

Public Document Pack

Climate, Biodiversity & Planning Committee Meeting of Witney Town Council



Tuesday, 31st May, 2022 at 6.00 pm

To members of the Climate, Biodiversity & Planning Committee - R Smith, A Prosser, T Ashby, R Bolger, J Aitman, L Duncan, V Gwatkin and P Hiles (and all other Town Councillors for information).

You are hereby summonsed to the above meeting to be held in the **Gallery Room, The Corn Exchange, Witney** 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.

Numbers of the public will be limited, with priority given to those who have registered to speak on an item on the agenda. Any member of the public wishing to attend the meeting should contact the Democratic and Legal Services Officer (democracy@witney-tc.gov.uk) in advance to reserve a seat.

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. Election of Vice-Chair

To elect the Vice-Chair of the Committee for 2022/2023.

4. Minutes (Pages 5 - 24)

a) To adopt and sign as correct the minutes of the committee held on 29 March, 19 April & 10 May 2022.

b) Matters arising from the minutes of 29 March, 19 April & 10 May 2022.

Date of Publication 24 May 2022

5. **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.

6. **Committee Terms of Reference (Pages 25 - 26)**

To review the Committee Terms of Reference (TOR). The current TOR's are attached.

7. **Planning Applications (Pages 27 - 30)**

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

8. **Planning Decisions (Pages 31 - 34)**

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

9. **Planning Appeal - Land East of Witney Road, Ducklington (Pages 35 - 36)**

To receive details of a planning appeal received for Land East of Witney Road, Ducklington - 21/03405/OUT

10. **Planning Appeal - 35 - 37 Woodgreen (Pages 37 - 40)**

To consider details of two planning appeals relating to the refusal of an application for a single storey rear extension.

11. **A40 access to Witney Shores Green - Planning Reference R3.0039/22 (Pages 41 - 44)**

To consider a consultation from Oxfordshire County Council in respect of an application for works associated with the construction of the A40 Shores Green Junction.

The deadline for a response has been extended until 1 June 2022.

12. **Application for a Premises Licence - The Edge Eatery, 1 Wesley Walk, High Street (Pages 45 - 64)**

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

13. **Open Spaces Strategy, Committee Objectives and Work Programme for the Municipal Year (Pages 65 - 70)**

To receive the report of the Town Clerk/ CEO.

14. **Finance Report (Pages 71 - 76)**

To receive the report of the Town Clerk/CEO.

15. **20mph Working Party Minutes (Pages 77 - 78)**

To receive the minutes of the 20mph Working Party held on 23 May 2022

16. **Witney Traffic Advisory Committee (Pages 79 - 82)**

To receive the minutes of the Witney Traffic Advisory Committee held on 22 March 2022.

17. **Exclusion of Press and Public**

To consider and if appropriate, to pass the following resolution:

That in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted

18. **Witney Local Cycling and Walking Infrastructure Plans (LCWIP) (Pages 83 - 110)**

To receive the minutes of the Witney LCWIP held on 26 April 2022.



Town Clerk

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Public Document Pack Agenda Item 4

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

Held on Tuesday, 29 March 2022

At 6.00 pm in the Virtual Meeting Room via Zoom

Present:

Councillor R Smith (Chair)

Councillors:	A Prosser	V Gwatkin
	J Aitman	M Jones
	L Duncan	
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 11 April 2022.

P152 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Collins & McMahon

P153 DECLARATIONS OF INTEREST

Councillor Jones declared a personal interest in Application No. 22/00537/FUL by virtue of knowing the applicant. Councillor Jones indicated she would not participate on the item or vote thereon.

Councillors Aitman and Smith declared personal non-prejudicial interests in Application Nos. 22/0681/LBC and 22/00599/HHD by virtue of knowing the applicant.

Councillor Prosser declared a personal non-prejudicial interest in Agenda Item No. 7 – Proposals for Land south of Witney by virtue of a business connection with one of the parties.

P154 MINUTES

Minute No. P93 – Avenue Two, Station Lane – It was reported that Oxfordshire County Council (OCC) had approved the no waiting at any time restrictions on Avenue Two together with the cycle and pedestrian safety measures as proposed by the applicant.

Minute No. P95 – 20 MPH Speed Limit Proposals – The Chair advised that proposals had been submitted to OCC for consideration.

Resolved:

The minutes of the meetings of the committee held on 25 January, 15 February & 8 March 2022 were adopted as a correct record and signed by the Chair.

P155 **PUBLIC PARTICIPATION**

There was no public participation.

P156 **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.

P157 **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.

P158 **PROPOSALS FOR LAND SOUTH OF WITNEY**

The committee received details of a virtual consultation regarding possible development of land to the south of Witney.

It was noted that very little detail was available at this stage and that the Council would not be involved in any pre-application discussion but would respond to any planning consultation received from WODC.

Resolved:

That, the information submitted by the applicant be noted.

P159 **SALT CROSS GARDEN VILLAGE AAP EXAMINATION**

The committee received details of suggested modifications to the Area Action Plan (AAP) for the Salt Cross Garden Village at Eynsham.

It was noted that any previous comments submitted would remain relevant and responses were being sought in respect of modifications identified in the report. Members welcomed the amendments made in respect of public transport routes. The committee suggested that a

response should be submitted emphasising the need to ensure connectivity around the site, design of infrastructure to protect vulnerable users such as pedestrians and cyclists and the need for safe access between the development and the main part of Eynsham.

Resolved:

That the following response be sent to West Oxfordshire District Council:

Policy 15 Public Transport & Policy 17 Road Connectivity & Access

Witney Town Council welcome the A40 corridor bus services, including the bus service through the Garden Village. However, neither Policy 15 or Policy 17 include provision for safe pedestrian or cycle access to these sustainable transport options for users on the South side of the A40. Particularly with the upcoming West Eynsham development of 1,000 new dwellings. Connectivity to this new development, as well as connectivity to existing neighbour towns and villages is key to maximising sustainable transport options, balanced with improvements for A40 traffic.

If the sustainable transport options are to be accessed 'over road' this can only be done safely with a pedestrian crossing. A traffic-light controlled crossing would add unacceptable levels of traffic delays to the already congested A40. Connection via a subway would be the safest pedestrian and cycle route with least impact on A40 traffic and best protection for vulnerable road users.

All junctions, including those from side streets and roundabouts should include safe priority access for cyclists, moving away from old style engineering road layouts that require cyclists to give way.

P160 APPLICATION TO VARY A PREMISES LICENCE. W/22/00266/PRMV - BEEKEEPERS 18-22 MARKET SQUARE

The committee considered an application for a variation to a premises licence at The Beekeepers, 18-22 Market Place, Witney.

Members noted that the proposal was for a new bar in the courtyard and that there was no change to other licensing conditions. The committee raised no objection to the application as it was considered that the garden area was in use anyway and people could take drinks in to that area in any event.

Resolved:

That no objection be raised to the application.

The meeting closed at: 6.45 pm

Chair

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Witney Town CouncilPlanning Minutes - 29th March 2022

156

156- 1 WTC/032/22 Plot Ref :-22/00005/HHD Type :- HOUSEHOLDE
 Applicant Name :- . Date Received :- 07/03/2022
 Location :- 4 RAYSON LANE Date Returned :- 30/03/2022
 RAYSON LANE
 Proposal : Conversion of existing garage to create additional living space.
 Observations : Witney Town Council has no objections regarding this application.

156- 2 WTC/033/22 Plot Ref :-22/00337/S73 Type :- VARIATION
 Applicant Name :- . Date Received :- 07/03/2022
 Location :- WITNEY HOUSE Date Returned :- 30/03/2022
 17 WEST END
 WEST END
 Proposal : Variation of condition 2 of planning permission 21/03573/HHD to allow revised rear glazed screen and fascia.
 Observations : Witney Town Council has no objections regarding this application.

156- 3 WTC/034/22 Plot Ref :-22/00527/HHD Type :- HOUSEHOLDE
 Applicant Name :- . Date Received :- 08/03/2022
 Location :- 90 RALEGH CRESCENT Date Returned :- 30/03/2022
 RALEGH CRESCENT
 Proposal : Proposed single and two storey side extensions and single storey rear extension (part retrospective).
 Observations : Witney Town Council does not object to this application in terms of material concerns. However, members have shown concern for the scale of the proposed development and particularly the loss of permeable drainage. Members ask that a Surface Water Drainage Strategy be submitted in order 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.

156- 4 WTC/035/22 Plot Ref :-22/00537/FUL Type :- FULL
 Applicant Name :- . Date Received :- 17/03/2022
 Location :- 7 BURFORD ROAD Date Returned :- 30/03/2022
 BURFORD ROAD
 Proposal : Construction of attached dwelling together with associated works and provision of new vehicular access and off-street parking to serve existing dwelling.
 Observations : Witney Town Council does not object to this application in terms of a new dwelling. Members discussed the comments from OCC Highways with regard to off-street parking and noted that this location is suited to a 1 car household given the close proximity to Witney Town Centre and associated amenities. Witney Town Council would welcome a revised application, for a 1 bedroom dwelling with adequate space for homeworking and provision for quality living

156- 5	WTC/036/22	Plot Ref :-22/00681/LBC	Type :-	LISTED BUI
	Applicant Name :- .		Date Received :-	18/03/2022
	Location :- 35-37 WOODGREEN WOODGREEN		Date Returned :-	30/03/2022
	Proposal : Internal and external alterations to install an electric car charging unit.			
	Observations : Witney Town Council has no objections to this application and supports the installation of electric car charging units. All cabling and equipment should be installed with the lowest visible presence where practicable.			
	Whilst car charging units may not be in-keeping with period features of this property, members are of the opinion that any measures to support cleaner air and minimise the impact of climate change should be facilitated by councils. Barriers and cost implications should be minimised in order to encourage climate friendly transport options.			
156- 6	WTC/037/22	Plot Ref :-22/00599/HHD	Type :-	HOUSEHOLDE
	Applicant Name :- .		Date Received :-	18/03/2022
	Location :- 35-37 WOODGREEN WOODGREEN		Date Returned :-	30/03/2022
	Proposal : Installation of an electric car charging unit.			
	Observations : Witney Town Council has no objections to this application and supports the installation of electric car charging units. All cabling and equipment should be installed with the lowest visible presence where practicable.			
	Whilst car charging units may not be in-keeping with period features of this property, members are of the opinion that any measures to support cleaner air and minimise the impact of climate change should be facilitated by councils. Barriers and cost implications should be minimised in order to encourage climate friendly transport options.			
156- 7	WTC/038/22	Plot Ref :-22/00602/HHD	Type :-	HOUSEHOLDE
	Applicant Name :- .		Date Received :-	18/03/2022
	Location :- 2 SCHOFIELD AVENUE SCHOFIELD AVENUE		Date Returned :-	30/03/2022
	Proposal : Proposed two storey and single storey rear extensions.			
	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.			
156- 8	WTC/039/22	Plot Ref :-22/00561/ADV	Type :-	ADVERTISIN
	Applicant Name :- .		Date Received :-	22/03/2022
	Location :- UNIT 1B WOOLGATE SHOPPING CENTRE		Date Returned :-	30/03/2022
	Proposal : Installation of internally illuminated fascia and projecting signage.			
	Observations : Witney Town Council has no objections regarding this application.			

The Meeting closed at : 6:45pm

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, 19 April 2022

At 6.00 pm in the Virtual Meeting Room via Zoom

Present:

Councillor R Smith (Chair)

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

P186 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Collins, Duncan & McMahon

P187 DECLARATIONS OF INTEREST

Councillor Jones declared a personal non-prejudicial interest in Application No. 22/00925/HHD – 317 Manor Road, Witney by virtue of knowing the applicant.

P188 PUBLIC PARTICIPATION

There was no public participation.

P189 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.

P190 **EXPERIMENTAL TRAFFIC REGULATION ORDER (ETRO) FOR DOUBLE YELLOW LINE SECTION, CORN STREET**

The committee considered the Experimental Traffic Regulation Order (ETRO) that had been introduced in Corn Street in December 2021.

Members noted the location of the restrictions, concerns around the loss of parking and the need for safe provision for cyclists and pedestrians.

After discussion it was agreed that no comments be made at this stage but that Oxfordshire County Council be requested to look at a wider strategic plan for the whole of Corn Street to try and balance the requirements of all road users.

Recommended:

That Oxfordshire County Council be requested to look at a wider strategic plan for the whole of Corn Street to try and balance the requirements of all road users.

P191 **APPLICATION TO VARY A PREMISES LICENCE. W/22/00350/PRMV - LANGDALE HALL, MARKET SQUARE**

The committee received an application for amendments to the existing premises licence.

It was noted that the application sought to extend the opening hours, times for serving alcohol and for playing music. Members considered the location of the building and impact of the night-time economy in Witney.

After discussion it was agreed that no objection be raised.

Resolved:

That, no objection be raised to the application.

P192 **ROAD CLOSURE APPLICATION - WITNEY PRIDE FESTIVAL DAY PARADE**

Members considered an application for road closure under the Town Police Clauses Act 1847.

The committee expressed support for the closure and noted it was for a limited amount of time and that public transport operators had been advised of the proposal.

Resolved:

That, no objection be raised to the proposed temporary closure.

The meeting closed at: 6.58 pm

Chair

The development cannot impede the use of the footpath. Providing the above concerns are considered and mitigated Witney Town Council would support a temporary consent for this development.

189- 4	WTC/043/22	Plot Ref :-22/00626/HHD	Type :-	HOUSEHOLDE
	Applicant Name :- .		Date Received :-	05/04/2022
	Location :- NORTHFIELD FARM HOUSE WOODBANK		Date Returned :-	20/04/2022
	Proposal :	Construction of single storey building to be used as private gymnasium.		
	Observations :	While Witney Town Council does not object to this application, it notes the comments from a neighbour with regard to on-site parking. Members ask that any consent stipulates that adequate car parking for users of the gym be provided within the development site. Users of the proposed development should not cause vehicular overspill to on-street parking that is harmful to access for neighbouring properties or obstructs the public highway.		

189- 5	WTC/044/22	Plot Ref :-22/00746/HHD	Type :-	HOUSEHOLDE
	Applicant Name :- .		Date Received :-	05/04/2022
	Location :- PRIORY HOUSE CHURCH LANE		Date Returned :-	20/04/2022
	Proposal :	Erection of single storey side extension.		
	Observations :	Witney Town Council note the comments from technical consultees Historic England, Oxfordshire Architectural & Historical Society and OCC Archaeological Services. All responses indicate that further information and technical detail is required before this application can be properly considered. Members support the principle of the development and welcome an opportunity to be consulted again when the required supporting documents and further development details are submitted.		

189- 6	WTC/045/22	Plot Ref :-22/00747/LBC	Type :-	LISTED BUI
	Applicant Name :- .		Date Received :-	05/04/2022
	Location :- PRIORY HOUSE CHURCH LANE		Date Returned :-	20/04/2022
	Proposal :	Internal and external alterations to include erection of single storey side extension and replacement of windows.		
	Observations :	Witney Town Council note the comments from technical consultees Historic England, Oxfordshire Architectural & Historical Society and OCC Archaeological Services. All responses indicate that further information and technical detail is required before this application can be properly considered. Members support the principle of the development and welcome an opportunity to be consulted again when the required supporting documents and further development details are submitted.		

189- 7	WTC/046/22	Plot Ref :-22/00704/FUL	Type :-	FULL
	Applicant Name :- .		Date Received :-	05/04/2022
	Location :- ABBOTT DIABETES CARE RANGE ROAD		Date Returned :-	20/04/2022
	Proposal :	Alterations to extend existing car parks.		
	Observations :	While Witney Town Council support the business growth of Abbott Diabetes Care, Members object to the proposed development in its current form.		

1. The plans indicate a significant increase in tarmac area, this will drain into Colwell Brook. There is no mention of a surface water strategy to deal with the additional run-off. A surface water drainage strategy should accompany this application.

2. Members acknowledge the stated existing car share, cycle and public transport initiatives but note that this isn't evidenced.

3. The proposed development includes the removal of trees and landscaping, the replacement of which is noted in the planning statement, although no plans are submitted to account for the loss or net gain. Members expect that this would be formalised by either a submission of a planting scheme for consideration, or a planning condition that requires later approval by the local planning authority.

4. The plans do not illustrate any provision for safe cycle storage.

5. The provision of electric car charging points is inadequate and should reflect a future-proof vision of increased private ownership of electric vehicles.

If the applicant is able to address these concerns a revised application would be welcomed and Witney Town Council support and encourage the continued business growth of this valued Witney employer.

189- 8	WTC/047/22	Plot Ref :-22/00812/HHD	Type :-	HOUSEHOLDE
	Applicant Name :- .		Date Received :-	06/04/2022
	Location :- 109 ETON CLOSE		Date Returned :-	20/04/2022
	ETON CLOSE			
	Proposal :	Flat Roof Extension with Lantern Skylight to Side of property.		
	Observations :	Witney Town Council has no objections regarding this application.		

189- 9	WTC/048/22	Plot Ref :-22/00903/HHD	Type :-	HOUSEHOLDE
	Applicant Name :- .		Date Received :-	06/04/2022
	Location :- 317 MANOR ROAD		Date Returned :-	20/04/2022
	MANOR ROAD			
	Proposal :	Two storey side extension.		
	Observations :	Witney Town Council has no objections regarding this application.		

189- 10	WTC/049/22	Plot Ref :-22/00925/HHD	Type :-	HOUSEHOLDE
	Applicant Name :- .		Date Received :-	06/04/2022
	Location :- 17 SAXON WAY		Date Returned :-	20/04/2022
	SAXON WAY			
	Proposal :	Single and two storey side extensions.		
	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.		

189- 11 WTC/050/22

Plot Ref :-22/00792/HHD

Type :- HOUSEHOLDE

Applicant Name :- .

Date Received :- 11/04/2022

Location :- 59 BURFORD ROAD
BURFORD ROAD

Date Returned :- 20/04/2022

Proposal : Erection of an outbuilding.

Observations : While Witney Town Council does not object to this application, members discussed concern for the height of the proposed development. 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 and form a logical complement to the existing scale and pattern of development.

The Meeting closed at : 7pm

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, 10 May 2022

At 6.00 pm in the Virtual Meeting Room via Zoom

Present:

Councillor R Smith (Chair)

Councillors:	J Aitman O Collins L Duncan	V Gwatkin M Jones
Officers:	Adam Clapton Claire Green Simon Wright	Deputy Town Clerk Administration Support - Planning & Stronger Communities Democratic & Legal Services Officer
Others:	Six members of the public.	

P193 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors McMahon and Prosser.

P194 DECLARATIONS OF INTEREST

There were no declarations of interest from members or officers.

P195 PUBLIC PARTICIPATION

The Committee adjourned for this item.

Mrs Lesley Morris addressed the committee in respect of Application No. 22/01003/FUL – Mulberry House, 9 Church Green.

The Committee reconvened following public participation.

P196 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.

Councillor Collins left the meeting at 6.45pm and Councillor Aitman left the meeting at 6.50pm.

P197 **PLANNING ENFORCEMENT APPEAL - 17 ASHCOMBE CLOSE, WITNEY**

The committee received details of an appeal that had been lodged against a planning enforcement notice at 17 Ashcombe Close, Witney.

Resolved:

That the appeal be noted.

P198 **TEMPORARY ROAD CLOSURE APPLICATIONS - QUEEN'S PLATINUM JUBILEE**

Members considered two applications for road closures for Guild Close and South Lawn, Witney under the Town Police Clauses Act 1847.

Resolved:

That, no objection be raised to the proposed road closures.

The meeting closed at: 6.55 pm

Chair

Proposal : Internal and external alterations to erect a commercial kitchen extension.

Observations :

196- 5	WTC/055/22	Plot Ref :-22/00970/HHD	Type :-	HOUSEHOLDE
	Applicant Name :- .		Date Received :-	21/04/22
	Location :- 33 COTSWOLD MEADOW		Date Returned :-	11/05/22
	COTSWOLD MEADOW			
	Proposal :	Conversion of garage to home office and store. Includes for window and two doors.		
	Observations :	Witney Town Council has no objections regarding this application.		

196- 6	WTC/056/22	Plot Ref :-22/01027/HHD	Type :-	HOUSEHOLDE
	Applicant Name :- .		Date Received :-	25/04/22
	Location :- 111 BURWELL DRIVE		Date Returned :-	11/05/22
	BURWELL DRIVE			
	WITNEY			
	Proposal :	Proposed 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.		
		Further, Members discussed the scale of the extension and subsequent loss of green space. Any measures that mitigate the loss of garden wildlife habitat should be encouraged.		

196- 7	WTC/057/22	Plot Ref :-22/01003/FUL	Type :-	FULL
	Applicant Name :- .		Date Received :-	26/04/22
	Location :- MULBERRY HOUSE, 9 CHURCH		Date Returned :-	23/05/22
	GREEN			
	CHURH GREEN			
	WITNEY			
	Proposal :	A proposed new dwelling.		
	Observations :	Witney Town Council object to this application, the proposed development is not compliant with policies of the West Oxfordshire Local Plan 2031.		
		1. The development proposal does not conserve or enhance the character and appearance of the historic environment. Members are of the opinion that this green space has historic significance to Witney that needs protecting. The current undeveloped green space provides a natural buffer between modern development at Langdale Gate and the historic development of Church Green. Development of this space would have a detrimental impact on wildlife, for example bats and woodpeckers are sighted in this area. The proposed development is not in accordance with policies EH9 and EH10.		
		2. Members discussed concerns about access arrangements for the proposed development, both during the construction phase and once any development is completed. The proposed development does not have adequate access for emergency services, this is deemed a particular problem and a potential risk to life should the fire service need to attend.		
		3. The proposed development does not include any parking provision and is in a		

location where on-street parking is already under strain. The likelihood of residents and their visitors needing to park will be an issue, an additional property of this size will exacerbate the existing parking problems on Church Green. The proposed development is not in accordance with policy T4.

4. Plan Policy OS2 states that all development should form a logical complement to the existing scale and pattern of development and/or the character of the area. Further, that development should be compatible with adjoining uses and not have a harmful impact on the amenity of existing occupants. Members object to the siting of the proposed development - It is sited far away from Mulberry House and too close to properties at Langdale Gate. The location of the proposed dwelling maximises distance from Mulberry House which then makes the siting harmful to the amenity of residents at Langdale Gate.

5. Members are aware of existing problems with surface water drainage and flooding on the Eastern side of Church Green, both on the path and on the grass areas. This has created problems with mud being washed up to the door of properties, including at the Nursery. Taking away any permeable drainage in this location will worsen surface water issues in this area.

196- 8	WTC/058/22	Plot Ref :-22/01145/FUL	Type :-	LISTED BUI
	Applicant Name :- .		Date Received :-	26/04/22
	Location :- WITNEY HOUSE, 17 WEST END WEST END WITNEY		Date Returned :-	11/05/22
	Proposal : Internal and external alterations to demolish existing sunroom, erection of new garden room extension (to allow revised rear glazed screen and fascia).			
	Observations : Witney Town Council has no objections regarding this application.			

196- 9	WTC/059/22	Plot Ref :-22/00704/FUL	Type :-	FULL
	Applicant Name :- .		Date Received :-	28/04/22
	Location :- ABBOTT DIABETES CARE RANGE ROAD WITNEY		Date Returned :-	11/05/22
	Proposal : Alterations to extend existing car parks.			
	Observations : Members are grateful for the additional information that has been supplied in response to concerns that were raised at an earlier meeting of this committee. The commitment towards existing and future provision of EV charging points at the site is impressive and the continued expansion of secure cycle parking is welcomed.			
	Members note the additional flood risk comments from the drainage consultee and request that, should consent be granted, a condition is added that requires a full surface water drainage scheme be submitted to and approved by WODC. Further, a planting scheme and biodiversity mitigation strategy be required by condition.			
	If these requirements can be met, Witney Town Council have no objections to this proposal.			

196- 10 WTC/060/22 Plot Ref :-22/00890/ADV Type :- ADVERTISIN
Applicant Name :- . Date Received :- 28/04/22
Location :- 39 HIGH STREET Date Returned :- 11/05/22
HIGH STREET
WITNEY
Proposal : Alterations to externally illuminated signage to shop front.
Observations : Witney Town Council has no objections regarding this application.

196- 11 WTC/061/22 Plot Ref :-22/01017/FUL Type :- FULL
Applicant Name :- . Date Received :- 28/04/22
Location :- UNIT 21-22 AVENUE ONE Date Returned :- 11/05/22
STATION LANE
WITNEY
Proposal : Erection of single storey rear extension.
Observations : Witney Town Council have no objection to this proposal, subject to sufficient
access at the rear of the building for emergency services.

The Meeting closed at : 6:55pm

Signed : _____ Chairman Date: _____

On behalf of :- Witney Town Council

Terms of reference for the Climate, Biodiversity & Planning Committee

PLANNING & DEVELOPMENT

- a) To receive planning applications and to comment on them in the name of the Council within the time limit set by statute. The Committee may decide, where time for consultation allows, to make a recommendation to the Council on any application considered to have a major impact on the Town.
- b) To consider any planning decisions, appeals, Planning Briefs and Tree Preservation orders, and recommend, if appropriate, any views that should be expressed by the Council, or any action that should be taken, in respect of these.
- c) To consider, and submit appropriate representations on behalf of the Council, applications in respect of Justices, Gaming and Public Entertainment Licences.
- d) To consider, and submit appropriate representations on behalf of the Council, in respect of consultations relevant to the sphere of Planning and Development.
- e) To consider the impact on the environment of all planning applications and comment in the name of the Council accordingly (within statutory consultee guidelines).
- f) To promote sustainable and active travel in the future planning of the town.

CLIMATE & BIODIVERSITY (ENVIRONMENT)

- g) To work to achieve net zero emissions in WTC vehicles, heating and electricity (scopes 1 and 2) by 2028, in line with the Council's Climate Emergency resolution made in June 2019. To identify ways for events organisers to reduce the carbon footprint of events held on council ground. Any financial or policy change implications should be recommended to the Council.
- h) To manage the Council's Environmental Spaces, including Amenity Areas, Witney Lake and Country Park and Tiny Forest (except recreation grounds). Any financial or policy change implications should be recommended to the Council.
- i) To oversee the management of the Council's tree stock across the town.
- k) To engage with Central Government, West Oxfordshire District Council, Oxfordshire County Council, relevant stake holders and other organisations to initiate local action on climate change (towards achieving net zero carbon emissions) and environmental issues within the town
- l) To encourage biodiversity and healthy recreation in the environmental spaces.
- m) To explore the expansion of community energy to keep the benefits of our local energy generation in our local economy.

GENERAL

- m) The Membership of the Committee shall consist of 6 Members plus the Town Mayor and the Leader of the Council ex officio with voting rights.
- n) The quorum of the committee shall be 4 members.

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7

7.1 **WTC/062/22** Plot Ref :- 22/01060/HHD Type :- HOUSEHOL
 Applicant Name :- . Date Received :- 09/05/2022
 Parish :- CENTRAL Date Returned :-
 Location :- 23 TOWER HILL Agent
 TOWER HILL
 Proposals :- Single storey rear extension.
 Observations :-

7.2 **WTC/063/22** Plot Ref :- 22/01068/FUL Type :- FULL
 Applicant Name :- . Date Received :- 09/05/2022
 Parish :- SOUTH Date Returned :-
 Location :- T ROBINS BUILDING Agent
 AVENUE THREE
 Proposals :- Change of use from current mixed/warehouse to Sui Generis to
 allow the premises to be used as a live music and entertainment
 venue along with a bar serving alcohol, hot and cold food. Single
 storey extension to the front aspect to provide new ladies toilets
 and disabled toilets with access and fire escapes. Change to the
 front of Unit 5 (in service yard) to create venue entrance, and
 addition of window for box office.
 Observations :-

7.3 **WTC/064/22** Plot Ref :- 22/00961/ADV Type :- ADVERTISING
 Applicant Name :- . Date Received :- 09/05/2022
 Parish :- SOUTH Date Returned :-
 Location :- WITNEY TOWN BOWLS Agent
 CLUB
 THE LEYS
 Proposals :- Installation of double reflective metal (composite aluminium), non-
 illuminated sign on metal posts above hedge to west of entrance.
 Observations :-

7.4 **WTC/065/22** Plot Ref :- 22/01206/FUL Type :- FULL
 Applicant Name :- . Date Received :- 09/05/2022
 Parish :- CENTRAL Date Returned :-
 Location :- WITNEY COMMUNITY Agent
 HOSPITAL
 WELCH WAY

Proposals :- Additional portakabin type external storage units for clinical storage.

Observations :-

7.5 **WTC/066/22** Plot Ref :- 22/00998/FUL Type :- FULL
Applicant Name :- . Date Received :- 18/05/2022
Parish :- SOUTH Date Returned :-
Location :- 41 CURBRIDGE ROAD Agent
CURBRIDGE ROAD
Proposals :- Construction of attached 3 bed dwelling together with associated works and formation of new vehicular access.

Observations :-

7.6 **WTC/067/22** Plot Ref :- 22/01181/HHD Type :- HOUSEHOL
Applicant Name :- . Date Received :- 18/05/2022
Parish :- EAST Date Returned :-
Location :- 117 ETON CLOSE Agent
ETON CLOSE
Proposals :- Single storey rear extension to replace existing conservatory.

Observations :-

7.7 **WTC/068/22** Plot Ref :- 22/01240/HHD Type :- HOUSEHOL
Applicant Name :- . Date Received :- 24/05/2022
Parish :- EAST Date Returned :-
Location :- 16 CAMPION WAY Agent
CAMPION WAY
Proposals :- Demolition of existing conservatory and erection of single storey rear extension.

Observations :-

7.8 **WTC/069/22** Plot Ref :- 22/01236/S73 Type :- VARIATION
Applicant Name :- . Date Received :- 24/05/2022
Parish :- WEST Date Returned :-
Location :- LAND AT WEST WITNEY Agent
DOWNS ROAD
CURBRIDGE
Proposals :- Variation of condition 2 of planning permission 18/03206/RES to allow substitution of approved house type for Plot 871, from house type SH238 (2 bed, 2 storey house) to a 'Flanders' house type (2 bed, single storey bungalow).

Observations :-

7.9 **WTC/070/22** Plot Ref :- 22/01302/HHD Type :- HOUSEHOL
Applicant Name :- . Date Received :- 24/05/2022
Parish :- WEST Date Returned :-
Location :- 316 THORNEY LEYS Agent
THORNEY LEYS
Proposals :- Demolition of detached side garage and erection of single storey attached side extension to form garden room.

Observations :-

7 . 10

WTC/071/22

Plot Ref :- 22/01320/HHD Type :- HOUSEHOL

Applicant Name :- .

Date Received :- 24/05/2022

Parish :- EAST

Date Returned :-

Location :- FIELD VIEW
WOODGREEN

Agent

Proposals :- Replacement roof slating and alterations to a rear extension.

Observations :-

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Minute Ref 8

Tue 31 May 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

E WTC/020/22	Approved	COGGES MANOR FARM
E WTC/022/22	Approved	37 CURBRIDGE ROAD
E WTC/023/22	Approved	44 HAILEY ROAD
E WTC/025/22	Approved	43A THE CROFTS
E WTC/026/22	Approved	11 WOODSTOCK ROAD
E WTC/027/22	Approved	31 HIGHWORTH PLACE
E WTC/029/22	Approved	WHITEGATES
E WTC/030/22	Approved	71 WOODSTOCK ROAD
E WTC/031/22	Approved	HENRY BOX SCHOOL
E WTC/032/22	Approved	4 RAYSON LANE
E WTC/033/22	Approved	WITNEY HOUSE
E WTC/034/22	Approved with Conditions	90 RALEGH CRESCENT
E WTC/036/22	Approved	35-37 WOODGREEN
E WTC/037/22	Approved	35-37 WOODGREEN
E WTC/038/22	Approved	2 SCHOFIELD AVENUE
E WTC/039/22	Approved	UNIT 1B
E WTC/040/22	Approved	23 SNOWSHILL DRIVE
E WTC/041/22	Approved	14 THE CRESCENT
E WTC/043/22	Approved with Conditions	NORTHFIELD FARM HOUSE
E WTC/047/22	Approved	109 ETON CLOSE
E WTC/049/22	Approved	17 SAXON WAY

NOTIFICATIONS OF PLANNING DECISIONS FROM West Oxfordshire District Council

Minute Ref 8

Tue 31 May 2022

District Ref

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

Page No : 2

GRANTED PLANNING PERMISSIONS

E WTC/050/22	Approved	59 BURFORD ROAD
E WTC/051/22	Approved	19 CRAWLEY ROAD
E WTC/058/22	Approved	WITNEY HOUSE, 17 WEST END
E WTC/059/22	Approved with Conditions	ABBOTT DIABETES CARE
E WTC/189/21	Approved with Conditions	42 CORN STREET

REFUSED PLANNING PERMISSIONS

C WTC/024/22 District COMMENT	Refused	180 FARMERS CLOSE Local COMMENT 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.
E WTC/052/22	Refused	118C QUARRY ROAD
E WTC/172/21	Refused	13 WILLOWBANK
C WTC/213/21 District COMMENT	Refused	46 MARKET SQUARE Local COMMENT While Witney Town Council does not object to this application in terms of a new dwelling, it notes that Councillors express concern for limited cycle and bin storage on the site. Members ask that all efforts are made to provide cycle storage adequate for a family home and bin storage sufficient for the multiple waste bin types.
C WTC/214/21 District COMMENT	Refused	46 MARKET SQUARE Local COMMENT While Witney Town Council does not object to this application in terms of a new dwelling, it notes that Councillors express concern for limited cycle and bin storage on the site. Members ask that all efforts are made to provide cycle storage adequate for a family home and bin storage sufficient for the multiple waste bin types.

OTHER PLANNING DETAILS

WTC/044/22	Withdrawn	PRIORY HOUSE
WTC/045/22	Withdrawn	PRIORY HOUSE
WTC/057/22	Withdrawn	MULBERRY HOUSE, 9 CHURCH GREEN

NOTIFICATIONS OF PLANNING DECISIONS FROM West Oxfordshire District Council

Minute Ref 8

Tue 31 May 2022

District Ref

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

Page No : 3

OTHER PLANNING DETAILS

WTC/109/21

Withdrawn

3 PAINSWICK CLOSE

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Date: 24th May 2022
Our ref: 22/00010/APPEAL
Please ask for: Chris Wood
Telephone: 01993 861677
Email: chris.wood@westoxon.gov.uk

Dear Sir/Madam

**TOWN AND COUNTRY PLANNING ACT 1990
APPEAL UNDER SECTION 78
Notification of Planning Appeal**

Site Address:	Land East Of Witney Road Ducklington
Description of Development:	Outline planning permission for up to 120 dwellings with associated landscaping and infrastructure with detailed vehicular access from Witney Road (with all other matters including other access arrangements reserved).
Original Application Number:	21/03405/OUT
Appellant's name:	Ainscough Strategic Land
Appeal Reference:	APP/D3125/W/22/3297487
Appeal Start Date:	17.05.2022

I refer to the above details. An appeal has been made to the Secretary of State against the decision of West Oxfordshire District Council to refuse planning permission for the development described.

The appeal will be determined on the basis of an **inquiry**. The procedure to be followed is set out in the Town and Country Planning Appeals (Determination by Inspectors) (Inquiry Procedure) (England) Rules 2000, as amended. I will write again to inform you of the inquiry details as soon as they are available.

For any group or organisation who wish to take an active part in the Inquiry, the opportunity is available to apply for what is known as Rule 6 status. Although unusual, there is also scope for interested individuals to take part on the same basis. Rule 6 status means that you would be able to present your evidence on a formal basis and cross examine the evidence of others. You can find guidance at the following link:

www.gov.uk/government/publications/apply-for-rule-6-status-on-a-planning-appeal-or-called-in-application

Arrangements for the Inquiry are currently being finalised by the Planning Inspectorate. These will include a pre-Inquiry conference call with the lead parties to deal with procedural and administrative matters, including how the evidence will be heard. As a Rule 6 party, it is anticipated that you would also be a part of that process. If, having read the above guidance, you wish to apply for Rule 6 status and/or have any related questions, you should contact the Planning Inspectorate immediately. If you are interested but are unable to access the guidance electronically, again, you should contact the Planning Inspectorate who will try and assist.

If, having read the above guidance, you wish to apply for Rule 6 status it is essential that you contact the Planning Inspectorate immediately.

We have forwarded all the representations made to us on the original planning application to the Planning Inspectorate and to the Appellant. These will be considered by the Inspector when determining the appeal, unless they are subsequently withdrawn.

If you wish to make comments, or modify/withdraw your previous representation, you can do so online at: <https://acp.planninginspectorate.gov.uk>. You can also do so by contacting the Planning Inspectorate quoting reference number APP/D3125/W/22/3297487:

Via email : Aisosa.charles@planninginspectorate.gov.uk
In writing (please send 5 copies): Aisosa Charles
The Planning Inspectorate
Temple Quay House
2 The Square
Bristol
BS1 6PN

All representations must be received by the Planning Inspectorate by **21st June 2022**. Any representations submitted after the deadline will not usually be considered and will be returned. The Planning Inspectorate does not acknowledge representations. **All representations must quote the appeal reference.**

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 wish to follow the appeal you can do so via <https://acp.planninginspectorate.gov.uk/> by searching under the appeal reference APP/D3125/W/22/3297487. You can also view the appeal documents on the Council's website at www.westoxon.gov.uk/planning.

You can get a copy of one of the Planning Inspectorate's "Guide to taking part in planning appeals" booklets free of charge from GOV.UK at www.gov.uk/government/collections/taking-part-in-a-planning-listed-building-or-enforcement-appeal.

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

Yours sincerely

Chris Wood

Senior Planning Officer (Appeals)
Planning and Strategic Housing

Date: 5th May 2022
Our ref: 21/00046/APPEAL
Please ask for: Chris Wood
Telephone: 01993 861677
Email: chris.wood@westoxon.gov.uk

Dear Sir/Madam

**TOWN AND COUNTRY PLANNING ACT 1990
APPEAL UNDER SECTION 78
Notification of Planning Appeal**

Site Address: 35 - 37 Woodgreen Witney Oxfordshire
Description of Development: Single storey rear extension
Original Application Number: 21/02718/HHD
Appellant's name: Mr & Mrs Michael & Katy Brooker
Appeal Reference: APP/D3125/W/21/3288456
Appeal Start Date: 28.04.2022

I refer to the above details. An appeal has been made to the Secretary of State against the decision of West Oxfordshire District Council to refuse planning permission for the development described.

The appeal will be determined on the basis of **written representations**. The procedure followed is set out in Part 2 of The Town and Country Planning (Appeals) (Written Representations Procedure) (England) Regulations 2009, as amended.

We have forwarded all the representations made to us on the original planning application to the Planning Inspectorate and to the Appellant. These will be considered by the Inspector when determining the appeal, unless they are subsequently withdrawn.

If you wish to make comments, or modify/withdraw your previous representation, you can do so online at: <https://acp.planninginspectorate.gov.uk>. You can also do so by contacting the Planning Inspectorate quoting reference number APP/D3125/W/21/3288456:

Via email : east2@planninginspectorate.gov.uk
In writing (please send 5 copies): The Planning Inspectorate
Room 3K
Temple Quay House
2 The Square
Bristol
BS1 6PN

All representations must be received by the Planning Inspectorate by 2nd June 2022. Any representations submitted after the deadline will not usually be considered and will be returned. The Planning Inspectorate does not acknowledge representations. **All representations must quote the appeal reference.**

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 wish to follow the appeal you can do so via <https://acp.planninginspectorate.gov.uk/> by searching under the appeal reference APP/D3125/W/21/3288456. You can also view the appeal documents on the Council's website at www.westoxon.gov.uk/planning.

You can get a copy of one of the Planning Inspectorate's "Guide to taking part in planning appeals" booklets free of charge from GOV.UK at www.gov.uk/government/collections/taking-part-in-a-planning-listed-building-or-enforcement-appeal.

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

Yours sincerely

Chris Wood

Senior Planning Officer (Appeals)
Planning and Strategic Housing

Date: 5th May 2022
Our ref: 21/00047/APPEAL
Please ask for: Chris Wood
Telephone: 01993 861677
Email: chris.wood@westoxon.gov.uk

Dear Sir/Madam

**TOWN AND COUNTRY PLANNING ACT 1990
APPEAL UNDER SECTION 78
Notification of Planning Appeal**

Site Address: 35 - 37 Woodgreen Witney Oxfordshire
Description of Development: Single storey rear extension
Original Application Number: 21/02719/LBC
Appellant's name: Mr & Mrs Michael And Katy Brooker
Appeal Reference: APP/D3125/Y/21/3288457
Appeal Start Date: 28.04.2022

I refer to the above details. An appeal has been made to the Secretary of State against the decision of West Oxfordshire District Council to refuse planning permission for the development described.

The appeal will be determined on the basis of **written representations**. The procedure followed is set out in Part 2 of The Town and Country Planning (Appeals) (Written Representations Procedure) (England) Regulations 2009, as amended.

We have forwarded all the representations made to us on the original planning application to the Planning Inspectorate and to the Appellant. These will be considered by the Inspector when determining the appeal, unless they are subsequently withdrawn.

If you wish to make comments, or modify/withdraw your previous representation, you can do so online at: <https://acp.planninginspectorate.gov.uk>. You can also do so by contacting the Planning Inspectorate quoting reference number APP/D3125/Y/21/3288457:

Via email : east2@planninginspectorate.gov.uk
In writing (please send 5 copies): The Planning Inspectorate
Room 3K
Temple Quay House
2 The Square
Bristol
BS1 6PN

All representations must be received by the Planning Inspectorate by 2nd June 2022. Any representations submitted after the deadline will not usually be considered and will be returned. The Planning Inspectorate does not acknowledge representations. **All representations must quote the appeal reference.**

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 wish to follow the appeal you can do so via <https://acp.planninginspectorate.gov.uk/> by searching under the appeal reference APP/D3125/Y/21/3288457. You can also view the appeal documents on the Council's website at www.westoxon.gov.uk/planning.

You can get a copy of one of the Planning Inspectorate's "Guide to taking part in planning appeals" booklets free of charge from GOV.UK at www.gov.uk/government/collections/taking-part-in-a-planning-listed-building-or-enforcement-appeal.

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

Yours sincerely

Chris Wood

Senior Planning Officer (Appeals)
Planning and Strategic Housing

Date: 5 April 2022
OCC ref: R3.0039/22

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

Environment and Place
County Hall
New Road
Oxford
OX1 1ND

Rachel Wileman
Assistant Director Strategic
Infrastructure and Planning

Dear Mrs Groth

Planning application by Oxfordshire County Council, c/o Agent, Caversham Bridge House, Waterman Place, Reading, RG1 8DN for planning permission: The construction of two new west-facing slip roads at the Shores Green junction of the A40; an off-slip to allow eastbound vehicles to exit the A40 on to the B4022 towards Witney and an on-slip to allow westbound vehicles to enter the A40 from the B4022 at this junction. Two existing lay-bys to the west of the A40 overbridge will be removed to accommodate the construction of the slip roads at : A40/B4022 Shores Green Junction, Witney OX29 6UU

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

You can view the application and comment online through the link below, using ref **R3.0039/22**.

<https://myeplanning2.oxfordshire.gov.uk/Planning/Display/R3.0039/22?cuuid=28826090-81B9-4B83-8183-ADA3E39C6875>

I should be grateful for any observations you may wish to make on the application by **17 May 2022**, you can comment online using the above link and reference. If you require more time, please contact me as soon as possible.

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

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

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

The Town and Country Planning Act 1990 as amended requires the determination of planning applications to be a public process. The Council will make information submitted in relation to planning applications available for public inspection and so it is not possible

to take into account in the determination of the application any comments which are submitted confidentially. If you wish to submit any comments regarding this application, your comments as well as your name and postal address may be disclosed to third parties including those who have submitted the planning application.

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

www.oxfordshire.gov.uk/privacynoticedocument

Yours sincerely,

Anna Herriman

Anna Herriman
Senior Planner

Direct line: 07990 368235

Email: Anna.Herriman@Oxfordshire.gov.uk
www.oxfordshire.gov.uk

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West Oxfordshire
Application for a premises licence
Licensing Act 2003

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

* required information

Section 1 of 21

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

Your reference 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

* 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:

☒ 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 you are applying so you can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

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

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

Registration number

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.

Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Section 2 of 21

PREMISES DETAILS

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003.

Premises Address

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

Further Details

Telephone number

Non-domestic rateable value of premises (£)

Section 3 of 21**APPLICATION DETAILS**

In what capacity are you applying for the premises licence?

- ☐ An individual or individuals
- ☒ A limited company / limited liability partnership
- ☐ A partnership (other than limited liability)
- ☐ An unincorporated association
- ☐ Other (for example a statutory corporation)
- ☐ A recognised club
- ☐ A charity
- ☐ The proprietor of an educational establishment
- ☐ A health service body
- ☐ A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- ☐ A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- ☐ The chief officer of police of a police force in England and Wales

Confirm The Following

- ☐ I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities
- ☒ I am making the application pursuant to a statutory function
- ☐ I am making the application pursuant to a function discharged by virtue of Her Majesty's prerogative

Section 4 of 21**NON INDIVIDUAL APPLICANTS**

Provide name and registered address of applicant in full. Where appropriate give any registered number. In the case of a partnership or other joint venture (other than a body corporate), give the name and address of each party concerned.

Non Individual Applicant's Name

Name

The Edge Eatery Ltd.

Details

Registered number (where applicable)

11822775

Description of applicant (for example partnership, company, unincorporated association etc)

Continued from previous page...

Limited Company

Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Contact Details

E-mail

Telephone number

Other telephone number

* Date of birth

* Nationality

[Documents that demonstrate entitlement to work in the UK](#)

[Add another applicant](#)

Section 5 of 21

OPERATING SCHEDULE

When do you want the premises licence to start? / /
dd mm yyyy

If you wish the licence to be valid only for a limited period, when do you want it to end / /
dd mm yyyy

Provide a general description of 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.

80-100 capacity Restaurant/ Bar with outside seating.

Continued from previous page...

If 5,000 or more people are expected to attend the premises at any one time, state the number expected to attend

Section 6 of 21

PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

☐ Yes

☒ No

Section 7 of 21

PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

☐ Yes

☒ No

Section 8 of 21

PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

☐ Yes

☒ No

Section 9 of 21

PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

☐ Yes

☒ No

Section 10 of 21

PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be providing live music?

☒ Yes

☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

Give 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

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the performance of live music take place indoors or outdoors or both?

☐ Indoors

☐ Outdoors

☒ Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Live Music will be Amplified

Live Acoustic mainly.

State any seasonal variations for the performance of live music

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

Summer months music may be outside.

Non-standard timings. Where the premises will be used for the performance of live music at different times from those listed in the column on the left, list below

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

Christmas Parties & New Years Eve Party over November- December to go on slightly longer.

Private Functions: Weddings, Birthdays etc...

Continued from previous page...

Section 11 of 21

PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

☐ Yes

☒ No

Section 12 of 21

PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

☐ Yes

☒ No

Section 13 of 21

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

[See guidance on regulated entertainment](#)

Will you be providing anything similar to live music, recorded music or performances of dance?

☐ Yes

☒ No

Section 14 of 21

LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

☐ Yes

☒ No

Section 15 of 21

SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

☒ Yes

☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

Give 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...

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

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 in the column on the left, list below

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

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

Name

First name

Family name

Continued from previous page...

Date of birth

dd mm yyyy

Enter the contact's address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

United Kingdom

Personal Licence number
(if known)

W/21/00237/PERA

Issuing licensing authority
(if known)

West Oxfordshire District Council

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- ☒ Electronically, by the proposed designated premises supervisor
- ☐ As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

Section 16 of 21

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

Give 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.

Section 17 of 21

HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

Continued from previous page...

MONDAY

Start

End

Start

End

Give 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

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 you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

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

New Years Eve, Christmas Eve.

Continued from previous page...

Section 18 of 21

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.

- . set and run through necessary Risk assessments with staff.
- . Train Staff to deal with drunk People in the right manor.
- . make sure designated Personal license holder on site at all times

b) The prevention of crime and disorder

- . Alcohol Limits
- . Supervisor on site at all times

c) Public safety

- . Alcohol Limits
- . Awareness of possible unsafe acts E.g. Drink Driving...
- .

d) The prevention of public nuisance

- . Alcohol Limits
- . Ensure Alcohol not being taken off premises

e) The protection of children from harm

- . Make sure Children are accompanied by an Adult at all times.
- . ID Anyone looking under 25.
- .

Section 19 of 21

NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

Continued from previous page...

Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is A British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

Continued from previous page...

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
 - evidence of the applicant's own identity – such as a passport,
 - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
 - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
 - (i) working e.g. employment contract, wage slips, letter from the employer,
 - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
 - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
 - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

Continued from previous page...

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

Home Office online right to work checking service

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

Section 20 of 21

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 21 of 21

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.

Premises Licence 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 you are required to pay a higher fee

Band D - £87001 to £125000 £900.00

Band E - £125001 and over £1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event 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 (£)

190.00

ATTACHMENTS

AUTHORITY POSTAL ADDRESS

Continued from previous page...

Address

Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text" value="United Kingdom"/>

DECLARATION

[Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my * licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15). The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)

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

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"/>
* Capacity	<input type="text"/>
Date (dd/mm/yyyy)	<input type="text"/>

[Add another signatory](#)

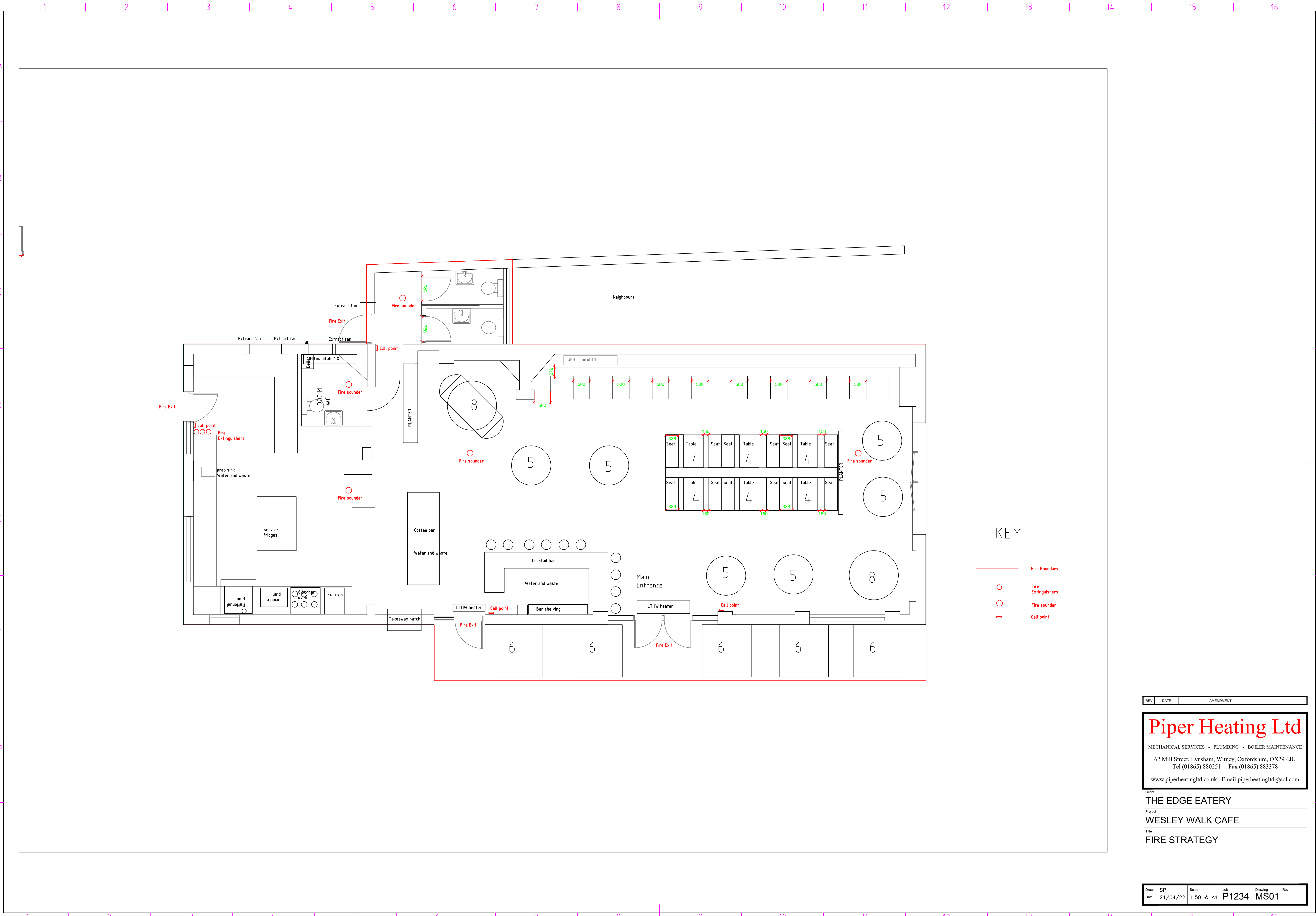
Once you're finished you need to do the following:

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/apply-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 LIABLE TO SUMMARY CONVICTION TO A FINE OF ANY AMOUNT UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED



REV	DATE	AMENDMENT

Piper Heating Ltd

MECHANICAL SERVICES - PLUMBING - BOILER MAINTENANCE

62 Mill Street, Eynsham, Witney, Oxfordshire, OX29 4JU
Tel (01865) 880251 Fax (01865) 883378
www.piperheatingltd.co.uk Email:piperheatingltd@aol.com

Client
THE EDGE EATERY

Project
WESLEY WALK CAFE

Title
FIRE STRATEGY

Drawn SP	Scale 1:50	Job P1234	Drawing MS01	Rev
Date 21/04/22				

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CLIMATE, BIODIVERSITY & PLANNING COMMITTEE

Date: Tuesday 31st May 2022

Title: **Open Spaces Strategy, Committee Objectives and Work Programme for the Municipal Year**

Contact Officer: Town Clerk/RFO – Sharon Groth

BACKGROUND

The purpose of this report is to

- a. review the Open Spaces Strategy Action Plan for areas under the responsibility of this Committee and where necessary review the timescale if commencement of completion dates has slipped; and
- b. give consideration to this Committees objectives/priorities in order for the Town Clerk to come up with a manageable programme of works, so that she can deploy the necessary resources appropriately.

OPEN SPACES STRATEGY ACTION PLAN

Appendix A provides an extract from the adopted OSS relating to this Committees responsibilities. Members will notes that some a dependant on the new position of Park Ranger being filled, and it is hoped that an appointment will be made shortly as interviews are scheduled for 26th May 2022.

With the above in mind a couple of timescales have slipped – Members may wish to realign these completion dates.

CAPITAL AND SPECIAL REVENUE PROJECTS 2022/23

The attached appendix (B) details the projects funded (or not) during the budget setting cycle.

Again, some of these projects are dependent on other stakeholders – such as Oxfordshire County Council, or the Park Ranger taking up post.

As well as the projects listed in appendix b – the Council does have funds held in its Earmarked Reserves set aside for Climate & Biodiversity – this amounts to £48,050. It should be noted that some of this funding is ring fenced for the management plan for the Lake & Country Park, as well as the bank erosion works,

There is also funding set aside towards electric vehicles which currently stands at £14,200 – and will be topped up from the renewals fund when vehicles are disposed off/written off.

ENVIRONMENTAL IMPACT

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

RISK

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

When considering its priorities the committee should be mindful of all resources – financial as well as human resources – and the competing demands from other Committees. There needs to be a clear programme of works to ensure that the council is realistic in what it can achieve in the next 12 months. Failure to have a plan could result in wasted resources and undeliverable projects.

FINANCIAL IMPLICATIONS

The financial implications are detailed above and also in the attached appendices.

RECOMMENDATIONS

Members are invited to note the report and consider the Committees objectives/priorities for the coming municipal year.

PARKS & OPEN SPACES STRATEGY – ACTION PLAN

Key Themes:				Committees:		
PO	Modernising and upgrading our parks and open spaces	CBP	Climate, Biodiversity & Planning			
SP	Improving and investing in our sporting provision	HC&A	Halls, Cemeteries & Allotments			
LP	Improving and investing in our leisure provision	P&R	Parks & Recreation			
IS	Improving and investing in our infrastructure provision	PGF/PSC	Policy, Governance & Finance			
EE	Working in the most effective and efficient manner	SC	Stronger Communities			

Reference	Action	Responsible Committee	Who Involved?	Commencement?	Completion?	Notes/Comments
<u>CLIMATE, BIODIVERSITY & PLANNING COMMITTEE</u>						
PO 3	Draw up and adopt a comprehensive arboriculture plan	CBP	WTC Staff, Tree Officer	Sep-21	Mar-22	Waiting on appointment of Park Ranger - May 22
PO 4	Identify and implement possible re-wilding areas	CBP	WTC Staff	Dec-21	Apr-22	Area agreed and entering into agreement with Wild Witney May 22 - trial
LP 5	Prepare an improvement and upgrade plan for angling facilities at the Country Park and Lake	CBP	WTC Staff, Angling Club	Jan-22	Apr-22	Waiting on appointment of Park Ranger - May 22
LP 4	Prepare and adopt a comprehensive management and improvement plan for the Country Park and Lake area	CBP	WTC Staff, Tree Officer, Natural England, Specialist Advisors	Apr-22	Nov-22 (plan stage)	Waiting on appointment of Park Ranger - May 23
IS 8	Seek to work with partners to achieve a structured, integrated and fully connected footpath and cycle path network around the town.	CBP	WTC Staff, Partners	Apr-22	July 22 (Feasibility Stage)	Via LCWIP Steering Group

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Capital & Special Revenue Projects 2022/23					Appendix B
		Capital	Revenue	EMR	
Project	OSS Ref	2022/23	2022/23	2022/23	Comments
Climate, Biodiversity & Planning					
Infrastructure Active Travel		0			Project removed = OCC paying for signage
Infrastructure Community Speedwatch/20mph zones		0			Project removed = OCC paying for signage
Energy Efficiency - Council Owned Buildings		20000			May be used for shortfall Burwell Heating?
Lake improvements for Anglers	LP5	5000			Awaiting appointment Park Ranger
Arboriculture Plan - for Community Orchard	PO3		3000		Reduced down to cover professional report only (4067/402)
		25000	3000	0	

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CLIMATE, BIODIVERSITY & PLANNING COMMITTEE

Date: Tuesday 31st May 2022

Title: **Finance Report**

Contact Officer: Town Clerk/RFO – Sharon Groth

BACKGROUND

Detailed income and expenditure statements for budgets which are the responsibility of this committee are enclosed. The period to which this report relates is Period 12, 1 April 2021 to 31 March 2022.

CURRENT SITUATION

Most, if not all, the year-end adjustments have now been completed, along with the recharges from Central Support for the administration, Works Department for all the maintenance tasks and service delivery, and Grounds Maintenance costs, applied.

This Committee oversees some of the budget lines relating to Cost Centre 206 – Witney Country Park; 403 – Planning (although this is just a recharge for time spent administering the Committee) and some budget lines withing Cost Centre 403 – Community Infrastructure relating to Trees and the Climate Emergency.

Where possible some of the budget underspends have been rolled over into earmarked reserves some for committed expenditure, such as Arboriculture/Tree replacements or to provide for a contingency towards bringing the grounds maintenance service in house.

It should be noted that budget line 4205 – Climate Emergency – the combined underspend from 2020-21 and 2021-22 (£35,000) is now in an Earmarked Reserve a/c 366 which amounts to £48,050. The difference relates to funds set aside for a management plan for the Lake & Country Park and bank erosion works.

If Members have any specific questions please email the Town Clerk before the meeting so that she will be able to respond and provide an answer at the meeting.

ENVIRONMENTAL IMPACT

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

RISK

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

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

As Town Clerk, the Council's Proper Officer and Responsible Financial Officer it is her job to advise accordingly, in line with Financial Regulations and Statute.

When revising the budgets given the uncertainty around the pandemic at the time, prudence was applied to income generated as part of the Council's risk management.

FINANCIAL IMPLICATIONS

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

RECOMMENDATIONS

Members are invited to note the report.

Annual Budget - By Committee (Actual YTD Month 12)

Note: Finance Report - Tuesday 31st May 2022

		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Climate, Biodiversity & Planni</u>										
206	<u>WITNEY COUNTRY PARK</u>									
1030	FISHING RIGHTS	1,380	723	1,400	1,200	1,400	0	1,450	0	0
1054	EASEMENTS/WAYLEAVES	0	0	0	1,500	0	0	0	0	0
	Total Income	1,380	723	1,400	2,700	1,400	0	1,450	0	0
4001	SALARIES	0	190	17,217	0	4,500	0	27,852	0	0
4002	ER'S NIC	0	2	1,185	0	520	0	2,861	0	0
4003	ER'S SUPERANN	0	0	3,736	0	1,000	0	6,044	0	0
4026	BOOKS/PUBLICATIONS	20	0	20	0	20	0	20	0	0
4036	PROPERTY MAINTENANCE	100	292	100	34	100	0	100	0	0
4040	ARBORICULTURE	1,600	0	2,400	800	2,400	0	800	0	0
4042	EQUIPMENT	13,050	0	12,700	620	12,700	0	13,000	0	0
4059	OTHER PROF FEES	0	0	0	750	750	0	1,000	0	0
4064	HEALTH & SAFETY	0	0	0	558	1,000	0	1,000	0	0
4491	TFR TO EARMARKED RES	0	14,650	0	20,120	0	0	0	0	0
4495	TFR FROM EARMARKED R	-1,150	-1,150	-1,600	-1,600	-1,600	0	0	0	0
4888	O/S STAFF RCHG	24,421	9,594	19,481	14,799	15,818	0	18,707	0	0
4890	O/S O'HEAD RCHG	4,486	1,537	3,517	3,206	3,040	0	3,817	0	0
4891	AGENCY SERVICES RECHARGE	6,548	5,639	6,151	6,617	6,196	0	6,264	0	0
4892	C/S STAFF RCHG	805	788	1,448	1,763	1,777	0	2,068	0	0
4893	C/S O'HEAD RCHG	376	446	0	509	524	0	574	0	0
5198	Deferred Grants Released	0	-26,644	0	0	0	0	0	0	0
	Overhead Expenditure	50,256	5,344	66,355	48,177	48,745	0	84,107	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 12)

Note: Finance Report - Tuesday 31st May 2022

		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>(48,876)</u>	<u>(4,622)</u>	<u>(64,955)</u>	<u>(45,477)</u>	<u>(47,345)</u>		<u>(82,657)</u>		
403	PLANNING									
4892	C/S STAFF RCHG	14,826	13,918	19,948	19,392	19,549	0	22,747	0	0
4893	C/S O'HEAD RCHG	5,178	6,148	0	5,600	5,761	0	6,312	0	0
Overhead Expenditure		<u>20,004</u>	<u>20,066</u>	<u>19,948</u>	<u>24,992</u>	<u>25,310</u>	<u>0</u>	<u>29,059</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>(20,004)</u>	<u>(20,066)</u>	<u>(19,948)</u>	<u>(24,992)</u>	<u>(25,310)</u>		<u>(29,059)</u>		
Climate, Biodiversity & Planni - Income		1,380	723	1,400	2,700	1,400	0	1,450	0	0
Expenditure		70,260	25,410	86,303	73,169	74,055	0	113,166	0	0
Movement to/(from) Gen Reserve		<u>(68,880)</u>	<u>(24,688)</u>	<u>(84,903)</u>	<u>(70,469)</u>	<u>(72,655)</u>		<u>(111,716)</u>		
Total Budget Income		1,380	723	1,400	2,700	1,400	0	1,450	0	0
Expenditure		70,260	25,410	86,303	73,169	74,055	0	113,166	0	0
Movement to/(from) Gen Reserve		<u>(68,880)</u>	<u>(24,688)</u>	<u>(84,903)</u>	<u>(70,469)</u>	<u>(72,655)</u>		<u>(111,716)</u>		

Annual Budget - By Centre (Actual YTD Month 12)

Note: Finance Report - Tuesday 31st May 2022

		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
402	<u>COMMUNITY INFRASTRUCTURE</u>									
1052	EXPENSES RECOVERED	0	621	0	2,488	1,900	0	0	0	0
1170	GRANTS RECEIVED	0	500	0	1,990	9,355	0	0	0	0
1171	DONATIONS RECEIVED	0	0	0	468	2,768	0	0	0	0
	Total Income	0	1,121	0	4,945	14,023	0	0	0	0
4001	SALARIES	0	635	0	0	0	0	0	0	0
4002	ER'S NIC	0	5	0	0	0	0	0	0	0
4003	ER'S SUPERANN	0	15	0	0	0	0	0	0	0
4013	RENT PAID	5	0	5	0	5	0	5	0	0
4014	ELECTRICITY	750	925	800	1,189	1,000	0	1,000	0	0
4017	CONTRACT CLEAN/WASTE	4,100	3,676	4,000	1,015	2,000	0	4,000	0	0
4025	INSURANCE	130	112	125	112	112	0	120	0	0
4035	BUS SHELTER MAINTENANCE	3,800	0	2,000	18	2,000	0	2,000	0	0
4036	PROPERTY MAINTENANCE	3,630	10	2,630	438	2,630	0	2,630	0	0
4037	GROUND MAINTENANCE	3,000	1,847	3,000	0	3,000	0	3,000	0	0
4039	HORTICULTURE	750	0	750	209	750	0	750	0	0
4040	ARBORICULTURE	24,550	13,800	29,300	12,820	29,750	0	19,000	0	0
4066	TREE REPLACEMENT	6,000	2,090	8,000	5,836	8,000	0	4,000	0	0
4067	Tree Survey	5,000	3,750	6,250	6,201	6,250	0	8,000	0	0
4166	DEFIBRILLATOR EXPENDITURE	2,200	967	2,500	1,161	2,500	0	4,000	0	0
4200	STREET FURNITURE	0	1,713	0	3,732	4,128	0	1,000	0	0
4205	CLIMATE EMERGENCY	10,000	0	25,788	788	25,000	0	0	0	0
4208	COVID-19 MEMORIAL	0	0	0	0	0	0	1,500	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 12)

Note: Finance Report - Tuesday 31st May 2022

		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4210	CHURCH CLOCK	1,500	0	3,000	0	3,000	0	1,500	0	0
4215	IN BLOOM - INC SCHOOLS CHALLENGE	14,800	625	8,000	731	2,000	0	6,000	0	0
4491	TFR TO EARMARKED RES	0	39,100	0	57,430	0	0	0	0	0
4495	TFR FROM EARMARKED R	-18,150	-18,150	-29,500	-29,500	-29,500	0	-10,000	0	0
4888	O/S STAFF RCHG	45,293	46,493	73,887	31,970	59,994	0	70,952	0	0
4890	O/S O'HEAD RCHG	8,321	7,286	11,601	7,126	11,530	0	14,476	0	0
4891	AGENCY SERVICES RECHARGE	152,727	131,641	150,692	170,187	169,360	0	171,213	0	0
4892	C/S STAFF RCHG	8,508	12,293	12,675	14,103	14,217	0	16,543	0	0
4893	C/S O'HEAD RCHG	3,290	3,906	0	4,073	4,190	0	4,590	0	0
4990	CONTRN TO CCTV SCH.	10,000	10,000	10,000	10,000	10,000	0	10,000	0	0
5198	Deferred Grants Released	0	0	0	1,039	0	0	0	0	0
5199	Depreciation Charge to Service	0	4,378	0	4,647	0	0	0	0	0
Overhead Expenditure		290,204	267,116	325,503	305,326	331,916	0	336,279	0	0
Movement to/(from) Gen Reserve		(290,204)	(265,995)	(325,503)	(300,381)	(317,893)		(336,279)		
Total Budget Income		0	1,121	0	4,945	14,023	0	0	0	0
Expenditure		290,204	267,116	325,503	305,326	331,916	0	336,279	0	0
Movement to/(from) Gen Reserve		(290,204)	(265,995)	(325,503)	(300,381)	(317,893)		(336,279)		

**20 MPH SPEED LIMIT WORKING PARTY MEETING OF THE
WITNEY TOWN COUNCIL**

Held on Monday, 23 May 2022

At 4.15 pm in the Virtual Meeting Room via Zoom

Present:

Councillor L Duncan (Chair)

Councillors:	J Aitman	A Prosser
	T Ashby	R Smith
Officers:	Adam Clapton	Deputy Town Clerk
	Claire Green	Administration Support - Planning & Stronger Communities
Others:	Geoff Barrell (Oxfordshire County Council)	

1 APOLOGIES FOR ABSENCE

All members were in attendance at the meeting.

2 DECLARATIONS OF INTEREST

Members declared a non-prejudicial interest insofar as they were all residents of Witney and proposals would affect the whole town.

3 MINUTES

The minutes of the meeting of the Working Party held on 25 January 2022 were received and adopted.

Members were advised the time frame and details of consultation would be covered by the attending County Council Officer.

4 20MPH SPEED RESTRICTIONS UPDATE

Members received and considered the report of the Deputy Town Clerk and addendum, latterly circulated with updates from Oxfordshire County Council.

The Working Party discussed the potential of Witan Way remaining at 30mph but stressed there was currently no safe cycling path on the eastern section and there were two pedestrian crossing points on the western section; the latter including Farm Mill Lane which was a key route for the strategic Witney East development into the town centre.

The County Officer raised the prospect of beginning the 20mph limit at Avenue Two as this was an active travel route from Ducklington, and the Lake & Country Park and the avenue would also

have a limited speed restriction. Members agreed, as the scheme needed to be as simple and logical as possible.

Members also considered speed limit buffer zones on the approaches to Crawley Road, Hailey Road, and New Yatt Road.

County Officers questioned whether buffers were needed in certain areas; New Yatt and Crawley Roads for instance, were derestricted roads and the alignment of the physical infrastructure already resulted in speed reduction. There was further discussion to be had with Hailey Parish Council on a buffer between the two parishes, but town councillors stressed they would like to see a speed restriction of 30mph due to school age cyclists and pedestrians travelling into Witney. There was agreement that where the limit changed, this would be highlighted by road surface marking and repeaters on the route.

The question of other approaches had not yet been fully discussed at County level. These included, Curbridge Road, Oxford Hill and Woodstock Road; all were areas the town council had suggested buffers, extended restrictions and/or VAS warning signs.

The County Officer advised there was no official timeline yet, but it was hoped the completed scheme could go to consultation soon, with a County Cabinet decision made towards the end of July. It was agreed that a final map showing all changes and repeater/VAS locations should be presented to the town council for clarity ahead of the consultation stage.

Recommended:

1. That, the entirety of Witan Way has a speed limit of 20mph; and
2. That, this begins at Avenue Two, Station Lane as you approach The Leys/Sainsburys;
3. That, the County Council explored all further approaches/buffer zones into Witney;
4. That, the County Council provides a map showing the final scheme to the town council prior to consultation.

The meeting closed at: 5.00 pm

Chair

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**WITNEY TRAFFIC ADVISORY COMMITTEE MEETING OF THE
WITNEY TOWN COUNCIL**

Held on Tuesday, 22 March 2022

At 2.30 pm in the Virtual Meeting Room via Zoom

Present:

Councillor A Coles (Chair)

Councillors:	A Prosser J Aitman	T Ashby L Duncan
Members:	T Fenton H Eaglestone M Johnson C Hulme T Bayliss K Hickman A Lyon	Oxfordshire County Council West Oxfordshire District Council West Oxfordshire District Council Thames Valley Police Stagecoach Windrush Bike Project West Oxfordshire Community Transport
Also present:	Cllr R Smith (from 3.05pm)	Witney Town Council
Officers:	Adam Clapton Claire Green Natalie Moore Odele Parsons Mike Wasley	Deputy Town Clerk Administration Support - Planning & Stronger Communities Oxfordshire County Council Oxfordshire County Council Oxfordshire County Council
Others:	No members of the public.	

T13 APOLOGIES FOR ABSENCE

Apologies for absence were received from Maria Wheatley from West Oxfordshire District Council and Councillor Duncan Enright (OCC).

T14 PUBLIC PARTICIPATION

There was no public participation.

**T15 TO ADOPT AND SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 11
JANUARY 2022**

Resolved:

That, the minutes of the Witney Traffic Advisory Committee held on 11 January 2022 be approved and signed by the Chair.

T16 MATTERS ARISING FROM THE MINUTES NOT COVERED IN SUBSEQUENT ITEMS

T8 Corndell Gardens/Corn Street. A member raised the issue of poor visibility when turning from Corndell Gardens into Corn Street, this had been discussed at the last meeting. Odele Parsons will follow this up.

T6 Action Plan. The Deputy Town Clerk advised that going forward, the Action Plan would be dropped, and that Members and Officers would more actively use the minutes to drive items forward.

T17 TERMS OF REFERENCE

Members discussed the current Terms of Reference, and what improvements could be made to the list of representatives. Suggestions for additions included a taxi representative, a Chamber of Trade contact, and a last-mile delivery driver representative.

Resolved:

1. That, Volunteer Link-up be removed, and,
2. That, the Deputy Town Clerk will contact the Chamber of Commerce and invite a representative,
3. That, the Deputy Town Clerk will contact Licensing at West Oxfordshire District Council to discuss a possible taxi driver representative, and
4. That, going forward the Committee will continue to consider membership from any relevant traffic/travel parties that are not currently represented.

T18 REPORT OF THE PRINCIPAL OFFICER - TRAFFIC SCHEMES AREA OPERATIONS (NORTH) - OXFORDSHIRE COUNTY COUNCIL

The Principal Officer introduced Natalie Moore from Oxfordshire County Council. Natalie would be representing OCC on this committee for the rest of this year whilst Odele Parsons has other commitments.

The committee received and considered the report of the Principal Officer concerning updates on several projects underway in Witney. Included within this were updates on the Windrush Bike Project Barriers Report, Schemes to be delivered from Windrush Place S106 funding, the Witney Local Cycling and Walking Infrastructure Plan (LCWIP), the A40/B4022 Shores Green access, the design for accommodating the traffic restrictions on High Street, a Low Traffic Neighbourhood Scheme at Burwell, the emerging Local Transport & Connectivity Plan, Public Transport at Windrush Place and Speeding at Curbridge Road.

A member questioned whether there was any more detail on the timing of implementation of works to the High Street, in particular whether any signage might be forthcoming – there is currently no signage in place to support the Order. Members further questioned the implementation of the scheme and whether there was any indicative layout or early plans.

Members were updated that design work is progressing and that stakeholders and particularly frontage businesses would be invited to a charette to develop a masterplan. The new layout could include wider footways, a narrower roadway, increased seating, increased outdoor event space. The design will be more about activities and less about traffic.

A member raised the traffic order in the area fronting The Angel pub and asked if this is expired.

A member raised the issue of the cycle lane on Corn Street being too narrow and requested that it be reviewed.

Resolved:

1. That, the report be noted; and
2. That officers will seek an update from West Oxfordshire District Council clarifying the expiry date of the traffic order outside of The Angel pub;
3. The issue of cars parking in part of the cycle lane (car door buffer) has been reported in the 'snagging' list for Corn Street. Issues raised regarding the safety of the Corn Street cycle lanes running adjacent to the car parking spaces, will be audited as part of the LCWIP;
4. Oxfordshire County Council officers will continue to follow up timeframes and status of remedial works required for the anticipated start of the bus service route for Windrush Place;
5. Oxfordshire County Council officers will review the road markings on the slip roads for entering and exiting the A40 at Ducklington Lane, with a view to provide a clearer indication of traffic direction for pedestrians wishing to cross the slip road, potentially 'Look Left/Look Right' road markings; and
6. Oxfordshire County Council officers will review a request from a member to re-instate the 'SLOW' road marking on Valence Crescent near Tesco, that hasn't been re-painted following the recent re-surfacing works.

T19 EXPERIMENTAL PARKING RESTRICTIONS - CORN STREET

Members discussed the parking issues on Corn Street, it was raised that a lack of parking enforcement limits the effectiveness of double-yellow lines, but safety improvements are welcomed.

Resolved:

That, the correspondence be noted.

T20 AVENUE TWO, STATION LANE - PARKING RESTRICTIONS CONSULTATION

The Deputy Town Clerk re-iterated that safety was at the heart of the Town Council's formal consultation response. It was confirmed that the proposal was being heard at an Oxfordshire County Council meeting on 24th March 2022.

Resolved:

That, this committee will be updated on the decision at the next meeting.

T21 20MPH SCHEME FOR WITNEY

The Deputy Town Clerk gave a verbal update confirming that the 20MPH Working Party had submitted suggestions for areas and zones within Witney that could benefit from the reduction in vehicle speed limit. Oxfordshire County Council are reviewing the feasibility of this and will come back to the working party for another meeting before any consultation process is started.

Resolved:

That, further updates will be brought to this committee as the project progresses.

T22 BURFORD ROAD CAR WASH

The committee received and considered correspondence from a Witney resident regarding the matter of queuing traffic at the car wash on the Burford Road. The matter was discussed by members of the committee with differing opinions on whether the queues presented a danger.

Resolved:

That, the Chair would visit the location at peak time and reply to the resident.

T23 COMMUNITY SPEEDWATCH

The chair gave a verbal update, the committee were advised that the Community Speedwatch scheme had not been able to move forward due to a lack of interested volunteers.

Resolved:

That; the committee continue to consider Community Speedwatch for Witney and that the need for the scheme should be reviewed and a new volunteer recruitment drive launched following the implementation of the 20MPH for Witney project.

T24 ITEMS RAISED AT THE MEETING

No other issues raised.

T25 DATE OF THE NEXT MEETING(S)

Members were advised that the next scheduled meeting of this committee would be on Tuesday 7th June 2022. Officers would continue to monitor the situation with the Covid-19 pandemic and arrange accordingly.

Resolved:

That, the date of the next meeting be noted.

The meeting closed at: 4.00 pm

Chair

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