

# Public Document Pack

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



**Tuesday, 12th July, 2022 at 6.00 pm**

To members of the Climate, Biodiversity & Planning Committee - R Smith, A Prosser, T Ashby, 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 Deputy Town Clerk ( [adam.clapton@witney-tc.gov.uk](mailto:adam.clapton@witney-tc.gov.uk) ) in advance to advise.

### 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 Deputy Town Clerk ([adam.clapton@witney-tc.gov.uk](mailto:adam.clapton@witney-tc.gov.uk)) **prior to the meeting**, stating the reason for absence.

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

#### 2. Declarations of Interest

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

#### 3. Minutes (Pages 3 - 16)

a) To adopt and sign as correct the minutes of the committee held on 31 May, & 21 June 2022.

b) Matters arising from the minutes of 31 May, & 21 June 2022.

#### 4. Public Participation

The meeting will adjourn for this item.

Members of the public may speak for a maximum of five minutes each during the period of public participation, in line with Standing Order 42. Matters raised shall relate to the following items on the

Date of Publication 5 July 2022

agenda.

## Planning & Development

5. **Planning Applications** (Pages 17 - 20)  
To receive and consider a schedule of Planning Applications from West Oxfordshire District Council.
6. **Oxfordshire County Council Planning R3.0073/22 - Moorland Road, Witney** (Pages 21 - 22)  
To receive and consider Oxfordshire County Council Planning application R3.0073/22 relating to the Moorland Centre, 24 Dark Lane, Witney, Oxfordshire, OX28 6LE.
7. **Planning Decisions** (Pages 23 - 24)  
To receive and consider a schedule of planning decisions from West Oxfordshire District Council.
8. **Notification of Planning Appeal - 141 Queen Emma's Dyke** (Pages 25 - 26)  
To receive a notification of Planning Appeal APP/D3125/W/22/3293742- 141 Queen Emma's Dyke. Original planning application 21/02618/FUL.
9. **Witney Traffic Advisory Committee Minutes - 7 June 2022** (Pages 27 - 32)  
To receive the minutes of the Witney Traffic Advisory Committee meeting held on Tuesday 7 June 2022.
10. **Local Cycling & Walking Infrastructure Plan (LCWIP)** (Pages 33 - 60)  
To receive presentation slides from the Oxfordshire County Council LCWIP meeting held with stakeholders on 23 June 2022, outlining existing and potential infrastructure in Witney.

## Climate & Biodiversity

11. **Climate Initiatives Update**  
To receive a verbal update from the Deputy Town Clerk.
12. **Wildflower Planting** (Pages 61 - 62)  
To receive the report of the Maintenance and Environmental Services Officer.
13. **Thermal Imaging Camera** (Pages 63 - 64)  
To receive the report of the Maintenance & Environmental Services Officer.



Town Clerk

# Agenda Item 3

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

Held on Tuesday, 31 May 2022

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

### Present:

Councillor R Smith (Chair)

Councillors:	A Prosser	L Duncan
	T Ashby	V Gwatkin
	J Aitman	P Hiles
Officers:	Adam Clapton	Deputy Town Clerk
	Claire Green	Administration Support - Planning & Stronger Communities
Others:	No members of the public.	

### P266 APOLOGIES FOR ABSENCE

There were no apologies for absence.

### P267 DECLARATIONS OF INTEREST

Councillors Aitman and Smith declared a personal non-prejudicial interest in Agenda Item 10 – Planning Appeal 35-37 Woodgreen, Witney by virtue of knowing the appellant.

### P268 ELECTION OF VICE-CHAIR

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

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

#### **Resolved:**

That, Councillor Andrew Prosser be elected Vice-Chair of the Committee for the 2022/2023 municipal year.

### P269 MINUTES

The minutes of the meetings of the committee held on 29 March, 19 April & 10 May 2022 were adopted as a correct record and signed by the Chair.

P270 **PUBLIC PARTICIPATION**

There was no public participation.

P271 **COMMITTEE TERMS OF REFERENCE**

The committee considered whether any changes were needed to the current Terms of Reference.

**Resolved:**

That, no amendments be made to the Terms of Reference.

P272 **PLANNING APPLICATIONS**

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

**Resolved:**

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

P273 **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.

P274 **PLANNING APPEAL - LAND EAST OF WITNEY ROAD, DUCKLINGTON**

The Committee received details of a planning appeal for Land East of Witney Road, Ducklington - 21/03405/OUT.

Members welcomed the opportunity from the Planning Inspectorate to add further representation to the Town Council's objections and agreed that as these were still valid and pressing concerns, they should be reinforced with the following addition.

**Resolved:**

That, Witney Town Council value the open green space and echo the concerns of Ducklington Parish Council. The current open space provides a natural separation between Witney and Ducklington and in accordance with the general principles of West Oxfordshire District Council Local Plan 2031, Policy OS2, All development should avoid the coalescence and loss of identity of separate settlements. Further, in terms of the local landscape, the site, which neighbours the Lake & Country Park, makes a valued and important contribution of greenspace to residents of Ducklington and Witney – OS2 requires that all development should **NOT** involve the loss of an area of open space or any other feature that makes an important contribution to the character or appearance of the area.

The moor is an established wildlife habitat providing a large natural catchment for excesses of surface water, if any flood mitigation measures fail, Colwell Brook and Emma's Dyke could be overwhelmed with sewage water. The Witney sewage treatment facility and current sewer network is not able to cope with the existing demand and Witney continues to see untreated sewage pumped into the River Windrush and Witney's watercourses. Approval of this application would see an additional 120 homes feeding into the existing poor network, without any commitment to sewage system upgrades. Any new development is under threat of it being flooded with sewage water from Colwell Brook and Emma's Dyke.

**P275 PLANNING APPEAL - 35 - 37 WOODGREEN**

The Committee received notification of two Planning Appeals - APP/D3125/W/21/3288456 and APP/D3125/Y/21/3288457 in respect of 35 – 37 Woodgreen, Witney.

**Resolved:**

That the notification of the Planning Appeal be noted.

**P276 A40 ACCESS TO WITNEY SHORES GREEN - PLANNING REFERENCE R3.0039/22**

The committee considered a consultation document from Oxfordshire County Council in respect of an application for works associated with the construction of the A40 Shores Green Junction.

**Resolved:**

That, Witney Town Council welcomes the application and looks forward to swift commencement of the scheme, once approved which will bring better, less congested, and safer access to the town. The plans appear to be well laid out and the Council is pleased to see the peripheral areas included, such as the shared cycle path which runs parallel to the slip road linking to Eton Close area and beyond; it is imperative this additional infrastructure is delivered with the development.

**P277 APPLICATION FOR A PREMISES LICENCE - THE EDGE EATERY, 1 WESLEY WALK, HIGH STREET**

The committee received an application for a premises licence.

**Resolved:**

That, whilst Witney Town Council do not object to the licence application, members expressed concerns about safety and security for customers and staff when leaving the premises at late hours. Members ask that consideration is given for the provision of adequate outside lighting and the provision of CCTV. Additionally, members would encourage the applicant to join the local Pubwatch scheme.

**P278 OPEN SPACES STRATEGY, COMMITTEE OBJECTIVES AND WORK PROGRAMME FOR THE MUNICIPAL YEAR**

Consideration was given to the report of the Town Clerk.

**Resolved:**

That the report be noted.

P279 **FINANCE REPORT**

Consideration was given to the current position of the budgets allocated to the committee.

**Resolved:**

That, the current financial position be noted.

P280 **20MPH WORKING PARTY MINUTES**

A progress update was given by the Deputy Town Clerk. A discussion was held on the agreed 20mph zones, buffer limits and the inclusion of new residential developments.

**Resolved:**

That, the Deputy Town Clerk would ask the Oxfordshire County Council Officer if the agreed areas and signage could be represented on a map prepared by the County Council, and

That, the Deputy Town Clerk would report back to the Oxfordshire County Council with clarification on speed limits for specific sections and areas.

P281 **WITNEY TRAFFIC ADVISORY COMMITTEE**

The Committee received the minutes of the Witney Traffic Advisory Committee held on 22 March 2022.

**Resolved:**

That the minutes circulated be noted.

P282 **EXCLUSION OF PRESS AND PUBLIC**

**Resolved:**

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.

P283 **WITNEY LOCAL CYCLING AND WALKING INFRASTRUCTURE PLANS (LCWIP)**

The minutes of the LCWIP meeting held on 26 April 2022 were received.

**Resolved:**

That the minutes be noted.

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The meeting closed at: 7.58 pm

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Chair



272- 4	WTC/065/22	Plot Ref :-22/01206/FUL	Type :-	FULL
	Applicant Name :-		Date Received :-	09/05/2022
	Location :-	WITNEY COMMUNITY HOSPITAL WELCH WAY	Date Returned :-	01/06/2022
	Proposal :	Additional portakabin type external storage units for clinical storage.		
	Observations :	Witney Town Council support the proposal for Witney Community Hospital to improve on-site storage. However, given that this area is already prone to surface water flooding, members expressed concerns about the impact of development and the potential loss of permeable drainage. Members were unclear about the technical detail of the building installation and whether elevated buildings benefit from keeping porous surface qualities in the ground-space. Members ask that the Planning Officer pay regard to this concern and would ask that if necessary, 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.		
272- 5	WTC/066/22	Plot Ref :-22/00998/FUL	Type :-	FULL
	Applicant Name :-		Date Received :-	18/05/2022
	Location :-	41 CURBRIDGE ROAD CURBRIDGE ROAD	Date Returned :-	01/06/2022
	Proposal :	Construction of attached 3 bed dwelling together with associated works and formation of new vehicular access.		
	Observations :	Witney Town Council has no objections regarding this application.		
272- 6	WTC/067/22	Plot Ref :-22/01181/HHD	Type :-	HOUSEHOLDE
	Applicant Name :-		Date Received :-	18/05/2022
	Location :-	117 ETON CLOSE ETON CLOSE	Date Returned :-	01/06/2022
	Proposal :	Single storey rear extension to replace existing conservatory.		
	Observations :	Witney Town Council has no objections regarding this application.		
272- 7	WTC/068/22	Plot Ref :-22/01240/HHD	Type :-	HOUSEHOLDE
	Applicant Name :-		Date Received :-	24/05/2022
	Location :-	16 CAMPION WAY CAMPION WAY	Date Returned :-	01/06/2022
	Proposal :	Demolition of existing conservatory and erection of single storey rear extension.		
	Observations :	Witney Town Council has no objections regarding this application.		
272- 8	WTC/069/22	Plot Ref :-22/01236/S73	Type :-	VARIATION
	Applicant Name :-		Date Received :-	24/05/2022
	Location :-	LAND AT WEST WITNEY DOWNS ROAD CURBRIDGE	Date Returned :-	01/06/2022
	Proposal :	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 :	Witney Town Council has no objections regarding this application. Members welcome the inclusion of a single storey bungalow at this development.		



272- 9 WTC/070/22 Plot Ref :-22/01302/HHD Type :- HOUSEHOLDE  
Applicant Name :- . Date Received :- 24/05/2022  
Location :- 316 THORNEY LEYS Date Returned :- 01/06/2022  
THORNEY LEYS  
Proposal : Demolition of detached side garage and erection of single storey attached side extension to form garden room.  
Observations : Witney Town Council has no objections regarding this application.

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272- 10 WTC/071/22 Plot Ref :-22/01320/HHD Type :- HOUSEHOLDE  
Applicant Name :- . Date Received :- 24/05/2022  
Location :- FIELD VIEW Date Returned :- 01/06/2022  
WOODGREEN  
Proposal : Replacement roof slating and alterations to a rear extension.  
Observations : Witney Town Council has no objections regarding this application.

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The Meeting closed at : 8:00pm

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, 21 June 2022**

**At 6.00 pm in the Virtual Meeting Room via Zoom**

**Present:**

Councillor R Smith (Chair)

Councillors:	A Prosser T Ashby	L Duncan V Gwatkin
Officers:	Adam Clapton Claire Green  Simon Wright	Deputy Town Clerk Administration Support - Planning & Stronger Communities Democratic & Legal Services Officer
Others:	none.	

**P325 APOLOGIES FOR ABSENCE**

Apologies of absence were received from Councillors J Aitman and P Hiles.

**P326 DECLARATIONS OF INTEREST**

There were no declarations of interest from members.

The Administrative Support Assistant, Stronger Communities & Planning advised she had been involved with the planning decisions on application prior to her current role so referred members to the Deputy Town Clerk for any planning consultee guidance.

**P327 PUBLIC PARTICIPATION**

There was no public participation.

**P328 PLANNING APPLICATIONS**

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

**Resolved:**

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

P329 **WITNEY PROPOSED 20MPH & OTHER SPEED LIMITS - CONSULTATION**

The Committee considered the consultation on reduced speed limits across Witney, being run by Oxfordshire County Council.

**Resolved:**

That, the following response be submitted in response to the consultation,

Witney Town Council welcomes this consultation which proposes reduced speed limits across Witney.

To ensure clarity and accuracy, the Town Council would like to draw attention to the 'Oxfordshire County Council (Witney Area) (Speed Limits) Order 20\*\*' and that on point 2. Station Road should read 'Station Lane' and point 3. Jubilee Road should read 'Jubilee Way'.

The Town Council also notes disparity between the maps and the attached Schedules of the Order. Windrush Place and Centenary Way are included on the map but not in the schedule, alongside other new residential developments including Guild Close and Kingfisher Meadows. It is imperative for uniformity and simplicity that all residential estates are included within the scheme and the Town Council hopes the opening paragraph for Schedule 1 covers these additional areas.

As all other speed limits will be reduced as part of this town-wide scheme, the Town Council would also like to suggest the speed limit in Range Road is reduced to 30mph and its service roads are reduced to 20mph. Range Road provides connectivity between Deer park Road and Downs Road, both of which are proposed 30mph speed limits and the service roads off would effectively mirror the speed limit restrictions on the Avenue Service roads from Station Lane, which also contain industrial units.

Finally, the Town Council notes specific mention to Avenue One in Schedule 1 of the Order, but Avenue Two is a strategic route encompassing a pedestrian and cycle route to Witney Lake & Country Park and beyond. It would like assurances this vulnerable route is also included in a 20mph zone for the safety of users.

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The meeting closed at: 6.55 pm

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Chair



328- 6 WTC/077/22 Plot Ref :-22/01405/HHD Type :- HOUSEHOLDE  
Applicant Name :- . Date Received :- 09/06/22  
Location :- 36 BROADWAY CLOSE Date Returned :- 22/06/22  
BROADWAY CLOSE  
Proposal : Erection of new single storey rear extension, block up side door to kitchen and form new side window to new WC.  
Observations : While Witney Town Council does not object to this application in terms of material concerns, it notes the loss of permeable drainage and would ask that mitigating measures are considered to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.

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328- 7 WTC/078/22 Plot Ref :-22/01400/HHD Type :- HOUSEHOLDE  
Applicant Name :- . Date Received :- 09/06/22  
Location :- 16 BUTTERCROSS LANE Date Returned :- 22/06/22  
BUTTERCROSS LANE  
Proposal : Alterations to include erection of single story rear extension and installation of additional rear rooflight.  
Observations : While Witney Town Council does not object to this application in terms of material concerns, it notes the loss of permeable drainage and would ask that mitigating measures are considered to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.

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328- 8 WTC/079/22 Plot Ref :-22/01375/HHD Type :- HOUSEHOLDE  
Applicant Name :- . Date Received :- 13/06/22  
Location :- 4 CHESTNUT CLOSE Date Returned :- 22/06/22  
CHESTNUT CLOSE  
Proposal : Erection of single storey rear and front extensions, and two storey side extension.  
Observations : While Witney Town Council does not object to this application, members discussed the size, character and materials of existing properties on Chestnut Close. Members ask that Officers ensure the development includes the use of materials matching neighbouring properties and that the development is sympathetic in scale. 'Forming a logical complement to the existing pattern of development and character of the area' – as per the general principles of OS2 of the West Oxfordshire Local Plan 2031.

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328- 9 WTC/080/22 Plot Ref :-22/01386/HHD Type :- HOUSEHOLDE  
Applicant Name :- . Date Received :- 13/06/22  
Location :- 13 WILLOWBANK Date Returned :- 22/06/22  
WILLOWBANK  
Proposal : Erection of a detached summerhouse and shed in rear garden. (Retrospective).  
Observations : While Witney Town Council does not object to this application, members expressed concern over the size and scale of the outbuildings in relation to the host dwelling. Members noted that the buildings dominate the view from the stream and ask that Planning Officers assess the application carefully against the general principles of Policy OS2 of the West Oxfordshire Local Plan 2031. Specifically, that the development should be of a proportionate and appropriate scale to its context, and that the development should form a logical complement to the existing scale and pattern of development and the character

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of the area.

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The Meeting closed at : 7:00pm

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

On behalf of :- Witney Town Council

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# Agenda Item 5

## Witney Town Council

### Climate, Biodiversity & Planning 12.07.2022

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5

5.1 **WTC/081/22** Plot Ref :- 22/01498/LBC Type :- LISTED BUI  
Applicant Name :- . Date Received :- 15/06/22  
Parish :- CENTRAL Date Returned :-  
Location :- 77 HIGH STREET Agent  
HIGH STREET  
Proposals :- Internal and external alterations to convert existing 2 flats into single family home.  
Observations :-

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5.2 **WTC/082/22** Plot Ref :- 22/01462/LBC Type :- LISTED BUI  
Applicant Name :- . Date Received :- 23/06/22  
Parish :- NORTH Date Returned :-  
Location :- WEAVERS COTTAGE Agent  
WEST END  
WEST END  
Proposals :- Re-roof rear section of building, replacing existing stone slates with cardinal slates. (Retrospective).  
Observations :-

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5.3 **WTC/083/22** Plot Ref :- 22/01068/FUL Type :- FULL  
Applicant Name :- . Date Received :- 23/06/22  
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 :-

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5.4 **WTC/084/22** Plot Ref :- 22/01526/HHD Type :- HOUSEHOL  
Applicant Name :- . Date Received :- 23/06/22  
Parish :- CENTRAL Date Returned :-  
Location :- 101 MIRFIELD ROAD Agent  
MIRFIELD ROAD



5 . 10 **WTC/090/22** Plot Ref :- 22/01630/HHD Type :- HOUSEHOL  
Applicant Name :- . Date Received :- 29/06/22  
Parish :- SOUTH Date Returned :-  
Location :- 38 LANGDALE GATE Agent  
LANGDALE GATE  
Proposals :- Two storey side extension and alterations to enlarge the existing  
ground floor, and create a first floor bedroom.  
Observations :-

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5 . 11 **WTC/091/22** Plot Ref :- 22/01712/HHD Type :- HOUSEHOL  
Applicant Name :- . Date Received :- 05/07/22  
Parish :- CENTRAL Date Returned :-  
Location :- 46 PARK ROAD Agent  
PARK ROAD  
Proposals :- Single Storey Rear Extension.  
Observations :-

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5 . 12 **WTC/092/22** Plot Ref :- 21/04097/S73 Type :- VARIATION  
Applicant Name :- . Date Received :- 05/07/22  
Parish :- SOUTH Date Returned :-  
Location :- 37 CORN STREET Agent  
CORN STREET  
Proposals :- Variation of condition 2 of permission 19/01164/FUL to allow an  
increase to the ridge height of the former stable building and  
external alterations (plots 3 and 4) and to add six PV panels to the  
east facing roof of plots 1 and 2.  
Observations :-

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5 . 13 **WTC/093/22** Plot Ref :- 22/01650/FUL Type :- FULL  
Applicant Name :- . Date Received :- 21/06/22  
Parish :- SOUTH Date Returned :-  
Location :- 43 - 45 MARKET Agent  
SQUARE  
MARKET SQUARE  
Proposals :- Installation of air conditioning unit.  
Observations :-

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Date: 23 June 2022  
OCC ref: R3.0073/22

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  
Director of Planning, Environment  
and Climate Change

Dear Mrs Groth

**Planning application by Oxfordshire County Council, County Hall, New Road, Oxford, OX1 1ND for planning permission: Temporary planning permission for the use of the site for the parking and storage of Oxfordshire County Council fleet vehicles at Moorland Centre, 24 Dark Lane, Witney, Oxfordshire, OX28 6LE**

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 **R3.0073/22**.

<https://myeplanning2.oxfordshire.gov.uk/Planning/Display/R3.0073/22?cuuid=A950DEB8-93F1-4353-9C82-0000D7F268B9>

I should be grateful for any observations you may wish to make on the application by **21 July 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 Director of Planning, Environment and Climate Change 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](http://www.oxfordshire.gov.uk/privacynoticedocument)

Yours sincerely,

*Mary Hudson*

Mary Hudson  
Principal Planning Officer

Direct line: 07393 001257

Email: [mary.hudson@oxfordshire.gov.uk](mailto:mary.hudson@oxfordshire.gov.uk)

[www.oxfordshire.gov.uk](http://www.oxfordshire.gov.uk)

**Minute Ref 7**

**Tue 12 July 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/035/22	Approved	7 BURFORD ROAD
E WTC/042/22	Approved	16 COMPTON WAY
E WTC/048/22	Approved	317 MANOR ROAD
E WTC/055/22	Approved	33 COTSWOLD MEADOW
E WTC/056/22	Approved	111 BURWELL DRIVE
E WTC/060/22	Approved	39 HIGH STREET
E WTC/061/22	Approved	UNIT 21-22 AVENUE ONE
E WTC/062/22	Approved	23 TOWER HILL
E WTC/064/22	Approved	WITNEY TOWN BOWLS CLUB
E WTC/065/22	Approved with Conditions	WITNEY COMMUNITY HOSPITAL
E WTC/067/22	Approved	117 ETON CLOSE
E WTC/068/22	Approved	16 CAMPION WAY
E WTC/070/22	Approved	316 THORNEY LEYS
E WTC/071/22	Approved	FIELD VIEW
E WTC/072/22	Approved	8 OAKFIELD PLACE

**OTHER PLANNING DETAILS**

WTC/007/22	Withdrawn	3 PAINSWICK CLOSE
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Date: 15th June 2022  
Our ref: 22/00012/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: 141 Queen Emmas Dyke Witney Oxfordshire

Description of Development: Erection of a pair of semi detached dwellings together with associated works and provision of vehicular access.

Original Application Number: 21/02618/FUL

Appellant's name: Dr Jianning Liang

Appeal Reference: APP/D3125/W/22/3293742

Appeal Start Date: 30.05.2022

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 **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/22/3293742:

Via email : [West3@planninginspectorate.gov.uk](mailto:West3@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 **13th July 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/22/3293742. You can also view the appeal documents on the Council's website at [www.westoxon.gov.uk/planning](http://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](http://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

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

**Held on Tuesday, 7 June 2022**

**At 2.30 pm in the Gallery Room, The Corn Exchange, Witney**

**Present:**

Councillor A Coles (Chair)

Councillors:	A Prosser J Aitman	T Ashby R Smith (In place of L Duncan)
Members:	D Enright H Eaglestone M Johnson T Bayliss A Lyon D Miles	Oxfordshire County Council West Oxfordshire District Council West Oxfordshire District Council Stagecoach West Oxon Community Transport Parish Transport Representative
Officers:	Adam Clapton Claire Green Mike Wasley Natalie Moore	Deputy Town Clerk Witney Town Council Oxfordshire County Council Oxfordshire County Council
Others:	no members of the public.	

**T26 APOLOGIES FOR ABSENCE**

Apologies for their absence were received from Cllr Fenton, Cllr Duncan, C Hulme (TVP), K Hickman (Windrush Bike Project), and M Wheatly (WODC).

**T27 PUBLIC PARTICIPATION**

There were no members of the public present to address the committee.

**T28 TO ADOPT AND SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 22 MARCH 2022 (COPY ENCLOSED)**

**Resolved:**

That, the minutes of the Witney Traffic Advisory Committee held on 22 March 2022 be approved and signed by the Chair.

**T29 MATTERS ARISING FROM THE MINUTES NOT COVERED IN SUBSEQUENT ITEMS**

T16 – Corndell Gardens/Corn Street. The Chair asked for an update on this item. No further updates were available from Oxfordshire County Council at this time. The Chair reminded Officers this had been on the agenda since January.

T17 – Terms of Reference. The Chair advised he had contacted the Chamber of Commerce about sending a representative to the meetings which they would discuss at their next meeting. Officers had confirmed there was no organised taxi group known by the licencing department at West Oxfordshire District Council.

**T30 OXFORDSHIRE COUNTY COUNCIL - TRAFFIC SCHEMES & TRAFFIC & SAFETY REPORTS**

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 following; 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, traffic restrictions on High Street, the Draft Local Transport and Connectivity Plan (LTCP), a Low Traffic Neighbourhood scheme at Burwell Meadow, Public Transport at Windrush Place, parking restrictions at Avenue Two, the road closure at The Angel public house and pavement parking at Cogges Farm.

Members were advised that progress on the Bike Barriers had been slow, but progress was being made on inclusive mobility standards.

Members were also updated that communication was ongoing between Oxfordshire County Council and The Angel public house and a solution on external seating was required.

In relation to road markings and re-surfacing, members raised that sat nav markings were out of sync on Burford Road, re-surfacing was required in Vanner Road, Chestnut Close, Orkney Close, Park Road and that suggestions for Ducklington roundabout markings had not been included on the current list. In response officers advised that a request for Vanner Road would need to be forwarded to the roads and drainage team and they were aware of works required at Ducklington roundabout. The Fix My Street process was explained to members, and it was acknowledged further work was needed on responses in relation to resident requests.

**Resolved:**

1. That, the report be noted; and
2. With regards to Windrush Place S106 funded schemes, this committee will be provided with a programme of works from County Council officers as soon as the information is available, even if this is before the next meeting; and
4. A Programme Leader, had been appointed for potential new High Street proposals. The plans need to be put together by March 2023. Engagement with major stakeholders will be a key element; and
5. An ANPR survey is planned for traffic monitoring at Burwell Meadow, OCC Officers will advise when dates are known for the survey; and
6. The road surface at Windrush Place is now suitable for buses, S1 services will start in September; and
7. With regards to the new parking restrictions and associated works at Avenue Two, OCC Officers will be advising a timeline and programme of works.

*Cllr D Enright joined the meeting at 2.55pm*

*Cllr A Prosser joined the meeting at 2.57pm*

**T31 COGGES FARM - PARKING ON DOUBLE YELLOW LINES**

The committee received and considered correspondence from a resident concerning parking issues near Cogges Farm.

Members were updated that following reports of parking on the verges and pavement opposite Cogges Farm, the installation of bollards on the verges was being explored by County Council officers. An update on a timeframe will be provided at the next meeting of this Committee.

**Resolved:**

That, the resident will be contacted with an update.

**T32 PARKING IN MADLEY PARK**

The committee received and considered correspondence from Madley Park Residents Association regarding parking issues at Madley Park.

A discussion was held and suggestions considered. Ideas included contacting the school and asking them to communicate the issue to parents, converting one of the grass verges to create additional parking and considering double yellow lines in areas where street parking is not safe.

**Resolved:**

1. That Oxfordshire County Council Officers will think about what improvement measures might be feasible; and
2. Councillor R Smith will report back to Madley Park residents' association with an update and encourage residents to report any actual obstructions to Thames Valley Police.

**T33 20MPH SCHEME FOR WITNEY**

The Committee received a verbal update from the Deputy Town Clerk to accompany the minutes of the Town Council's 20mph Working Party.

Members were advised of the history of the scheme and that the Town Council had submitted proposals to the County Council. It had been confirmed the restrictions would be for all residential areas, including new developments such as Windrush Place and kingfisher Meadows. The Town Council had requested a final map showing the exact proposals for public consultation but had been advised that wasn't possible due to time constraints in going out to publication.

**Resolved:**

That, the verbal update be noted.

T34 **ITEMS RAISED AT THE MEETING**

A member raised a query regarding the process on street signs for newly built developments. It was confirmed that although the roads are eventually adopted by Oxfordshire County Council, the signage is organised and installed by the developer.

The Enforcement of Corn Street parking restrictions and double yellow lines was raised again. It was acknowledged that this had not been addressed satisfactorily for a number of years. Members were hopeful that Oxfordshire County Council parking enforcement would take a more active approach with a priority on road safety.

With regard to active travel infrastructure, members raised concerns that the cycle lanes on Corn Street were dangerous and that a cycle section to Tower Hill needed to be completed. Members were hopeful that the LCWIP would address some of the issues, in the meantime members wanted to keep this item on the agenda due to its importance.

A member raised a wider question on how to ensure footpaths are returned to the way they were after work on them has been completed. Oxfordshire County Council Officers advised that any contractors have a responsibility to return the Highway to the condition pre-works. Further, Oxfordshire County Council have Local Management Inspectors who can check that highways are in the correct condition following works and can instruct highways are made good if they aren't up to specification.

A member raised issues of parking on the verges at Quarry road and Madley Park, and other areas of Witney. It was advised Witney Town Council are receiving an increased number of reports of this type.

A member reported that unfortunately OCC had confirmed that the proposed bus route from Carterton to Swindon had been dropped due to the reduced amount of funding awarded by the Government. Cllr Enright advised there was a Bus Summit in the following week and hopefully an update could be provided at the next meeting. The bridging fund brought in during covid is due to expire in September.

A member expressed concern about any proposals for a LTN at Burwell. If this route were to be closed at peak times it would cause many issues. It was advised that the survey was requested to determine the number of cars and their use of Burwell Meadow – where are they coming from, and where are they going to. The data would be subject to analysis before any decisions were made.

**Resolved:**

1. That, OCC officers will check on the progress of the cycle lane section to Tower Hill; and
2. That, the issue of parking on grass verges is added as an agenda item for the next meeting of this committee; and
3. That Officers would seek an update on bus routes and funding following the June Bus Summit.

T35 **DATE OF THE NEXT MEETING(S)**

The Chair confirmed the date of the next meeting would be Tuesday 27 September and asked if members had a preference whether the meeting should be held in person, or virtually.

**Resolved:**

That, the Witney Traffic Advisory meeting to be held on 27 September 2022 be held in person.

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The meeting closed at: 3.52 pm

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Chair

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## CLIMATE, BIODIVERSITY & PLANNING COMMITTEE

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**Date:** Tuesday, 12 July 2022

**Title:** Wildflower Planting

**Contact Officer:** Maintenance & Environmental Services Officer - Angus Whitburn

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### **Background**

In autumn 2021 the council's maintenance team prepared predefined areas for wildflower planting by community groups. The process was proposed by officers as an alternative to 'no mowing methods', ultimately creating more impactful displays and stronger wildflower creation without the need to kill off grass species.

The results so far have been very good at Oxlease field and Burwell recreation ground. The clay content in the soil at Eton Close was higher than expected so the seeds didn't take, since the maintenance team have infilled the beds and re-seeded them. Both Oxlease and Burwell beds will move onto their second year of maintenance which will involve cutting the wildflowers down and leaving the heads to seed into the ground for one week before collecting. Going into spring and summer 2023 the beds should show more diversity.

### **Current Situation**

To get the same effects as what has already been achieved at Oxlease and Burwell the Council's maintenance team would need to start preparations in late autumn. The current areas could be extended out to cover more land or new areas could be selected. The areas currently planted were advised by officers based on the potential for vandalism, accidental damage and capturing an audience. Officers learnt that the bed preparation could be more efficient with the hire of a turf stripper.

New areas could involve adjoining the paths at the Lake & Country Park, sections of the meadows and cemeteries. Areas could be created at the leys recreation ground but due to the activity level on the land, these could be easily damaged.

### **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.

The method of stripping the turf and planting was partially advised based on resident complaints about no mowing methods looking unkempt. The rear of St Marys churchyard is on a no-mow schedule and has already generated complaints this year.

## **Financial implications**

Described here or as stated in the report above.

- The equipment hire budget is sufficient to cover the cost of hiring a turf cutter.
- There is a small horticulture budget that would cover the cost of purchasing further wildflower seeds.

## **Recommendations**

Members are invited to note the report and consider the following:

1. Suggested wildflower planting areas which officers can investigate further and report back at a future meeting,
2. Continuing with the current method or revert to 'no mowing methods'.

## CLIMATE, BIODIVERSITY & PLANNING COMMITTEE

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**Date:** Tuesday, 12 July 2022

**Title:** Thermal Imaging Camera

**Contact Officer:** Maintenance & Environmental Services Officer - Angus Whitburn

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### **Background**

In August 2021 it was agreed by council to purchase a thermal imaging camera that would be available to hire for residents of Witney. The camera will help residents identify areas in their homes which allow energy to escape.

There were concerns about the security of the camera and possible theft and damage, so it was agreed by council that a community group be approached to take ownership of the unit.

### **Current Situation**

A suitable community group to adopt the thermal imaging camera is yet to be found. More promotion could be made but the council are still dependent on a community group coming forward to get the project off the ground.

It was originally reported to councillors by the Maintenance & Environmental Service officer in August 2021 that the camera be hireable from the administration office for a small deposit or hire fee. Returning to this suggestion it would help to implement the service to residents quicker before it is potentially in high demand in autumn and winter.

### **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.

In lending out equipment the council are taking a risk in the equipment getting damaged stolen or lost. If the equipment was lost or stolen it would be reported as theft. To help identification of the asset, a tamper proof asset tag would be in place.

### **Financial implications**

Described here or as stated in the report above.

- There is not an available budget to replace the thermal imaging camera so if it was lost, stolen or damaged beyond repair the council would not be able to replace it.

### **Recommendations**

Members are invited to note the report and consider the following:

1. Discuss implementing a charged deposit scheme for the rental of the thermal imaging camera.
2. Collection of a deposit that is returnable or a hire charge that is retained by council to purchase a replacement unit or pay for repairs.