

Climate, Biodiversity & Planning Committee Meeting of Witney Town Council



Tuesday, 15th November, 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 Committees 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 Committees 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 - 4)

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

5. **Minutes** (Pages 5 - 26)

a) To adopt and sign as correct the minutes of the committee held on 27 September, 4 October, and 25 October 2022.

b) Matters arising from the minutes of 27 September, 4 October, and 25 October 2022.

6. **Planning Decisions** (Pages 27 - 30)

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

7. **Update from Park Ranger** (Pages 31 - 36)

To receive the report of the Park Ranger.

8. **Witney Traffic Advisory Committee Minutes - 27 September 2022** (Pages 37 - 42)

To receive the minutes of the Witney Traffic Advisory Committee meeting held on 27 September 2022.

9. **Finance Report: Revised Revenue Budget 2022/23 and Draft Base Revenue Budget for 2023/24**

To receive and consider the report of the Town Clerk/CEO and the Draft Revised Revenue Budget for 2022/23 and Draft Budget for 2023/24 – To Follow

10. **Revenue Growth Items, Special Revenue Projects, and Capital Projects**

To receive and consider the report of the Town Clerk/CEO with an update on the current year's work programme relating to Capital and Special Revenue Projects; as well as projects identified during the course of the year for inclusion as Revenue Growth Items or Special Revenue Projects in the Council's Revenue Budget or Capital Projects for 2023/24 and beyond – To Follow



Town Clerk

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4 . 1 **WTC/150/22** Plot Ref :- 22/02792/HHD Type :- HOUSEHOL
Applicant Name :- . Date Received :- 21/10/2022
Parish :- EAST Date Returned :-
Location :- 9 HAZEL CLOSE Agent
 HAZEL CLOSE
Proposals :- Conversion of existing garage to create home office.
Observations :-

4 . 2 **WTC/151/22** Plot Ref :- 22/02846/FUL Type :- FULL
Applicant Name :- . Date Received :- 21/10/2022
Parish :- NORTH Date Returned :-
Location :- ELIM PENTECOSTAL Agent
 CHURCH
 WEST END
Proposals :- Conversion of former chapel to form 1 residential dwelling together
with associated works.
Observations :-

4 . 3 **WTC/152/22** Plot Ref :- Type :- HOUSEHOL
Applicant Name :- . Date Received :- 21/10/2022
Parish :- SOUTH Date Returned :-
Location :- 17 CURBRIDGE ROAD Agent
 CURBRIDGE ROAD
Proposals :- Alterations to roof to allow for loft conversion together with
Installation of solar panels and erection of single storey infill
extension with external insulation and render.
Observations :-

4 . 4 **WTC/153/22** Plot Ref :- 22/02853/FUL Type :- FULL
Applicant Name :- . Date Received :- 25/10/2022
Parish :- SOUTH Date Returned :-
Location :- 46A MARKET SQUARE Agent
 MARKET SQUARE
Proposals :- Renovation and refurbishment of existing outbuilding and extension
to create a one and half storey three bedroom house with
associated amenity area and two car parking spaces.
Observations :-

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

Held on Tuesday, 27 September 2022

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

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:	None.	

P481 APOLOGIES FOR ABSENCE

There were no apologies for absence received.

P482 DECLARATIONS OF INTEREST

There were no declarations of interest from members or officers

P483 PUBLIC PARTICIPATION

There was no public participation.

P484 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.

P485 **PLANNING DECISIONS**

The Committee received and considered a schedule of planning decisions received from West Oxfordshire District Council (WODC)

The Committee noted that the application for 45 Market Square was refused by planning officers on conservation grounds.

Resolved:

That, the list circulated advising of District Council planning decisions be noted.

P486 **MINUTES**

The minutes of the meetings of the committee held on 12 July, 2 August and 23 August were received.

P432 – The Deputy Town Clerk updated the committee that the implementation of the 20mph scheme by Oxfordshire County Council would commence 10 October 2022.

Resolved:

That, the minutes of the Climate, Biodiversity and Planning committee held 12 July, 2 August and 23 August be approved as a correct record of the meeting and be signed by the Chair.

Councillor A Prosser joined the meeting at 18:42pm

P487 **FINANCE REPORT**

Members received and considered the report of the Town Clerk/RFO and a verbal update from the Deputy Town Clerk.

Members considered items for inclusion in the 2023/24 budget setting process and agreed that funds for climate initiatives encompassed several committees. Areas for consideration should include an extension to wildflower planting areas, signage at the entrances to Witney Lake & Country Park, feasibility studies on the Council's facilities to enable carbon neutrality by 2028, and public engagement on biodiversity.

There was further discussion on a joint project, led by the Lower Windrush Valley Project on an area near Farm Mill and agreement that a project plan from the Park Ranger should inform the budget-setting process.

Recommended:

1. That, the report and update be noted, and
2. That, an increase of budget to cover wider wildflower coverage be included and,
3. That, £2,000 be budgeted towards welcome signage to Witney Lake & Country Park and,
4. That, funds be budgeted towards environmental and carbon reduction feasibility studies at each of the Council's facilities and,

5. That, funds to enable the delivery of Lake & Country Park management plans by the Ranger be considered and,
6. That, £500-1,000 be budgeted towards climate and biodiversity engagement.

The meeting closed at: 7.04 pm

Chair

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recommend that flood resistant construction materials with low permeability are considered for this refurbishment.

484- 5 WTC/124/22 Plot Ref :-22/02230/LBC Type :- LISTED BUI
Applicant Name :- . Date Received :- 30/08/2022
Location :- 96 HIGH STREET Date Returned :- 28/09/2022
HIGH STREET
Proposal : Internal and external alterations to replace shopfront.
Observations : While Witney Town Council does not object to this application, Members discussed the site location and its proximity to areas known to flood. Members recommend that flood resistant construction materials with low permeability are considered for this refurbishment.

484- 6 WTC/125/22 Plot Ref :-22/02060/FUL Type :- FULL
Applicant Name :- . Date Received :- 06/09/2022
Location :- 1 WESLEY WALK Date Returned :- 28/09/2022
WESLEY WALK
Proposal : Variation of condition 2 of permission 20/03185/FUL to allow the replacement of existing cladding to the North, East and South elevations with colour render together with changing the green windows to dark grey on the rendered elevations.
Observations : Witney Town Council has no objections regarding this application.

484- 7 WTC/126/22 Plot Ref :-22/02355/FUL Type :- FULL
Applicant Name :- . Date Received :- 06/09/2022
Location :- 155 BURWELL DRIVE Date Returned :- 28/09/2022
BURWELL DRIVE
Proposal : Erection of single and two storey extensions, together with the subdivision of existing dwelling to form two semi-detached dwellings and associated works to include dropped kerb for additional off-street parking.
Observations : While Witney Town Council does not object to this application in terms of material concerns, it notes the increase in the building footprint and further loss of permeable drainage to allow for the new parking spaces and driveway. Witney Town Council 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.

484- 8 WTC/127/22 Plot Ref :-22/02231/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 06/09/2022
Location :- 96A HIGH STREET Date Returned :- 28/09/2022
HIGH STREET
Proposal : Demolition of single storey lean-to extension and double garage. Erection of single storey rear extension.
Observations : Witney Town Council object to this application. Paragraph 4.4 of the submitted Design & Access Statement acknowledges that an increase in the building footprint could increase local flood risk and alter flood flow pathways. Witney Town Council object to this potential increased flood risk for nearby properties.

484- 9 WTC/128/22 Plot Ref :-22/02232/LBC Type :- LISTED BUI
Applicant Name :- . Date Received :- 06/09/2022
Location :- 96A HIGH STREET Date Returned :- 28/09/2022
HIGH STREET

Proposal : Internal and external alterations to include demolition of single storey lean-to extension and double garage, erection of single storey rear extension and changes to internal layout.

Observations : Witney Town Council object to this application. Paragraph 4.4 of the submitted Design & Access Statement acknowledges that an increase in the building footprint could increase local flood risk and alter flood flow pathways. Witney Town Council object to this potential increased flood risk for nearby properties.

484- 10 WTC/129/22 Plot Ref :-22/02444/LBC Type :- LISTED BUI
Applicant Name :- . Date Received :- 12/09/2022
Location :- 10 - 12 HIGH STREET Date Returned :- 28/09/2022
HIGH STREET

Proposal : Works to include repainting of fascia and woodwork to shop front, installation of 3 No. replacement non-illuminated fascia signs, and installation of 1 No. replacement non-illuminated projecting sign.

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

484- 11 WTC/130/22 Plot Ref :-22/02445/ADV Type :- ADVERTISIN
Applicant Name :- . Date Received :- 12/09/2022
Location :- 10 - 12 HIGH STREET Date Returned :- 28/09/2022
HIGH STREET

Proposal : Installation of 3 No. replacement non-illuminated fascia signs following repainting of fascia and 1 No. replacement non-illuminated projecting sign.

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

484- 12 WTC/131/22 Plot Ref :-22/02367/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 13/09/2022
Location :- 25B THE SPRINGS Date Returned :- 28/09/2022
THE SPRINGS

Proposal : Erection of rear conservatory.

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

484- 13 WTC/132/22 Plot Ref :-22/02341/FUL Type :- FULL
Applicant Name :- . Date Received :- 15/09/2022
Location :- 3 TUNGSTEN PARK Date Returned :- 28/09/2022
TUNGSTEN PARK
COLLETTS WAY

Proposal : Installation of air conditioning condenser units with associated internal cassette units, internal heater with external flue, extract ventilation units with other associated works.

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

484- 14 WTC/133/22 Plot Ref :-22/02493/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 15/09/2022
Location :- 16 EARLY ROAD Date Returned :- 28/09/2022
EARLY ROAD
Proposal : Alterations to include construction of entrance porch, erection of single storey rear extension and garage conversion with new roof above. Associated external works to create additional off-street parking and widening of dropped kerb (Amendment to existing approval ref: 22/01601/HHD).
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.

484- 15 WTC/134/22 Plot Ref :-22/02340/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 15/09/2022
Location :- 2 JACOBS CLOSE Date Returned :- 28/09/2022
JACOBS CLOSE
Proposal : 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 : 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.

The Meeting closed at : 7:04pm

Signed : _____ Chairman Date: _____

On behalf of :- Witney Town Council

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

Held on Tuesday, 4 October 2022

At 6.00 pm in the Virtual Meeting Room via Zoom

Present:

Councillor R Smith (Chair)

Councillors:	A Prosser J Aitman L Duncan	V Gwatkin P Hiles
Officers:	Adam Clapton Claire Green Derek Mackenzie	Deputy Town Clerk Administration Support - Planning & Stronger Communities Senior Administrative Officer & Committee Clerk
Others:	None	

P506 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor T Ashby.

P507 DECLARATIONS OF INTEREST

Councillor L Duncan declared an interest in planning application 22/02454/HHD by virtue of knowing the applicants.

P508 PUBLIC PARTICIPATION

There was no public participation.

P509 PLANNING APPLICATIONS

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

Resolved:

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

P510 CONSULTATION - TRAFFIC CALMING AT THE LEYS, WITNEY

The Committee received and considered the correspondence from Oxfordshire County Council (OCC) in respect of the Proposed Traffic Calming scheme for The Leys.

Members discussed the details of the scheme and were concerned to see that there was no provision for traffic calming around the crossing area from the St Mary's church footpath across to the central footpath through The Leys, particularly as the OCC Notice mentioned the reason for the calming was to improve pedestrian safety.

Members were also advised that Windrush Bike Project had raised concerns about the provision of sufficient space either side of the calming 'cushions' suitable for the width of a tricycle.

Resolved:

1. That, the OCC consultation be noted and,
2. That, a response is submitted suggesting the inclusion of a cushion to be positioned by the pedestrian crossing area and,
3. That, Witney Town Councils supports the Windrush Bike Project's comments regarding sufficient space for bikes and trikes to navigate to the side of the calming cushions.

P511 CONSULTATION ON PROPOSED MAIN MODIFICATIONS TO THE SALT CROSS GARDEN VILLAGE AREA ACTION PLAN

The committee received and considered the correspondence from West Oxfordshire District Council (WODC) regarding the proposed main modifications to the Salt Cross Garden Village Plan.

Members were disappointed to see that the plans had been diluted and would now not deliver the same Carbon Neutral aims as the original plan. Members agreed to explore the proposal in greater detail and discuss further at the meeting of Climate Biodiversity and Planning Committee on 25 October 2022.

Members of this Committee who held a District Council seat were reminded they could respond in each capacity as an elected representative on each Authority.

Resolved:

That, Members will continue discussions further at the next meeting of this Committee on 25 October 2022

P512 ADDRESS MANAGEMENT - WINDRUSH PLACE, WITNEY

The Committee received and considered the correspondence from West Oxfordshire District Council's Address Management Officer. The request was for ideas for the naming of a road on the Windrush Place housing estate.

Members discussed various names associated with the De Havilland plane company. One member raised that historically Lapwings were known to frequent the area whilst the aerodrome was in operation and in which now the new road is located.

The committee ask that the nomination be for “Lapwing Fields” due to the historical relationship of the bird with the aerodrome

Resolved:

That, “Lapwing Fields” is suggested to the West Oxfordshire District Council’s Address Management Officer for forwarding to the developers.

P513 **RENEWAL OF PAVEMENT LICENCE - W/22/01144/PAVLIC - PART & PARCEL**

With the express permission of the Chair an additional item was added to the meeting regarding Pavement Licences which had very short consultation periods.

The committee considered the application by Part & Parcel, 2-4 Market Square for a renewal of their pavement licence. The members had no objections and therefore no reply is required to be sent to West Oxfordshire District Council.

They also noted there were no objection decisions taken virtually (as previously agreed by resolution) for Greggs, Welch Way, Coffee#1, Market Square and The Cross Keys, Market Square on the renewal of their licences.

Resolved:

That, no further action or formal representation is required.

The meeting closed at: 6.52 pm

Chair

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Witney Town Council

Planning Minutes - 4th October 2022

506

506- 1 WTC/135/22 Plot Ref :-22/02533/ADV Type :- ADVERTISIN
Applicant Name :- . Date Received :- 26/09/2022
Location :- UNIT 1A Date Returned :- 05/10/2022
WOOLGATE SHOPPING CENTRE
Proposal : Installation of replacement internally illuminated sign on front elevation and a replacement vinyl sign on side elevation.
Observations : Witney Town Council has no objections regarding this application.

506- 2 WTC/136/22 Plot Ref :-22/02497/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 26/09/2022
Location :- 187 QUEEN EMMAS DYKE Date Returned :- 05/10/2022
QUEEN EMMAS DYKE
Proposal : Erection of front and rear single storey extensions.
Observations : While Witney Town Council does not object to this proposal it notes the lack of flood risk provision, or details of incorporated flood proofing. The Environment Agency Flood Risk Assessment document requires 'Details of any flood proofing/resilience and resistance techniques, to be included in accordance with Improving the flood performance of new dwellings'. The applicant has indicated that this supporting information is provided as part of their Flood Risk Assessment, however, no such information is visible within the application documents. Given the site location and associated flood risk, Witney Town Council ask that Planning Officers ensure flood protection for this site, and neighbouring properties, and adequate SUDS design are considered by the appropriate technical consultees ahead of any permission being granted.

506- 3 WTC/137/22 Plot Ref :-22/02471/ADV Type :- ADVERTISIN
Applicant Name :- . Date Received :- 26/09/2022
Location :- GROUND FLOOR UNIT Date Returned :- 05/10/2022
1 DES ROCHES SQUARE
Proposal : Affix three fascia business logo signs, all externally illuminated.
Observations : Witney Town Council has no objections regarding this application.

506- 4 WTC/138/22 Plot Ref :-22/02454/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 26/09/2022
Location :- 6 THE OLD COACHYARD Date Returned :- 05/10/2022
THE OLD COACHYARD
Proposal : Replacement windows in first floor flat.
Observations : Witney Town Council has no objections regarding this application.

506- 5 WTC/139/22 Plot Ref :-22/02579/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 26/09/2022
Location :- 4 CHURCH LANE Date Returned :- 04/10/2022
CHURCH LANE
Proposal : Erection of a first floor rear extension together with alterations to the existing kitchen roof.
Observations : Witney Town Council has no objections regarding this application.

506- 6 WTC/140/22 Plot Ref :-22/02587/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 26/09/2022
Location :- 13 CHURCH VIEW Date Returned :- 05/10/2022
CHURCH VIEW
Proposal : Erection of single and two storey rear extensions.
Observations : While Witney Town Council does not object to this application in terms of material concerns, it notes the loss of permeable drainage and would ask that mitigating measures are considered to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.

506- 7 WTC/141/22 Plot Ref :-22/02411/FUL Type :- FULL
Applicant Name :- . Date Received :- 26/09/2022
Location :- 8 MARKET SQUARE Date Returned :- 05/10/2022
MARKET SQUARE
Proposal : Change of Use of ground floor from retail to a wine/cocktail bar/public house.
Observations : Witney Town Council has no objections regarding this application.

506- 8 WTC/142/22 Plot Ref :-22/02594/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 26/09/2022
Location :- 43 BURFORD ROAD Date Returned :- 05/10/2022
BURFORD ROAD
Proposal : Erection of a two storey side extension.
Observations : While Witney Town Council does not object to this application in terms of material concerns, it notes the loss of permeable drainage and would ask that mitigating measures are considered to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.

The Meeting closed at : 6:55pm

Signed : _____ Chairman Date: _____

On behalf of :- Witney Town Council

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

Held on Tuesday, 25 October 2022

At 6.00 pm in the Virtual Meeting Room via Zoom

Present:

Councillor R Smith (Chair)

Councillors:	A Prosser T Ashby	L Duncan P Hiles
Officers:	Adam Clapton Claire Green Derek Mackenzie	Deputy Town Clerk Administration Support - Planning & Stronger Communities Senior Administrative Officer & Committee Clerk
Others:	None.	

P539 APOLOGIES FOR ABSENCE

Apologies were received from Councillors J Aitman and V Gwatkin.

P540 DECLARATIONS OF INTEREST

There were no declarations by members or officers.

P541 PUBLIC PARTICIPATION

There was no public participation.

P542 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

P543 PRE-APPLICATION ENQUIRY - UPGRADE OF EXISTING MONOPOLE INSTALLATION

The Committee received and considered correspondence from Cornerstone Telecommunications, Infrastructure Ltd. regarding a proposed upgrade to the existing monopole installation at Oxford Hill, Witney.

Members agreed that any definitive response should only be provided through the planning process once an application had been submitted, however, they recognised the willingness of the correspondent to engage with the community and Council on the matter.

The need for upgrading mobile infrastructure was clearly understood but the Council raised comments regarding the aesthetics of the monopole at a gateway to the town and whether an alternative location might be considered whether it could be disguised as a tree as had been achieved in other locations, and the potential loss of and future maintenance of trees in this vicinity should it move to planning stage.

Resolved:

1. That, the correspondence be noted and,
2. That, the comments above be forwarded to the correspondent.

P544 **CONSULTATION ON PROPOSED MAIN MODIFICATIONS TO THE SALT CROSS GARDEN VILLAGE AREA ACTION PLAN**

The Committee, having decided at the meeting of Climate, Planning & Biodiversity on 4 October 2022 to defer the discussion to allow members longer to consider the changes continued their discussions in respect to the proposed modifications to the plan.

Members thanked officers for summarising their previous comments and expressed their disappointment at the stark differences between the revised action plan document compared to the original. Previously, key objectives had been identified for the delivery of the scheme which now appeared to have been diluted or rescinded.

The Committee objected to the changes to A40 underpass wording which would appear to offer developers a way out of meeting the obligation of providing this important item of infrastructure.

The loss of cycle provision was also a concern to members, and they discussed that provision of safe cycleways should not be reduced, indeed provision should also be considered for safe cycling in all direction of the garden village.

The members concerns continued with the loss of green and carbon neutral housing specifications and they were particularly disappointed with the dilution of the key goal of net zero carbon. The loss of a Salt Cross Garden Village Trust may also result in higher management charges being applied to residents and see delays in the delivery of infrastructure and amenity provision.

Resolved:

1. That, the correspondence from WODC be noted, and
2. That, a response encompassing the above points be submitted in response.

P545 **DEVELOPER CONTRIBUTIONS (SUPPLEMENTARY PLANNING DOCUMENT) CONSULTATION**

The Committee received and considered the revised consultation from West Oxfordshire District Council (WODC) regarding developer contributions along with notification of a new web resource inviting residents to submit community infrastructure requests.

Members were pleased to see that their comments from the Supplementary Planning Document consultation in 2020 had been considered and received a response from WODC. This had resulted in an easier to understand documents. One exception was Witney Town Council's comment regarding the Community Infrastructure Levy (CIL) which had not been addressed and members asked that this could be looked at again.

Members concerns surrounded the inclusion of cycleways and footpaths in developers plans and that sports and community facilities are made a priority and delivered in the early stages of any new development.

Also discussed was the need for utilities providers to undertake investment in upgrades and if this financial commitment cannot be agreed that developers are approached to meet any financial shortfalls to ensure that strategic upgrades are completed.

With regard to the new web-based resource, Commonplace, they agreed that this should be forwarded to all councillors, so they had the opportunity to advise the residents in their wards. Members felt it was still imperative that they were able to pass on resident requests via the committee process and asked that the Council's strategic infrastructure plans be forwarded to WODC.

Resolved

1. That, the consultation and correspondence be noted and,
2. That, Witney Town Council forward a written submission regarding the Supplementary Planning Document to WODC covering the points above and,
3. That, copies of both the Witney Active Travel Infrastructure Plan and Witney Town Council Open Spaces Strategy are forwarded with regards to community infrastructure requests.,

P546 ADDRESS MANAGEMENT - WINDRUSH PLACE, WITNEY

The committee received and considered the correspondence from WODC regarding a request to reconsider the 'Lapwings Fields' suggestion and for additional street names at Windrush Place, following earlier committee discussions.

Members discussed alternative names which had been circulated ahead of the meeting by a member and agreed to put forward in order of preference; Ballards Bank, named after pilot Ruth Ballard. Followed by Flamingo Way and Chilton Close, both names associated with De Havilland.

Resolved:

1. That, Ballard Bank, Flamingo Way and Chilton Close are forwarded to West Oxfordshire Address Management for consideration.

The meeting closed at: 7.35 pm

Chair

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commercial store. Erection of single storey storage containers.

Observations : Witney Town Council have no objections to the proposed development on this site. The landscaping, associated drainage improvements, and increased biodiversity through planting are particularly welcome.

542- 4 WTC/146/22 Plot Ref :-22/02697/HHD Type :- HOUSEHOLDE

Applicant Name :- . Date Received :- 12/10/2022

Location :- 18A CHURCH GREEN Date Returned :- 26/10/2022
CHURCH GREEN

Proposal : Alterations to the Single Storey Rear Additions including Replacement of Roof coverings, Thermal Improvements to the External Walls Doors and Windows and Minor Internal Alterations.

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

542- 5 WTC/147/22 Plot Ref :-22/02698/LBC Type :- LISTED BUI

Applicant Name :- . Date Received :- 12/10/2022

Location :- 18A CHURCH GREEN Date Returned :- 26/10/2022
CHURCH GREEN

Proposal : Alterations to the Single Storey Rear Additions including Replacement of Roof coverings, Thermal Improvements to the External Walls Doors and Windows and Minor Internal Alterations.

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

542- 6 WTC/148/22 Plot Ref :-22/02824/HHD Type :- HOUSEHOLDE

Applicant Name :- . Date Received :- 17/10/2022

Location :- 84 BURWELL MEADOW Date Returned :- 26/10/2022
BURWELL MEADOW

Proposal : Erection of a single, two storey and first floor (with car port beneath) side extension.

Observations : Witney Town Council welcome the improved design and have no objection to the proposed development.

542- 7 WTC/149/22 Plot Ref :-22/02599/FUL Type :- FULL

Applicant Name :- . Date Received :- 17/10/2022

Location :- UNIT 2, CRANBROOK COURT Date Returned :- 26/10/2022
AVENUE TWO

Proposal : Change of use to hot food takeaway (retrospective) Subdivision of retail unit to create two separate retail units and associated works to include installation of mezzanine floor and insertion of roof lights to unit 2, along with the erection of fencing and addition new external doors.

Observations : Witney Town Council note the comments from the Business Development Officer and ERS. This application cannot be supported until the criteria is met and the requested information submitted for review of the relevant technical consultees. Witney Town Council welcome a revised application for consideration.

The Meeting closed at : 7:30pm

Signed : _____ Chairman Date: _____

On behalf of :- Witney Town Council

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Minute Ref 6

Tue 15 November 2022

District Ref

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

Page No : 1

GRANTED PLANNING PERMISSIONS

WTC/098/22	Approved	92 CORN STREET
E WTC/106/22	Approved	52 BURFORD ROAD
E WTC/107/22	Approved	35 - 37 WOODGREEN
E WTC/108/22	Approved	24 MARKET SQUARE
E WTC/110/22	Approved	UNITS A,B,C & 13
E WTC/111/22	Approved	77 HIGH STREET
E WTC/116/22	Approved	30 HOLLOWAY ROAD
E WTC/117/22	Approved	36 RALEGH CRESCENT
E WTC/118/22	Approved	47 RALEGH CRESCENT
E WTC/119/22	Approved	92 CORN STREET
E WTC/121/22	Approved	4 CHESTNUT CLOSE
E WTC/122/22	Approved	10 MOOR AVENUE
E WTC/125/22	Approved	1 WESLEY WALK
E WTC/126/22	Approved	155 BURWELL DRIVE
E WTC/129/22	Approved	10 - 12 HIGH STREET
E WTC/130/22	Approved	10 - 12 HIGH STREET
E WTC/131/22	Approved	25B THE SPRINGS
E WTC/132/22	Approved	3 TUNGSTEN PARK
E WTC/135/22	Approved	UNIT 1A
E WTC/137/22	Approved	GROUND FLOOR UNIT
E WTC/138/22	Approved	6 THE OLD COACHYARD

NOTIFICATIONS OF PLANNING DECISIONS FROM West Oxfordshire District Council

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GRANTED PLANNING PERMISSIONS

E WTC/139/22	Approved	4 CHURCH LANE
E WTC/140/22	Approved	13 CHURCH VIEW

REFUSED PLANNING PERMISSIONS

C WTC/109/22	Refused	21 STANTON HARCOURT ROAD
District COMMENT The proposed first floor and two storey extensions and alteration to fenestration by reason of the siting, design and form would create an incongruous and dominant feature that is not in keeping with the existing host dwelling. In addition, the proposed would be visible within the streetscene, and would result in harm to the visual appearance and character of the existing streetscene and wider Conservation Area. The proposal is therefore considered contrary to Policies OS2, OS4, EH10, EH16 and H6 of the adopted West Oxfordshire Local Plan 2031, the West Oxfordshire Design Guide, the National Design Guide and the relevant paragraphs of the National Planning Policy Framework.		Local COMMENT While Witney Town Council does not object to this application in terms of material concerns, it notes the loss of permeable drainage and would ask that mitigating measures are considered to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.
E WTC/114/22	Refused	MULBERRY HOUSE, 9 CHURCH GREEN
C WTC/134/22	Refused	2 JACOBS CLOSE
District COMMENT 1. By reason of their design, massing and scale, the removal of existing rear conservatory, two storey side extension to existing garage, front porch extension, rear single storey extension and access to rear and front for parking would be an incongruous addition to the host dwelling as they are not of a sympathetic design or form. In addition, the proposed side extension would be visible within the streetscene, and result in harm to the visual appearance and character of the existing streetscene. The proposal is considered contrary to Policies OS2 and OS4 of the adopted West Oxfordshire Local Plan, the West Oxfordshire Design Guide, the National Design Guide and the relevant paragraphs of the NPPF.		Local COMMENT While Witney Town Council does not object to this application in terms of material concerns, it notes the loss of permeable drainage and would ask that mitigating measures are considered to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.
2. By reason of its siting and scale, the development would result in a cramped and contrived development which would have an adverse impact on the open character of the housing development, which would fail to preserve or enhance the character of the conservation area. The proposal would result in less than substantial harm, which would fail to be outweighed by the public benefits of the proposed development. Consequently the proposal would fail to comply with policies OS2, OS4 and EH10 of the West Oxfordshire Local Plan 2031, Section 16 of the National Planning Policy Framework, the WODC Design Guide 2016, and Section 72(1) of the Planning (Listed Building and Conservation Areas) Act 1990.		

OTHER PLANNING DETAILS

NOTIFICATIONS OF PLANNING DECISIONS FROM West Oxfordshire District Council

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WTC/120/22	Withdrawn	63 OXLEASE
WTC/123/22	Withdrawn	96 HIGH STREET
WTC/124/22	Withdrawn	96 HIGH STREET
WTC/127/22	Withdrawn	96A HIGH STREET
WTC/128/22	Withdrawn	96A HIGH STREET
WTC/142/22	Withdrawn	43 BURFORD ROAD

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CLIMATE, BIODIVERSITY & PLANNING COMMITTEE

Date: Tuesday, 15 November 2022
Title: Update from Park Ranger
Contact Officer: Park Ranger - Carl Whitehead

Background

The Park Ranger has been in post for 18 weeks, he has come from Oxford City Council carrying out a similar role. He has 30+ years' experience of working in the green sector and looks forward to developing several projects both within the Country Park and around the town.

Current Situation

The Country Park has not had a Ranger for several years, and this has led to reactionary maintenance overall and this, while maintaining user safety (removing fallen trees/branches, maintaining the pathway, and ensuring the bins/signage/life rings are all in place) has not included development and implementation of processes to improve/enhance the biodiversity of the habitats and promote confidence in user satisfaction. There are two meadows within the park that have had almost no management for 15 years for one and 28 years for the other. This has led to a reduction of diversity in the plant species and a build up of a thick "thatch" which has choked the lower growing species and prevented them from growing. The lake itself has, overall has been self-regulating but has several elements that need dealing with

The Ranger has already had the meadows flailed to breakdown the thatch and have a 3–5-year plan to bring them back to their optimal diversity. He has installed fencing along the Windrush in areas that are close to the footpath to prevent falling into the water. He has installed 60m of bank stabilisation to protect the lakes edges from deterioration and in the process of reviewing and replacing broken and unsuitable furniture around the lake and meadows. The Ranger has begun to develop a plan to improve the entrance as you come onto the site from avenue Two

On Saturday 20 August the Park Ranger held an event at the Lake in order to engage with users and begin to raise awareness of the fact the Council now has a Park Ranger. He has also carried out some recruitment of volunteers and will continue to do so.

Future Projects

With the 2023/24 (and beyond) budget in mind, the Ranger has compiled a list of potential projects the Committee might like to consider putting forward for funding. This is detailed in the attached appendices.

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 regarding its facilities and services it operates.

The work the Ranger has carried out and proposes to carry out in the future will only greatly improve the environmental benefits for the Council and in the wider context

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 main risk in carrying out the work to the Country Park is one of poor communication of the need to carry out the work and benefits that it will create in increased biodiversity and greater public enjoyment

Financial implications

This work has and will in the future have a financial implication and there will need to an on-going agreement that an appropriate budget will need to be needed to create and maintain the habitats and infrastructure required to make this park reach its full potential

Recommendations

Members are invited to note the report and consider the following the future projects in the attached appendix for inclusion in the 2023/24 and beyond budget.

Park Ranger project development ideas

Roundabout mini meadows

Taking into consideration sightlines and traffic requirements this could be an excellent way to increase our biodiversity and provide pollinator plants for invertebrates



Brookes environmental consultancy module projects

I have worked with this team on several occasions and found the work the students do and the data they provide incredibly useful.

I am looking at projects such as:

- Small mammal survey on one of my two meadows
- The benefits of nesting platforms on a lake
- Water quality and improvements to increase biodiversity
- Population density calculation of Cray Fish
- How to improve an old gravel pit to increase biodiversity

Invertebrate study

I have a local nationally respected insect and spider expert doing a study on one of my meadows to gather data to support my request for site designation (see below)

<http://www.lawrencebee.co.uk/>

Site designation

I am looking into having the Country Park designated as a Local Nature Reserve (LNR). This can take up to a year to achieve but is worth it I feel

<https://naturenet.net/status/lnr.html>

Forest School

I have been approached by a local Forest School teacher to run a one-off event on the Country Park. I have also discussed the prospect of creating a dedicated area to be used as a learning resource for Forest School practitioners

<https://forestschoollassociation.org/find-a-forest-school-trainer/#!biz/id/623c52bfece5da375234dbf5>

TOE Grants

The Trust for Oxfordshire's Environment (TOE) are grant giving body that supports individuals and groups to increase biodiversity of their area. I will be looking to apply for funds to support the re-instatement of the two main meadows.

<https://www.trustforoxfordshire.org.uk/>

Water Policy

As we are seeing an increase in users of the Lake and Country Park, I feel we need to have a document to show how we are going to manage the lake and our responsibilities to all users

Walking and Cycling routes

I am looking to develop routes of various lengths for users of the site. These could be self-guided via an app, leaflet or having a map at the main entrance to the site. Some already exist so I will not be re-inventing the wheel, but filling gaps as needed

<https://www.localwalks.co.uk/local-walks-blog/witney-walk-route-map>

Running event at Country Park

The lake main path is almost exactly one mile in length and this, as well as the meadows could be used as a community event with both fun and competitive races. This will, I am sure bring new users to the Country Park. Like the one below

<https://www.mccpromotions.com/e/sheffield-city-10k-3732>

QR codes

I am looking to make use of QR codes to provide information such as routes (see above) and to minimise wastage with leaflets posters and signs

Geocache

Witney has an active geocache network with several routes already in place. I would like to increase and develop this to make use of the Country Park

https://www.geocaching.com/geocache/GC711YA_the-witney-wander-again?guid=86757ccf-6d10-4898-8039-dc0a99c6fde3

Open Day at Lake & Country Park

I plan to have an open day in the same vein as the Wychwood fair with stalls and events for all users (very early days so little to show at the moment)

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WITNEY TRAFFIC ADVISORY COMMITTEE MEETING

Held on Tuesday, 27 September 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	L Duncan R Smith
Others:	K Hickman A Lyon D Miles D Gambier	Windrush Bike Project West Oxon Community Transport Parish Transport Representative Witney Chamber of Commerce
Officers:	Adam Clapton Claire Green Odele Parsons Mike Wasley	Deputy Town Clerk Administration Support - Planning & Stronger Communities Oxfordshire County Council Oxfordshire County Council

no members of the public.

T36 ELECTION OF CHAIR

Nominations were sought for the position of Chair for the municipal year.

It was proposed and duly seconded that Cllr Andrew Coles be elected Chair. There being no other nominations it was:

Resolved:

That, Cllr Andrew Coles be elected Chair of the Committee for the municipal year.

T37 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Ted Fenton, Cllr Michael Brooker, Cllr Duncan Enright, Trevor Bayliss from Stagecoach, Chris Hulme from Thames Valley Police, and Mark Upton from the Oxfordshire Association for the Blind.

T38 PUBLIC PARTICIPATION

There was no public participation.

T39 **TO ADOPT AND SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 7 JUNE 2022 (COPY ENCLOSED)**

Resolved:

That, the minutes of the Witney Traffic Advisory Committee held on 7 June 2022 be approved and signed by the Chair.

T40 **MATTERS ARISING FROM THE MINUTES NOT COVERED IN THE ACTION PLAN OR SUBSEQUENT ITEMS**

There were no matters arising from the minutes of 7 June 2022.

T41 **TRAFFIC SCHEMES AREA OPERATIONS (NORTH) - OXFORDSHIRE COUNTY COUNCIL**

The committee received and considered the report of the Principal Officer concerning updates on several projects underway in Witney. Included within this were updates on the Windrush Bike Project Barriers Report, Schemes to be delivered from Windrush Place S106 funding, the Witney Local Cycling and Walking Infrastructure Plan (LCWIP), the A40/B4022 Shores Green Access, High Street & Market Square (Traffic Restrictions & Active Travel), Bridge Street Area options, Draft Local Transport and Connectivity Plan (LTCP), Burwell Meadow Low Traffic Neighbourhood, Public Transport at Windrush Place, Avenue Two at Station Lane, Road Closure at The Angel Public House and Parking opposite Cogges Farm.

On the works for the Windrush Bike Project Barriers, the Committee were updated that a timeframe had been requested but not yet provided.

Members were updated that progress had been made with the Witney LCWIP over the summer. A member raised an issue with the traffic island on Witan Way (From Farm Mill Lane up to The Mill) and asked if it had been included in the infrastructure interventions.

Members were keen to comment on the Witney High Street restrictions item. It was highlighted that there is growing community frustration at the lack of progress and that residents, business owners and all stakeholders need to see some plans and timeframes. The OCC Officer advised that they were working on dates for a series of consultations that would be open to the public. The Chair reminded that the Church Green residents' group should be included as stakeholders. It was agreed that further discussion on this topic would be had later in the meeting at Agenda item 7.

Members collectively advised that there had been very positive feedback on the new services for Centenary Way. However, Curbridge residents had expressed disappointment at the lack of notice that the Curbridge service was being withdrawn. Curbridge residents were not satisfactorily consulted and now don't have a service to Carterton.

Resolved:

1. That, the report be noted; and
2. That, OCC Officers will compile a list of Windrush Bike Project Barriers works, to be circulated to this Committee. The group will be updated on a works timeframe in due course; and
3. That, OCC Officers will check that the Witan Way traffic island is included in the LCWIP; and
4. That, the results of the traffic monitoring survey at Burwell will be shared to this Committee as soon as it is available.

Cllr A Prosser left the meeting at 3.30pm

T42 **WITNEY HIGH STREET - SIGNAGE & PHYSICAL FEATURES**

The Committee considered the current High Street signage and potential features which could support a future scheme which the County Council had received funding for.

Members considered options provided by County Council officers on what should be completed in High Street in the short-term as interim options whilst the main public realm scheme was considered. A discussion was held, and a number of points raised. These included:

- Better communications to keep residents and stakeholders informed.
- If the planters were removed without any replacement barriers being installed the High Street might appear to be open to all traffic.
- Introduction of a temporary rumble strip type road surface to indicate the start of a 'zone'.
- 'Coming soon' and 'We are open' type signage or information boards.
- A reluctance for money to be spent on any 'temporary' measures.
- ANPR to discourage offenders.
- Increased presence of traffic and parking enforcement.
- More focus now on pedestrian safety, in this temporary situation, the current setup is very dangerous with confusion for pedestrians and non-compliance from motorists. This is particularly true at the confluence of Corn Street, Market Square where there is a traffic island, and the buses must enter on the 'wrong' side of the road.
- If the planters remain in place they should be made to look more permanent and planted better. And include signage with information – particularly that loading/unloading is permitted.

Resolved:

1. That, the verbal update be noted and,
2. That, as a Committee, the preferred interim option out of those put forward by OCC, would be Option 2 – Retain the planters (with improved planting) in the interim, but with incorporated communications signage, loading/unloading signage, and wheels removed to make the planters look more permanent.

T43 **TRAFFIC & ROAD SAFETY - OXFORDSHIRE COUNTY COUNCIL**

The committee received and considered the Traffic & Road Safety Report from the OCC Area Operations Officer including the remaining lining programme.

A member raised again that the 'SLOW' road marking hasn't been re-instated on the resurfaced area on Valence Crescent. OCC Officer Mike Wasley advised that Councillors should email him directly with any outstanding requests and projects for the next year.

Resolved:

That Councillors email the Oxfordshire County Council Officer with lining requests for the coming year.

T44 **PARKING AND OBSTRUCTIONS ON GRASS VERGES**

The Committee considered the issue of parking and obstructions on grass verges which had been raised at the previous meeting.

The Deputy Town Clerk advised there didn't appear to be a clear process on requests for bollards, recently a resident had been given conflicting information and the town council had been asked for a comment when it hadn't previously, which was disappointing customer service.

Members were advised that Oxfordshire County Council (OCC) did not have a particular budget or strategy for provision of bollard installation. Requests were considered on an individual basis and are sometimes match funded by OCC if there is a highways or safety issue.

Where individuals want bollards and are prepared to pay for them, OCC will install them, at a cost to the resident.

Resolved:

1. That, the verbal update be noted and,
2. That, future requests for bollards be directed to the Oxfordshire County Council Highways Team, further details are on the OCC 'requesting street furniture' page:
<https://www.oxfordshire.gov.uk/residents/roads-and-transport/street-maintenance-z/street-furniture>

T45 **WITNEY SPEED RESTRICTIONS**

The Committee were advised by County Council Officers that the anticipated date for implementation of the new signage for the scheme was the week commencing 10 October.

There were still some legal issues the County Council had to complete but the project should be completed later in the year.

Resolved:

That, the verbal update on implementation be noted.

David Gambier left the meeting at 4pm

T46 **CONSULTATION - TRAFFIC CALMING AT THE LEYS, WITNEY**

The Committee received a consultation from Oxfordshire County Council for Traffic Calming measures at The Leys.

A discussion was held with members were generally in favour of the scheme which would make the road safer and deter anti-social behaviour in the area. Members raised issues around the inclusivity of the scheme for tricycle users and the possibility of 'reverse in' signage.

It was advised that if there were objections to the scheme, it would be referred to Committee at the County Council in November.

Resolved:

1. That, the consultation be noted and,

2. That, the following consultation response be submitted to Oxfordshire County Council:

Witney Town Council Traffic Advisory Committee welcome improvements to pedestrian safety. Members raised the issue of spacing on either side of the speed cushions and whether the proposed measures would be inclusive for tricycle users. The scheme must ensure that tricycle users have enough space to traverse the cushions and not be any increased risk of trikes tipping over. Further, it was suggested that signage could be included encouraging motorists to 'reverse in' to the parking spaces as an additional safety measure – motorists would be forward facing as they exit the parking space and join the lane.

T47 CYCLING ON HIGHWAY

The Committee received correspondence from a resident, as submitted via the Town Clerk, concerning cycling on the pavements and footpaths in Witney.

Members discussed the issue and how to ensure users are more considerate to one another and whether there was an opportunity to communicate pedestrian and cycle safety to young users. The town council would be exploring issues and potential signage on its land separately.

Resolved:

1. That, the correspondence be noted and,
2. That, Witney Town Council writes to schools to ask that cycle and pedestrian safety be mentioned in assemblies or appropriate channels; and
3. That, Witney Town Council contacts the Educational Officer at the Fire & Rescue Service to ask if any collaboration could be initiated.

T48 CHURCH GREEN - SAFETY CONCERNS

The Committee received correspondence from a resident, as submitted via the Town Clerk, concerning traffic in the vicinity of Church Green and Henry Box School.

Members agreed that education was once again a key issue and upon a query as to whether any lining improvement/road marking possibilities for Church Green would help, County Council officers advised that this type of marking can often lead to increased acceleration and speed and therefore risks being more dangerous.

Resolved:

That, the correspondence be noted.

T49 ITEMS RAISED AT THE MEETING

There were no other issues raised at the meeting.

T50 DATE OF THE NEXT MEETING(S)

Members were advised that the next scheduled meeting of this committee would be on Tuesday 10 January.

Resolved:

That, the date of the next meeting be noted.

The meeting closed at: 4.17pm

Chair