

Climate, Biodiversity & Planning Committee Meeting of Witney Town Council



Tuesday, 29th March, 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/81131065929?pwd=eHJqRFEyU1VqbW54dUplZjh3bU9Xdz09>

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 - 22)

a) To adopt and sign as correct the minutes of the committee held on 25 January, 15 February & 8 March 2022.

b) Matters arising from the minutes of 25 January, 15 February & 8 March 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 23 - 24)

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

6. **Planning Decisions** (Pages 25 - 28)

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

7. **Proposals for Land South of Witney** (Pages 29 - 30)

To receive, for information, details of a preliminary consultation from developers in respect of land to the South of Witney.

8. **Salt Cross Garden Village AAP Examination** (Pages 31 - 38)

Salt Cross Garden Village AAP Examination - Request for comments on additional work and note on agreed actions. A letter from the Planning Inspectors inviting participants in the Examination to comment on new material.

9. **Application to Vary a Premises Licence. W/22/00266/PRMV - Beekeepers 18-22 Market Square** (Pages 39 - 52)

To consider an application to Vary a Premises Licence under the Licensing Act 2003.



Town Clerk

Public Document Pack Agenda Item 3

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

Held on Tuesday, 25 January 2022

At 6.00 pm in the Virtual Meeting Room via Zoom

Present:

Councillor R Smith (Chair)

Councillors:	A Prosser	L Duncan
	J Aitman	V Gwatkin
	O Collins	M Jones
Officers:	Claire Green	Administration Support - Planning & Stronger Communities
	Simon Wright	Democratic & Legal Services Officer
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 Climate, Biodiversity & Planning Committee formed virtually as an Advisory Committee. Any recommendations outside of the current work programme, budget or policy would require ratification at the Full Council meeting held on 14 February 2022.

P39 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor McMahon

P40 DECLARATIONS OF INTEREST

Councillor Collins declared a non-prejudicial interest in Application Nos. 22/00048/HHD & 22/00049/LBC by virtue of knowing the applicant.

Councillor Jones declared a non-prejudicial interest in Application No. 21/01703/HHD by virtue of knowing the applicant. Councillor Jones indicated that she would not participate or vote on the application.

P41 MINUTES

It was noted that the date on the schedule of application responses at the 14 December meeting was wrong and needed amendment.

A verbal update was given on discussions at the 20MPH Speed Limit Working Party held earlier in the day. It was clarified that the minutes of that meeting would be presented to the committee at the next meeting.

Resolved:

The minutes of the meetings of the committee held on 23 November & 14 December 2021 and 4 January 2022 were adopted as a correct record and signed by the Chair.

P42 **PUBLIC PARTICIPATION**

There was no public participation.

At the request of the Chair the committee agreed to consider Agenda Item No. 7 – Finance & Budget Report before Agenda Item No. 5

P43 **FINANCE & BUDGET REPORT**

Consideration was given to the report of the Town Clerk seeking a review of budgets allocated to the committee in light of decisions taken by the Council when setting its precept.

In response to a question it was clarified that whilst the committee held an overall responsibility for climate and biodiversity issues a number of the projects were overseen by other committees who had been allocated budgets accordingly.

Members considered options for reducing budgets and it was noted that £15k had been allocated for the Climate Emergency Fund out of which previous years allocations remained unspent. It was acknowledged that this was mainly due to separate budgets being allocated for schemes.

Clarification was given that the recommendations of each committee would be considered by the Policy, Governance & Finance Committee who would make final recommendations to Council.

After discussion it was proposed and agreed that the £15k currently allocated for the Climate Emergency Fund be removed with a proviso that if there was excess funding available when the budget was finalised then this should be allocated to the Climate Emergency fund.

Recommended:

That the £15k currently allocated for the Climate Emergency Fund be removed with a request being made that if there was excess funding available when the budget was finalised then this should be allocated back to the Climate Emergency fund.

P44 **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.

P45 **PLANNING APPLICATION: R3.0151/21 - A40 HIF2 SMART CORRIDOR ('HIF2 PROJECT') A40 CORRIDOR BETWEEN WITNEY AND WOLVERCOTE, OXFORDSHIRE**

The Committee considered an application received from Oxfordshire County Council. It was noted that the response would be a recommendation to the Council meeting on 14 February.

Members highlighted the need for any scheme to have connectivity in respect of accessing public transport and also cycle provision. In respect of witney it was suggested that any schemes were dependant on the delivery of the improved Shores Green junction and that it would be preferable for a Park & Ride hub to be located in Witney.

Recommended:

That the following response be submitted to Oxfordshire County Council:

Witney Town Council welcomes the opportunity to respond in respect of this application.

Members are keen to see improvements to the A40 corridor and consider that the implementation of the new four-way Shores Green junction should precede any other development. The introduction of a dual carriageway is noted but it is suggested that the route between Eynsham and Witney should include a dedicated bus lane in both directions.

In respect of Park & Ride facilities the Council would question whether drivers from Witney, and further afield, would terminate their journey at Eynsham to access public transport and not just continue their journeys in to Oxford by car. It is requested that the possibility of a Park & Ride hub in or close to Witney could be considered.

Witney Town Council is keen that any scheme has good connectivity to public transport and cycle routes. In particular it would like to see easier access to Oxford Parkway station and the A34 by road and public transport. In respect of cycling it is suggested that existing routes should be easily accessible and potential new routes, such as a safe cycleway between Eynsham and Botley should be explored.

Finally, if development is approved the Council hope that the construction plan would minimise disruption to residents and ensure the reinstatement of land affected by the scheme.

The meeting closed at: 7.25 pm

Chair

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Witney Town Council

Planning Minutes - 25th January 2022

692

692- 1 WTC/007/22 Plot Ref :-21/01703/HHD Type :- HOUSEHOLDE
 Applicant Name :- . Date Received :- 04/01/22
 Location :- 3 PAINSWICK CLOSE Date Returned :- 26/01/22
 PAINSWICK CLOSE
 Proposal : Conversion of garage within a coach house and formation of an additional parking space. (Amended)
 Observations : Witney Town Council objects to this application. Members share the concerns as raised by the Highways Officer, the parking solution as proposed doesn't solve the problem satisfactorily.

692- 2 WTC/008/22 Plot Ref :-21/04086/LBC Type :- LISTED BUI
 Applicant Name :- . Date Received :- 10/01/22
 Location :- 114 HIGH STREET Date Returned :- 26/01/22
 HIGH STREET
 Proposal : Replacement of windows.
 Observations : Witney Town Council has no objections regarding this application.

692- 3 WTC/009/22 Plot Ref :-21/04001/HHD Type :- HOUSEHOLDE
 Applicant Name :- . Date Received :- 10/01/22
 Location :- 38 LANGDALE GATE Date Returned :- 26/01/22
 LANGDALE GATE
 Proposal : Erection of a two storey extension.
 Observations : While Witney Town Council does not object to this application, members have shown concern for the scale of the proposed development in contrast to the host dwelling in its present form. Members ask that Officers ensure compliance with the General Principles of policy OS2 of the West Oxfordshire Local Plan 2031 in terms of the proposed development being of a proportionate and appropriate scale to its context.

Further, given the scale of the increased building size and subsequent loss of permeable drainage, members strongly recommend an active SUDS plan be approved ahead of consent being granted. Although the site is not in an area at risk of flooding, it is close to areas which are sensitive to flooding, 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.

692- 4 WTC/010/22 Plot Ref :-21/04096/HHD Type :- HOUSEHOLDE
 Applicant Name :- . Date Received :- 10/01/22
 Location :- 9 HERON DRIVE Date Returned :- 26/01/22
 HERON DRIVE
 Proposal : Erection of a detached single storey sunroom/store (retrospective).

Observations : While Witney Town Council does not object to this application, members have shown concern for the size and height of the development particularly in relation to the proximity of the boundary and the challenging topography of this site. The development appears large and is in a dominant position on the hill, and therefore members ask that Officers give careful consideration to the general principles of development as outlined in Policy OS2 of the West Oxfordshire Local Plan 2031.

692- 5 WTC/011/22 Plot Ref :-21/04120/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 10/01/22
Location :- 2 CHEDWORTH DRIVE Date Returned :- 26/01/22
CHEDWORTH DRIVE
Proposal : Convert existing garage into room, extend entrance hall.
Observations : Witney Town Council has no objections regarding this application.

692- 6 WTC/012/22 Plot Ref :-21/04091/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 10/01/22
Location :- 11 PAINSWICK CLOSE Date Returned :- 26/01/22
PAINSWICK CLOSE
Proposal : 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 : 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.

692- 7 WTC/013/22 Plot Ref :-21/04075/FUL Type :- FULL
Applicant Name :- . Date Received :- 17/01/22
Location :- 39 HIGH STREET Date Returned :- 26/01/22
HIGH STREET
Proposal : 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 : Witney Town Council has no objections regarding this application.

692- 8 WTC/014/22 Plot Ref :-22/00048/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 18/01/22
Location :- 16 CHURCH GREEN Date Returned :- 26/01/22
CHURCH GREEN
Proposal : Alterations to rear roof.
Observations : Witney Town Council has no objections regarding this application.

692- 9 WTC/015/22 Plot Ref :-22/00049/LBC Type :- LISTED BUI
Applicant Name :- . Date Received :- 18/01/22
Location :- 16 CHURCH GREEN Date Returned :- 26/01/22
CHURCH GREEN
Proposal : Alterations to rear roof.
Observations : Witney Town Council has no objections regarding this application.

692- 10 WTC/016/22 Plot Ref :-22/00025/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 18/01/22
Location :- 29 SNOWSHILL DRIVE Date Returned :- 26/01/22
SNOWSHILL DRIVE
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.

692- 11 WTC/017/22 Plot Ref :-21/03814/FUL Type :- FULL
Applicant Name :- . Date Received :- 18/01/22
Location :- LAND AT WEST WITNEY Date Returned :- 26/01/22
DOWNS ROAD
CURBRIDGE
Proposal : Erection of a dwelling (Installation of an aerial to the side elevation).
Observations : Witney Town Council has no objections regarding this application.

The Meeting closed at : 7:20pm

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, 15 February 2022

At 6.00 pm in the Virtual Meeting Room via Zoom

Present:

Councillor R Smith (Chair)

Councillors:	A Prosser J Aitman	L Duncan V Gwatkin
Officers:	Adam Clapton Claire Green Simon Wright	Deputy Town Clerk Administration Support - Planning & Stronger Communities Democratic & Legal Services Officer
Others:	2 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 Climate, Biodiversity & Planning Committee formed virtually as an Advisory Committee. Any recommendations outside of the current work programme, budget or policy would require ratification at the Full Council meeting held on 11 April 2022.

P85 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Collins, Jones and McMahon

P86 DECLARATIONS OF INTEREST

There were no declarations of interest from members or officers.

P87 PUBLIC PARTICIPATION

The Committee adjourned for this item.

Addy Gardner of Wild Witney Flood addressed the Committee concerning Agenda Item No. 11 – Lake & Country Park - Rewilding

The Committee reconvened following this item.

At the request of the Chair the committee agreed to consider Agenda Item Nos. 11 & 12 before Agenda Item No. 4,

P88 **LAKE & COUNTRY PARK – REWILDING**

The Committee considered the report of the Maintenance & Environmental Services Officer.

Members expressed their support for the project and the location as set out in plan and that the Wild Witney Group can re-wild this area. Consideration was given to a user agreement and it was suggested the newly created Park Ranger post should retain overall control of the area and that they collaborate with the group on this project with a discussion-based relationship to create the space and solve issues as and when they arise.

It was suggested that the project should be regularly reviewed on a six monthly/yearly basis so that progress can be ascertained and a decision can be made on extending the area. Discussion ensued on the need for all involved to agree on maintaining footpaths, planting of tree species and new habitats. The importance of investigating the rights of way across the land to ensure access is maintained was emphasised.

Recommended:

1. That, the area outlined in the report for rewilding be supported;
2. That, delegation be given to officers to prepare a user agreement between Witney Town Council & Wild Witney with the draft being referred to the Policy, Governance & Finance Committee and then Full Council for approval;
3. That, the content of the user agreement are decided in consultation with Officers (Park Ranger) and other groups on maintaining footpaths, planting of tree species, and new habitats with a review process included; and
4. That, the installation of notice boards informing users of the county park about the plan for the area is supported

P89 **LAKE & COUNTRY PARK – REVIEW OF WATERCOURSES**

The report of the Maintenance & Environmental Services Officer was considered.

Members noted progress to date and asked if the process of reporting trees in the river/overhanging the river from the opposite banks could be investigated. In addition the need for overhanging vegetation to be cut back as appropriate in consultation with experts was emphasised. Finally, the potential pollarding of willows along the banks to avoid problems in the future was raised.

Resolved:

That, the report and progress to date be noted.

P90 **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.

P91 **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.

P92 **ADDRESS MANAGEMENT - NORTHFIELD FARM LANE, WITNEY**

Consideration was given to a street naming request at Northfield Farm Lane, Witney.

Resolved:

Witney Town Council raises no objection to the proposed building name Miller House.

P93 **AVENUE TWO, STATION LANE - REVISED TRAFFIC REGULATION ORDER PLAN**

The committee received amended plans submitted by the applicants agent in respect of a proposed Traffic Regulation Order at Avenue Two, Station Lane. It was clarified that the Town Council had objected to the original proposal and subsequently further discussions had been held to consider options for initiatives to ensure safe pedestrian and cyclist access in the area.

Members noted the additional measures proposed to improve safety including an allocated parking space, improved road markings, uncontrolled crossings and signage. Discussion ensued regarding parking options in the area and the committee emphasised that it was an active travel corridor.

It was agreed that the additional measures should be welcomed but that Oxfordshire County Council should be requested to look at carefully at making it a safe route for pedestrians and cyclists as part of the LCWIP.

Resolved:

That the following response be submitted:

Witney Town Council would like to re-affirm its earlier comments on the proposed Traffic Regulation Order for Avenue Two, Witney, due for decision later in March.

The Town Council thanks the applicants for their engagement on this matter and for their willingness to discuss the objections raised to the original application.

The provision of a parking space, improved signage, and road markings together with the provision of an uncontrolled crossing are all welcomed by the Town Council, providing they are deemed satisfactory to make this area safe by Oxfordshire County Council Highways.

On safety however, the Town Council must reiterate its previous concerns regarding pedestrians and cyclists and remain of the view that this should be the main priority on a busy active travel route; recent examples in Oxford have shown the safety of pedestrians and cyclists is compromised when in the vicinity of HGV's or larger vehicles. If the revised scheme is approved, the Town Council requests that measures to maximise safety continue to be investigated by Oxfordshire County Council through the LCWIP.

P94 **WITNEY TRAFFIC ADVISORY COMMITTEE**

The committee received the minutes of the Witney Traffic Advisory Committee held on 11 January 2022.

Resolved:

That, the minutes of Witney Traffic Advisory Committee be noted.

P95 **20 MPH SPEED LIMIT WORKING PARTY**

The committee received the minutes of the 20MPH Speed Limit Working Party held on 25 January 2022.

Resolved:

That, the minutes of the 20MPH Speed Limit Working Party be noted.

P96 **WITNEY LCWIP STEERING GROUP**

The minutes of the Witney LCWIP Steering Group held on 20 January 2022 were received and considered.

Confirmation was given that officers were contacting Oxfordshire County Council regarding connectivity to the Witney East development. It was further noted that the Town Council had responsibility for the old railway bridges.

Resolved:

That, the minutes of the Witney LCWIP Steering Group be noted.

The meeting closed at: 7.30 pm

Chair

Witney Town Council

Planning Minutes - 15th February 2022

90

90- 1 WTC/018/22 Plot Ref :-21/04003/LBC Type :- LISTED BUI
 Applicant Name :- . Date Received :- 24/01/2022
 Location :- WITNEY HOUSE, 17 WEST END Date Returned :- 16/02/2022
 WSET END
 Proposal : Internal and external alterations to include alterations to internal ground floor layout, infill an external doorway on first floor, replacement of four windows and a door (part retrospective).
 Observations : While Witney Town Council does not object to this application, members have raised concerns for the use of wood burners in residential areas, particularly since the proposal site is in close proximity to the Witney Air Quality Management Area. In light of this, members ask that planning officers pay due regard to this element of the proposal to ensure that the development complies with Environmental Protection measures in Air Quality Management Areas, as outlined in West Oxfordshire District Council Policy EH8.

90- 2 WTC/019/22 Plot Ref :-21/04010/HHD Type :- HOUSEHOLDE
 Applicant Name :- . Date Received :- 24/01/2022
 Location :- 25 MOORLAND ROAD Date Returned :- 16/02/2022
 MOORLAND ROAD
 Proposal : Alterations to enclose existing front entrance porch and provide a bathroom with new pitched roof over together with a single storey front extension to create a downstairs bedroom.
 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.

90- 3 WTC/020/22 Plot Ref :-22/00183/LBC Type :- LISTED BUI
 Applicant Name :- . Date Received :- 27/01/2022
 Location :- COGGES MANOR FARM Date Returned :- 16/02/2022
 CHURCH LANE
 Proposal : Installation of a new lighting, speaker, and projection system to replace the existing lighting system.
 Observations : Witney Town Council has no objections regarding this application.

90- 4 WTC/021/22 Plot Ref :-21/03705/HHD Type :- HOUSEHOLDE
 Applicant Name :- . Date Received :- 27/01/2022
 Location :- 8 CHESTNUT CLOSE Date Returned :- 16/02/2022
 CHESTNUT CLOSE
 Proposal : The erection of a two-storey side and rear extension, a single storey rear extension, alterations to the fenestration and openings on the front elevation and

the formation of an enlarged parking area with widened access and associated works. (Amended)

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.

90- 5 WTC/022/22 Plot Ref :-22/00114/HHD Type :- HOUSEHOLDE

Applicant Name :- . Date Received :- 03/02/2022

Location :- 37 CURBRIDGE ROAD Date Returned :- 16/02/2022
CURBRIDGE ROAD

Proposal : Render the house and conversion of the garage to utility room.

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.

90- 6 WTC/023/22 Plot Ref :-22/00175/HHD Type :- HOUSEHOLDE

Applicant Name :- . Date Received :- 03/02/2022

Location :- 44 HAILEY ROAD Date Returned :- 16/02/2022
HAILEY ROAD

Proposal : Proposed single storey rear extension, replacement front porch.

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.

90- 7 WTC/024/22 Plot Ref :-22/00252/HHD Type :- HOUSEHOLDE

Applicant Name :- . Date Received :- 03/02/2022

Location :- 180 FARMERS CLOSE Date Returned :- 16/02/2022
FARMERS CLOSE

Proposal : Proposed first floor extension to existing ground floor extension. Proposed two storey side extension. Internal layout modifications.

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.

90- 8 WTC/025/22 Plot Ref :-22/00255/HHD Type :- HOUSEHOLDE

Applicant Name :- . Date Received :- 03/02/2022

Location :- 43A THE CROFTS Date Returned :- 16/02/2022
THE CROFTS

Proposal : Replace the existing bungalow roof with one that has a steeper pitch so as to allow for the addition of first storey living accommodation and convert the garage into a carport and store.

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

The Meeting closed at : 7:30pm

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, 8 March 2022

At 6.00 pm in the Virtual Meeting Room via Zoom

Present:

Councillor R Smith (Chair)

Councillors:	A Prosser J Aitman	L Duncan V Gwatkin
Officers:	Claire Green Simon Wright	Administration Support - Planning & Stronger Communities Democratic & Legal Services Officer
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 Climate, Biodiversity & Planning Committee formed virtually as an Advisory Committee. Any recommendations outside of the current work programme, budget or policy would require ratification at the Full Council meeting held on 11 April 2022.

P106 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Collins, Jones and McMahon.

P107 DECLARATIONS OF INTEREST

There were no declarations of interest from members or officers.

P108 PUBLIC PARTICIPATION

There was no public participation.

P109 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: 6.07 pm

Chair

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Witney Town CouncilPlanning Minutes - 8th March 2022

109

109- 1 WTC/026/22 Plot Ref :-22/00327/HHD Type :- HOUSEHOLDE
 Applicant Name :- . Date Received :- 10/02/2022
 Location :- 11 WOODSTOCK ROAD Date Returned :- 09/03/2022
 WOODSTOCK ROAD
 Proposal : Erection of single storey side and 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.

109- 2 WTC/027/22 Plot Ref :-22/00296/HHD Type :- HOUSEHOLDE
 Applicant Name :- . Date Received :- 11/02/2022
 Location :- 31 HIGHWORTH PLACE Date Returned :- 09/03/2022
 HIGHWORTH PLACE
 Proposal : Erection of single storey side extension to existing outbuilding.
 Observations : Witney Town Council has no objections regarding this application.

109- 3 WTC/028/22 Plot Ref :-21/04097/S73 Type :- VARIATION
 Applicant Name :- . Date Received :- 15/02/2022
 Location :- 37 CORN STREET Date Returned :- 09/03/2022
 CORN STREET
 Proposal : Variation of condition 2 of permission 19/01164/FUL to allow an increase to the ridge height of the former stable building (plots 3 and 4) and to add six PV panels to the east facing roof of plots 1 and 2.
 Observations : Witney Town Council has no objections regarding this application.

109- 4 WTC/029/22 Plot Ref :-22/00401/HHD Type :- HOUSEHOLDE
 Applicant Name :- . Date Received :- 16/02/2022
 Location :- WHITEGATES Date Returned :- 09/03/2022
 THE LEYS
 Proposal : Single storey extension to front elevation.
 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.

109- 5 WTC/030/22 Plot Ref :-22/00421/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 28/02/2022
Location :- 71 WOODSTOCK ROAD Date Returned :- 09/03/2022
WOODSTOCK ROAD
Proposal : Conversion of existing garage, including raising of roof height, together with
conversion of existing loft to create additional living space.
Observations : Witney Town Council has no objections regarding this application.

109- 6 WTC/031/22 Plot Ref :-22/00459/FUL Type :- FULL
Applicant Name :- . Date Received :- 28/02/2022
Location :- HENRY BOX SCHOOL Date Returned :- 09/03/2022
CHURCH GREEN
Proposal : Erection of three external canopies.
Observations : Witney Town Council has no objections regarding this application.

The Meeting closed at : 6:10pm

Signed : _____ Chairman Date: _____

On behalf of :- Witney Town Council

5

5.1 **WTC/032/22** Plot Ref :- 22/00005/HHD Type :- HOUSEHOL
Applicant Name :- . Date Received :- 07/03/2022
Parish :- WEST Date Returned :-
Location :- 4 RAYSON LANE Agent
RAYSON LANE
Proposals :- Conversion of existing garage to create additional living space.
Observations :-

5.2 **WTC/033/22** Plot Ref :- 22/00337/S73 Type :- VARIATION
Applicant Name :- . Date Received :- 07/03/2022
Parish :- NORTH Date Returned :-
Location :- WITNEY HOUSE Agent
17 WEST END
WEST END
Proposals :- Variation of condition 2 of planning permission 21/03573/HHD to
allow revised rear glazed screen and fascia.
Observations :-

5.3 **WTC/034/22** Plot Ref :- 22/00527/HHD Type :- HOUSEHOL
Applicant Name :- . Date Received :- 08/03/2022
Parish :- WEST Date Returned :-
Location :- 90 RALEGH CRESCENT Agent
RALEGH CRESCENT
Proposals :- Proposed single and two storey side extensions and single storey
rear extension (part retrospective).
Observations :-

5.4 **WTC/035/22** Plot Ref :- 22/00537/FUL Type :- FULL
Applicant Name :- . Date Received :- 17/03/2022
Parish :- CENTRAL Date Returned :-
Location :- 7 BURFORD ROAD Agent
BURFORD ROAD
Proposals :- Construction of attached dwelling together with associated works
and provision of new vehicular access and off-street parking to
serve existing dwelling.
Observations :-

5.5 **WTC/036/22** Plot Ref :- 22/00681/LBC Type :- LISTED BUI
Applicant Name :- . Date Received :- 18/03/2022
Parish :- NORTH Date Returned :-
Location :- 35-37 WOODGREEN Agent
WOODGREEN
Proposals :- Internal and external alterations to install an electric car charging unit.
Observations :-

5.6 **WTC/037/22** Plot Ref :- 22/00599/HHD Type :- HOUSEHOL
Applicant Name :- . Date Received :- 18/03/2022
Parish :- NORTH Date Returned :-
Location :- 35-37 WOODGREEN Agent
WOODGREEN
Proposals :- Installation of an electric car charging unit.
Observations :-

5.7 **WTC/038/22** Plot Ref :- 22/00602/HHD Type :- HOUSEHOL
Applicant Name :- . Date Received :- 18/03/2022
Parish :- NORTH Date Returned :-
Location :- 2 SCHOFIELD AVENUE Agent
SCHOFIELD AVENUE
Proposals :- Proposed two storey and single storey rear extensions.
Observations :-

5.8 **WTC/039/22** Plot Ref :- 22/00561/ADV Type :- ADVERTISIN
Applicant Name :- . Date Received :- 22/03/2022
Parish :- CENTRAL Date Returned :-
Location :- UNIT 1B Agent
WOOLGATE SHOPPING
CENTRE
Proposals :- Installation of internally illuminated fascia and projecting signage.
Observations :-

Minute Ref 6

Tue 29 March 2022

District Ref

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

Page No : 1

GRANTED PLANNING PERMISSIONS

WTC/002/22	Approved	81A NEWLAND
WTC/003/22	Approved	32 JUDDS CLOSE
E WTC/005/22	Approved	60 BURWELL DRIVE
WTC/008/22	Approved	114 HIGH STREET
E WTC/010/22	Approved	9 HERON DRIVE
E WTC/011/22	Approved	2 CHEDWORTH DRIVE
E WTC/012/22	Approved	11 PAINSWICK CLOSE
E WTC/013/22	Approved	39 HIGH STREET
E WTC/014/22	Approved	16 CHURCH GREEN
E WTC/015/22	Approved	16 CHURCH GREEN
WTC/016/22	Approved	29 SNOWSHILL DRIVE
E WTC/017/22	Approved	LAND AT WEST WITNEY
E WTC/018/22	Approved	WITNEY HOUSE, 17 WEST END
E WTC/019/22	Approved	25 MOORLAND ROAD
C WTC/127/21	Approved	GATEWAY HOUSE
District COMMENT 4. No development shall take place until a		Local COMMENT Witney Town Council object to this application: 1) The plans do not illustrate safe on-site access for pedestrians or to the cycle facilities. West Oxfordshire Local Plan encourages active travel to work through Policy OS2, T1 and T3, members note that the proposed plan fails to make adequate provision of measures to encourage non-car modes of transport. 2) Members note the concerns of Thames Water and request an appropriate sustainable surface water strategy before approval is considered and that this approach be in line with the requirements as outlined in the relevant Planning and flood risk paragraphs of the NPPF. Further, that the identified 'inability of the existing water network to accommodate the needs of this development proposal' be fully assessed and

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

Page No : 2

GRANTED PLANNING PERMISSIONS

site investigation of the nature and extent of contamination has been carried out in accordance with a methodology which has previously been submitted to and approved in writing by the local planning authority. The results of the site investigation shall be made available to the local planning authority before any development begins. If any significant contamination is found during the site investigation, a report specifying the measures to be taken to remediate the site to render it suitable for the development hereby permitted shall be submitted to and approved in writing by the local planning authority before any development begins.

The Remediation Scheme, as agreed in writing by the Local Planning Authority, shall be fully implemented in accordance with the approved timetable of works and before the development hereby permitted is first occupied. Any variation to the scheme shall be agreed in writing with the Local Planning Authority in advance of works being undertaken. On completion of the works the developer shall submit to the Local Planning Authority written confirmation that all works were completed in accordance with the agreed details.

If, during the course of development, any contamination is found which has not been identified in the site investigation, additional measures for the remediation of this contamination shall be submitted to and approved in writing by the local planning authority. The remediation of the site shall incorporate the approved additional measures.

REASON: To ensure any contamination of the site is identified and appropriately remediated.

8. Prior to the first trench being dug a detailed surface water drainage scheme for the site shall be submitted to and approved in writing by the Local Planning Authority. The scheme shall be subsequently be implemented in accordance with the approved details before the development is completed. The scheme shall include:

A compliance report to demonstrate how the scheme complies with the "Local Standards and Guidance for Surface Water Drainage on Major Development in Oxfordshire";
Full drainage calculations for all events up to and including the 1 in 100 year plus 40% climate change;

A Flood Exceedance Conveyance Plan;

Details of how the surface water will not be discharged into the foul water sewerage system
Comprehensive infiltration testing across the site to BRE DG 365 (where applicable)

Detailed design drainage layout drawings of the SuDS proposals including cross-section details;

Detailed maintenance management plan in accordance with Section 32 of CIRIA C753 including maintenance schedules for each drainage element, and;

Details of how water quality will be managed during construction and post development in perpetuity;

Consent for any connections into third party drainage systems
The approved drainage system shall be implemented in accordance with the approved .Detailed Design prior to the use of the building commencing: Reference: Windrush Park

considered.

3) Members note that the ground assessments have shown evidence of asbestos and other harmful contaminants present at the site. Witney Town Council request that to comply with Policy EH8, the report findings be given due consideration by Officers and an Asbestos Management Plan be submitted and approved ahead of works commencing.

4) The proposal locates buildings too close to the site boundary and misses an opportunity for soft landscaping buffers to be introduced.

5) The proposal does not include satisfactory provision towards meeting the needs of the declared climate emergency. Measures could include solar panels and electric vehicle charging points. Members welcome a revised proposal that more closely meets the environmental objectives as set out in the WODC Local Plan overall strategy and in particular, to comply with Policy OS3.

Witney Town Council does agree in principle to the redevelopment of this site and would rather welcome an application with a revised proposal that addresses the concerns outlined above.

NOTIFICATIONS OF PLANNING DECISIONS FROM West Oxfordshire District Council

Minute Ref 6

Tue 29 March 2022

District Ref

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

Page No : 3

Road, Witney - Plot C, Flood Risk Assessment, 21-007_Windrush Park Road, Witney - Plot C, 30th March 2021,
Rev -
Final

REASON: To ensure that the principles of sustainable drainage are incorporated into this proposal.

9. Prior to first occupation, a record of the installed SuDS and site wide drainage scheme shall be submitted to and approved in writing by the Local Planning Authority for deposit with the Lead Local Flood Authority Asset Register. The details shall include:

- (a) As built plans in both .pdf and .shp file format;
- (b) Photographs to document each key stage of the drainage system when installed on site;
- (c) Photographs to document the completed installation of the drainage structures on site;
- (d) The name and contact details of any appointed management company information.

REASON: To ensure that the principles of sustainable drainage are incorporated into this proposal.

INFORMATIVE: Applicants are strongly encouraged to minimise energy demand, and take climate action, through fitting:

- o Electricity-fed heating systems and renewable energy, for example solar panels and heat pumps; thus avoiding fossil fuel based systems, for example gas boilers
- o Wall, ceiling, roof, and floor insulation, and ventilation
- o High performing triple glazed windows and airtight frames
- o Energy and water efficient appliances and fittings
- o Water recycling measures
- o Sustainably and locally sourced materials

E WTC/221/21	Approved	153 THORNEY LEYS
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REFUSED PLANNING PERMISSIONS

E WTC/206/21	Refused	LAND EAST OF WITNEY ROAD
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OTHER PLANNING DETAILS

WTC/001/22	Withdrawn	118C QUARRY ROAD
WTC/009/22	Withdrawn	38 LANGDALE GATE
WTC/021/22	Withdrawn	8 CHESTNUT CLOSE
WTC/176/21	Withdrawn	LAND TO THE REAR OF 96 HIGH ST

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DAVID WILSON HOMES

WHERE QUALITY LIVES



BARRATT
HOMES

Proposals for Land South of Witney, West Oxfordshire



Barratt David Wilson Southern (BDW) are bringing forward proposals for a sensitively designed extension to Witney, to sustainably address the established housing shortfall in the district and provide the necessary community facilities and infrastructure.

This includes provision of new and affordable homes, significant areas of publicly accessible open space, enhanced landscaping and new pedestrian and cycle routes.

The Site forms part of a wider area which is being promoted through the emerging Oxfordshire Plan 2050.



DAVID WILSON HOMES
WHERE QUALITY LIVES



BARRATT
HOMES

Virtual Consultation

To ensure the community and stakeholders can take the opportunity to learn more about our proposals and provide feedback, we will be launching a virtual public consultation website:

www.LandSouthofWitney.co.uk.

Further details can be found on the reverse of this newsletter regarding how to take part, including how to view and access the virtual exhibition boards and emerging plans for the site.

Proposals for Land South of Witney, West Oxfordshire

About Our Proposals

Land South of Witney presents an opportunity to create a community based upon sustainable and healthy lifestyles, whilst being suitably located near to the service centre of Witney and nearby village of Ducklington and its primary school and pub.

Our emerging proposals include the following.

- Between 350-400 high quality homes including up to 40% affordable homes.
- Significant areas of publicly accessible open space, recreational areas and enhanced landscaping to provide green links throughout the site.
- Provision of new allotments for the local community.
- New pedestrian and cycle links together with enhanced public transport improvements.
- Improvements in ecology and Biodiversity Net Gain (BNG).
- Creation of employment generating uses through new commercial space.

How to get involved with our virtual consultation

Our virtual consultation will be running from Wednesday 16th March to Wednesday 30th March 2022. You can view and comment on our proposals by visiting the website: www.LandSouthofWitney.co.uk.

This includes a virtual exhibition section, online feedback facility and options to download and print the consultation materials.

All feedback received will help inform the masterplan and an outline planning application to be submitted to West Oxfordshire District Council in the coming months.

About Barratt David Wilson Southern (BDW)

BDW, part of Barratt Developments PLC, the nation's largest housebuilder, are bringing forward the proposals for Land South of Witney.

BDW are supported by a team of professional consultants including master planners, planning consultants, landscape architects, ecologists, and transport consultants.

You can also contact us by:

 **Freephone:** 0800 232 1794

 **Email:** info@LandSouthofWitney.co.uk

 **Post:** Freepost LSW CONSULTATION
(this one-line address above must be written exactly as it appears, nothing else is needed and no stamp is required)

Should you prefer to have a printed copy of the virtual exhibition boards then please do contact us by any of the above means and the project team will be pleased to assist.

WEST OXFORDSHIRE DISTRICT COUNCIL

Examination of Salt Cross Garden Village Area Action Plan (AAP)

Inspectors: Mr Darren McCreery MA BA (Hons) MRTPI with Mr David Spencer BA (Hons) MRTPI

Programme Officer: Rosemary Morton

Programme Officer Address: c/o Planning and Strategic Housing, Elmfield, New Yatt Road, Witney, OX28 1PB

Tel: 01628 672181

Email: rosemary.morton@publicagroup.uk

Request for comments – additional work and note on agreed actions

We write further to the post Hearing Sessions note of 27 July 2021 [examination library Ref INSP 15¹]. In accordance with the note, we are now giving participants the opportunity to comment on the following material:

- Additional work – infrastructure delivery and viability
- Note on agreed actions

Additional work – infrastructure delivery and viability

The Council's letter of 13 August 2021 [WODC Exam 05] sets out the scope of the additional work that they agreed to carry out. The Examination was formally paused to allow this work to be done.

The following documents have now been included in the examination library:

- [WODC EXAM 09] - Council covering letter dated 9 March 2022. This explains the other documents.
- [EV36] - Salt Cross Garden Village Phasing Report.
- Updated viability assessment. The Council's intention is for the material to be read alongside the existing viability appraisal [EV34], with differing overall conclusions on residual land value as set out in the covering letter. The updates comprise:
 - [EV37] - Accommodation schedule. Updates Appendix 2 of EV34
 - [EV38] - Revised cost plan. Updates Appendix 4 of EV34.
 - [EV39] - Baseline appraisal. Updates Appendix 5 of EV34
 - [EV40] - 25% cost increase appraisal. Updates Appendix 5 of EV34
 - [EV41] - 35% cost increase appraisal. Updates Appendix 5 of EV34
 - [EV42] - 40% cost increase appraisal. Updates Appendix 5 of EV34
- [WODC EXAM 10] - The Council's suggested redrafts of AAP Policies 13-17.

Note on agreed actions

During the hearing sessions, the Council agreed to undertake a number of specific actions to address various issues and questions. The Council's response has been added to the examination library [WODC EXAM 06].

¹¹ The **examination library** can be accessed at - <https://www.westoxon.gov.uk/media/zxyamzit/aap-examination-library.pdf>

Next steps

An opportunity to comment on either the additional work or note on agreed actions is being extended to anyone who made a representation on the AAP at the Regulation 19 stage (and those representing such parties).

Any comments must relate to this material only. We are not asking for comments that concern other matters. It is also not necessary to repeat any representation that you have already made, either in writing or verbally at the hearing sessions, as these will be taken into account.

When commenting you should clearly state whether your remarks relate to the additional work or the note on agreed actions, and also which specific document/ action is being referred to.

Any comments should be received by **close 6 April 2022**.

Once we have considered the comments we will write to the Council to set out how the Examination will proceed.

In the meantime, if you require anything further, please contact us via the Programme Officer.

Darren McCreery & David Spencer

INSPECTORS

16 March 2022

WODC suggested modifications to AAP Policies 13 – 17**POLICY 13 - MOVEMENT AND CONNECTIVITY KEY DESIGN PRINCIPLES**

The Garden Village must be a place where streets, through high quality design, lead to greater economic and social well-being and improved health for residents, by creating an environment for healthy lifestyles, sustainable travel and a zero carbon economy.

The following key principles should govern the design of streets within Salt Cross:

- **Movement and access**: All movement corridors must be secure, safe and welcoming for all, including the elderly and disabled.
- **Sustainable travel**: A design-led approach that prioritises people rather than vehicles, including car free zones and shared spaces, with walking and cycling promoted as the preferred first choices of transport, reducing the impact on the environment and minimising carbon, NOx and particulate emissions.
- **Diversity**: Streets should provide variety, choice and sensory richness.
- **Ease of movement**: All areas of the Garden Village must be easy to get to and move through for all, encouraging physical activity whilst avoiding unnecessary through-traffic, in particular along the main spine road connecting the A40 and Lower Road.
- **Legibility**: All areas of Salt Cross should be easily understood and include a clear hierarchy of routes, streets and spaces. Wayfinding should encourage walking and cycling, by showing the time of the shortest route to bus stops, community facilities and Hanborough Station.
- **Adaptability**: The need for change as travel behaviour and technology evolves must be anticipated as far as is reasonably possible.
- **Designing for future maintenance**: Streets and spaces must be designed such that their quality can be easily and cost-effectively maintained over time and materials must age well, with good climate resilience.
- **Good streets and spaces**: Streets should be created to act as attractive outdoor spaces.

POLICY 15 – PUBLIC TRANSPORT

An integrated and innovative approach must be taken in relation to public transport to facilitate high levels of bus and rail use.

The Garden Village design must be integrated with the Sustainable Transport Hub (centred on a new Park & Ride site) and supporting A40 infrastructure developments, allowing for the future expansion of the Park & Ride site in accordance with Local Plan Policy EW1. There will be a focus on pedestrian and cycle connectivity, with private vehicular access to the Park & Ride site from the Garden Village to be restricted.

Development must ensure the provision of high quality, fully accessible bus stops in suitable locations across the site and financial contributions will be required for the improvement of A40 corridor bus services between Carterton, Witney, Oxford and the Eastern Arc, including a bus service through the Garden Village itself.

Development of the Garden Village must demonstrate effective integration with the public transport elements of the A40 corridor improvements. As these will be forward funded through HIF, S106 planning obligations will be required to secure financial contributions towards repayment of HIF which has enabled their early delivery.

To facilitate the widening of the A40 in order to accommodate bus lanes and shared foot/cycle paths, any comprehensive masterplan prepared in accordance with AAP Policy 28, must safeguard land along the southern boundary of the Garden Village as necessary.

Connections to Hanborough Station must be significantly improved, with consideration to be given to a new entrance from Lower Road south of the railway, with a focus on bus, pedestrian and cycling accessibility.

Financial contributions will be required towards improvements at Hanborough Station which will be set out in a masterplan for the station, reflecting its increasing importance as a key transport hub forming part of the wider infrastructure and service upgrade proposed for the North Cotswold Line.

POLICY 16 – REDUCING THE OVERALL NEED TO TRAVEL INCLUDING BY CAR

The design of the Garden Village must seek to reduce the overall need to travel, particularly by car, with robust evidence required that all reasonable efforts have been made, including as a minimum:

- the overall mix of different land uses which are appropriately phased;
- the provision of ‘clusters’ of complimentary mixed-use development;
- shared-use facilities; and
- the provision of flexible working spaces within residential and employment areas, including within individual houses, all supported by ultrafast broadband.

Development at Salt Cross must be supported by innovative travel demand measures including, but not limited to, the establishment of car clubs and bike hire schemes at accessible locations, car sharing and incentivised travel initiatives including public transport discounts and bike vouchers.

A Framework (site-wide) Travel Plan and subsidiary Travel plans linked to a Transport Assessment (TA) will be required to cover all residential areas, schools, employment sites and mixed use areas, with trip generation and mode split targets incentivised and secured through planning conditions. Proposals for effective monitoring utilising smart technologies should be set out in an Innovation Plan.

A Spatial Car Parking Management Plan will be required to address site-wide considerations including the use of parking restrictions and car-free zones, areas of car-free development (minimum 15% of total dwellings) kerbside management and provision of drop-off zones, use of technologies (e.g. to monitor and map usage) and the potential to re-purpose parking to other uses as demand reduces. Measures relating to the efficient operation of the P&R must be introduced.

A Detailed Car Parking Management Plan will be required for each subsequent phase. This must take all reasonable opportunities to reduce the amount of private car parking, make use of and account for, current and anticipated technological changes and travel behaviours as well as enabling adaptation for emergency planning. So far as is possible, car parking should be integrated into the street design and allow for cost effective conversion, particularly for private areas.

The following maximum car parking standards will apply:

Residential

- 1 bed units – 0.75 non-allocated per property
- 2 & 3 bed units – 1 off-street bay per property
- 4+ bed units – 1 off-street bay per property plus the equivalent of 1 non-allocated bay per property

Office and Research and Development Space (Use Classes E(g) (i) and E(g) (ii))

- 1 space per 60 m² of employment space

Other Commercial, Business and Service Uses

- **Parking for other supporting land uses will be determined through transport evidence supporting the relevant application and should represent the lowest level capable of efficiently serving those uses.**

Electric Vehicle (EV) charging points must be provided as follows (or as determined in any subsequent government guidance or legislation):

- **All residential properties with a parking space**
- **50% of non-allocated parking spaces**
- **25% of non-residential development parking spaces**

Charging points in non-allocated spaces must be located conveniently for residents with no longer than a 5 minute walk (approximately 500 metres) from any property with non-allocated parking and their nearest EV charging point. To future proof developments and reduce longer term costs, all non-allocated parking areas should include appropriate cable provision to prepare for increased future demand.

POLICY 17 – ROAD CONNECTIVITY AND ACCESS

The principal vehicular access points for Salt Cross to be funded by the development will comprise:

- A new roundabout (the 'Western Development Roundabout') located on the A40 to the west of the proposed Park & Ride access junction; and
- A new junction with Lower Road which will form the eastern access point for the spine road through the Garden Village.

Additional junctions onto the A40 to those above will not be permitted.

Any laybys impacted by proposed access arrangements must be mitigated/ relocated, with any associated costs to be funded on a proportionate basis as necessary.

Additional highway infrastructure to be provided will include:

- A spine road through the site, accessed from the 'Western Development Roundabout' and connecting to Lower Road, enabling direct and indirect access to all areas of built development within the garden village. The spine road will need to be completed at an early stage in the development as access via Cuckoo Lane to the Garden Village will not be supported;
- Signalisation of the A4095/ Lower Road junction; and
- Measures to deter through traffic travelling between the A40 and A4095 via Cuckoo Lane and Freeland village.

Planning applications must be accompanied by details of how proposed development will help facilitate the delivery of transport improvements and mitigation measures and permission will only be granted where the Council is satisfied that the impact on the local and strategic road network, including the A34, would be acceptable and does not compromise the delivery and benefits of the A40 Corridor improvements.

Mitigation measures must be implemented in accordance with an agreed phasing of development, with full implementation prior to occupation of the final development phase.

All new infrastructure should be connected in real-time to traffic management and the number of houses that can be accessed via a single road link should comply with OCC's 'Street Design Guide'.

Development of the Garden Village must demonstrate effective integration with the A40 corridor improvements including increased highway capacity and additional junctions/reconfiguration. As these will be forward funded through HIF, S106 planning obligations will be required to secure financial contributions towards repayment of HIF which has enabled their early delivery.

All planning applications submitted for the Garden Village must include a Construction & Logistics Plan with commercial uses to be supported by a Delivery and Servicing Plan. Planning conditions/planning obligations will be used to secure any agreed measures/targets.

Agenda Item 9



West Oxfordshire
Application to vary a premises licence
Licensing Act 2003

For help contact
ers@westoxon.gov.uk
Telephone: 01993 861000

* required information

Section 1 of 18

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference

Not Currently In Use

This is the unique reference for this application generated by the system.

Your reference

EJ - Beekeeper, Witney

You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

Yes No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name

Mitchells & Butlers Leisure Retail Limited

* Family name

Mitchells & Butlers Leisure Retail Limited

* E-mail

e.jones@popall.co.uk

Main telephone number

Include country code.

Other telephone number

Indicate here if the applicant would prefer not to be contacted by telephone

Is the applicant:

Applying as a business or organisation, including as a sole trader
 Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means the applicant is applying so the applicant can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

Is the applicant's business registered in the UK with Companies House?

Yes No

Note: completing the Applicant Business section is optional in this form.

Registration number

01001181

Business name

Mitchells & Butlers Leisure Retail Limited

If the applicant's business is registered, use its registered name.

VAT number

GB 818307823

Put "none" if the applicant is not registered for VAT.

Legal status

Private Limited Company

Continued from previous page...

Applicant's position in the business

Home country

The country where the applicant's headquarters are.

Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Agent Details

* First name

* Family name

* E-mail

Main telephone number

Include country code.

Other telephone number

Indicate here if you would prefer not to be contacted by telephone

Are you:

- An agent that is a business or organisation, including a sole trader
- A private individual acting as an agent

A sole trader is a business owned by one person without any special legal structure.

Agent Business

Is your business registered in the UK with Companies House? Yes No

Note: completing the Applicant Business section is optional in this form.

Is your business registered outside the UK? Yes No

Business name

If your business is registered, use its registered name.

VAT number

Put "none" if you are not registered for VAT.

Legal status

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

Agent Business Address

If you have one, this should be your official address - that is an address required of you by law for receiving communications.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Section 2 of 18

APPLICATION DETAILS

This application cannot be used to vary the licence so as to extend the period for which the licence has effect or to vary substantially the premises to which it relates. If you wish to make that type of change to the premises licence, you should make a new premises licence application under section 17 of the Licensing Act 2003.

I/we, as named in section 1, being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in section 2 below.

* Premises Licence Number

Are you able to provide a postal address, OS map reference or description of the premises?

- Address OS map reference Description

Postal Address Of Premises

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Premises Contact Details

Telephone number

Continued from previous page...

Non-domestic rateable value of premises (£)

55,250

Section 3 of 18

VARIATION

Do you want the proposed variation to have effect as soon as possible? Yes No

Do you want the proposed variation to have effect in relation to the introduction of the late night levy?

Yes No

You do not have to pay a fee if the only purpose of the variation for which you are applying is to avoid becoming liable to the late night levy.

If your proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, state the number expected to attend

Describe Briefly The Nature Of The Proposed Variation

Describe the premises. For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.

To vary the layout of the premises in accordance with the plans submitted by the applicant. All other licensable activities, permitted hours and opening hours to remain as existing.

Works consist of a new external bar in the garden area in front of the garage, to permit the sale of alcohol Monday to Sunday 10:00 - 23:00

The condition on the existing licence which states "The garden and associated patio must not be used by customers between the hours of midnight and 0900hrs on any day" will continue to apply.

Section 4 of 18

PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will the schedule to provide plays be subject to change if this application to vary is successful?

Yes No

Section 5 of 18

PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will the schedule to provide films be subject to change if this application to vary is successful?

Yes No

Continued from previous page...

Section 6 of 18

PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will the schedule to provide indoor sporting events be subject to change if this application to vary is successful?

- Yes No

Section 7 of 18

PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will the schedule to provide boxing or wrestling entertainments be subject to change if this application to vary is successful?

- Yes No

Section 8 of 18

PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will the schedule to provide live music be subject to change if this application to vary is successful?

- Yes No

Section 9 of 18

PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will the schedule to provide recorded music be subject to change if this application to vary is successful?

- Yes No

Section 10 of 18

PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will the schedule to provide performances of dance be subject to change if this application to vary is successful?

- Yes No

Section 11 of 18

PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will the schedule to provide anything similar to live music, recorded music or performances of dance be subject to change if this application to vary is successful?

- Yes No

Continued from previous page...

Section 12 of 18

PROVISION OF LATE NIGHT REFRESHMENT

Will the schedule to provide late night refreshment be subject to change if this application to vary is successful?

- Yes No

Section 13 of 18

SUPPLY OF ALCOHOL

Will the schedule to supply alcohol be subject to change if this application to vary is successful?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

Provide timings in 24 hour clock (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Continued from previous page...

Will the sale of alcohol be for consumption?

- On the premises Off the premises Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Works consist of a new external bar in the garden area in front of the garage, to permit the sale of alcohol Monday to Sunday 10:00 - 23:00

Section 14 of 18

ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children.

Provide information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

None

Section 15 of 18

HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

Provide timings in 24 hour clock (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

Continued from previous page...

WEDNESDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

THURSDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

State any seasonal variations.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

As existing

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

As existing

Identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking.

As existing

I have enclosed the premises licence

Continued from previous page...

I have enclosed the relevant part of the premises licence

Reasons why I have failed to enclose the premises licence or relevant part of premises licence.

Section 16 of 18

LICENSING OBJECTIVES

Describe the steps you intend to take to promote the four licensing objectives:

a) General –all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

The terminal hour of the external bar will be 23:00 Monday to Sunday.
We have considered the impact of the proposed alterations and do not feel that there will be any increased risk. No further steps will be necessary to promote the licensing objectives and the existing measures will continue

b) The prevention of crime and disorder

See box a)

c) Public safety

See box a)

d) The prevention of public nuisance

See box a)

e) The protection of children from harm

See box a)

Section 17 of 18

NOTES ON REGULATED ENTERTAINMENT

Continued from previous page...

In terms of specific **regulated entertainments** please note that:

Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.

Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.

Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.

Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports –defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts –are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.

Live music: no licence permission is required for:

- o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
- o a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
- o a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
- o a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
- o a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.

Recorded Music: no licence permission is required for:

- o any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
- o any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
- o any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

Continued from previous page...

Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.

Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:

- o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
- o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
- o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
- o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

Section 18 of 18

PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Variation Fees are determined by the non-domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at http://www.voa.gov.uk/business_rates/index.htm

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £87000 £315.00

Band D - £87001 to £125000 £450.00*

Band E - £125001 and over £635.00*

*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then your are required to pay a higher fee

Band D - £87001 to £125000 £900.00

Band E - £125001 and over £1,905.00

If you own a large premise you are subject to additional fees based upon the number in attendance at any one time

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39999 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

* Fee amount (£)

315.00

DECLARATION

I/WE UNDERSTAND THAT IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

Ticking this box indicates you have read and understood the above declaration

Continued from previous page...

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name	<input type="text" value="Popleston Allen Solicitors"/>
* Capacity	<input type="text" value="Popleston Allen Solicitors"/>
* Date	<input type="text" value="21"/> / <input type="text" value="03"/> / <input type="text" value="2022"/>
	dd mm yyyy

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/west-oxfordshire/change-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

OFFICE USE ONLY

Applicant reference number	<input type="text" value="EJ - Beekeeper, Witney"/>
Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
ELMS Payment Reference	<input type="text"/>
Payment status	<input type="text"/>
Payment authorisation code	<input type="text"/>
Payment authorisation date	<input type="text"/>
Date and time submitted	<input type="text"/>
Approval deadline	<input type="text"/>
Error message	<input type="text"/>
Is Digitally signed	<input type="checkbox"/>

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