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

Held on Tuesday, 7 March 2023

At 6.00 pm in the Virtual Meeting Room via Zoom

### Present:

Councillor R Smith (Chair)

|              |   |  |
|--------------|---|--|
| Councillors: | A Prosser<br>T Ashby<br>J Aitman                | L Duncan<br>V Gwatkin  |
| Officers:    | Adam Clapton<br>Derek Mackenzie<br>Claire Green | Deputy Town Clerk<br>Senior Administrative Officer &<br>Committee Clerk<br>Administration Support - Planning &<br>Stronger Communities |
| Others:      | no members of the public.                       |  |

### P122 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor P Hiles.

### P123 DECLARATIONS OF INTEREST

Councillor R Smith declared a non-pecuniary interest in application 23/00103/LBC by virtue of knowing the applicant.

Councillor T Ashby declared that he had made an objection comment in respect of application 23/00286/FUL as a Member of the public rather than as a Councillor.

### P124 PUBLIC PARTICIPATION

There was no public participation.

### P125 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

**P126 WITNEY TRAFFIC ADVISORY MINUTES**

The Committee received the minutes of the Witney Traffic Advisory Committee held on 10 January 2023.

The Deputy Town Clerk gave an update on minute item T14 to advise that information had been gathered from Thames Valley Police by officers in respect of the potential commencement of a Speedwatch scheme to support the lower speed limits across the town. He encouraged members to provide any comments on such a scheme for inclusion in his report to be presented at the next meeting of the Traffic Advisory Committee on 21 March 2023.

**Resolved:**

1. That, the minutes of the Witney Traffic Advisory Committee held 10 January 2023 be noted
2. That, the verbal update of the Deputy Town Clerk be noted.

*6:48pm - Councillor T Ashby left the meeting following Planning Application 23/00029/FUL.*

**P127 WITNEY AIR QUALITY ACTION PLAN STEERING GROUP**

The committee received a verbal report from Councillor L Duncan in respect of her attendance at the meeting of the District Council's Witney Air Quality Action Plan Steering Group.

She attended along with Councillor A Prosser, the meeting was well attended and covered various subjects such as pilot schemes for car sharing, modelling for the removal of HGV's from Bridge Street. The meeting was used for factfinding from the many organisations represented and was evident that there is a significant amount of cross over between the work that these organisations carry out.

**Resolved :**

That, the verbal report be noted.

**P128 FLOOD MITIGATION & RIPARIAN OWNERSHIP**

The Committee received and considered the report of the Deputy Town Clerk concerning the County Council's preferred process in dealing with waterway blockages which are the responsibility of riparian owners.

There was concern from Members that if the town council became involved with this process, there was intimated liability on an issue in which it had no remit or statutory duty. The Local Flood Authority (LFA), Oxfordshire County Council was responsible for ensuring these issues were concluded satisfactorily and blockages were removed before flooding occurred. There was, however, recognition the town council was in a position to help concerned residents by reporting any blockages to the LFA directly if informed and chase up actions to resolve them. There were suggestions on how best to advertise this process and gather riparian landowner details from a local action group.

**Recommended:**

1. That, the report be noted and,

2. That, Witney Town Council supports local residents with waterway blockage concerns by forwarding the matter to Oxfordshire County Council (as the LFA) with riparian owner details if available.

P129 **NOTICE OF DEFINITIVE MAP NOTICE OF LANDOWNER DEPOSIT**

The Committee received and considered the correspondence received from West Oxfordshire District Council in respect of a resolution made by the committee on this matter at the meeting held on 24<sup>th</sup> January 2023, minutes no.P54 refers.

Members discussed their concerns following the application made by The Oxford Diocesan Board of Finance. These included the potential limiting of access to the land, the maintenance of the fence bordering the site and the impact on the work of the Wychwood Forest Trust.

**Resolved:**

1. That, the correspondence be noted and,
2. That, officers request the thoughts of Wychwood Forest Trust prior to writing to The Diocesan to advise of the committees concerns and request an explanation as to the reason for the submission of the application.

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The meeting closed at: 7.20 pm

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Chair

# Minute Item P125

## Witney Town Council

### Planning Minutes - 7th March 2023

125

125- 1 WTC/031/23 Plot Ref :-23/00107/LBC Type :- LISTED BUI  
Applicant Name :- . Date Received :- 14/02/2023  
Location :- 70 HIGH STREET Date Returned :- 08/03/2023  
HIGH STREET  
Proposal : Replacement of two first floor windows in front elevation.  
Observations : Witney Town Council has no objections regarding this application.

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125- 2 WTC/032/23 Plot Ref :-23/00162/ADV Type :- ADVERTISIN  
Applicant Name :- . Date Received :- 14/02/2023  
Location :- UNIT 4 MILLBUCK IND EST Date Returned :- 08/03/2023  
AVENUE TWO  
Proposal : Erection of signage (all non illuminated).  
Observations : Witney Town Council make the following observations:

Sign 2 & Sign 35 - Safety signs within this board need to be far more prominent. These signs are telling cars as they enter the site that the site speed limit is 5mph, 'Caution for pedestrians' and 'No reversing without banksman'. The signs are too small given the risk to pedestrians around the site.

Signs 4 & 35 - These signs are confusing, at sign 4 'Travis Perkins Entrance & Deliveries' and 'Benchmark Entrance & Deliveries' are all directed to turn left. This would send all vehicles East along the Avenue Two Spur. However, further along the South spur, at sign 35 it says 'Travis Perkins Collections & Deliveries'. This seems unclear as to which entrance Travis Perkins visitors and deliveries should be using; it was the town council's understanding that only HGVs would be using these service entrances/exits. Therefore, vehicles need clearer instruction.

Signs 5C - Where the HGV's will be exiting on to the pedestrian and cycling route - there needs to be a prominent warning sign on the internal facing side, visible to vehicles/drivers exiting the site, making it clear that they are entering a cycle and pedestrian area. This is a busy route for families walking and cycling, and a route for school children.

Further, Signs 5C feature a small 'HGV Exit Only' notice, which is white font against a green background. These signs would be more effective as a warning if they were brighter colours/high visibility rather than potentially blending into the vegetation. It is important that pedestrians and cyclists using the carriageway know to expect HGVs to be exiting from this point.

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125- 3 WTC/033/23 Plot Ref :-23/00103/LBC Type :- LISTED BUI  
Applicant Name :- . Date Received :- 14/02/2023  
Location :- 35 - 37 WOODGREEN Date Returned :- 08/03/2023  
WOODGREEN

Proposal : Internal alterations to include the installation of underfloor heating together with the replacement of kitchen and dining room floor tiles.

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

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125- 4 WTC/034/23 Plot Ref :-23/00140/HHD Type :- HOUSEHOLDE  
Applicant Name :- . Date Received :- 14/02/2023  
Location :- 58 HERON DRIVE Date Returned :- 08/03/2023  
HERON DRIVE  
Proposal : 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. Whilst the development is small, Members expressed concern that surface water is to discharge to existing drainage, with the possibility of this causing increased flood risk elsewhere. Members ask that a SUDS strategy and mitigating measures are considered to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.

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125- 5 WTC/035/23 Plot Ref :-23/00275/HHD Type :- HOUSEHOLDE  
Applicant Name :- . Date Received :- 14/02/2023  
Location :- 19 TOWER HILL Date Returned :- 08/03/2023  
TOWER HILL  
Proposal : Single storey rear and 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.

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125- 6 WTC/036/23 Plot Ref :-23/00041/HHD Type :- HOUSEHOLDE  
Applicant Name :- . Date Received :- 14/02/2023  
Location :- 18 PAINSWICK CLOSE Date Returned :- 08/03/2023  
PAINSWICK CLOSE  
Proposal : Conversion of garage into a kitchen including adding a window to the rear of the house.  
Observations : Witney Town Council has no objections regarding this application.

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125- 7 WTC/037/23 Plot Ref :-23/00198/HHD Type :- HOUSEHOLDE  
Applicant Name :- . Date Received :- 27/02/2023  
Location :- 52 BURFORD ROAD Date Returned :- 08/03/2023  
BURFORD ROAD  
Proposal : Proposed two storey rear extension, alterations to existing windows and doors, rendering of existing house, detached garage addition and enlargement of driveway.  
Observations : While Witney Town Council does not object to this application in terms of material concerns, it notes the loss of permeable drainage and would ask that mitigating measures are considered to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.

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125- 8 WTC/038/23 Plot Ref :-23/00246/HHD Type :- HOUSEHOLDE  
Applicant Name :- . Date Received :- 27/02/2023  
Location :- 238 COLWELL DRIVE Date Returned :- 08/03/2023  
COLWELL DRIVE  
Proposal : Demolition of garage. Erection of single storey rear and side extensions.  
Observations : Witney Town Council has no objections regarding this application.

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125- 9 WTC/039/23 Plot Ref :-23/00286/FUL Type :- FULL  
Applicant Name :- . Date Received :- 27/02/2023  
Location :- 90 RALEGH CRESCENT Date Returned :- 08/03/2023  
RALEGH CRESCENT  
Proposal : 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 : Witney Town Council object to this application. The scale of the operation is inappropriate in this residential area. The associated issues of noise disturbance, light disturbance, excessive vehicle movements and parking are detrimental to residents of neighbouring properties. Policy OS2 requires that development should be compatible with adjoining uses and not have a harmful impact on the amenity of existing occupants. Further, Policy OS4 requires that development not harm the use or enjoyment of land and buildings nearby including living conditions in residential properties.

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125- 10 WTC/040/23 Plot Ref :-23/00237/S73 Type :- VARIATION  
Applicant Name :- . Date Received :- 27/02/2023  
Location :- 8 MARKET SQUARE Date Returned :- 08/03/2023  
MARKET SQUARE  
Proposal : Variation of condition 3 of permission 22/02411/FUL in order to extend the opening hours restrictions.  
Observations : Witney Town Council object to this application for variation of Condition 3 of permission 22/02411/FUL to extend the opening hours. Whilst the consultee comments from ERS are creative they don't alleviate noise and disturbance issues for nearby residential properties. Members are concerned that it is too soon since the premises first opened for the impacts to have been measured, and that the development become better established before extended opening hours be given consideration.

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125- 11 WTC/041/23 Plot Ref :-22/03516/HHD Type :- AMENDED  
Applicant Name :- . Date Received :- 27/02/2023  
Location :- PRIORY HOUSE Date Returned :- 08/03/2023  
CHURCH LANE  
Proposal : Secondary glazing to all windows and replacement of 4 windows on north-eastern elevation (amended plans and amended description).  
Observations : Witney Town Council has no objections regarding this application.

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125- 12 WTC/042/23 Plot Ref :-22/03517/LBC Type :- AMENDED  
Applicant Name :- . Date Received :- 27/02/2023  
Location :- PRIORY HOUSE Date Returned :- 08/03/2023  
CHURCH LANE  
Proposal : Secondary glazing to all windows and replacement of 4 windows on north-eastern elevation (amended plans and amended description).  
Observations : Witney Town Council has no objections regarding this application.

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125- 13 WTC/043/23 Plot Ref :-23/00029/FUL Type :- AMENDED  
Applicant Name :- . Date Received :- 27/02/2023  
Location :- THE ANNEXE, 124 CORN STREET Date Returned :- 08/03/2023  
CORN STREET  
Proposal : Change of use from an existing self-contained annexe to a separate dwelling with associated works.  
Observations : Witney Town Council withdraw the earlier objection comments for this application 23/00029/FUL. Members thank the applicant for the additional information provided by the Planning Statement - Members have no objection to a separate dwelling with associated works. In order to provide for reasonable private outdoor space Members prefer that a separate garden area be marked out for 'The Annexe'.

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125- 14 WTC/044/23 Plot Ref :-23/00307/HHD Type :- HOUSEHOLDE  
Applicant Name :- . Date Received :- 27/02/2023  
Location :- 38 WINFIELD DRIVE Date Returned :- 08/03/2023  
WINFIELD DRIVE  
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.

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125- 15 WTC/045/23 Plot Ref :-23/00064/ADV Type :- ADVERTISIN  
Applicant Name :- . Date Received :- 28/02/2023  
Location :- 3 BRIDGE STREET Date Returned :- 08/03/2023  
BRIDGE STREET  
Proposal : Erection of an externally lit hanging sign.  
Observations : Witney Town Council has no objections regarding this application.

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The Meeting closed at : 7:15pm

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

On behalf of :- Witney Town Council