

Public Document Pack

Climate, Biodiversity & Planning Advisory Committee Meeting of Witney Town Council



Tuesday, 25th January, 2022 at 6.00 pm

To members of the Climate, Biodiversity & Planning Committee - R Smith, A Prosser, J Aitman, O Collins, L Duncan, V Gwatkin, M Jones and A McMahon (and all other Town Councillors for information).

You are hereby summonsed to the above meeting to be held in the **Virtual Meeting Room via Zoom** 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.

As an Advisory Committee of the Council this meeting will take place virtually via Zoom. All decisions of this meeting will be recommendations to Full Council.

Zoom login details - <https://us06web.zoom.us/j/81371103413?pwd=Qnp3YzdjSk1mdzJUTUpnMHVpcVlldz09>

For further information or clarification regarding the meeting contact the Democratic and Legal Services Officer at democracy@witney-tc.gov.uk Tel: 01993 226071

Recording of Meetings

Under the Openness of Local Government Bodies Regulations 2014 the council's public meetings may be recorded, which includes filming, audio-recording as well as photography.

As a matter of courtesy, if you intend to record any part of the proceedings please let the Town Clerk or Democratic Services Officer know before the start of the meeting.

Agenda

1. Apologies for Absence

To consider apologies and reasons for absence.

Committee Members who are unable to attend the meeting should notify the Democratic & Legal Services Officer (democracy@witney-tc.gov.uk) **prior to the meeting**, stating the reason for absence.

Standing Order 309a)(v) permits the appointment of substitute Councillors to a Committee whose role is to replace ordinary Councillors at a meeting of a Committee if ordinary Councillors of the Committee have informed the Proper Officer **before** the meeting that they are unable to attend.

2. Declarations of Interest

Members are reminded to declare any disclosable pecuniary interests in any of the items under consideration at this meeting in accordance with the Town Council's code of conduct.

3. Minutes (Pages 3 - 24)

a) To adopt and sign as correct the minutes of the committee held on 23 November 2021, 14 December 2021 & 4 January 2022.

b) Matters arising from the minutes of 23 November 2021, 14 December 2021 & 4 January 2022.

Date of Publication 18 January 2022

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. **Planning Applications** (Pages 25 - 28)

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

6. **Planning Application: R3.0151/21 - A40 HIF2 Smart Corridor ('HIF2 project') A40 corridor between Witney and Wolvercote, Oxfordshire** (Pages 29 - 30)

To consider a planning application from Oxfordshire County Council (OCC).

Attached is the consultation letter from OCC and the documents associated with this application can be accessed from the link in the letter.

7. **Finance & Budget Report** (Pages 31 - 42)

To consider the report of the Town Clerk.



Town Clerk

Public Document Pack Agenda Item 3

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

Held on Tuesday, 23 November 2021

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

Present:

Councillor R Smith (Chair)

Councillors:	A Prosser J Aitman	M Jones
Officers:	Claire Green Simon Wright	Administration Support - Planning & Stronger Communities Democratic & Legal Services Officer
Others:	No members of the public.	

P600 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors O Collins, L Duncan, V Gwatkin and A McMahon

P601 DECLARATIONS OF INTEREST

Councillor A Prosser declared a personal prejudicial interest in Application No. 21/03565/HHD by virtue of being the applicant.

P602 TO ADOPT AND SIGN AS CORRECT THE MINUTES OF THE COMMITTEE HELD ON 21 SEPTEMBER & 12 OCTOBER & 2 NOVEMBER 2021

Resolved:

The minutes of the meetings of the committee held on 21 September, 12 October & 2 November 2021 were adopted as a correct record and signed by the Chair.

P603 MATTERS ARISING FROM THE MINUTES OF 21 SEPTEMBER, 12 OCTOBER & 2 NOVEMBER 2021

Application No. 19/03317/FUL – Land West of Hailey Road

Confirmation was given that an updated response had been submitted to West Oxfordshire District Council in respect of this application.

P604 PUBLIC PARTICIPATION

There was no public participation.

P605 **PLANNING APPLICATIONS**

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

It was noted that in respect of Application No. 21/03565/HHD a decision would need to be deferred as the meeting was not quorate for consideration of the application. It was agreed that comments be sought from eligible committee members and a response submitted.

Resolved:

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

P606 **PLANNING APPLICATION BY UBICO LTD - RECYCLING DEPOT, SUPERGAS IND EST, MINSTER LOVELL, OX29 0SZ**

The Committee considered an application for development at the Ubico Recycling Depot, Supergas Industrial Estate, Minster Lovell, OX29 0SZ.

Resolved:

That no objection be submitted and the committee expressed support for the continued delivery of an efficient recycling service from the site.

P607 **PLANNING DECISIONS**

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

Resolved:

That the list circulated advising of District Council planning decisions be noted.

P608 **APPLICATION FOR NEW PREMISES LICENCE. W/21/00940/PRMA - ACQUA SALATA LTD 62 CORN STREET WITNEY**

The committee considered an application for a new Premises Licence under the Licensing Act 2003 at 62 Corn Street Witney.

Resolved:

That no objection be raised to the application.

P609 **ADOPTION OF WEST OXFORDSHIRE AFFORDABLE HOUSING SUPPLEMENTARY PLANNING DOCUMENT (SPD)**

The Committee received the adopted West Oxfordshire Housing Supplementary Planning Document.

The Chair encouraged members to consider the content of the document and advise officers of any issues.

Resolved:

That, the West Oxfordshire Housing Supplementary Planning Document be noted.

P610 **WITNEY TRAFFIC ADVISORY COMMITTEE - 28 SEPTEMBER 2021**

The Committee considered the minutes of the Witney Traffic Advisory Committee (TAC) meeting held on 28 September 2021.

It was noted that some of the issues including the provision of 20mph zones, Community Speedwatch and Active Travel issues would be presented to a future meeting of the Committee. A number of actions had also been referred to officers at Oxfordshire County Council for consideration.

Resolved:

That, the minutes of the Witney TAC meeting held on 28 September 2021 be noted.

P611 **PAVEMENT LICENCE APPLICATION W/21/01061/PAVLIC - SMARTS FISH & CHIPS, 50 MARKET SQUARE, WITNEY**

The Committee considered an application for a Pavement Licence at 50 Market Square, Witney.

Resolved:

That, no objection be raised.

The meeting closed at: 7.12 pm

Chair

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Witney Town CouncilPlanning Minutes - 23rd November 2021

605

605- 1 WTC/197/21 Plot Ref :-21/03377/FUL Type :- FULL
 Applicant Name :- . Date Received :- 02/11/21
 Location :- UNIT 5 NIMROD DE HAVILLAND WAY Date Returned :- 24/11/21

Proposal : Internal alterations to Units 3, 4 and 5 to create additional floor space together with the insertion of external windows to the front elevation of Unit 5.

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

605- 2 WTC/198/21 Plot Ref :-21/03383/ADV Type :- ADVERTISIN
 Applicant Name :- . Date Received :- 02/11/21
 Location :- 4 TUNGSTEN PARK COLLETTS WAY Date Returned :- 24/11/21

Proposal : Erection of internally illuminated and non illuminated fascia lettering and two freestanding signs (one internally illuminated).

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

605- 3 WTC/199/21 Plot Ref :-21/03550/HHD Type :- HOUSEHOLDE
 Applicant Name :- . Date Received :- 02/11/21
 Location :- 34 WESTCOTE CLOSE WESTCOTE CLOSE Date Returned :- 24/11/21

Proposal : Single storey front extension to enlarge kitchen, loft conversion to provide additional ensuite bedroom, and add bifolding doors to rear.

Observations : Witney Town Council do not object to this application. Members welcome the additional soakaway on the drive, but note the loss of permeable drainage resulting from the front extension, and ask that all 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.

Members note the new provision for off-road parking at the front of the property and ask that the applicant seek the relevant permissions from Oxfordshire County Council for installation of, (or extension of) a dropped kerb if applicable.

605- 4 WTC/200/21 Plot Ref :-21/03573/HHD Type :- HOUSEHOLDE
 Applicant Name :- . Date Received :- 10/11/21
 Location :- WITNEY HOUSE, 17 WEST END WEST END Date Returned :- 24/11/21

Proposal : Demolition of existing sunroom, erection of new garden room extension, minor internal alterations and proposed internal openings. Side roof bin storage extension.

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

605- 5 WTC/201/21 Plot Ref :-21/03574/LBC Type :- LISTED BUI
Applicant Name :- . Date Received :- 10/11/21
Location :- WITNEY HOUSE, 17 WEST END Date Returned :- 24/11/21
WEST END
Proposal : Demolition of existing sunroom, erection of new garden room extension, minor internal alterations and proposed internal openings. Side roof bin storage extension.
Observations : In the context of the Listed Building, members discussed the choice of glazed sliding doors and whether this was a suitable material for an historic site. Given that the development is at the rear of the property members concluded that this design be acceptable.

605- 6 WTC/202/21 Plot Ref :-21/03085/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 15/11/21
Location :- 321 MANOR ROAD Date Returned :- 24/11/21
MANOR ROAD
Proposal : Erection of single storey rear and side extensions together with construction of rear pergola.
Observations : While Witney Town Council does not object to this application, it notes the loss of permeable drainage. The land to the South West of the site is a functioning flood plain and any new development must not cause for an increase in surface water run-off. Members 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.

605- 7 WTC/203/21 Plot Ref :-21/03594/FUL Type :- FULL
Applicant Name :- . Date Received :- 15/11/21
Location :- 33A HIGH STREET Date Returned :- 24/11/21
HIGH STREET
Proposal : Temporary change of use from shop to store room for use by Scouts and church.
Observations : Witney Town Council has no objections regarding this application.

605- 8 WTC/204/21 Plot Ref :-21/03565/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 15/11/21
Location :- 81A NEWLAND Date Returned :- 06/12/21
NEWLAND
Proposal : Single storey side extension. Provision of new solar panels to front elevation.
Observations : No Comment.

605- 9 WTC/205/21 Plot Ref :-21/03673/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 15/11/21
Location :- 36 GLOUCESTER PLACE Date Returned :- 24/11/21
GLOUCESTER PLACE
Proposal : Single storey flat roof rear extension and removal of conservatory.
Observations : Witney Town Council has no objections regarding this application.

Applicant Name :- .

Date Received :- 16/11/21

Location :- LAND EAST OF WITNEY ROAD
DUCKLINGTON

Date Returned :- 06/12/21

Proposal : Outline planning permission for up to 120 dwellings with associated landscaping and infrastructure with detailed vehicular access from Witney Road (with all other matters including other access arrangements reserved).

Observations : Witney Town Council object to this application.

The application site neighbours two parcels of land in the ownership of Witney Town Council. Firstly the allotments to the North of the site and secondly, the Lake & Country Park to the East of the site.

Policy OS2 requires that 'All development should not be at risk of flooding or likely to increase the risk of flooding elsewhere.' Further, 'All development should be compatible with adjoining uses and not have a harmful impact on the amenity of existing occupants'. The proposed development site is located in our neighbouring parish, Ducklington, however, Witney Town Council cannot ignore the immediate vicinity of the site and close proximity to land owned and managed by Witney Town Council. The proposed development site has a history of flooding, and the Witney Town Council Allotments neighbouring the site has known flood issues. The site itself is not suitable for development with the history of flooding and members cannot support a proposal that puts further pressure on the surface water drainage at the allotment site. Members echo the concerns raised by Mr Jessel of the Witney Allotments Association, we are aware of issues with flooding at this much used site and agree that development of The Moors will exacerbate the surface water flooding and drainage problems for nearby land.

Further to the objection and observations made above, the same passages of Policy OS2 and the same concerns apply to harmful impact at land to the East of the site at the Lake and Country Park. Emma's Dyke is prone to flooding, so adding potential excess surface water from the site to a watercourse already struggling to meet required capacity is not a solution. During heavy rainfall events water struggling to drain away could cause flooding to the much used public footpath area around the Southern and Western sections of the Lake & Country Park.

Thames Water release sewage into the watercourse near to this site, this leads to untreated sewage in Colwell Brook, flowing onto Emma's Dyke, and the river Windrush, running adjacent to the development site. Clearly during flood events, this leads to the possibility of not only flooding, but floodwater mixed with untreated sewage. At this point in time, there is no detailed plan or information from Thames Water as to how far any improvements to Witney Sewage Treatment Plant might go, or indeed whether it will be able to cope with the increased demand from any planned new development, without extra demand being placed upon the system from large scale developments in sites not identified in the Strategic Development Plan for Witney.

This application brings development too close to the Lake & Country Park, again, failing to meet the objectives set out by Policy OS2 'All development should as far as is reasonably possible protect or enhance the local landscape and the setting of the settlement'. The Lake & Country Park is in a rural setting, with natural landscaping and high biodiversity, development as proposed is an encroachment and should be refused in order to protect this valuable wildlife habitat.

Much of the vehicular, cycle and pedestrian traffic will be leaving the development site and heading North to Witney, the main service centre. The

roundabout is dangerous and busy, it is not a suitable or safe place for children to navigate.

This application fails to meet many of the General Principles of Overall Strategy policy - Policy OS2, Witney Town Council respectfully ask that this proposal for development be refused.

The Meeting closed at : 7:15pm

Signed : _____ Chairman Date: _____

On behalf of :- Witney Town Council

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

Held on Tuesday, 14 December 2021

At 6.00 pm in the Virtual Meeting Room via Zoom

Present:

Councillor R Smith (Chair)

Councillors:	A Prosser	V Gwatkin
	J Aitman	M Jones
	L Duncan	T Ashby
Also Present:	D Enright	
Officers:	Adam Clapton	Deputy Town Clerk
	Claire Green	Administration Support - Planning & Stronger Communities
	Simon Wright	Democratic & Legal Services Officer
Others:	4 members of the public.	

P641 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors O Collins and A McMahon.

Councillor T Ashby attended for Councillor McMahon.

P642 DECLARATIONS OF INTEREST

There were no declarations of interest from members or officers.

P643 PUBLIC PARTICIPATION

There was no public participation.

The Chair, with the agreement of the Committee, took agenda Item No. 6 - 20mph Speed Restrictions before Agenda Item No. 4

P644 20MPH SPEED RESTRICTIONS

The Committee welcomed Tim Shickle, Group Manager Traffic & Safety from Oxfordshire County Council (OCC) who provided an outline of the 20mph Zones scheme being implemented in the county.

It was noted that the matter had been considered by the Policy, Governance & Finance Committee who had agreed that a town-wide pilot scheme should be implemented and referred the matter to this committee to progress. There had also been discussion at the Witney Traffic Advisory Committee on the issue and County Councillor Andrew Coles, Chair of that Committee joined the discussion with the agreement of the Chair.

Members expressed support for the initiative and discussed where it may not be practicable to reduce speed to 20mph across Witney. Confirmation was given that any scheme would need to be fully mapped and surveyed to produce a comprehensive plan for consultation.

In respect of funding, it was noted that OCC would fund the scheme if approved. There was discussion regarding keeping the scheme as simple as possible, conveying the reasons for reducing speed, enforcement of any regulations and legislative requirements. Members considered it important that future development in the town should be part of any plans.

It was acknowledged that it needed to be a collaborative approach and it was suggested, and agreed, that a Working Party should be constituted to progress the project. In respect of timescales, it was noted that funding was available in the current financial year so the decision needed to be made at the earliest opportunity.

After further discussion it was:

Resolved:

1. That, the principle of a 20mph speed limit zone for Witney be supported;
2. That, a Working Party of members and officers be established to develop the project; and
3. That, Councillors Aitman, Ashby, Duncan, Prosser and Smith together with Councillor Andrew Coles (Chair of Witney TAC) be nominated to serve on the Working Party.

Councillor Aitman left the meeting at this juncture

P645 **PLANNING APPLICATIONS**

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

At the request of the Chair the Committee considered Application No. 20/02654/OUT – Land South-East of Oxford Hill first.

Members were pleased to see requests, made in the previous application included on the amended plans, but questioned the proposed footpaths linking the scheme to the town which officers agreed to investigate further.

Councillors Ashby & Enright left the meeting after consideration of the above application.

Resolved:

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

P646 **NOTIFICATION OF PLANNING APPEAL, 12 EARLY ROAD**

The Committee received notification of a Planning Appeal APP/D3125/D/21/3283707 in respect of 12 Early Road, Witney.

Resolved:

That the notification of the Planning Appeal be noted.

P647 **ACTIVE TRAVEL UPDATE**

The report of the Deputy Town Clerk updating on a number of schemes and progress against the Town council Active Travel Infrastructure Plan 2020 was received.

Members welcomed the update and confirmation was given that the provision of new cycle racks and pumps was being progressed.

The Committee noted that a number of the priorities in the Infrastructure Plan had now been met and it was suggested, and agreed, that delegation be given to officers to update the plan accordingly.

Resolved:

1. That, the update report be noted; and
2. That, the Deputy Town Clerk be delegated to update the Active Travel Infrastructure Plan 2020 to reflect the priorities that had been met.

P648 **FUTURE MEETINGS OF THE COMMITTEE**

The Democratic & Legal services Officer reminded the Committee that the next meeting was scheduled for 4 January 2022.

With the express permission of the Chair to add this as an urgent item, Members were requested to consider if they wished that meeting to be held in person or virtually and be advisory with any decisions being ratified at the Extraordinary Council meeting on 5 January 2022.

Resolved:

That the meeting on 4 January 2022 be an Advisory Committee and be held virtually.

The meeting closed at: 7.57 pm

Chair

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Witney Town CouncilPlanning Minutes - 24th December 2021

645

645- 1 WTC/207/21 Plot Ref :-21/03705/HHD Type :- HOUSEHOLDE
 Applicant Name :- . Date Received :- 18/11/2021
 Location :- 8 CHESTNUT CLOSE Date Returned :- 15/12/2021
 CHESTNUT CLOSE

Proposal : Alterations to include the erection of a two-storey side extension, part single and two storey rear extension and the installation of a bay window to front elevation, along with formation of an enlarged parking area with widened access and associated works.

Observations : While Witney Town Council does not object to this application, if approved the development will result in a loss of permeable drainage and members ask that mitigating measures are considered to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031. Further, members note the objection comment from the Local Highways Authority; subject to amended plans being submitted to remediate the pedestrian access and parking space issues, Witney Town Council have no objections regarding this application.

645- 2 WTC/208/21 Plot Ref :-21/03662/FUL Type :- FULL
 Applicant Name :- . Date Received :- 22/11/2021
 Location :- 190 COLWELL DRIVE Date Returned :- 15/12/2021
 COLWELL DRIVE

Proposal : Construction of new dwelling with associated works and alterations to existing vehicular access.

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

645- 3 WTC/209/21 Plot Ref :-21/03708/S73 Type :- NON COMPLY
 Applicant Name :- . Date Received :- 22/11/2021
 Location :- UNIT 1 CRANBROOK COURT Date Returned :- 15/12/2021
 AVENUE TWO

Proposal : Non compliance of condition 2 of planning permssion 20/02066/FUL to allow alterations to the location of the exhaust stack.

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

645- 4 WTC/213/21 Plot Ref :-21/03643/FUL Type :- FULL
 Applicant Name :- . Date Received :- 23/11/2021
 Location :- 46 MARKET SQUARE Date Returned :- 15/12/2021
 MARKET SQUARE

Proposal : Demolition of existing outbuilding and rebuild to create a one and half storey three bedroom house with associated amenity area and two car parking spaces.

Observations : While Witney Town Council does not object to this application in terms of a new dwelling, it notes that Councillors express concern for limited cycle and bin storage on the site. Members ask that all efforts are made to provide cycle

storage adequate for a family home and bin storage sufficient for the multiple waste bin types.

645- 5 WTC/214/21 Plot Ref :-21/03644/LBC Type :- LISTED BUI
Applicant Name :- . Date Received :- 23/11/2021
Location :- 46 MARKET SQUARE Date Returned :- 15/12/2021
MARKET SQUARE
Proposal : Demolition of existing outbuilding and rebuild to create a one and half storey three bedroom house with associated amenity area and two car parking spaces.
Observations : While Witney Town Council does not object to this application in terms of a new dwelling, it notes that Councillors express concern for limited cycle and bin storage on the site. Members ask that all efforts are made to provide cycle storage adequate for a family home and bin storage sufficient for the multiple waste bin types.

645- 6 WTC/215/21 Plot Ref :-21/03744/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 23/11/2021
Location :- 88 WOODSTOCK ROAD Date Returned :- 15/12/2021
WOODSTOCK ROAD
Proposal : Two Storey Side Extension & Replacement Porch. Removal of existing garage.
Observations : Witney Town Council has no objections regarding this application.

645- 7 WTC/216/21 Plot Ref :-21/03606/S73 Type :- VARIATION
Applicant Name :- . Date Received :- 23/11/2021
Location :- 32 JUDDS CLOSE Date Returned :- 15/12/2021
JUDDS CLOSE
Proposal : Variation of condition 2 of planning permission 18/00659/HHD to allow retrospective loft conversion as built.
Observations : Witney Town Council has no objections regarding this application.

645- 8 WTC/217/21 Plot Ref :-20/02654/OUT Type :- OUTLINE
Applicant Name :- . Date Received :- 25/11/2021
Location :- LAND SOUTH EAST OF OXFORD Date Returned :- 16/12/2021
HILL
OXFORD HILL
Proposal : Outline planning application (with all matters reserved except access) for the erection of up to 495 dwellings and a new Community Hub together with associated open space and green infrastructure.
Observations : Witney Town Council has reviewed the revised plans for this strategic development area and recognises the amendments from the original submission. Further to our original response comments of 17th December 2020, we would like to make the following additional observations:

Firstly, should approval be given, Members request that a 'prior to commencement' condition be applied that stipulates no works are started until the Shores Green slip roads are completed. This much needed infrastructure should be in place ahead of the heavy plant and construction traffic needing access to the development.

The current sewer network and Witney sewage pumping station are unable to

cope with existing demand and Witney continues to see untreated sewage pumped into the River Windrush and Witney's watercourses. Additional demand on the network without any infrastructure upgrade will exacerbate this problem and we will see more frequent instances of permitted sewage release into our river network. Witney Town Council would like to see Thames Water carry out sewage upgrades ahead of any development or occupation of this proposed site.

Item 12 on the Illustrative Masterplan in Appendix G shows a 'Potential link through to Windrush Cemetery'. Witney Town Council welcome this and would like to see a commitment by condition that ensures this much-needed vehicular and pedestrian access is included within the development and that the developer provides for utility connections (water and power) under the road, that can be carried forward by the Town Council into the land within Council ownership.

Members ask that all possible locations for the Community Hub are explored. Members note the comments from Stagecoach with regard to the hub being on the periphery of the new dwellings and not in the most logical place to serve existing residents of the Cogges estate or residents of this proposed development and that more could be done to site the hub where it is easily accessed by cycling and walking. The community centre could be located near the West entrance of the development whereby it would have potential to have close links with the cemetery, and this location would have less impact on the landscape.

In terms of connectivity, the current plans only appear to show one pedestrian and cycling route across to Farm Mill Lane, which is a shared 3m pathway. This is a key corridor into Witney Town Centre and there is space for a segregated footpath and cycleway, cyclists and pedestrians should be separated on what will be a much used and busy route.

Further, in earlier discussions with Witney Town Council, a footbridge was discussed to provide for walking and cycling access from the South of the site, heading West toward Sainsburys. The current plans do not show how this can be achieved and members feel strongly that this is an important feature that must not be forgotten.

It is crucial to link the development with existing facilities the current plan shows a 'potential' pedestrian and cycle link to Eton Close. Members would like a commitment that this link is properly facilitated and contributions towards the installation of a pathway in the open space.

Witney Town Council would still welcome a shared pedestrian/cycle path further south than indicated on the proposed plans, encompassing the former Witney Railway bridge towards the South Witney Industrial and commercial areas.

The submitted documents mention cycle lanes and parallel crossings, but there is no mention of priority for cyclists and pedestrians at the road junctions. Oxfordshire County Council guidelines say that vulnerable users should have priority over vehicular traffic - this is an opportunity to modernise these junctions and priority be given to cycle and foot traffic at all side junctions.

In a previous response Witney Town Council had asked about one housing unit being for a community development project and then handed over to the community. It would serve as a hub before the community hub is built and then later gets sold as a house to be lived in, but profits go to community projects. Has any more thought or research gone into this? Witney Town Council are keen to explore this with the developers.

Witney Town Council support the Oxfordshire County Council document of 27th April 2021 outlining developer Section 106 contribution. This list includes many of our original requests. Our members have discussed the previously submitted response and the requests therein and members agree that these funding

needs remain valid.

For reference, our previously submitted Section 106 list is repeated below:

In addition to the cemetery access (or associated funding) the Town Council would like to request the following to support the infrastructure in and immediately adjacent to the development.

Sport & Recreation

Witney Town Council recognises the inclusion of a proposed play area/LEAP but would request an off-site contribution of £20,000 to upgrade the nearest play park facility in Eton Close to serve the anticipated increase in children from the development.

The Town Council also welcomes the inclusion of village green areas and would ask if one of these could be used as a wheeled sports track, with £15,000 allocated to the Town Council to facilitate this project.

The Town Council is committed to encouraging grassroots sports and considers that a development of this size will increase the number of people wanting to use sports facilities. The Council does however recognise that due to the typography of the site, the inclusion of a sports pitch would be difficult (unless the developer feels that land in their ownership south of the cemetery is suitable, or another piece of land outside of this site). Therefore, it would request a contribution of £50,000 towards upgrading other sports pitches and changing rooms across the town to absorb the anticipated usage.

Infrastructure & Street Scene

The Town Council would like to request that the developers install at least two grit bins on the estate due to its sloping typography along with benches in the village green areas, Sheffield cycle racks near the bus stops, community hub and recreation areas (village greens), bus shelters and bins. The Council would like to see the majority of these installed before all dwellings are occupied.

Lake & Country Park

The Town Council would like to request £10,000 towards the inclusion of an educational space at Witney Lake & Country Park as part of its long-term plan to manage this area. The site sits South West of the development and is connected via the paths mentioned above.

645- 9	WTC/218/21	Plot Ref :-21/03716/FUL	Type :-	FULL
	Applicant Name :-	.	Date Received :-	29/11/2021
	Location :-	(E) 432878 (N) 209265 DOWNS RD DOWNS ROAD	Date Returned :-	16/12/2021
	Proposal :	Residential development comprising of 61 dwellings (use class C3), new road infrastructure, landscaping and other associated infrastructure works.		
	Observations :	Whilst Witney Town Council do not object to this application members are very concerned about an additional 61 houses being built in this location without the vital infrastructure being in place. It is acknowledged that the Witney sewage treatment facility and current sewer network is not able to cope with existing demand and Witney continues to see untreated sewage pumped into the River Windrush and Witney's watercourses. Additional demand on the network without any infrastructure upgrade will exacerbate this problem and we will see more frequent instances of permitted sewage release into our river network. Witney Town Council request that approval for additional houses on this development is not granted until Thames Water are able to commit to sewage upgrades that are sufficient to meet demand.		

In accordance with West Oxfordshire Local Plan Policies T1 and T3,

Connectivity through and to the site should ensure that residents can easily access footpaths, cycle routes and bus stops, facilitating sustainable travel and sensible routes for accessing Downs Road, Range Road and through the estate to Curbridge Road. Developers need to take the opportunity to work with the relevant authorities to implement a 20mph speed limit through the estate. Members ask that adequate cycle storage be provided in line with Oxfordshire County Council recommendations.

Members note that a community centre or community hall for the West Witney development has not been provided for and ask that S106 funding be considered for this community resource.

645- 10	WTC/219/21	Plot Ref :-21/03803/HHD	Type :-	HOUSEHOLDE
	Applicant Name :- .		Date Received :-	29/11/2021
	Location :- 29 TOWER HILL TOWER HILL		Date Returned :-	15/12/2021
	Proposal :	Addition of a parapet wall to single storey rear extension. Alteration to approved drawings under reference 18/03026/HHD.		
	Observations :	Witney Town Council has no objections regarding this application.		

645- 11	WTC/220/21	Plot Ref :-21/03797/HHD	Type :-	HOUSEHOLDE
	Applicant Name :- .		Date Received :-	30/11/2021
	Location :- 44 BROADWAY CLOSE BROADWAY CLOSE		Date Returned :-	15/12/2021
	Proposal :	Erection of a conservatory to rear elevation.		
	Observations :	Witney Town Council has no objections regarding this application.		

645- 12	WTC/221/21	Plot Ref :-21/03851/FUL	Type :-	FULL
	Applicant Name :- .		Date Received :-	06/12/2021
	Location :- 153 THORNEY LEYS THORNEY LEYS		Date Returned :-	15/12/2021
	Proposal :	Sub division of existing dwelling to create an additional dwelling together with associated works including alterations to existing access and parking facilities.		
	Observations :	While Witney Town Council does not object to this application in terms of creating an additional dwelling, members ask that all efforts are made to provide adequate cycle storage for both dwellings, particularly the family-size home.		
		Further, members note 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.		

645- 13	WTC/222/21	Plot Ref :-21/03880/HHD	Type :-	HOUSEHOLDE
	Applicant Name :- .		Date Received :-	06/12/2021
	Location :- 81 NEWLAND MILL NEWLAND MILL		Date Returned :-	15/12/2021
	Proposal :	Single storey rear extension.		
	Observations :	Witney Town Council has no objections regarding this application.		

645- 14 WTC/223/21 Plot Ref :-21/03571/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 06/12/2021
Location :- 11 OAKDALE LANE Date Returned :- 15/12/2021
OAKDALE LANE
Proposal : Construction of tiled outdoor hot tub with retaining walls (retrospective).
Observations : Witney Town Council has no objections regarding this application.

645- 15 WTC/224/21 Plot Ref :-21/03901/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 06/12/2021
Location :- 5 SCHOFIELD AVENUE Date Returned :- 15/12/2021
SCHOFIELD AVENUE
Proposal : Single storey rear extension.
Observations : Witney Town Council has no objections regarding this application.

The Meeting closed at : 7:55pm

Signed : _____ Chairman Date: _____

On behalf of :- Witney Town Council

Public Document Pack

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

Held on Tuesday, 4 January 2022

At 6.00 pm in the Virtual Meeting Room via Zoom

Present:

Councillor R Smith (Chair)

Councillors:	A Prosser J Aitman O Collins	V Gwatkin M Jones D Temple
Officers:	Claire Green Simon Wright	Administration Support - Planning & Stronger Communities Democratic & Legal Services Officer
Others:	No members of the public.	

P649 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors L Duncan and A McMahon.

Councillor D Temple attended for Councillor McMahon.

P650 DECLARATIONS OF INTEREST

Councillor Prosser declared a personal prejudicial interest in Application No. 21/03565/HHD by virtue of being the applicant. Councillor Prosser left the meeting and took no part in the discussion or voting thereon.

P651 PUBLIC PARTICIPATION

There was no public participation.

P652 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.

The meeting closed at: 6.35 pm

Chair

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Witney Town CouncilPlanning Minutes - 4th January 2022

652

-
- 652- 1 WTC/001/22 Plot Ref :-21/03931/FUL Type :- FULL
 Applicant Name :- . Date Received :- 13/12/21
 Location :- 118C QUARRY ROAD Date Returned :- 05/01/22
 QUARRY ROAD
 Proposal : Erection of a detached single storey dwelling with associated parking.
 Observations : Witney Town Council object to this application. Members have expressed concern for the scale of the development within the physical constraints of the site - The development is not in accordance with Policy OS2, which requires that development be of a proportionate and appropriate scale to its context.
-
- 652- 2 WTC/002/22 Plot Ref :-21/03565/HHD Type :- HOUSEHOLDE
 Applicant Name :- . Date Received :- 20/12/21
 Location :- 81A NEWLAND Date Returned :- 05/01/22
 NEWLAND
 Proposal : Single storey side extension and porch. Provision of new solar panels to front elevation (Amended).
 Observations : Witney Town Council has no comments on this application.
-
- 652- 3 WTC/003/22 Plot Ref :-21/03819/HHD Type :- HOUSEHOLDE
 Applicant Name :- . Date Received :- 21/12/21
 Location :- 32 JUDDS CLOSE Date Returned :- 05/01/22
 JUDDS CLOSE
 Proposal : Erection of single storey rear and side extensions (part retrospective).
 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.
-
- 652- 4 WTC/004/22 Plot Ref :-21/03988/HHD Type :- HOUSEHOLDE
 Applicant Name :- . Date Received :- 21/12/21
 Location :- 59 WOODGREEN Date Returned :- 05/01/22
 WOODGREEN
 Proposal : Demolition of existing and construction of replacement 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.
-

652- 5 WTC/005/22 Plot Ref :-21/04031/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 21/12/21
Location :- 60 BURWELL DRIVE Date Returned :- 05/01/22
BURWELL DRIVE
Proposal : Proposed single storey front, side and rear extension and internal alterations.
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.

652- 6 WTC/006/22 Plot Ref :-21/03965/FUL Type :- FULL
Applicant Name :- . Date Received :- 22/12/21
Location :- 43 DUCKLINGTON LANE Date Returned :- 05/01/22
DUCKLINGTON LANE
Proposal : Erection of a detached single storey dwelling with the formation of a new access and associated works.
Observations : Witney Town Council object to this application. The proposal represents over-development in the green corridor on a main route into the Town. A residential property being accessed by the A415 would be out of character on this section of road. The proposed development is not compliant with Policy OS2 since it does not form a logical complement to the existing pattern of development. Further, it does not provide a safe and convenient pedestrian access to supporting services and facilities. Members have considered the Access Appraisal accompanying this application and see nothing to change their opinion - the examples of existing access as cited in the report are for commercial premises and are access points of a form and size that are not comparable to the new residential access required for this proposed development.

Members are of the opinion that if approved, this proposal would set an unwelcome precedent and have a negative impact on the street scene and green corridor to Witney.

Members echo the opinion of the Local Highways Authority on an earlier proposal for this site whereby they objected to the granting of planning permission on the basis that the proposal if permitted, would result in the introduction of an individual point of access detrimental to the safety and convenience of highway users.

Finally, the existing tree lane at the rear of properties provides privacy for existing properties, a barrier to noise and protection from traffic pollutants. The proposal, with an opening in the tree line, would be detrimental to this and represents planning harm for neighbouring properties.

The Meeting closed at : 6:35pm

Signed : _____ Chairman Date: _____

On behalf of :- Witney Town Council

5

5.1 **WTC/007/22** Plot Ref :- 21/01703/HHD Type :- HOUSEHOL
Applicant Name :- . Date Received :- 04/01/2022
Parish :- WEST Date Returned :-
Location :- 3 PAINSWICK CLOSE Agent
PAINSWICK CLOSE
Proposals :- Conversion of garage within a coach house and formation of an
additional parking space. (Amended)
Observations :-

5.2 **WTC/008/22** Plot Ref :- 21/04086/LBC Type :- LISTED BUI
Applicant Name :- . Date Received :- 10/01/2022
Parish :- CENTRAL Date Returned :-
Location :- 114 HIGH STREET Agent
HIGH STREET
Proposals :- Replacement of windows.
Observations :-

5.3 **WTC/009/22** Plot Ref :- 21/04001/HHD Type :- HOUSEHOL
Applicant Name :- . Date Received :- 10/01/2022
Parish :- SOUTH Date Returned :-
Location :- 38 LANGDALE GATE Agent
LANGDALE GATE
Proposals :- Erection of a two storey extension.
Observations :-

5.4 **WTC/010/22** Plot Ref :- 21/04096/HHD Type :- HOUSEHOL
Applicant Name :- . Date Received :- 10/01/2022
Parish :- CENTRAL Date Returned :-
Location :- 9 HERON DRIVE Agent
HERON DRIVE
Proposals :- Erection of a detached single storey sunroom/store (retrospective).
Observations :-

5.5 **WTC/011/22** Plot Ref :- 21/04120/HHD Type :- HOUSEHOL
Applicant Name :- . Date Received :- 10/01/2022
Parish :- WEST Date Returned :-
Location :- 2 CHEDWORTH DRIVE Agent
CHEDWORTH DRIVE

Proposals :- Convert existing garage into room, extend entrance hall.

Observations :-

5.6 **WTC/012/22** Plot Ref :- 21/04091/HHD Type :- HOUSEHOL
Applicant Name :- . Date Received :- 10/01/2022
Parish :- WEST Date Returned :-
Location :- 11 PAINSWICK CLOSE Agent
PAINSWICK CLOSE
Proposals :- Erection of a single storey extension along with the partial conversion of garage to living space. Conversion of attic space with the construction of a rear dormer.

Observations :-

5.7 **WTC/013/22** Plot Ref :- 21/04075/FUL Type :- FULL
Applicant Name :- . Date Received :- 17/01/2022
Parish :- SOUTH Date Returned :-
Location :- 39 HIGH STREET Agent
HIGH STREET
Proposals :- Sub-division of commercial unit into two separate units, alterations to front glazing to create new entrance door to Unit A and new external signage.

Observations :-

5.8 **WTC/014/22** Plot Ref :- 22/00048/HHD Type :- HOUSEHOL
Applicant Name :- . Date Received :- 18/01/2022
Parish :- SOUTH Date Returned :-
Location :- 16 CHURCH GREEN Agent
CHURCH GREEN
Proposals :- Alterations to rear roof.

Observations :-

5.9 **WTC/015/22** Plot Ref :- 22/00049/LBC Type :- LISTED BUI
Applicant Name :- . Date Received :- 18/01/2022
Parish :- SOUTH Date Returned :-
Location :- 16 CHURCH GREEN Agent
CHURCH GREEN
Proposals :- Alterations to rear roof.

Observations :-

5.10 **WTC/016/22** Plot Ref :- 22/00025/HHD Type :- HOUSEHOL
Applicant Name :- . Date Received :- 18/01/2022
Parish :- WEST Date Returned :-
Location :- 29 SNOWSHILL DRIVE Agent
SNOWSHILL DRIVE
Proposals :- Single storey rear extension.

Observations :-

5 . 11

WTC/017/22

Plot Ref :- 21/03814/FUL Type :- FULL

Applicant Name :- .

Date Received :- 18/01/2022

Parish :- WEST

Date Returned :-

Location :- LAND AT WEST WITNEY Agent
 DOWNS ROAD
 CURBRIDGE

Proposals :- Erection of a dwelling (Installation of an aerial to the side elevation).

Observations :-

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Date: 12 January 2022
OCC ref: R3.0151/21

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

Environment and Place
County Hall
New Road
Oxford
OX1 1ND
Rachel Wileman
Assistant Director Strategic
Infrastructure and Planning

Dear Mrs Groth

Planning application by Oxfordshire County Council, OCC Major Infrastructure Team , County Hall, New Road, Oxford, OX1 1ND for planning permission: Planning application seeking full planning permission for:

- **The dualling of approximately 3.2km of the A40 carriageway from the existing Hill Farm junction at Witney to the Eynsham Park and Ride site (R3.0057/19) including the construction of two new roundabouts.**
 - **An eastbound and westbound bus lane approximately 6.5km in length from the Eynsham Park and Ride site to existing structures at Duke's Cut waterway (Duke's Cut Canal Bridge, Earl's Culvert, Wolvercote Railway Bridge and Wolvercote Canal Bridge);**
 - **Capacity and connectivity improvements over the existing structures at Duke's Cut waterway to enable the proposed eastbound bus lane to extend over the existing structures up to the A34 flyover in the east, forming a connection into Oxford North (Northern Gateway) strategic development site;**
 - **Construction of a new signalised junction to the Eynsham Park and Ride site;**
 - **New pedestrian/cyclist underpass at Cuckoo Lane ('the Eynsham Underpass'). Two new pedestrian/cycle bridges at Cassington Halt (Cassington Halt Footbridge North and Cassington Halt Footbridge South);**
 - **Widening of Cassington New Bridge;**
 - **Demolition and replacement/extension of existing White House Culvert;**
 - **Demolition and replacement/extension of Barnard Gate New Culvert;**
 - **New and improved shared use footways and cycleways, including new shared use links to National Cycle Network (NCN) Route 5 at Duke's Cut waterway;**
 - **Alterations to existing junctions and property accesses along the A40;**
 - **Controlled crossings, external lighting, noise barriers, sustainable drainage systems, landscaping, habitat creation including ecology ponds and associated hibernacula; and**
 - **All associated engineering and temporary construction works, site compound and storage areas.**
- at A40 HIF2 Smart Corridor ('HIF2 project') A40 corridor between Witney and Wolvercote, Oxfordshire**

The above application has been submitted to this council for determination.

You can view the application and comment online through the link below, using ref **R3.0151/21**.

<https://myeplanning2.oxfordshire.gov.uk/Planning/Display/R3.0151/21?cuuid=35578EF9-BF27-48F3-91E4-E5B005F628DD>

I should be grateful for any observations you may wish to make on the application by **12 February 2022**, you can comment online using the above link and reference. If you require more time, please contact me as soon as possible.

The application may be considered by the Planning and Regulation Committee if there are objections to it. However, if there are no objections or none that cannot be overcome by conditions or agreements the application may be delegated to the Assistant Director Strategic Infrastructure and Planning for decision.

I will notify you of the decision in due course. Details will be available online at the above link.

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

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

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

www.oxfordshire.gov.uk/privacynoticedocument

Yours sincerely,

Anna Herriman

Anna Herriman
Senior Planner

Direct line: 07990 368235

Email: Anna.Herriman@Oxfordshire.gov.uk

www.oxfordshire.gov.uk

CLIMATE, BIODIVERSITY & PLANNING COMMITTEE

Date: Tuesday, 25 January 2022
Title: Finance & Budget Report
Contact Officer: Town Clerk/RFO – Sharon Groth

BACKGROUND

Following the decision at the EOC on 5th January 2022 the purpose of this report is to provide the necessary information for Members to review the Committee’s revenue and capital expenditure in order to identify areas for savings, as well as realistically prioritising projects to support the Council’s emerging medium term financial strategy.

CURRENT SITUATION

The Town Clerk has extracted information from her final budget report submitted to the EOC relevant to this Committee for ease of reference. **Appendix A refers.**

[Recharge from the Works Department \[Cost Centre 601\] & Central Support \[Cost Centre 602\]](#)

It should be noted that the revised estimates and the estimates for next year do not include the recharges from these two cost centres; these will be calculated after the budget has been adopted.

[Recharge from Agency Services – Grounds Contract \[Cost Centre 503\]](#)

Similarly with regard to the Grounds Maintenance Contract – [shown as 4891- Agency Services Recharge] – Members will be aware that the present contract has been extended to end on 30 September 2022 and a new specification is currently being drawn up to take account of the outcomes from the Open Spaces Strategy - so for the purposes of this report the current years actual known figures have been retained with a 5% inflationary increase applied, in order to be able to make comparison on a like for like basis across the two years. It is hoped that the Council will be able to make a decision on the future of its Grounds Maintenance Service early in the new year when the Consultant has finalised his report.

COMMITTEE: CLIMATE, BIODIVERSITY & PLANNING

[206 – Witney Country Park](#)

This cost centre relates to the maintenance of the lake and country park.

The two main/substantial budget lines for this cost centre are explained as follows:

4001 – Salaries, 4002 – ER’S NIC, 4003 – ER’S Superann the Staffing Review and the Open Spaces Strategy identified the need for a Park Ranger to manage the lake and country park as well as supporting the Council achieve its biodiversity aspirations. To date the Town Clerk has not managed to recruit this role – so for the purposes of the revised budget these budget lines have been reduced in the hope that the position will be filled before the year end.

4042 – Equipment/Maintenance part of this budget line relates to the continual maintenance of the paths around the lake which almost annually require attention due to flooding and paths being naturally eroded. The other more substantial part of the budget is for bank erosion works as well managing/increasing the biodiversity of the lake and country park. In light of the tragic incident last summer this budget line has been retained for additional H&S/remedial works suggested as part of the Council’s independent risk assessment, and as well as meeting OCC LP4. It also ensures funding is available for replacement life buoys which often are damaged or vandalised.

OPEN SPACES STRATEGY

Members are reminded of the relevant actions in the Council’s adopted Open Spaces Strategy which are the responsibility of this Committee:

Ref	Action	Who Involved?	Start
PO 3	Draw up and adopt a comprehensive arboriculture plan	WTC Staff, Tree Officer	Sep-21
PO 4	Identify and implement possible re-wilding areas	WTC Staff	Dec-21
LP 5	Prepare an improvement and upgrade plan for angling facilities at the Country Park and Lake	WTC Staff, Angling Club	Jan-22
LP 4	Prepare and adopt a comprehensive management and improvement plan for the Country Park and Lake area	WTC Staff, Tree Officer, Natural England, Specialist Advisors	Apr-22
IS 8	Seek to work with partners to achieve a structured, integrated and fully connected footpath and cycle path network around the town.	WTC Staff, Partners	Apr-22

OTHER BUDGET LINES UNDER INDIRECT CONTROL

4205/402 – Climate Emergency Fund is as follows:

B/fwd 20/21	21/22	Proposed 22/23	Expenditure to date
£10,000	£15,000	£15,000	£0

By the start of the next financial year there will be a total fund of £40,000 (assuming the unspent budget from current year is rolled over).

4066/402 – Replacement Trees is as follows:

B/fwd 20/21	21/22	Proposed 22/23	Expenditure to date
£4,000	£4,000	£4,000	£2,556

It is Council policy that any trees which have to be removed are replaced and therefore the necessary funding needs to be in place to fulfil its objective.

4067/402 – Tree Survey is as follows:

B/fwd 20/21	21/22	Proposed 22/23	Expenditure to date
£1,250	£5,000	£8,000*	£1,926

The Council has a rolling programme of surveying its tree stock – which is a requirement for insurance purposes. Within the budget proposed for 22/23 there is also provision for OSS-PO3.

EARMARKED RESERVES (EMR)

For information a scheduled of the EMRs is provided at **Appendix B**. the only EMR relevant to this committee is one set aside for Electric Vehicles (370) which currently stands at £14,200.

CAPITAL & SPECIAL REVENUE PROJECTS

As explained at the presentation on 13 December 2021 via Zoom – the first draft budget was based on all the projects identified during committee meetings in the course of the year as well as those identified via the Open Spaces Strategy. Pulling it altogether for the budget it became obvious that the list wasn't realistic/physically achievable or affordable (unless the Council wished to put up the precept by 25%).

On the 20 December 2021 the Town Clerk met with the Chairs of Committees to go through the projects to try and refine the budget and get guidance on possible % increases to the precept. The Town Clerk has done her best to interpret these instructions.

Items in the Capital/Special Revenue Budget relevant to this Committee include:

Project	£	Notes
Arboriculture Plan	£3,000	OSS PO3 - As mentioned previously (this was in fact reduced down from £10,000)
Lake works – Anglers	£5,000	OSS LP5
Electric Vehicles	£15,000	See appendix C
Energy Efficiency – Buildings	£20,000	Reduced down from £300k

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.

Within the budget there is financial provision for various projects to assist the Council in achieving its objectives. These extend to upgrading of some of its vehicles, making buildings more energy efficient, as well as using green utility companies.

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.

Proper and sound financial management is necessary as all Councillors are collectively responsible for the budget, particularly expenditure and ensuring it is expended lawfully and in line with the Council's Financial Regulations.

As Town Clerk, the Council's Proper Officer and Responsible Financial Officer it is her job to advise accordingly, in line with Financial Regulations and Statute. She has carried out extensive scrutiny of the Council's income and expenditure and is confident in the accuracy of her figures presented.

FINANCIAL IMPLICATIONS

This report forms part of the Council's due diligence and a process in line with its Financial Regulations. The financial implications are detailed above and also in the attached appendices.

RECOMMENDATIONS

Members are invited to note the report and consider how it can reduce its revenue expenditure as well as prioritising projects to inform a medium-term financial strategy for the Council.

Annual Budget - By Committee (Actual YTD Month 10)

Note: DRAFT ~ REV 21/22 & EST 22/23 [25.01.2022] FINANCE/BUDGET REPORT

		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Climate, Biodiversity & Planni</u>										
<u>206</u>	<u>WITNEY COUNTRY PARK</u>									
1030	FISHING RIGHTS	1,380	723	1,400	0	1,400	0	1,450	0	0
	Total Income	1,380	723	1,400	0	1,400	0	1,450	0	0
4001	SALARIES	0	190	17,217	0	4,500	0	27,852	0	0
4002	ER'S NIC	0	2	1,185	0	520	0	2,861	0	0
4003	ER'S SUPERANN	0	0	3,736	0	1,000	0	6,044	0	0
4026	BOOKS/PUBLICATIONS	20	0	20	0	20	0	20	0	0
4036	PROPERTY MAINTENANCE	100	292	100	34	100	0	100	0	0
4040	ARBORICULTURE	1,600	0	2,400	0	2,400	0	800	0	0
4042	EQUIPMENT	13,050	0	12,700	620	12,700	0	13,000	0	0
4059	OTHER PROF FEES	0	0	0	750	750	0	1,000	0	0
4064	HEALTH & SAFETY	0	0	0	558	1,000	0	1,000	0	0
4491	TFR TO EARMARKED RES	0	14,650	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	-1,150	-1,150	-1,600	-1,600	-1,600	0	0	0	0
4888	O/S STAFF RCHG	24,421	9,594	19,481	0	0	0	0	0	0
4890	O/S O'HEAD RCHG	4,486	1,537	3,517	0	0	0	0	0	0
4891	AGENCY SERVICES RECHARGE	6,548	5,639	6,151	4,509	6,196	0	6,264	0	0
4892	C/S STAFF RCHG	805	788	1,448	0	0	0	0	0	0
4893	C/S O'HEAD RCHG	376	446	0	0	0	0	0	0	0
5198	Deferred Grants Released	0	-26,644	0	0	0	0	0	0	0
	Overhead Expenditure	50,256	5,344	66,355	4,872	27,586	0	58,941	0	0
	Movement to/(from) Gen Reserve	(48,876)	(4,622)	(64,955)	(4,872)	(26,186)		(57,491)		

Continued on next page

Annual Budget - By Committee (Actual YTD Month 10)

Note: DRAFT ~ REV 21/22 & EST 22/23 [25.01.2022] FINANCE/BUDGET REPORT

	<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
403 PLANNING									
4892 C/S STAFF RCHG	14,826	13,918	19,948	0	0	0	0	0	0
4893 C/S O'HEAD RCHG	5,178	6,148	0	0	0	0	0	0	0
Overhead Expenditure	<u>20,004</u>	<u>20,066</u>	<u>19,948</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(20,004)</u>	<u>(20,066)</u>	<u>(19,948)</u>	<u>0</u>	<u>0</u>		<u>0</u>		
Climate, Biodiversity & Planni - Income	1,380	723	1,400	0	1,400	0	1,450	0	0
Expenditure	70,260	25,410	86,303	4,872	27,586	0	58,941	0	0
Movement to/(from) Gen Reserve	<u>(68,880)</u>	<u>(24,688)</u>	<u>(84,903)</u>	<u>(4,872)</u>	<u>(26,186)</u>		<u>(57,491)</u>		
Total Budget Income	1,380	723	1,400	0	1,400	0	1,450	0	0
Expenditure	70,260	25,410	86,303	4,872	27,586	0	58,941	0	0
Movement to/(from) Gen Reserve	<u>(68,880)</u>	<u>(24,688)</u>	<u>(84,903)</u>	<u>(4,872)</u>	<u>(26,186)</u>		<u>(57,491)</u>		

310	GENERAL FUND	694519	
315	ROLLING CAPITAL FUND	510772	
	ALLOTMENTS	191996	Cannot spend on anything else other than allotments
322	AMENITY LANDS	60469	Cant spend - historic commuted sum/meant to draw down interest to use for GM
324	ELECTION FUND	9291	For May 2023 elections
364	YOUTH COUNCIL	473	Water Fountain - YC fundraising so far
Act			
318	MEMORIAL MAINTENANCE	30301	Divert £10k to St Mary's Church wall/£9k Memorial testing 21/22 & 22/23
362	TOWERHILL CEMETERY CHAPEL	18000	Use £5k for full options survey on Unused Cemetery Buildings
327	CEMETERY ACCESS ROAD	93853	Internal road layout - Cogges Triangle dev provide new access
319	SPORTS (WWSG CONTGCV)	148012	Could fund the colour coating Tennis Courts?/S106 £310,325 +£195k
367	LEYS PAVILION	32900	for Sewerage issues + new pavilion/masterplan
368	BURWELL CHANGING ROOMS	50000	+£25k S106
365	PLAY EQUIPMENT/RENEWALS	18800	For next refurb
361	SPLASHPARK	155000	Maybe consider not setting next years transfer
373	LEYS TRAFFIC CALMING	5000	Match funding OCC - is it still relevant?
374	SKATE PARK	40000	+ £12k S106
375	CCTV LEYS & BURWELL REC	10000	CCTV Camera installed on Leys by TVP/WODC To be re-purposed?
320	RENEWALS FUND	136270	For Vans, Computers Equipment - within Fixed Asset Reg
370	ELECTRIC VEHICLES	14200	Planned expenditure
366	CLIMATE/BIODIVERSITY	13050	Bank Erosion/Biodiversity works at Lake
321	TOWN HALL MAINTENANCE	71799	Lease obligations windows & exterior painting
325	BUTTERCROSS	75000	For Roof repairs/Re-roof £80k+
323	BLDG REPAIR GEN	12997	To be re-purposed for Energy Efficiencies?
363	C/Ex LIFT & DAMP WORKS	50000	Will need a new lift/damp works JH getting quotes
328	PUBLIC HALLS	61639	Could use to fund Burwell toilets
329	MADLEY PARK	20980	Landlord obligations/contingency
372	BURWELL HALL HEATING/CURTAINS	33000	Agreed to Heating - report waited on solution
369	INFRASTRUCTURE	17630	Bins, Benches, Salt Bins, Bus Shelters, Defib, Welch Way Planters
371	OSS CONTINGENCY	66845	GM contract contingency for 2022/23
		1437505	

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Note from Maintenance & Environment Officer to Town Clerk – Electric Vehicle purchase.

The following item in the renewals fund we no longer have – Compressor £4,384. I would suggest this is transferred to the EV fund. Increasing the EMR to £18,584

The below two vehicles are my priority to replace. The Transit doesn't suit our needs and the Nissan Primera is the oldest vehicle in the fleet.

Ford Transit	EJ17 YNK	13728.00
Nissan Primera	OV09 GNN	9649.00

I want to replace the 2 vehicles with Goupil G4's, a standard choice of electric vehicle for councils now.

G4-N1-04-F	replace the ford transit flatbed
G4 flatbed with tipper and full cage body	£25,739.78

G4-N1-08	replace the Nissan Primera (standard box van)
G4 with half flatbed and secure toolbox	£22,153.54

Second I want to switch our Peugeot partner with Halls van. Again the van the Halls have is the oldest in the fleet and cost the most in maintenance.

Peugeot Partner	FL 68 TLU	3838.00
Nissan VAN	OY10WBF	10856.00

I want to replace this with Goupil's G2.

G2-L7e-06	replace Nisan Van (OY10 WBF)
G2 with box van body and side roller shutter	£14,540.27

I think that leaves me 10.5k short to get all this done. But I would recommend allocating an additional 3k for increased production costs in 21-22.

There would also be the cost of installing electric charging points at the works depot.

See attached for running costs – current fleet.

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Ongoing Costs – WTC fleet of current vehicles

The former RFO provided the M&E Officer with this chart for vehicle cost 2020-21. You can see the Primastar (Nissan Primera) is one of our most expensive vehicles to run due to its age requiring frequent maintenance and average MPG against other vehicles.

Registration	Make	Model	MOT	SERVICE	FUEL	TAX	TOTAL BY VEHICLE
EJ17 YNK	Ford	Transit 350	45.00	87.50	718.87	265.00	1,116.37
FL68 TLU	Peugeot	Partner S L1 Blue Hdi	-	271.40	390.89	265.00	927.29
OY62 UXC	Nissan	Cabstar 35.13 S/C Mwb	58.60	391.29	880.36	265.00	1,595.25
OV09 GNN	Nissan	Primastar Dci 115 Se Swb	54.85	460.45	699.91	260.00	1,475.21
OY10 WBF	Nissan	Van (Tom)	45.00	346.54	285.12	265.00	941.66

203.45	1,557.18	2,975.15	1,320.00	6,055.78
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