and lift access,  
demolition of existing metal roof structure.  
Observations : Witney Town Council does not object to this application in terms of the proposal to provide accommodation in the form of flats. The proposal would be an improvement to local visual amenity and The Council support the proposed design and materials. The Council would like the following observations to be noted:  
  
a) The living space for each unit appears to limited. It is unclear whether the calculated floor space includes the use of the terrace. The application should be reviewed against the nationally described space standard.  
b) That due consideration be given to the impacts of neighbour amenity, especially soundproofing. Noise levels and business operations with late opening times could prove disruptive in a proposed development with mixed uses.  
c) That an assessment on the ground floor area, including the provision of adequate parking spaces, safe and secure cycle storage and flood risk in terms of the elevator be undertaken.

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P258- 11 WTC/064/21 Plot Ref :-21/01277/HHD Type :- HOUSEHOLDE  
Applicant Name :- . Date Received :- 11/05/2021  
Location :- 229 MANOR ROAD Date Returned :- 20/05/2021  
MANOR ROAD  
Proposal : Single storey rear extension.  
Observations : While Witney Town Council does not object to this application in terms of material concerns, it notes the loss of permeable drainage and would ask that mitigating measures are considered to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.

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P258- 12 WTC/065/21 Plot Ref :-21/01216/HHD Type :- HOUSEHOLDE  
Applicant Name :- . Date Received :- 11/05/2021  
Location :- 7 ASHDALE AVENUE Date Returned :- 20/05/2021  
ASHDALE AVENUE  
Proposal : Loft Conversion.  
Observations : Witney Town Council has no objections regarding this application.

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P258- 13 WTC/066/21 Plot Ref :-21/01257/LBC Type :- LISTED BUI  
Applicant Name :- . Date Received :- 11/05/2021  
Location :- WITNEY HOUSE, 17 WEST END Date Returned :- 20/05/2021  
WEST END  
WITNEY  
Proposal : Internal minor works to refurbish sitting room. Including: refurbishing metal casement windows, and replacing the glass. New fireplace surround replacing wooden surround with a limestone surround and fitting a free-standing wood burning stove in the hearth of black slate. Replacement French Windows with new wooden double glazed French windows. Other works involve minor electrical works, decoration and sanding and re-finishing the existing wooden floor.  
Observations : Witney Town Council has no objections regarding this application.

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P258- 14 WTC/067/21 Plot Ref :-21/01193/FUL Type :- FULL  
Applicant Name :- . Date Received :- 11/05/2021  
Location :- 59 COLWELL DRIVE Date Returned :- 19/05/2021  
COLWELL DRIVE  
Proposal : Erection of a semi-detached dwelling with associated parking and access.  
Observations : While Witney Town Council does not object to this application in terms of a new dwelling, it notes that Councillors express concern for parking on the site and concern that parking in the immediate area is already limited. If approval is being considered, Witney Town Council request that an application for dropped kerbs be made to Oxfordshire County Council so that vehicles can access the proposed parking places safely and without causing damage. Whilst an allocation of off-road parking has been proposed, the location of the spaces may require excessive vehicle manoeuvres on a corner, near a junction. Adequate consultation should be sought from the relevant Highways Authority and the Town Council ask that consideration be given to West Oxfordshire Local Plan Policy T4 - Parking Provision.

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Witney Town Council notes the loss of permeable drainage on site and would ask that mitigating measures are considered to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.

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P258- 15 WTC/068/21 Plot Ref :-21/01169/ADV Type :- ADVERTISIN  
Applicant Name :- . Date Received :- 11/05/2021  
Location :- 5 HIGH STREET Date Returned :- 20/05/2021  
HIGH STREET  
Proposal : Erection of a non illuminated folded aluminium fascia sign and a non illuminated double sided folded aluminium projection sign.  
Observations : Witney Town Council has no objections regarding this application.

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P258- 16 WTC/069/21 Plot Ref :-21/01170/LBC Type :- LISTED BUI  
Applicant Name :- . Date Received :- 11/05/2021  
Location :- 5 HIGH STREET Date Returned :- 20/05/2021  
HIGH STREET  
Proposal : Exterior alterations to erect a non illuminated folded aluminium fascia sign and a non illuminated folded aluminium projection box.  
Observations : Witney Town Council has no objections regarding this application.

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The Meeting closed at : 7.30pm

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

On behalf of :- Witney Town Council

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