

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



**Tuesday, 7th March, 2023 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 **Virtual Meeting Room via Zoom** for the transaction of the business stated in the agenda below.

Join Zoom Meeting <https://us06web.zoom.us/j/89786388026>

Meeting ID: 897 8638 8026

## 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](mailto: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](mailto: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. **Witney Traffic Advisory Minutes** (Pages 7 - 12)

To receive the minutes of the Witney Traffic Advisory Committee meeting held on 10 January 2023.

6. **Witney Air Quality Action Plan Steering Group**

To receive a verbal update from Councillor L Duncan following the meeting of this group held on 28 February 2023.

7. **Flood Mitigation & Riparian Ownership** (Pages 13 - 14)

To receive the report of the Deputy Town Clerk.

8. **Notice of Definitive Map Notice of landowner deposit** (Pages 15 - 20)

To consider correspondence from West Oxfordshire District Council relating to the resolution made by this Committee on 24 January 2023, minute no. P54 refers.



Town Clerk

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4.1 **WTC/031/23** Plot Ref :- 23/00107/LBC Type :- LISTED BUI  
Applicant Name :- . Date Received :- 14/02/2023  
Parish :- CENTRAL Date Returned :-  
Location :- 70 HIGH STREET Agent  
HIGH STREET  
Proposals :- Replacement of two first floor windows in front elevation.  
Observations :-

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4.2 **WTC/032/23** Plot Ref :- 23/00162/ADV Type :- ADVERTISING  
Applicant Name :- . Date Received :- 14/02/2023  
Parish :- SOUTH Date Returned :-  
Location :- UNIT 4 MILLBUCK IND Agent  
EST  
AVENUE TWO  
Proposals :- Erection of signage (all non illuminated).  
Observations :-

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4.3 **WTC/033/23** Plot Ref :- 23/00103/LBC Type :- LISTED BUI  
Applicant Name :- . Date Received :- 14/02/2023  
Parish :- NORTH Date Returned :-  
Location :- 35 - 37 WOODGREEN Agent  
WOODGREEN  
Proposals :- Internal alterations to include the installation of underfloor heating  
together with the replacement of kitchen and dining room floor tiles.  
Observations :-

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4.4 **WTC/034/23** Plot Ref :- 23/00140/HHD Type :- HOUSEHOL  
Applicant Name :- . Date Received :- 14/02/2023  
Parish :- CENTRAL Date Returned :-  
Location :- 58 HERON DRIVE Agent  
HERON DRIVE  
Proposals :- Single storey rear extension.  
Observations :-

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4.5	<b>WTC/035/23</b>	Plot Ref :- 23/00275/HHD	Type :- HOUSEHOL
	Applicant Name :- .		Date Received :- 14/02/2023
	Parish :- CENTRAL		Date Returned :-
	Location :- 19 TOWER HILL	Agent	
	TOWER HILL		
	Proposals :-	Single storey rear and side extension	
	Observations :-		
4.6	<b>WTC/036/23</b>	Plot Ref :- 23/00041/HHD	Type :- HOUSEHOL
	Applicant Name :- .		Date Received :- 14/02/2023
	Parish :- WEST		Date Returned :-
	Location :- 18 PAINSWICK CLOSE	Agent	
	PAINSWICK CLOSE		
	Proposals :-	Conversion of garage into a kitchen including adding a window to the rear of the house.	
	Observations :-		
4.7	<b>WTC/037/23</b>	Plot Ref :- 23/00198/HHD	Type :- HOUSEHOL
	Applicant Name :- .		Date Received :- 27/02/2023
	Parish :- CENTRAL		Date Returned :-
	Location :- 52 BURFORD ROAD	Agent	
	BURFORD ROAD		
	Proposals :-	Proposed two storey rear extension, alterations to existing windows and doors, rendering of existing house, detached garage addition and enlargement of driveway.	
	Observations :-		
4.8	<b>WTC/038/23</b>	Plot Ref :- 23/00246/HHD	Type :- HOUSEHOL
	Applicant Name :- .		Date Received :- 27/02/2023
	Parish :- SOUTH		Date Returned :-
	Location :- 238 COLWELL DRIVE	Agent	
	COLWELL DRIVE		
	Proposals :-	Demolition of garage. Erection of single storey rear and side extensions.	
	Observations :-		
4.9	<b>WTC/039/23</b>	Plot Ref :- 23/00286/FUL	Type :- FULL
	Applicant Name :- .		Date Received :- 27/02/2023
	Parish :- WEST		Date Returned :-
	Location :- 90 RALEGH CRESCENT	Agent	
	RALEGH CRESCENT		
	Proposals :-	Retrospective planning application for the flexible use of part of the dwelling as a gym/personal training space and residential accommodation in association with the main dwelling.	
	Observations :-		

4 . 10	<b>WTC/040/23</b>	Plot Ref :- 23/00237/S73	Type :- VARIATION
	Applicant Name :- .		Date Received :- 27/02/2023
	Parish :- SOUTH		Date Returned :-
	Location :- 8 MARKET SQUARE	Agent	
		MARKET SQUARE	
	Proposals :-	Variation of condition 3 of permission 22/02411/FUL in order to extend the opening hours restrictions.	
	Observations :-		
4 . 11	<b>WTC/041/23</b>	Plot Ref :- 22/03516/HHD	Type :- AMENDED
	Applicant Name :- .		Date Received :- 27/02/2023
	Parish :- EAST		Date Returned :-
	Location :- PRIORY HOUSE	Agent	
		CHURCH LANE	
	Proposals :-	Secondary glazing to all windows and replacement of 4 windows on north-eastern elevation (amended plans and amended description).	
	Observations :-		
4 . 12	<b>WTC/042/23</b>	Plot Ref :- 22/03517/LBC	Type :- AMENDED
	Applicant Name :- .		Date Received :- 27/02/2023
	Parish :- EAST		Date Returned :-
	Location :- PRIORY HOUSE	Agent	
		CHURCH LANE	
	Proposals :-	Secondary glazing to all windows and replacement of 4 windows on north-eastern elevation (amended plans and amended description).	
	Observations :-		
4 . 13	<b>WTC/043/23</b>	Plot Ref :- 23/00029/FUL	Type :- AMENDED
	Applicant Name :- .		Date Received :- 27/02/2023
	Parish :- SOUTH		Date Returned :-
	Location :- THE ANNEXE, 124	Agent	
		CORN STREET	
		CORN STREET	
	Proposals :-	Change of use from an existing self-contained annexe to a separate dwelling with associated works.	
	Observations :-		
4 . 14	<b>WTC/044/23</b>	Plot Ref :- 23/00307/HHD	Type :- HOUSEHOL
	Applicant Name :- .		Date Received :- 27/02/2023
	Parish :- WEST		Date Returned :-
	Location :- 38 WINFIELD DRIVE	Agent	
		WINFIELD DRIVE	
	Proposals :-	Erection of a single storey rear extension.	
	Observations :-		

4 . 15

**WTC/045/23**

Plot Ref :- 23/00064/ADV    Type :- ADVERTISIN

Applicant Name :- .

Date Received :- 28/02/2023

Parish :- NORTH

Date Returned :-

Location :- 3 BRIDGE STREET  
BRIDGE STREET

Agent

Proposals :- Erection of an externally lit hanging sign.

Observations :-

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# Agenda Item 5

## WITNEY TRAFFIC ADVISORY COMMITTEE MEETING

Held on Tuesday, 10 January 2023

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

### Present:

Councillor A Coles (Chair)

Town Councillors:	A Prosser J Aitman	T Ashby
Others:	M Brooker D Enright T Bayliss A Lyon D Miles	West Oxfordshire District Council Oxfordshire County Council Stagecoach West Oxfordshire Community Transport Parish Transport Representative
Officers:	Adam Clapton Claire Green Mike Wasley Duncan Stewart	Deputy Town Clerk Administration Support - Planning & Stronger Communities Oxfordshire County Council Oxfordshire County Council
Others:	1 member of the public.	

### T1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Liz Duncan, Chris Hulme from Thames Valley Police, and Kevin Hickman from Windrush Bike Project.

### T2 TO ADOPT AND SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 27TH SEPTEMBER (COPY ENCLOSED)

#### Resolved:

That, the minutes of the Witney Traffic Advisory Committee meeting held on 27 September 2022 be approved and signed by the Chair.

### T3 PUBLIC PARTICIPATION

There was no public participation at this point in the meeting.

### T4 MATTERS ARISING FROM THE MINUTES NOT COVERED IN THE ACTION PLAN OR SUBSEQUENT ITEMS

There were no matters arising from the minutes of 27 September 2022.

T5 **TRAFFIC SCHEMES AREA OPERATIONS - OXFORDSHIRE COUNTY COUNCIL**

The Committee received and considered the report from the Oxfordshire County Council Infrastructure Locality Team 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, Bridge Street Area Options, and Burwell Meadow Low Traffic Neighbourhood.

**Resolved:**

That, the report be noted.

T6 **TRAFFIC & ROAD SAFETY - OXFORDSHIRE COUNTY COUNCIL**

The Committee received and considered the Traffic & Road Safety Report from the County Council Area Operations Officer, including the remaining lining programme. Following the report, Members were invited to raise any comments.

Members reported the following items at the meeting:

- The absence of on-road speed limit markings following the introduction of the revised speed limits.
- The new bus stops on Oxford Hill did not have 'bus cages' marked out.
- Junction linings at Queen Emma's Dyke.
- The 'SLOW' road marking had not been reinstated on Valence Crescent since the re-surfacing work, this issue has previously been reported but not yet acted upon.

Members were updated that the signage for implementation of new 20mph limits was continuing to be reviewed. On-road markings were not a legal requirement, but requests could be submitted for areas of concern.

Members were updated that the consultation period for Traffic Calming at The Leys was now complete. Given that objections had been raised, the OCC Officer would need time to review and address the issues that had been raised ahead of the proposal being determined. Further input from Witney Town Council and Witney Traffic Advisory Committee was welcomed for consideration by OCC Officers and Cabinet Members.

**Resolved:**

1. That, Members should email the OCC Officer directly with the details of any lining works required and include specific locations; and
2. That, Members should email the OCC Officer with areas of concern for speed limit road markings. These would be considered for the works list; and
3. That, Oxfordshire County Council budget setting is in process for 2023/2024 works, a further update will be available at the next meeting of this Committee; and



4. That, Witney Town Council would submit further feedback on the Leys traffic calming proposal to OCC following further engagement with nearby residents

*Councillor A Prosser arrived at 2:45pm*

T7 **PUBLIC PARTICIPATION**

A resident from Madley Park joined the meeting at 2:50pm and asked to speak about the bus stops and bus services from Madley Park. With the express permission of the Chair this was permitted at this point during the meeting.

**Resolved:**

1. That, Cllr Aitman, as ward member for Witney East, contacts the resident further should information be forthcoming and;
2. That, the Town Council investigates the condition of the bus shelters.

T8 **WITNEY HIGH STREET**

The Oxfordshire County Council Programme Lead for the Witney High Street Scheme attended and gave a brief update, followed by questions from Members.

The Committee were advised that no key dates or timescales had been confirmed but plans were in progress. Stakeholder briefings had already started, and further briefings would take place at the end of January/beginning of February. Pre-design public engagement would be in the Spring, potentially the beginning of May. The engagement, design and consultation processes would take several months, possibly a year to bring to fruition due to the amount of work involved.

**Resolved:**

That, the verbal update be noted.

*Councillor D Enright arrived at 3:34pm - During the discussion item T8 Witney High Street*

T9 **WITNEY LOCAL CYCLING & WALKING INFRASTRUCTURE PLAN**

The Chair and other Members acknowledged the amount of work that had been invested to date and that these efforts had resulted in a solid draft plan resulting from a good variety of online and in-person engagement. Members reflected on a well drafted initial list of priorities, a good framework upon which more work could follow.

A member raised the issue of a refuge island at Witan Way (when you were crossing near/from Farm Mill Lane).

Improvements for the five-ways roundabout were discussed, there was mixed feedback about the idea of a 'Dutch roundabout'. Members agreed that more needed to be done to come up with a proposal that did work and offers a safer solution for all users.

Members discussed the ongoing proposals for traffic calming measures at The Leys. Further improvements for pedestrians and cyclists were suggested, including the potential for a segregated use path.

**Resolved:**

1. That the Draft Plan be noted and,
2. A consultation response be submitted to Oxfordshire County Council on behalf of the Committee encompassing the points discussed.

**T10 PUBLIC TRANSPORT UPDATE**

The Committee received a verbal update from the Parish Transport Representative.

The government funded £2 Bus Fare Cap Scheme has been welcomed and applied to Stagecoach services in Witney.

The West Oxfordshire Community Transport services did not benefit from the fare cap scheme, but Members were reminded that the child fare of just £1 applies to individuals aged from 5 years to 25 years – young residents could travel anywhere in the town for £1.

The Committee were updated on work happening behind the scenes to accommodate the forthcoming Botley Road closure in Oxford.

**T11 20MPH ON WOODSTOCK ROAD**

The Committee received correspondence from the Head Teacher of Wood Green School, acknowledging the positive impact of reduced traffic speeds following the introduction of a 20mph speed limit on Woodstock Road.

**Resolved:**

That, the correspondence be noted, and the letter be acknowledged by Witney Town Council Officers.

**T12 CYCLISTS AND ENFORCEMENT OF 20MPH SPEED LIMIT**

The Committee received correspondence from a resident concerning cyclists exceeding the new 20mph speed limits.

A Member advised that in general, cyclists did not have a legal obligation to adhere to the same speed limits as motorists. Speed limits listed in the Road Traffic Regulation Act 1984, and the Highway Code related to motor vehicles. It was possible for local byelaws to impose speed limits, no such byelaw could be referenced for Witney.

**Resolved:**

That, Witney Town Council Officers respond to advise the resident of the limited application of speed limits.

T13 **MADLEY PARK PEDESTRIAN CROSSING**

The Committee received correspondence from Cllr. Ruth Smith concerning parking on Harvest Way, particularly near the Barleyfield Way turn.

**Resolved:**

That, Witney Town Council would forward this correspondence to Oxfordshire County Council to explore further.

T14 **ITEMS RAISED AT THE MEETING**

The Deputy Town Clerk read out an update from Thames Valley Police regarding the newly introduced speed restrictions and enforcement via community Speedwatch schemes.

The following items were raised for inclusion on the next agenda:

- Community Speedwatch – start formulating a plan.
- The consideration of a pedestrian crossing at West End
- Bridge Street Area Appraisal

**Resolved:**

That, the issues raised be added to the next agenda.

T15 **DATE OF THE NEXT MEETING(S)**

Members were advised that the next scheduled meeting of this committee would be on Tuesday 21 March.

**Resolved:**

That, the date of the next meeting be noted.

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The meeting closed at: 4.20 pm

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Chair

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## CLIMATE, BIODIVERSITY & PLANNING COMMITTEE

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**Date:** Tuesday, 7 March 2023

**Title:** Flood Mitigation & Riparian Ownership

**Contact Officer:** Deputy Town Clerk - Adam Clapton

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### Background

Members will be aware a multi-agency meeting was held at the District Council regarding flooding in Witney last year and gathered information on what each authority was able to offer. The Town Council has so far this year:

- Funded the purchase of a sandbag store at Riverside Gardens.
- Agreed to assist vulnerable residents at Riverside Gardens lay sandbags during working hours when flooding is likely to occur.
- Assist riverside gardens create a community emergency plan.
- Carried out work on its riparian land at Witney Lake & Country Park.
- Agreed to advertise and take enquiries for the Oxfordshire County Council Flood Warden Scheme.

### Current Situation

A follow-up meeting was held on 1 February 2023. As a result of this community flood plans were discussed and officers are working with Riverside Gardens community group to help prepare for flooding (see above).

The issue of riparian ownership was also discussed and how landowners can be contacted regarding potential waterway blockages and flood prevention. The following excerpt is taken from the Oxfordshire County Council website Flood Toolkit: *How to become a flood resilient community* <https://www.oxfordshirefloodtoolkit.com/how-to-guides/community-project/>

‘Oxfordshire County Council often approaches landowners to request them to clear overgrown and blocked ditches and watercourses where there is a risk of flooding. However, as there is an extensive network of watercourses and ditches in the county, it has been found that Parish and Town Councils have in many cases been successfully able to provide valuable assistance in identifying and helping to resolve these issues by working with us to help reduce the risk of flooding in their communities.

As part of the partnership working initiative that we are trying to encourage, we would request that Parish and Town Councils become more involved in the early stages of discussions and negotiations when it comes to flood risk matters. Using their local knowledge and contacts to make the initial informal approaches to landowners to undertake clearance of their ditches, watercourse, pipes or drains etc. can be extremely helpful.

The suggested approach is set out below:

1. An informal approach by (telephone or email) from a parish or town council representative is made asking a landowner to clear ditches and watercourses.
2. Resident raises blockage in water course with supporting pictures and location on map.
3. If there is no action by the landowner the first letter can be sent requesting action (see top right to download the first letter template).
4. If the clearance is still not undertaken a second follow-up letter can be sent to the landowners (see bottom right to download the second letter template).

The Committee is asked whether it would consider recommending this approach to the Council or whether it could get involved from stage 3 if a blockage is reported with supporting pictures/location.

It should be noted that the Town Council has no simple repository to find out information on landowner responsibility and is ultimately not able to enforce the completion of works.

### **Environmental impact**

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

Removal of blockages from waterways helps mitigate flooding risk.

### **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.

There is a reputational risk should the Town Council write out to residents regarding an issue which it has no direct responsibility for.

### **Financial implications**

Described here or as stated in the report above.

- Staffing and administrative costs (amount unknown).

### **Recommendations**

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

1. Whether Witney Town Council undertakes to write to Riparian Landowners as suggested by Oxfordshire County Council.

## Notice of landowner deposits under section 31(6) of the Highways Act 1980 and section 15A(1) of the Commons Act 2006

Oxfordshire County Council

An application to deposit a map and statement under section 31(6) Highways Act 1980 and deposit a statement under section 15A(1) Commons Act 2006 has been made in relation to the land described below and shown edged red on the accompanying map.

### PLEASE NOTE:

**This deposit may affect rights over the land described below. Deposits made under section 31(6) of the Highways Act 1980 may prevent deemed dedication of public rights of way over such land under section 31(1) of that Act. Deposits made under section 15A(1) of the Commons Act 2006 may affect the ability to register such land as a town or village green under section 15 of that Act. Please see guidance at <http://www.defra.gov.uk/rural/protected/greens/> for further information.**

Description of the lands: **Land owned by The Oxford Diocesan Board of Finance.**

Name of the Parish, Ward or District in which the land(s) is situated: **The Parish of Shrivenham, Kingham, Churchill, Westcote Barton, Shipton under Wychwood, Fritwell, Witney, Chalbury, Bampton.**

The deposit was submitted by **The Oxford Diocesan Board of Finance** and was received by this authority on 6<sup>th</sup> July 2022.

The authority maintains a register of maps, statements and declarations deposited under section 31A of the Highways Act 1980 and section 15B of the Commons Act 2006.

Oxfordshire County Council, Definitive Map & Commons, County Hall, New Road, Oxford, OX1 1ND between the hours of 9.00am to 4.30pm, Monday – Friday. **Please call 07741607604 or send an email to [landownerdeposits@oxfordshire.gov.uk](mailto:landownerdeposits@oxfordshire.gov.uk) if you have any queries relating to this Notice.**

This register & plan can be accessed online at:  
[www.oxfordshire.gov.uk/landownerdeposits](http://www.oxfordshire.gov.uk/landownerdeposits)



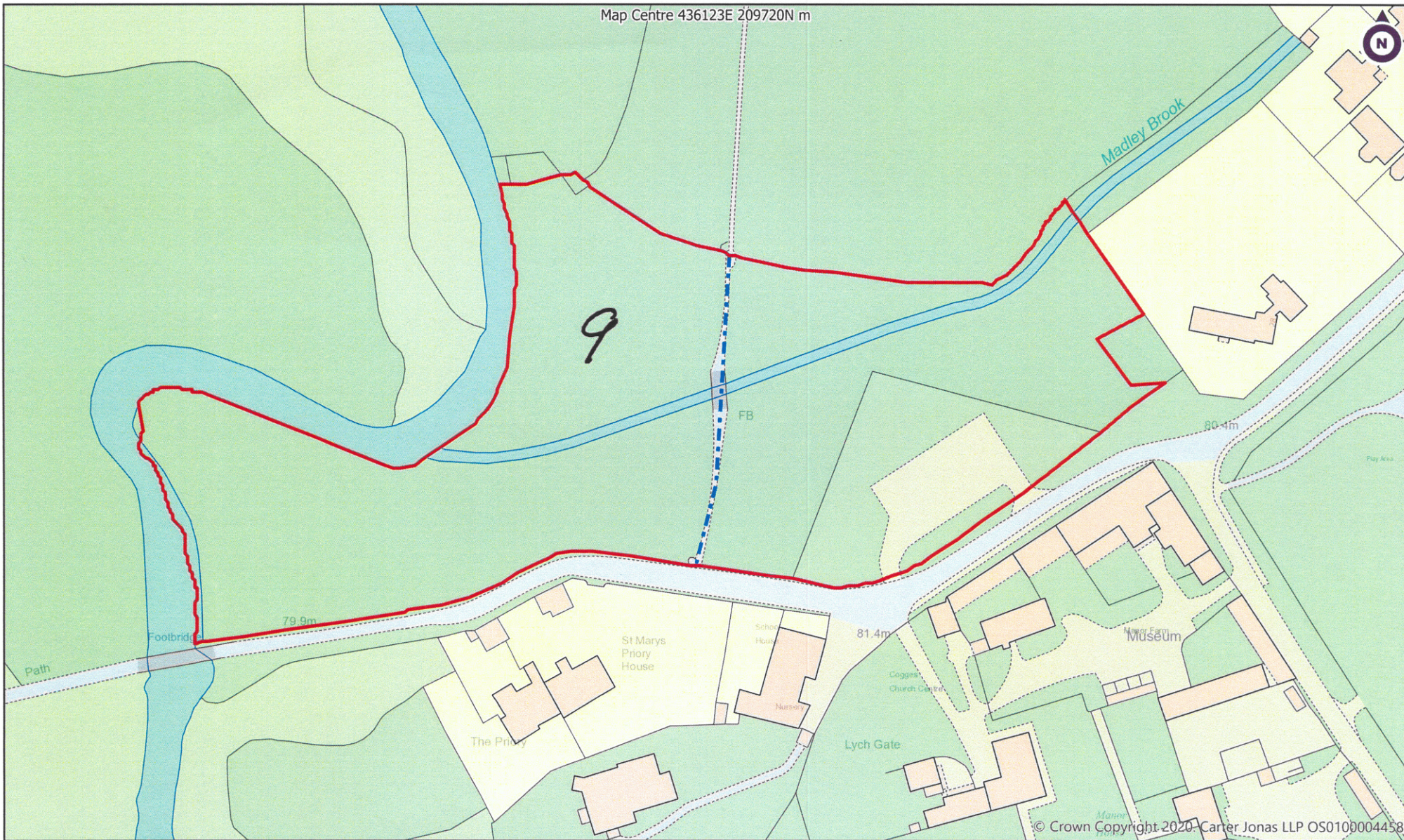
**Tom Scholes, Group Manager Asset Data & Systems, Communities Directorate  
Oxfordshire County Council**

**Dated 23<sup>rd</sup> August 2022**

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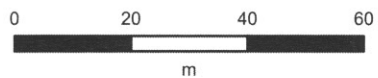
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Client: Oxford Diocesan Board of Finance  
 Project: Footpaths  
 Title: Cogges Glebe

Scale 1:1,250  
 Drawn By: EL

@A4

Date: 10/20/2021  
 Dwg no:





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