

Climate, Biodiversity & Planning Committee Meeting of Witney Town Council



Tuesday, 27th September, 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 Committee Clerk (derek.mackenzie@witney-tc.gov.uk) in advance.

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 Committee Clerk (derek.mackenzie@witney-tc.gov.uk) **prior to the meeting**, stating the reason for absence.

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

2. Declarations of Interest

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

3. Public Participation

The meeting will adjourn for this item.

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

4. Planning Applications (Pages 3 - 6)

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

5. **Planning Decisions** (Pages 7 - 8)

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

6. **Minutes** (Pages 9 - 30)

a) To adopt and sign as correct the minutes of the committee held on 12 July, 2 August and 23 August 2022.

b) Matters arising from the minutes of 12 July, 2 August and 23 August 2022.

7. **Finance Report** (Pages 31 - 38)

To receive and consider the report of the Town Clerk/RFO.



Town Clerk

4 Planning Applications

4.1 **WTC/120/22** Plot Ref :- 22/02201/HHD Type :- HOUSEHOL
Applicant Name :- . Date Received :- 30/08/22
Parish :- EAST Date Returned :-
Location :- 63 OXLEASE Agent
OXLEASE
Proposals :- Single storey side extension.
Observations :-

4.2 **WTC/121/22** Plot Ref :- 22/02186/HHD Type :- HOUSEHOL
Applicant Name :- . Date Received :- 30/08/22
Parish :- NORTH Date Returned :-
Location :- 4 CHESTNUT CLOSE Agent
CHESTNUT CLOSE
Proposals :- Single storey rear, side and front extensions to provide supported
living accommodation.
Observations :-

4.3 **WTC/122/22** Plot Ref :- 22/02166/HHD Type :- HOUSEHOL
Applicant Name :- . Date Received :- 30/08/22
Parish :- CENTRAL Date Returned :-
Location :- 10 MOOR AVENUE Agent
MOOR AVENUE
Proposals :- Two Storey Side Extension with Associated Works.
Observations :-

4.4 **WTC/123/22** Plot Ref :- 22/02229/FUL Type :- FULL
Applicant Name :- . Date Received :- 30/08/22
Parish :- CENTRAL Date Returned :-
Location :- 96 HIGH STREET Agent
HIGH STREET
Proposals :- Replacement shopfront.
Observations :-

4.5 **WTC/124/22** Plot Ref :- 22/02230/LBC Type :- LISTED BUI
Applicant Name :- . Date Received :- 30/08/22
Parish :- CENTRAL Date Returned :-
Location :- 96 HIGH STREET Agent
HIGH STREET

4 . 15

WTC/134/22

Plot Ref :- 22/02340/HHD Type :- HOUSEHOL

Applicant Name :- .

Date Received :- 15/09/22

Parish :- CENTRAL

Date Returned :-

Location :- 2 JACOBS CLOSE
JACOBS CLOSE

Agent

Proposals :- Remove existing rear conservatory. Two storey side extension to existing garage, Front porch extension, rear single storey extension. Access to rear and front for parking.

Observations :-

Minute Ref 5

Tue 13 September 2022

District Ref

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

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GRANTED PLANNING PERMISSIONS

E WTC/028/22	Approved	37 CORN STREET
E WTC/066/22	Approved	41 CURBRIDGE ROAD
E WTC/069/22	Approved	LAND AT WEST WITNEY
E WTC/073/22	Approved	15 HEDGEHOG LANE
E WTC/074/22	Approved	8 WOODLANDS ROAD
E WTC/075/22	Approved	94 WOODSTOCK ROAD
E WTC/076/22	Approved	GIBBETTS CLOSE FARM
E WTC/077/22	Approved	36 BROADWAY CLOSE
E WTC/078/22	Approved	16 BUTTERCROSS LANE
E WTC/080/22	Approved	13 WILLOWBANK
E WTC/081/22	Approved	77 HIGH STREET
E WTC/082/22	Approved	WEAVERS COTTAGE
E WTC/084/22	Approved	101 MIRFIELD ROAD
E WTC/085/22	Approved	WITNEY SERVICE STATION
E WTC/086/22	Approved	1 MOORLAND CLOSE
E WTC/087/22	Approved	STAPLE COURT
E WTC/088/22	Approved	127 FARMERS CLOSE
E WTC/089/22	Approved	16 EARLY ROAD
E WTC/090/22	Approved	38 LANGDALE GATE
E WTC/091/22	Approved	46 PARK ROAD
E WTC/092/22	Approved	37 CORN STREET

NOTIFICATIONS OF PLANNING DECISIONS FROM West Oxfordshire District Council

Minute Ref 5

Tue 13 September 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/095/22	Approved	43 VALENCE CRESCENT
E WTC/096/22	Approved	34 VANNER ROAD
E WTC/097/22	Approved	129A CORN STREET
E WTC/099/22	Approved	1 EDINGTON SQUARE
E WTC/101/22	Approved	6 ABBEY ROAD
E WTC/102/22	Approved	5 WOODLANDS ROAD
E WTC/103/22	Approved	91A BARRINGTON CLOSE
E WTC/104/22	Approved	3 FARM MILL LANE

REFUSED PLANNING PERMISSIONS

C WTC/093/22	Refused	43 - 45 MARKET SQUARE
<p>District COMMENT By reason of its design and siting, the proposed air conditioning unit will adversely affect the listed building and its fabric. In addition, the proposed air conditioning unit will adversely affect the visual appearance and character of the Conservation Area. The public benefits of the scheme do not outweigh the less than substantial harm found.</p> <p>The proposal is therefore contrary to Sections 16(1) and 72(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990; Policies OS2, OS4, EH10, EH11 and WIT5 of the adopted West Oxfordshire Local Plan 2031, the relevant paragraphs of the NPPF and the West Oxfordshire Design Guide.</p>		<p>Local COMMENT Witney Town Council support the principle of air conditioning for the premises, but members expressed concerns about the negative effect of this development on a prominently visible building in the Conservation Area of the town.</p> <p>Members ask that the Conservation Officer is consulted and conducts a site visit. And if deemed necessary, the applicant considers a smaller, slimline unit that has minimal visual impact.</p>

OTHER PLANNING DETAILS

WTC/079/22	Withdrawn	4 CHESTNUT CLOSE
WTC/094/22	Withdrawn	29 LARCH LANE
WTC/100/22	Withdrawn	84 BURWELL MEADOW
WTC/112/22	Withdrawn	77 HIGH STREET

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

Held on Tuesday, 12 July 2022

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

Present:

Councillor R Smith (Chair)

Councillors:	A Prosser T Ashby	L Duncan P Hiles
Officers:	Adam Clapton Claire Green	Deputy Town Clerk Administration Support - Planning & Stronger Communities
Others:	None	

P370 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor V Gwatkin.

P371 DECLARATIONS OF INTEREST

There were no declarations of interest from members or officers.

P372 MINUTES

The Committee received and considered the minutes of the meetings held on 31 May and 21 June 2022.

Resolved:

That, the minutes of the meetings of the committee held on 31 May & 21 June 2022 were adopted as a correct record and signed by the Chair.

P373 PUBLIC PARTICIPATION

The Committee adjourned for this item.

Gavin Hyatt addressed the Committee on agenda item 5.3 – a planning application for T Robins Building, Avenue Three, Witney. West Oxfordshire District Council application reference 22/01068/FUL. Questions followed from Committee members.

The meeting reconvened for planning applications to be considered.

P374 **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.

P375 **OXFORDSHIRE COUNTY COUNCIL PLANNING R3.0073/22 - MOORLAND ROAD, WITNEY**

The Committee received and considered Oxfordshire County Council planning application R3.0073/22 at Moorland Road, Witney.

Resolved:

That, Witney Town Council has no objection to this application.

P376 **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.

P377 **NOTIFICATION OF PLANNING APPEAL - 141 QUEEN EMMA'S DYKE**

The Committee received notice of Planning Appeal APP/ D3125/W/22/3293742 for 141 Queen Emma's Dyke, Witney.

Resolved:

That, the Planning Appeal be noted.

P378 **WITNEY TRAFFIC ADVISORY COMMITTEE MINUTES - 7 JUNE 2022**

The Committee received the minutes of the Witney Traffic Advisory Committee held on 7 June 2022.

Resolved:

That the minutes, as circulated, be noted.

P379 **LOCAL CYCLING & WALKING INFRASTRUCTURE PLAN (LCWIP)**

The Committee received a presentation from the Local Cycling & Walking Infrastructure Plan (LCWIP) meeting held on 23 June 2022.

Members were advised that the outcomes of this project were by no means confirmed and would not conflict with more advance plans due to be funded from Section 106 contributions. The proposed improvements in the document were examples and suggestions and the final plans would be developed in future meetings.

Resolved:

That, the update on the LCWIP be noted.

P380 **CLIMATE INITIATIVES UPDATE**

The Deputy Town Clerk provided the committee with a verbal update on initiatives across the Council estate which crossed over with the climate aspirations of this committee and where further reports had not yet been presented.

Members were advised that a Fuel Cell CHP Boiler had been agreed at Burwell Hall by the Halls, Cemeteries & Allotments Committee. There was some concern this solution was not as environmentally friendly as other options, but the Council was constrained by the cost of these. It would provide a greener option and would work well with the development of changing rooms at the Hall.

Changes had been made to Council's facilities and operations including procurement of plastic free sanitary equipment and the impending tendering for a more environmentally friendly printing contract and an electric works vehicle. It was advised that officers were exploring purchasing more electric work items, but this was proving problematic as some alternatives didn't exist.

Regarding other buildings and the estate, although funds had been allocated to these for climate initiatives, several were tied up with long-term projects and plans had not yet been finalised. The Chair advised there had been approach from a group of residents regarding solar panels at Madley Park Hall and they would be contacting the Council regarding their proposals in due course. At the Country Park, the Environment Agency had begun clearing debris from the river through the section owned by the Council.

In response to a Member, it was advised that a Carbon Footprint document for the Council's Estate and forward plan, while started, had not been completed due to resourcing issues but it was essential to deliver the Councils Climate Objectives.

In terms of encouraging active travel, the committee heard that Car Free Day would be held on 22 September, 20mph speed restriction proposals were with the County Council for a decision, and the vandalised bike repair stands at the Leys and in Market Square were proving costly to repair. On the latter, members suggested contacting Active Oxfordshire to see if further funding was available.

Resolved:

That, the updates be noted.

Cllr T Ashby left the meeting at 7.33pm

P381 **WILDFLOWER PLANTING**

The Committee received and considered the report of the Maintenance & Environmental Services Officer concerning wildflower planting.

Members were pleased with what had been achieved this summer but there was some concern that the sowing of annual wildflower seed beds was more akin to regular planting. A more bio-diverse approach had been utilised in other areas, such as Windrush Cemetery so there was a need for both kinds of approach. In terms of increasing biodiversity, the wildflower seed beds should be scaled up with bee friendly flowers; these extended areas contributing towards a biodiverse corridor in the town.

Resolved:

1. That, the report be noted and,
2. That the extension of the wildflower areas at Oxlease and the Cemeteries be supported under the current wildflower seed bed scheme in these areas to create a wildlife corridor and,
3. That, Wild Witney be asked to carry out wildflower planting at the Lake & Country Park along the yellow rattle long-term approach and,
4. That, Witney Land Army be approached to see if they would like to carry out wildflower seed planting this autumn.

P382 **THERMAL IMAGING CAMERA**

The Committee received the report of the Maintenance & Environmental Services Officer concerning a thermal imaging camera purchased by the Council

Members agreed it was an excellent time to launch this initiative given the cost-of-living crisis and need for residents to identify home insulation issues ahead of the winter.

It was suggested by a member there was a group in Witney who may be willing to facilitate the use of the camera to residents. A disclaimer/terms of reference and crib sheet on how to use the camera would be required.

Resolved:

1. That, the report be noted and,
2. That, the thermal imaging camera be loaned to the local Eco Forum Group to help residents identify home insulation issues.

The meeting closed at: 7.57 pm

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.

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.

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, 2 August 2022

At 6.00 pm in the Virtual Meeting Room via Zoom

Present:

Councillor R Smith (Chair)

Councillors:	A Prosser T Ashby J Aitman	L Duncan V Gwatkin P Hiles
Officers:	Adam Clapton Claire Green Derek Mackenzie	Deputy Town Clerk Administration Support - Planning & Stronger Communities Senior Administrative Officer & Committee Clerk
Others:	1 member of the public.	

P425 APOLOGIES FOR ABSENCE

All members were present for the meeting.

P426 DECLARATIONS OF INTEREST

There were no declarations by members at this point in the meeting. Councillor R Smith later declared a personal non prejudicial interest in Agenda item 6.

Councillor A Prosser joined the meeting at 18:06pm

P427 PUBLIC PARTICIPATION

The Committee adjourned for this item.

Samuel Lamb addressed the Committee on agenda item 6 – Request to install bollards – Woodstock Road. Questions followed from Committee members.

The meeting reconvened for planning applications to be considered.

P428 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.

P429 APPLICATION FOR A PREMISES LICENCE - BLIND TIGER BARS, 8 MARKET SQUARE

The Committee received and considered a premises licence application for Blind Tiger Bars, 8 Market Square.

Members welcomed a new music venue in the town but were concerned about the proximity to residential properties, so asked that the following response be issued to West Oxfordshire District Council.

Resolved:

That, While Witney Town Council welcome a new live music venue for the Town, Councillors expressed some concerns regarding the potential noise levels and how this might negatively affect residential properties immediately neighbouring the venue. Due to the proximity of residential units, Witney Town Council ask that the Licensing Officer ensure that residential neighbours are contacted directly and advised of the application and the relevant neighbour consultation process, rather than relying solely on-site notices.

Further, should the application be approved, Witney Town Council ask that conditions are applied to the licence that allow for monitoring and control of noise levels at the venue.

P430 REQUEST TO INSTALL BOLLARDS - WOODSTOCK ROAD, WITNEY

The committee received and considered the report of the Deputy Town Clerk and the associated correspondence from the resident of 89 Woodstock Road.

Members were advised that installation costs would be met by the resident and were happy with the proposed design and size of the wooden posts to be used. Future maintenance of the posts was unclear, but they would not be the responsibility of the Town Council.

Resolved:

1. That, the report be noted and,
2. That, the request for bollards to be installed adjacent to 89 Woodstock Road be approved and,
3. That, the Town Council takes no liability for the bollards, including their future maintenance, repair, or replacement.

P431 SCHOOL STREETS EXPERIMENTAL TRAFFIC REGULATION ORDER

The Committee received an update from Oxfordshire County Council on the Safer Streets Experimental Traffic Regulation Order (ETRO) which included Tower Hill Community Primary School.

Members were disappointed the scheme would not be continued in Witney. The committee had suggestions for future such projects, which should be included in the response to the County Council consultation.

Resolved:

That, Witney Town Council is disappointed that the Safer Streets scheme at Tower Hill Community Primary School is not being progressed following this Experimental Traffic Regulation Order (ETRO).

The Council is aware that schools and parents still covet Safer Street schemes to facilitate safer and active travel for schoolchildren. It would like to suggest that any future projects include the provision of enforcement infrastructure from the outset, such as ANPR and/or flashing speeds figures, as these would greatly benefit its viability and success.

P432 **20MPH SPEED RESTRICTIONS**

The Committee received a verbal update from the Deputy Town Clerk on 20mph speed restrictions.

As members were aware, a public consultation had been held by Oxfordshire County Council on the proposals formed by the 20mph Working Party which had been agreed at their recent cabinet meeting.

Correspondence from County Council officers had been received advising all proposals had been accepted and they would be working on implementing the scheme in the coming weeks. At this point there was no confirmed timeframe or communications strategy. Officers would continue to work with the County Council on these when they were forthcoming.

Resolved:

That, the verbal update be noted.

The meeting closed at: 7.03 pm

Chair

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WTC Planning Responses – Climate, Biodiversity & Planning 2nd August 2022

WTC Ref	WODC Ref	Address	Comments
094	22/01731/HHD	29 LARCH LANE	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.
095	22/01527/HHD	43 VALENCE CRESCENT	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.
096	22/01920/PN42	34 VANNER ROAD	Subsequent to the Climate, Biodiversity & Planning Committee Meeting held on 2nd August 2022, Witney Town Council were advised by the Local Planning Authority that the Parish Council are not a statutory consultee on PN42 applications. Therefore, no response has been submitted to the District Council online portal.
097	22/01150/HHD	129A CORN STREET	Witney Town Council has no objections regarding this application.
098	22/01876/LBC	92 CORN STREET	Witney Town Council are unable to comment on this application as there are no plans, drawings or proposal details available to view on the portal.
099	22/01844/ADV	1 EDINGTON SQUARE	While Witney Town Council does not object to this application, members discussed the environmental impact of the illuminated signage and whether there was an opportunity for Tesco to install a solar-powered lighting solution to reduce environmental harm. Further, members identified that the wording proposed for Sign 10 reads 'Serving Valence Crescent's customers, communities and planet a little better every day' – members suggested that since the store serves the residents of

			Deer Park estate, it might be more appropriate for the wording to reflect the estate name 'Deer Park' in place of Valence Crescent.
100	22/01928/HHD	84 BURWELL MEADOW	While Witney Town Council does not object to this application in terms of extending the dwelling, Councillors express concern for parking on the site. The submitted drawings clearly show that the proposed parking area is not sufficient for the space required for a vehicle – not only would a car overhang the remaining parking space, car doors, when opening, could pose a risk to users of the public highway which runs adjacent to the space. Given the proximity of the footpath to the application site, Witney Town Council request that adequate consultation be sought from the relevant Highways Authority and Members ask that consideration be given to West Oxfordshire Local Plan Policy T4 – Parking Provision.

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

Held on Tuesday, 23 August 2022

At 6.00 pm in the Virtual Meeting Room via Zoom

Present:

Councillors:	A Prosser J Aitman	L Duncan P Hiles
Officers:	Adam Clapton Derek Mackenzie	Deputy Town Clerk Halls & Green Spaces Administrator
Others:	4 members of the public.	

P433 APOLOGIES FOR ABSENCE

Apologies of absence were received from Councillors R Smith, T Ashby and V Gwatkin.

P434 DECLARATIONS OF INTEREST

Councillor J Aitman declared an interest in planning application 22/01835/LBC by virtue of knowing the applicants. Councillor Aitman also informed that she lived in very close proximity of the site of the planning application 20/02654/OUT.

P435 PUBLIC PARTICIPATION

The Committee adjourned for this item.

Lesley Morris, a resident of Church Green addressed the Committee of behalf of a neighbours group to object in respect of the planning application 22/02036/FUL - Mulberry House, 9 Church Green. Questions followed from Committee members.

The meeting reconvened for planning applications to be considered.

At 18:15pm Councillor L Duncan left the meeting due to technical difficulties. The committee paused to ensure it remained Quorate.

At 18:16pm A resident joined the meeting. Councillor A Prosser confirmed that planning application 22/02036/FUL had already been discussed and so the resident left the meeting.

At 18:17pm Councillor L Duncan re-joined and the meeting reconvened.

P436 **PLANNING APPLICATIONS**

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

Members also considered plans for planning reference 22/01876/LBC which had been unavailable at the previous meeting. There were no objections to the application.

Resolved:

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

P437 **APPLICATION FOR VARIATION OF PREMISES LICENCE - OXON BBQ, 68 HIGH STREET**

The Committee considered the application for Premises Licence.

Resolved:

That, Witney Town Council has no objections regarding this application.

P438 **NOTIFICATION OF PLANNING ENFORCEMENT APPEAL - 66 CORN STREET**

The Committee received notification of Planning Appeal APP/D3125/C/22/3302787 in respect of 66 Corn Street, Witney

Resolved:

That, the notification of the Planning Appeal be noted.

P439 **NOTIFICATION OF PLANNING APPEAL - 13 WILLOWBANK**

The Committee received notification of Planning Appeal APP/D3125/W/22/3299642 in respect of 13 Willowbank, Witney

Resolved:

That, the notification of the Planning Appeal be noted.

P440 **PLANNING APPEAL INQUIRY ARRANGEMENTS - LAND EAST OF WITNEY ROAD, DUCKLINGTON**

The Committee received details of Public Inquiry APP/D3125/W/22/33297487 in respect of Land East of Witney Road, Witney

Resolved:

That, the notification of the Public Inquiry be noted.

The meeting closed at: 6.58 pm

Chair

WTC Planning Responses – Climate, Biodiversity & Planning 23rd August 2022

WTC Ref	WODC Ref	Address	Comments
101	22/01947/HHD	6 ABBEY ROAD	While Witney Town Council does not object to this application in terms of material concerns, members request that an application for dropped kerbs be made to Oxfordshire County Council so that vehicles can access the proposed parking area safely and without causing kerb damage.
102	22/01953/HHD	5 WOODLANDS ROAD	Witney Town Council has no objections regarding this application.
103	22/01941/HHD	91A BARRINGTON CLOSE	While Witney Town Council does not object to this application in terms of material concerns, members discussed the potential impact on driver visibility for cars accessing the parking area at the rear of the property via the undercroft - Members request that the Planning Officer check that the proposed development does not reduce visibility for drivers. Further, Witney Town Council 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.
104	22/01911/HHD	3 FARM MILL LANE	Witney Town Council has no objections regarding this application.
105	22/01910/S73	ABBOTT DIABETES	Witney Town Council support Abbott Diabetes Care as a local business and acknowledge the efforts made to improve the surface water drainage at the site. Given the technical nature of a drainage condition requirement, Witney Town Council defer to the District Council and ask that the advice of technical consultees is considered if necessary, and that any conditions imposed are reasonable and proportionate.
106	22/02011/HHD	52 BURFORD ROAD	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.
107	22/01835/LBC	35 - 37 WOODGREEN	Witney Town Council has no objections regarding this application.
108	22/01895/LBC	24 MARKET SQUARE	Witney Town Council has no objections regarding this application.
109	22/01897/HHD	21 STANTON HARCOURT ROAD	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.
110	22/01938/FUL	UNITS A,B,C & 13, WINDRUSH PARK ROAD	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.
111	22/01888/FUL	77 HIGH STREET	Witney Town Council has no objections regarding this application.
112	22/01889/LBC	77 HIGH STREET	Witney Town Council has no objections regarding this application.
113	22/02016/S73	COGGES MANOR FARM	Witney Town Council has no objections regarding this application.
114	22/02036/FUL	MULBERRY HOUSE, 9 CHURCH GREEN	<p>Witney Town Council acknowledge the reduction in roof height and the parking allocation referenced in this new application, however, the plans are not changed substantially enough that the opinion of Committee Members are changed. The observations and concerns made by this Council in response to the previous application have not been addressed and therefore Witney Town Council objections remain:</p> <p>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</p>

			<p>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.</p> <p>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.</p> <p>3. 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.</p> <p>4. 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.</p>
115	20/02654/OUT	LAND SOUTH EAST OF OXFORD HILL	Witney Town Council has no overall objection regarding this application but

			<p>has the following observations and comments on the revised plans.</p> <p>Members welcome the inclusion of better access to Windrush Cemetery, as shown on the indicative drawings but are disappointed to see the formerly proposed community centre has been removed from the latest set of plans. During the original public consultation, the hall was thought hugely beneficial as it would provide a valuable community asset for East Witney, serving both residents and those attending funerals at the Cemetery, with associated parking and infrastructure. The removal of this proposed community benefit would be a substantial loss to the scheme.</p> <p>The Town Council still has little confidence in the capacity provided by the local water and sewerage company, and would like reassurances that drainage and sewerage infrastructure for Witney as a whole will be able to absorb the increased capacity required from this proposed major development.</p> <p>Witney Town Council has concerns over the height of the proposed buildings, and echoes those concerns made in the accompanying documents, with regard to the contours of the land.</p> <p>Members support concerns from the District Council regarding the comprehensiveness of the pedestrian and cycle path plans, that connections should be in line with the required needs and ongoing proposals. The Town Council still envisages better connections for cycling and walking into the town centre, especially more directly across the river Windrush to Farm Mill Lane, which need to be delivered at an early stage of the development, rather than on its completion.</p> <p>Witney Town Council also supports the District Council view that the proposed</p>
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			<p>provision of play areas on the site is improved.</p> <p>In terms of environmental and energy sustainability needs, the Council would like to see ambitious proposals from the developer, which go beyond current planning and building regulations. It supports the comments by the District Council on biodiversity at the site and beyond into the Windrush Valley. It is not currently clear to Witney Town Council what Biodiversity Net Gain the developer is prepared to agree to, 10% does not appear to be sufficient, and it therefore agrees with the District Council, that this should be agreed before any approval.</p>
116	22/02049/HHD	30 HOLLOWAY ROAD	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.
117	22/02051/HHD	36 RALEGH CRESCENT	While Witney Town Council does not object to this application, Members raised concerns about potential overlooking from the roof windows at the rear of the garage, and whether overlooking would constitute a loss of privacy for neighbouring properties.
118	22/02061/HHD	47 RALEGH CRESCENT	Witney Town Council has no objections regarding this application.
119	22/01876/LBC	92 CORN STREET	Witney Town Council has no objections regarding this application.

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CLIMATE, BIODIVERSITY & PLANNING COMMITTEE

Date: Tuesday, 13 September 2022
Title: Finance Report
Contact Officer: Town Clerk/CEO – Sharon Groth

Should Members have any queries about this report advance notice would be appreciated, in writing, by 5pm on the Friday before the meeting to allow for a full response at the meeting.

Background

Detailed income and expenditure statements for budgets which this committee has some ‘cross over’ responsibility and input are enclosed. The period to which this report relates is Period 4, 1 April 2022 to 31 July 2022.

Due to time constraints, it is not possible to provide a full written report, however at this stage in the financial year budgets are not expected to be overspent – but members are reminded that expenditure isn’t necessarily incurred evenly over the course of the year.

The Town Clerk has also taken the opportunity to provide the Capital & Special Revenue expenditure for the same period.

Revenue Budget 2023-24 and Capital & Special Revenue Projects 2023-24 and beyond

In line with normal Council procedures, the Town Clerk/RFO will shortly be commencing the annual review of all the Committees to prepare the revenue budget for 2023-24. Draft budgets are prepared based upon current activities and patterns of income and expenditure. Any additional revenue expenditure is considered separately as Revenue Growth Items.

It is also normal practice that during the budget cycle the Council considers the Capital and Special Revenue budget to identify which projects or schemes are to be implemented and undertaken during the next financial year. In particular the Climate, Biodiversity & Planning Committee are request to consider projects in respect of the Council’s Climate Declaration.

Members are therefore requested to consider items to be included in next year’s budget so that Officers can obtain costings accordingly. This will then enable the Town Clerk/RFO to set an accurate budget as possible.

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.

Officers are continually assessing the environmental impact of services and assets to ensure where possible measures are taken to support the Council's climate declaration of carbon neutrality by 2028.

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.

Currently one of the common risks the Council is faced with is the rise in cost of materials, and labour when projects have been tendered/quoted for and then on placing orders quotes and estimates have been increased because of these factors. Officers will need to be mindful when requesting budgets that a contingency is put in for any potential prices increases.

Members are reminded that collectively they are custodians of the public purse with most of the funding coming from the taxpayers of Witney. Therefore, Officers ensure they get best value, value for money, and comply with the Council's Standing Orders, Financial Regulations, and Procurement Policy.

Financial implications

There are no financial implications arising directly from this report.

This report forms part of the Council's mechanisms for budgetary control, as it enables income and expenditure to be reviewed and compared with the Council's budgets.

Recommendations

Members are invited to note this report and give consideration for any capital or special revenue projects for 2023-24 budget.

Detailed Income & Expenditure by Budget Heading 07/09/2022

Month No: 4

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Climate, Biodiversity & Planni</u>								
<u>206 WITNEY COUNTRY PARK</u>								
1030 FISHING RIGHTS	1,200	0	1,450	1,450			0.0%	
1054 EASEMENTS/WAYLEAVES	1,500	0	0	0			0.0%	
WITNEY COUNTRY PARK :- Income	2,700	0	1,450	1,450			0.0%	0
4001 SALARIES	0	0	27,852	27,852		27,852	0.0%	
4002 ER'S NIC	0	0	2,861	2,861		2,861	0.0%	
4003 ER'S SUPERANN	0	0	6,044	6,044		6,044	0.0%	
4007 PROTECTIVE CLOTHING	0	271	0	(271)		(271)	0.0%	
4026 BOOKS/PUBLICATIONS	0	0	20	20		20	0.0%	
4036 PROPERTY MAINTENANCE	34	333	100	(233)		(233)	333.0%	
4040 ARBORICULTURE	800	0	2,400	2,400		2,400	0.0%	
4042 EQUIPMENT	620	1,590	15,000	13,410		13,410	10.6%	
4059 OTHER PROF FEES	750	0	1,000	1,000		1,000	0.0%	
4064 HEALTH & SAFETY	558	0	1,500	1,500		1,500	0.0%	
4491 TFR TO EARMARKED RES	20,120	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	(1,600)	(4,100)	(4,100)	0		0	100.0%	
4888 O/S STAFF RCHG	14,799	0	18,707	18,707		18,707	0.0%	
4890 O/S O'HEAD RCHG	3,206	0	3,817	3,817		3,817	0.0%	
4891 AGENCY SERVICES RECHARGE	6,617	1,580	6,264	4,684		4,684	25.2%	
4892 C/S STAFF RCHG	1,763	0	2,068	2,068		2,068	0.0%	
4893 C/S O'HEAD RCHG	509	0	574	574		574	0.0%	
WITNEY COUNTRY PARK :- Indirect Expenditure	48,177	(326)	84,107	84,433	0	84,433	(0.4%)	0
Net Income over Expenditure	(45,477)	326	(82,657)	(82,983)				
<u>403 PLANNING</u>								
4066 TREE REPLACEMENT	0	201	0	(201)		(201)	0.0%	
4892 C/S STAFF RCHG	19,392	0	22,747	22,747		22,747	0.0%	
4893 C/S O'HEAD RCHG	5,600	0	6,312	6,312		6,312	0.0%	
PLANNING :- Indirect Expenditure	24,992	201	29,059	28,858	0	28,858	0.7%	0
Net Expenditure	(24,992)	(201)	(29,059)	(28,858)				
Climate, Biodiversity & Planni :- Income	2,700	0	1,450	1,450			0.0%	
Expenditure	73,169	(125)	113,166	113,291	0	113,291	(0.1%)	
Movement to/(from) Gen Reserve	(70,469)	125						

Detailed Income & Expenditure by Budget Heading 07/09/2022

Month No: 4

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	2,700	0	1,450	1,450			0.0%	
Expenditure	73,169	(125)	113,166	113,291	0	113,291	(0.1%)	
Net Income over Expenditure	<u>(70,469)</u>	<u>125</u>	<u>(111,716)</u>	<u>(111,841)</u>				
Movement to/(from) Gen Reserve	<u>(70,469)</u>	<u>125</u>						

Detailed Income & Expenditure by Budget Heading 07/09/2022

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
402 COMMUNITY INFRASTRUCTURE								
1052 EXPENSES RECOVERED	2,488	0	0	0			0.0%	
1170 GRANTS RECEIVED	1,990	7,365	0	(7,365)			0.0%	
1171 DONATIONS RECEIVED	1,468	2,300	1,000	(1,300)			230.0%	
COMMUNITY INFRASTRUCTURE :- Income	5,945	9,665	1,000	(8,665)			966.5%	0
4013 RENT PAID	0	0	5	5		5	0.0%	
4014 ELECTRICITY	1,189	551	1,000	449		449	55.1%	
4017 CONTRACT CLEAN/WASTE	1,015	1,665	5,000	3,335		3,335	33.3%	
4025 INSURANCE	112	0	120	120		120	0.0%	
4035 BUS SHELTER MAINTENANCE	18	0	2,000	2,000		2,000	0.0%	
4036 PROPERTY MAINTENANCE	438	0	2,630	2,630		2,630	0.0%	
4037 GROUNDS MAINTENANCE	0	0	3,000	3,000		3,000	0.0%	
4039 HORTICULTURE	209	0	750	750		750	0.0%	
4040 ARBORICULTURE	12,820	5,973	35,480	29,508		29,508	16.8%	
4066 TREE REPLACEMENT	5,836	354	6,000	5,646		5,646	5.9%	
4067 Tree Survey	6,201	0	8,000	8,000		8,000	0.0%	
4105 XMAS LIGHTS, TREE & INFRASTRUC	44,752	15,147	35,120	19,973		19,973	43.1%	
4166 DEFIBRILLATOR EXPENDITURE	1,161	0	4,000	4,000		4,000	0.0%	
4200 STREET FURNITURE	3,732	2,077	1,000	(1,077)		(1,077)	207.7%	
4205 CLIMATE EMERGENCY	788	0	0	0		0	0.0%	
4208 COVID-19 MEMORIAL	0	0	1,500	1,500		1,500	0.0%	
4210 CHURCH CLOCK	0	69	4,500	4,431		4,431	1.5%	
4215 IN BLOOM - INC SCHOOLS CHALLENGE	731	852	7,250	6,398		6,398	11.8%	
4491 TFR TO EARMARKED RES	57,430	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	(48,500)	(23,730)	(33,730)	(10,000)		(10,000)	70.4%	
4888 O/S STAFF RCHG	31,970	0	70,952	70,952		70,952	0.0%	
4890 O/S O'HEAD RCHG	7,126	0	14,476	14,476		14,476	0.0%	
4891 AGENCY SERVICES RECHARGE	170,187	40,933	171,213	130,280		130,280	23.9%	
4892 C/S STAFF RCHG	14,103	0	16,543	16,543		16,543	0.0%	
4893 C/S O'HEAD RCHG	4,073	0	4,590	4,590		4,590	0.0%	
4990 CONTRN TO CCTV SCH.	10,000	0	10,000	10,000		10,000	0.0%	
5198 Deferred Grants Released	(1,039)	0	0	0		0	0.0%	
5199 Depreciation Charge to Service	4,647	0	0	0		0	0.0%	
COMMUNITY INFRASTRUCTURE :- Indirect Expenditure	329,000	43,891	371,399	327,508	0	327,508	11.8%	0
Net Income over Expenditure	(323,054)	(34,226)	(370,399)	(336,173)				

Detailed Income & Expenditure by Budget Heading 07/09/2022

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	5,945	9,665	1,000	(8,665)			966.5%	
Expenditure	329,000	43,891	371,399	327,508	0	327,508	11.8%	
Net Income over Expenditure	<u>(323,054)</u>	<u>(34,226)</u>	<u>(370,399)</u>	<u>(336,173)</u>				
Movement to/(from) Gen Reserve	<u>(323,054)</u>	<u>(34,226)</u>						

Detailed Income & Expenditure by Budget Heading 07/09/2022

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
800 CAPITAL PROJECTS								
4490 CAP EXP FUNDED FROM RCP	(26,350)	0	(165,095)	(165,095)		(165,095)	0.0%	
4491 TFR TO EARMARKED RES	259,469	79,500	79,500	0		0	100.0%	
4492 TFR TO RENEWALS FUND	8,169	0	3,595	3,595		3,595	0.0%	
4493 TFR FROM RENEWALS FD	(7,082)	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	(16,689)	0	(42,000)	(42,000)		(42,000)	0.0%	
4498 TFR TO TOWN HALL RESERVE	40,000	0	0	0		0	0.0%	
4902 CAP: REFURB C/EXCHANGE	0	14,597	0	(14,597)		(14,597)	0.0%	
4903 CAP: BURWELL HALL	1,500	0	12,000	12,000		12,000	0.0%	
4907 CAP: C/EX CINEMA EQPT	0	1,840	20,000	18,160		18,160	9.2%	
4914 CAP: TH CEM ACCESS ROAD/SIGNAG	0	0	2,000	2,000		2,000	0.0%	
4918 CAP: BLDGS ENERGY EFFICIENCY	0	0	20,000	20,000		20,000	0.0%	
4919 CAP:LAKE & CNTRY PRK	0	0	5,000	5,000		5,000	0.0%	
4921 CAP:WWSG TENNIS COURTS	0	0	10,000	10,000		10,000	0.0%	
4924 CAP: SKATE PARK REFURB	0	0	50,000	50,000		50,000	0.0%	
4929 CAP:PARK RD PLAY AREA	(0)	0	0	0		0	0.0%	
4931 CAP:STREET FURNITURE	0	2,636	0	(2,636)		(2,636)	0.0%	
4938 CAP:QURY RD PLAY EQUI 6-12 YR	0	3,356	5,000	1,644		1,644	67.1%	
4960 CAP:WINDRUSH CEMETERY	0	1,650	0	(1,650)		(1,650)	0.0%	
4962 CAP:COMPUTER/OFFICE EQUIP	(0)	0	0	0		0	0.0%	
4964 CAP:GROUNDS MTCE EQPT	0	3,590	0	(3,590)		(3,590)	0.0%	
4975 CAP:TOWN HALL WORKS	0	13,444	0	(13,444)		(13,444)	0.0%	
4979 CAP:ALLOTMENTS	(0)	0	0	0		0	0.0%	
4991 CAP: WEST WITNEY SPORTS	5,378	5,378	0	(5,378)		(5,378)	0.0%	
4996 ASSETS FUNDED FROM GRANTS	(245,223)	0	0	0		0	0.0%	
4998 Assets Capitalised	301,587	0	0	0		0	0.0%	
CAPITAL PROJECTS :- Indirect Expenditure	320,759	125,990	0	(125,990)	0	(125,990)		0
Net Expenditure	(320,759)	(125,990)	0	125,990				
Grand Totals:- Income	0	0	0	0			0.0%	
Expenditure	320,759	125,990	0	(125,990)	0	(125,990)	0.0%	
Net Income over Expenditure	(320,759)	(125,990)	0	125,990				
Movement to/(from) Gen Reserve	(320,759)	(125,990)						

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