

Public Document Pack

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

Held on Tuesday, 15 November 2022

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

Present:

Councillor R Smith (Chair)

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

P579 APOLOGIES FOR ABSENCE

There were no apologies for absence.

P580 DECLARATIONS OF INTEREST

There were no declarations of interest from members or officers.

P581 PUBLIC PARTICIPATION

There was no public participation.

P582 UPDATE FROM PARK RANGER

With the express permission of the Chair, agenda items 7,9 and 10 were brought up the agenda.

The Committee received the report and verbal update of the Park Ranger.

Members thanked the Park Ranger for the work he has carried out in the past few months since joining the council.

Members heard about the various projects outlined in the report and the Ranger was able to provide proposed costings for each.

Members were all in agreement with the projects to add wildflowers to the two roundabouts either end of Curbridge Road, the engagement of Oxford Brookes University students to carry out Invertebrate studies, the plan to apply for Local Nature Reserve recognition, improvements to the river and lake banks as well as the potential introduction of events at the country park such as QR codes with visitor and nature information and establishing Geocache locations. Approximate costings were provided, and it was agreed the items should be undertaken in a phased approach throughout the year.

The Committee discussed the establishment of a Forest School however they were concerned about possible vandalism, but the Ranger confirmed that most of the equipment such as cooking equipment and ropes are brought in for each session, so little would be left on site. The site would be accessible to all originsations and would re-purpose the area that was previously used by the Wild Witney Group. All Members agreed for this to be established.

Resolved:

1. That, the report and verbal update be noted and,
2. That, the projects suggested by the Park Ranger should proceed and,.
3. That, un-funded items should be included in the 2023/24 budget.

P583 FINANCE REPORT: REVISED REVENUE BUDGET 2022/23 AND DRAFT BASE REVENUE BUDGET FOR 2023/24

The Committee received and considered the report of the Town Clerk/CEO updating on budget spending to date for 2022/23 and items for the 2023/24 draft budget.

Members discussed budget item 4918/800 - Building Energy Efficiency, and agreed technical consultees should be engaged, and reports produced so that the council could create building energy actions plans and be in the best position to make any grant applications that arise. It was advised that grant applications usually have short deadlines to be met and having the reports in hand will assist with the process. The Committee also requested that the £20,000 set aside is rolled over to 2023/24.

The Committee also agreed to rollover the remaining earmarked reserves of £30,000 for Burwell Heating System (372) and £29,200 for Electric Vehicles (370). Members requested that an additional £15,000 is budgeted for Electrical Vehicle and £30,000 for Climate Emergency.

Resolved:

1. That, the report be noted and,
2. That, energy audit reports are commissioned for the councils' buildings and,
3. That, the earmarked reserves are rolled over as stated and,
4. That, additional funds are budgeted for Electrical Vehicles and Climate Emergency

P584 REVENUE GROWTH ITEMS, SPECIAL REVENUE PROJECTS AND CAPITAL PROJECTS

The Committee received the report of the Town Clerk/CEO.

Members, having considered the various projects that the Park Ranger had proposed, and the costs associated with their implementation were pleased that many only had a small capital cost, the substantive one being that of the time of the Ranger and the maintenance team.

The Committee discussed the cost of surveys that the Park Ranger required to allow him to apply for both the Local Nature Reserve (LNR) accreditation and future potential grant applications. These four or five surveys were estimated to cost approx. £5,000 in total and would need to be carried out around May 2023 as this is when wildlife and plant life is active. Members requested this is added to the draft budget as a priority.

Resolved:

1. That, the report be noted and,
2. That, the projects suggested by the Park Ranger proceed and,
3. That, £5,000 is budgeted for the commissioning of reports to assist in the LNR accreditation and future grant applications.

The Town Clerk left the meeting at 19:11pm

P585 **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.

Councillor T Ashby left the meeting at 19:20pm

P586 **MINUTES**

The minutes of the meeting of the Climate Biodiversity & Planning Committee meetings held on 27 September, 4 October, and 25 October 2022 were received.

Resolved:

That, the minutes of the Climate Biodiversity & Planning Committee meetings held on 27 September, 4 October and 25 October 2022 be approved as a correct record and be signed by the Chair.

P587 **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 21 Stanton Harcourt Road was refused by planning officers on conservation issues and its dominant appearance in the existing street scene grounds. Also, the application for 2 Jacobs Close was refused by planning officers on the grounds of its visual appearance within the existing street scene.

Resolved:

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

P588 **WITNEY TRAFFIC ADVISORY COMMITTEE MINUTES - 27 SEPTEMBER 2022**

The Committee received the minutes of the Witney Traffic Advisory Committee held on 27 September 2022.

The Deputy Town Clerk gave an update on minute item T46 to say that due to the number of objections to the scheme it is likely not to proceed. This would release around £5,000 of funds pledged by the town council.

Resolved:

1. That, the minutes of the Witney Traffic Advisory Committee held on 27 September be noted and,
2. That, the verbal update of the Deputy Town Clerk be noted.

The meeting closed at: 7.40 pm

Chair

Witney Town CouncilPlanning Minutes - 15th November 2022

P585

P585- 1 WTC/150/22 Plot Ref :-22/02792/HHD Type :- HOUSEHOLDE
 Applicant Name :- . Date Received :- 21/10/2022
 Location :- 9 HAZEL CLOSE Date Returned :- 16/11/2022
 HAZEL CLOSE

Proposal : Conversion of existing garage to create home office.

Observations : While Witney Town Council does not object to this application in terms of material concerns, it notes the loss of a large area of permeable drainage to accommodate the two new parking spaces. Members ask that mitigating measures are considered, including the use of permeable surface treatment, to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.

Further, given the 'Home Office' use, as labelled on the Ground Floor Proposed Plans, Members ask that a planning condition be considered that ensures the development is limited to use ancillary to the dwelling, and not be used for business purposes. Given the residential setting, the Council ask that the development complies with policy OS2, and that the proposal be compatible with adjoining uses and not have a harmful impact on the amenity of existing occupants.

P585- 2 WTC/151/22 Plot Ref :-22/02846/FUL Type :- FULL
 Applicant Name :- . Date Received :- 21/10/2022
 Location :- ELIM PENTECOSTAL CHURCH Date Returned :- 16/11/2022
 WEST END

Proposal : Conversion of former chapel to form 1 residential dwelling together with associated works.

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

P585- 3 WTC/152/22 Plot Ref :-22/02855/HHD Type :- HOUSEHOLDE
 Applicant Name :- . Date Received :- 21/10/2022
 Location :- 17 CURBRIDGE ROAD Date Returned :- 16/11/2022
 CURBRIDGE ROAD

Proposal : 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 : 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.

P585- 4 WTC/153/22 Plot Ref :-22/02853/FUL Type :- FULL
Applicant Name :- . Date Received :- 25/10/2022
Location :- 46A MARKET SQUARE Date Returned :- 16/11/2022
MARKET SQUARE
Proposal : 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 : Witney Town Council note the comments from the technical consultees for this application, and are happy to support the proposal if the recommendations from those consultees are met. Particular attention should be paid to the SUDS strategy and suggested planning conditions from the Drainage Officer, and members request that all these recommendations are included should the application be approved.

P585- 5 WTC/154/22 Plot Ref :-22/02854/LBC Type :- LISTED BUI
Applicant Name :- . Date Received :- 25/10/2022
Location :- 46A MARKET SQUARE Date Returned :- 16/11/2022
MARKET SQUARE
Proposal : Internal and external alterations to renovate and refurbish existing outbuilding and extension to create a one and half storey three bedroom house with associated amenity area and two car parking spaces.
Observations : Witney Town Council note the comments from the technical consultees for this application, and are happy to support the proposal if the recommendations from those consultees are met. Particular attention should be paid to the SUDS strategy and suggested planning conditions from the Drainage Officer, and members request that all these recommendations are included should the application be approved.

P585- 6 WTC/155/22 Plot Ref :-22/02493/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 03/11/2022
Location :- 16 EARLY ROAD Date Returned :- 16/11/2022
EARLY ROAD
Proposal : Alterations to include construction of an entrance porch, erection of a single storey rear extension and a side and front extension, in place of an existing garage. 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.

P585- 7 WTC/156/22 Plot Ref :-22/02752/FUL Type :- FULL
Applicant Name :- . Date Received :- 03/11/2022
Location :- NEWLAND INDUSTRIAL ESTATE Date Returned :- 16/11/2022
154 NEWLAND
Proposal : Replacement of existing garage units with storage containers.
Observations : While Witney Town Council does not object to this application, Members discussed the impact for nearby residents during any building works. Members questioned whether an Asbestos Management Strategy may be required, and ask that the Officer check whether it can be included as a planning condition,

and that a Construction Management Plan be agreed for the duration of the works.

Witney Town Council note that there is currently no Biodiversity gain on site included within this application, members strongly encourage the applicant to include Biodiversity Net Gain and that this be required by condition.

P585- 8 WTC/157/22 Plot Ref :-22/02955/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 03/11/2022
Location :- 174 MANOR ROAD Date Returned :- 16/11/2022
MANOR ROAD
Proposal : Erection of single storey front and rear extensions, two storey side extension and new external chimney.
Observations : While Witney Town Council does not object to this application in terms of extending the dwelling, Councillors expressed concerns about a potential loss of the footpath. The submitted drawings do not clearly show whether the proposed development compromises the current footpath arrangement. Given the proximity of the footpath to the application site, Witney Town Council request that adequate consultation be sought from the relevant Highways Authority.
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.

P585- 9 WTC/158/22 Plot Ref :-22/02816/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 08/11/2022
Location :- 93 WATERFORD ROAD Date Returned :- 16/11/2022
WATERFORD ROAD
Proposal : Erection of a single storey rear extension.
Observations : While Witney Town Council does not object to this application in terms of material concerns, it notes the loss of permeable drainage and would ask that mitigating measures are considered to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.

The Meeting closed at : 7.40pm

Signed : _____ Chairman Date: _____

On behalf of :- Witney Town Council

This page is intentionally left blank