

# Public Document Pack

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



**Tuesday, 10th May, 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/82157559337?pwd=amtLbVVPUXFSOVFSbGQrMTlZdWc4Zz09>

For further information or clarification regarding the meeting contact the Democratic and Legal Services Officer at [democracy@witney-tc.gov.uk](mailto: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](mailto: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. 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.

4. **Planning Applications** (Pages 3 - 6)  
To receive and consider a schedule of Planning Applications from West Oxfordshire District Council.
5. **Planning Enforcement Appeal - 17 Ashcombe Close, Witney** (Pages 7 - 10)  
To consider details of an appeal against a planning enforcement notice.
6. **Temporary Road closure Applications - Queen's Platinum Jubilee** (Pages 11 - 16)  
To note temporary road closure applications for Guild Close and South Lawn, Witney.



Town Clerk

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4.1 **WTC/051/22** Plot Ref :- 22/01001/HHD Type :- HOUSEHOL  
Applicant Name :- . Date Received :- 19/04/22  
Parish :- NORTH Date Returned :-  
Location :- 19 CRAWLEY ROAD Agent  
CRAWLEY ROAD  
Proposals :- Proposed carport for two cars, two bicycles, refuse and recycling bins and belowground room or home office.  
Observations :-

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4.2 **WTC/052/22** Plot Ref :- 22/00878/FUL Type :- FULL  
Applicant Name :- . Date Received :- 21/04/22  
Parish :- NORTH Date Returned :-  
Location :- 118C QUARRY ROAD Agent  
QUARRY ROAD  
Proposals :- Construction of detached single storey dwelling together with associated works.  
Observations :-

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4.3 **WTC/053/22** Plot Ref :- 22/00815/FUL Type :- FULL  
Applicant Name :- . Date Received :- 21/04/22  
Parish :- EAST Date Returned :-  
Location :- THE GRIFFIN INN Agent  
NEWLAND  
NEWLAND  
Proposals :- Erection of single storey commercial kitchen extension.  
Observations :-

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4.4 **WTC/054/22** Plot Ref :- 22/00862/LBC Type :- LISTED BUI  
Applicant Name :- . Date Received :- 21/04/22  
Parish :- EAST Date Returned :-  
Location :- THE GRIFFIN INN Agent  
NEWLAND  
NEWLAND  
Proposals :- Internal and external alterations to erect a commercial kitchen extension.  
Observations :-

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- 4 . 5      **WTC/055/22**      Plot Ref :- 22/00970/HHD      Type :- HOUSEHOL  
 Applicant Name :- .      Date Received :- 21/04/22  
                 Parish :- WEST      Date Returned :-  
                 Location :- 33 COTSWOLD      Agent  
                                 MEADOW  
                                 COTSWOLD MEADOW  
                 Proposals :- Conversion of garage to home office and store. Includes for  
                                 window and two doors.  
                 Observations :-
- 
- 4 . 6      **WTC/056/22**      Plot Ref :- 22/01027/HHD      Type :- HOUSEHOL  
 Applicant Name :- .      Date Received :- 25/04/22  
                 Parish :- SOUTH      Date Returned :-  
                 Location :- 111 BURWELL DRIVE      Agent  
                                 BURWELL DRIVE  
                                 WITNEY  
                 Proposals :- Proposed single storey rear extension.  
                 Observations :-
- 
- 4 . 7      **WTC/057/22**      Plot Ref :- 22/01003/FUL      Type :- FULL  
 Applicant Name :- .      Date Received :- 26/04/22  
                 Parish :- SOUTH      Date Returned :-  
                 Location :- MULBERRY HOUSE, 9      Agent  
                                 CHURCH GREEN  
                                 CHURH GREEN  
                                 WITNEY  
                 Proposals :- A proposed new dwelling.  
                 Observations :-
- 
- 4 . 8      **WTC/058/22**      Plot Ref :- 22/01145/FUL      Type :- LISTED BUI  
 Applicant Name :- .      Date Received :- 26/04/22  
                 Parish :- NORTH      Date Returned :-  
                 Location :- WITNEY HOUSE, 17      Agent  
                                 WEST END  
                                 WEST END  
                                 WITNEY  
                 Proposals :- Internal and external alterations to demolish existing sunroom,  
                                 erection of new garden room extension (to allow revised rear  
                                 glazed screen and fascia).  
                 Observations :-
- 
- 4 . 9      **WTC/059/22**      Plot Ref :- 22/00704/FUL      Type :- FULL  
 Applicant Name :- .      Date Received :- 28/04/22  
                 Parish :- WEST      Date Returned :-  
                 Location :- ABBOTT DIABETES      Agent  
                                 CARE  
                                 RANGE ROAD  
                                 WITNEY

Proposals :- Alterations to extend existing car parks.

Observations :-

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4 . 10

**WTC/060/22**

Plot Ref :- 22/00890/ADV Type :- ADVERTISIN

Applicant Name :- .

Date Received :- 28/04/22

Parish :- CENTRAL

Date Returned :-

Location :- 39 HIGH STREET Agent  
HIGH STREET  
WITNEY

Proposals :- Alterations to externally illuminated signage to shop front.

Observations :-

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4 . 11

**WTC/061/22**

Plot Ref :- 22/01017/FUL Type :- FULL

Applicant Name :- .

Date Received :- 28/04/22

Parish :- SOUTH

Date Returned :-

Location :- UNIT 21-22 AVENUE ONE Agent  
STATION LANE  
WITNEY

Proposals :- Erection of single storey rear extension.

Observations :-

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Date: 25th April 2022  
My ref: 18/00118/PENF  
Ask for: Chris Wood  
Telephone: 01993 861677  
E-mail: chris.wood@westoxon.gov.uk

Dear Sir/Madam

## Re: Enforcement Appeal

### TOWN AND COUNTRY PLANNING ACT 1990 as amended

**Site Address:** 17 Ashcombe Close, Witney

**Alleged breach:** Without planning permission the erection of an unauthorised wall and gated enclosure.

**Appellant's name:** Mr John Steptoe

**Appeal reference:** APP/D3125/C/22/3295084

**LPA Appeal Ref:** 22/00006/APPEAL

**Appeal start date:** 11<sup>th</sup> April 2022

I refer to the above details. An appeal has been made to the Secretary of State against an enforcement notice issued by West Oxfordshire District Council on 9<sup>th</sup> February 2022. However, the notice will not take effect until the appeal has been determined and only if the decision is to dismiss the appeal.

#### The Enforcement Notice – Operational Development was issued for the following reasons:

- (1) It appears to the Council that the above breach of planning control has occurred within the last four years.
- (2) By reason of its height the wall and gated enclosure appears as an incongruous and visually intrusive feature within the street scene failing to respect or enhance the open character and appearance of the area. As such the unauthorised wall and gated enclosure is considered contrary to policies OS2 and OS4 of the West Oxfordshire District Council Local Plan 2031 and relevant provisions of the NPPF.

**The enforcement notice requires the following steps to be taken:**

**Within 4 months of the date on which this notice comes into effect:-**

- (1) Permanently remove the whole structure, which includes the front and side walls, pillars, gate and metal railings.**
- (2) Permanently remove from the land all building materials deriving from the removal of the unauthorised wall and gated enclosure.**

**The appellant has appealed against the notice on the following grounds:**

**Ground (f)** – The steps required to comply with the requirements of the notice are excessive and lesser steps would overcome the objections.

These are grounds from the Section 174(2) of the Town and Country Planning Act 1990 (As Amended).

The appeal will be determined on the basis of **written representations**. The procedure to be followed is set out in the Town and Country Planning (Enforcement) (Inquiries Procedure) (England) Rules 2002 (Statutory Instrument 2002/2686).

If you wish to make comments, you can do so online at <https://acp.planninginspectorate.gov.uk>. If you do not have access to the internet, you can send your comments to:

The Planning Inspectorate  
3C Hawk  
Temple Quay House  
2 The Square  
Bristol  
BS1 6PN

Email: [teame2@PlanningInspectorate.gov.uk](mailto:teame2@PlanningInspectorate.gov.uk)

**All representations must be received by 23<sup>rd</sup> May 2022 and must quote appeal reference APP/D3125/C/22/3295084.** Any representations submitted after the deadline will not usually be considered and will be returned. The Planning Inspectorate does not acknowledge representations.

Please note that any representations you submit to the Planning Inspectorate will be copied to the appellant and this local planning authority and will be considered by the Inspector when determining the appeal.

If you submit comments and then subsequently wish to withdraw them, you should make this request to the Planning Inspectorate by the date above.

If you would like to see a copy of the Enforcement Notice and/or the appellant's reasons for appealing, please contact us at [planning@westoxon.gov.uk](mailto:planning@westoxon.gov.uk).



You can view the Planning Inspectorate's "Guide to taking part in enforcement appeals" at <https://www.gov.uk/government/collections/taking-part-in-a-planning-listed-building-or-enforcement-appeal>.

If you are not the owner of the property you occupy, would you please pass a copy of this letter on to your landlord or his or her agent.

When made, the decision will be published online at <https://acp.planninginspectorate.gov.uk>

Yours faithfully

*Chris Wood*

**Chris Wood**

Senior Planning Officer (Appeals)

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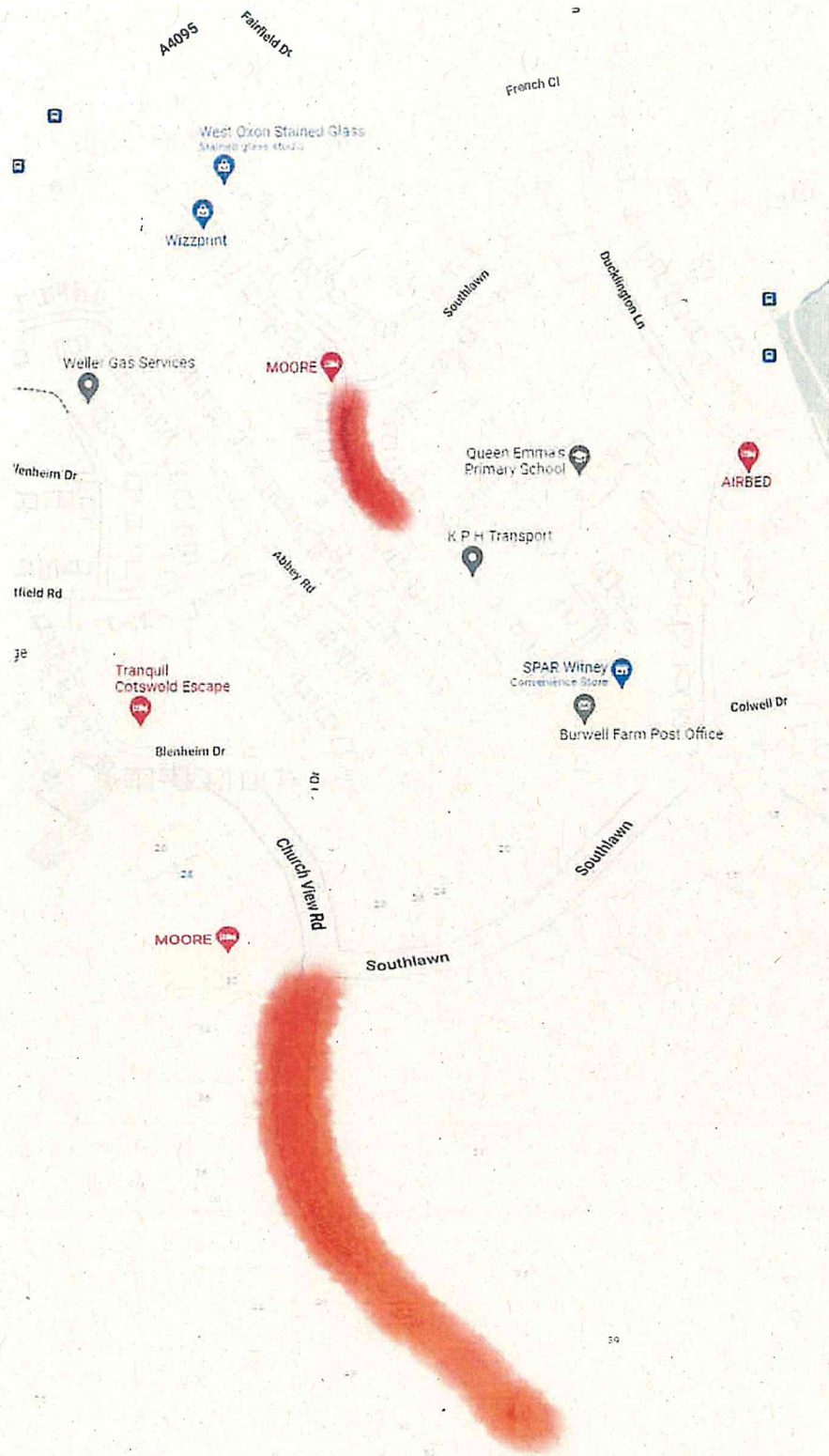
# Agenda Item 6

## WEST OXFORDSHIRE DISTRICT COUNCIL

Application for: **ROAD CLOSURE UNDER TOWN POLICE CLAUSES ACT 1847**

**NB** One signed copy to be completed in accordance with the Notes for Guidance and Conditions attached and sent to the Chief Executive, West Oxfordshire District Council, Council Offices, Woodgreen, Witney, Oxon, OX28 1NB

<b>Name, address and day time telephone number of applicant</b>	Steve Boyle
<b>Name, road number (if any) and length of road(s) to be closed</b>	South lawn Witney,, part of the cul de sac section
<b>Reason for Closure</b>	Jubilee street Party
<b>Consultation</b>	All frontages have been notified (tick) (Yes) The Parish/Town Council have been notified (tick) (Yes) Name(s) and address(es) of any objectors.
<b>Duration of Closure</b>	From: 12.00 5th June 2022 To: 23:59 5th June 2022
	I have read the Notes for Guidance and Conditions attached and agree to abide by them. I will be responsible for all third party or other claims or costs arising out of the above closure and for which the County Council as Highway Authority would otherwise be liable.

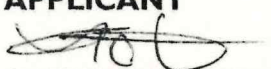




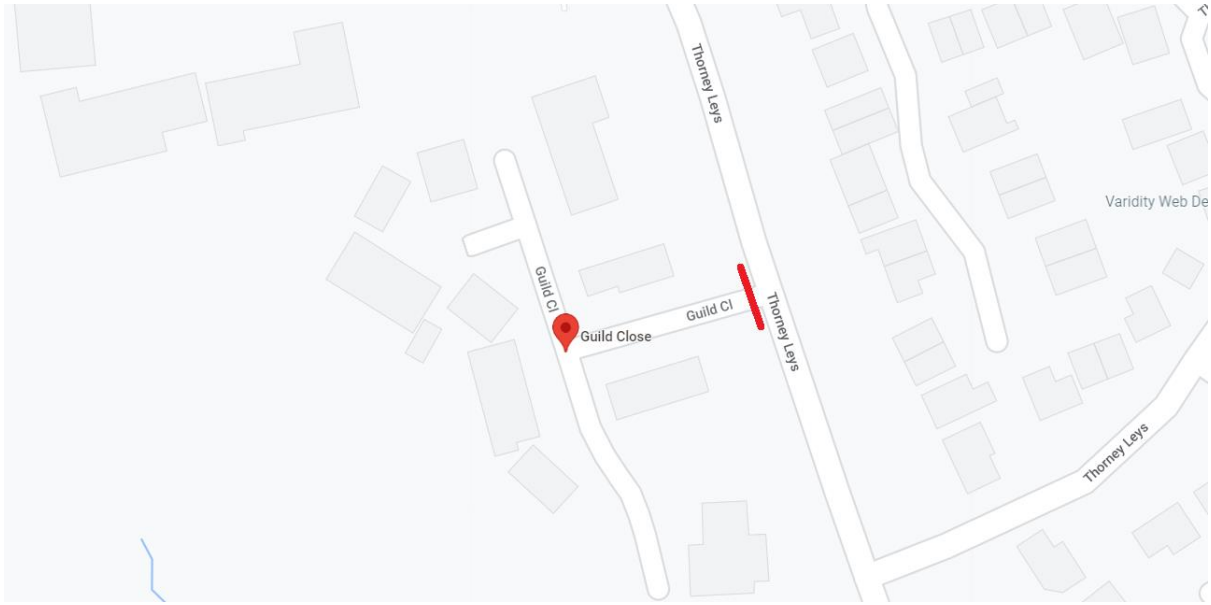
WEST OXFORDSHIRE DISTRICT COUNCIL

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<p><b>Name, address and day time telephone number of applicant</b></p>	<p>Jodie Tollett</p>
<p><b>Name, road number (if any) and length of road(s) to be closed</b></p>	<p>Guild Close (cul-de-sac) WITNEY</p>
<p><b>Reason for Closure</b></p>	<p>Platinum Jubilee celebrations and children playing in the street</p>
<p><b>Consultation</b></p>	<p>All frontagers have been notified <span style="float: right;">No</span></p> <p>The Parish/Town Council have been notified <span style="float: right;">No</span></p> <p>Name(s) and address(es) of any objectors.</p> <p>NO OBJECTORS</p>
<p><b>Duration of Closure</b></p>	<p>From: 12pm                      3rd                      June                      2022</p> <p>To:    6pm                        3rd                      June                      2022</p>
<p><b>SIGNATURE OF APPLICANT</b>  .....</p>	<p>I have read the Notes for Guidance and Conditions attached and agree to abide by them. I will be responsible for all third party or other claims or costs arising out of the above closure and for which the County Council as Highway Authority would otherwise be liable.</p>

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