

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



**Tuesday, 25th July, 2023 at 6.00 pm**

To members of the Climate, Biodiversity & Planning Committee - A Bailey, G Meadows, R Smith, J Aitman, O Collins, J Robertshaw, S Simpson and D Temple (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.

Any member of the public wishing to attend the meeting and speak on a particular item should contact the Committee 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 Deputy Town Clerk or Committee Clerk 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. **Minutes** (Pages 5 - 20)
  - a) To adopt and sign as correct the minutes of the committee meetings held on 13 June and 4 July 2023.
  - b) Matters arising from the minutes of the meetings held on 13 June and 4 July 2023.
5. **Finance Report** (Pages 21 - 26)

To receive the report of the Responsible Financial Officer (RFO).
6. **Planning Applications** (Pages 27 - 28)

To receive and consider a schedule of Planning Applications from West Oxfordshire District Council.
7. **Planning Decisions** (Pages 29 - 30)

To receive and consider a schedule of planning decisions from West Oxfordshire District Council.
8. **Witney Traffic Advisory Committee Meeting Minutes - 13 June 2023** (Pages 31 - 36)

To receive and consider the minutes of the Witney Traffic Advisory Committee meeting held on 13 June 2023.
9. **Notice of Planning Appeal Decision - 118C Quarry Road, Witney** (Pages 37 - 40)

To receive notice of Planning Appeal Decision APP/D3125/W/22/3309162 for 118C Quarry Road, Witney.
10. **Oxfordshire County Council - A40 Access to Witney - Side Roads Order & Compulsory Purchase Order**

To receive notice of Side Roads & Compulsory Purchase Orders concerning A40 Access to Witney and consider entering a representation if appropriate.

<https://www.oxfordshire.gov.uk/residents/roads-and-transport/roadworks/future-transport-projects/a40-improvements/a40-access-witney/access-witney-cpo-and-sro>



Town Clerk

# Agenda Item 4

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

Held on Tuesday, 13 June 2023

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

### Present:

Councillor A Bailey (Chair)

Councillors:	G Meadows R Smith J Aitman	J Robertshaw S Simpson T Ashby
Officers:	Adam Clapton Derek Mackenzie  Claire Green  Sharon Groth	Deputy Town Clerk Senior Administrative Officer & Committee Clerk Administration Support - Planning & Stronger Communities Town Clerk
Others:	2 members of the public.	

### P303 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors O Collins & D Temple.

### P304 DECLARATIONS OF INTEREST

There were no declarations of interest from members or officers.

### P305 PUBLIC PARTICIPATION

*The Committee adjourned for this item.*

The Committee heard from two representatives of an organisation looking to run Forest School training sessions to be discussed at part of Agenda Item 15. This was followed by questions from Members.

At the discretion of the Chair, the Forest School item was moved up the agenda and discussed to allow the members of the public to hear the discussion.

*The Committee reconvened.*

### P306 FOREST SCHOOL

Members received the report from the Biodiversity & Green Spaces Officer along with information provided verbally via Public Participation.

Members asked questions of the members of the public in order to fully understand the proposal and what it would offer to Witney residents, where sessions would be held and the benefits it would offer to attendees.

Members asked if these sessions could be advertised/offered to organisations such as Homestart in order to support those most in need.

**Recommended:**

1. That, the report be noted and,
2. That, agreement in principle to 6 sessions to be run at a cost to the council of £2,400 with detail to be agreed at the Policy, Governance & Finance Committee meeting and,
3. That, the wellbeing benefits as outlined in the report are noted.

*18:27 pm - The members of the public left along with Councillor Aitman.*

P307 **MINUTES**

The minutes of the Climate, Biodiversity & Planning Committee meetings held on 28 March, 18 April, 2 May, and 23 May were received.

**Resolved:**

That, the minutes of the Climate, Biodiversity & Planning Committee meetings held on 28 March, 18 April, 2 May and 23 May be approved as a correct record of the meeting and be signed by the Chair.

*18:29 pm - Councillor Aitman returned.*

P308 **COMMITTEE TERMS OF REFERENCE**

The Committee received and considered the report of the Deputy Town Clerk along with the Committee's current terms of reference.

Members asked that the terms include the importance of water and air pollution and asked that this be added to point (j).

The Chair also raised at this time his thoughts on the Committee dealing with the issue of river pollution by way of Witney Town Council facilitating a public meeting to hear the view of residents, Thames Water and other stakeholders. He would consider the option of bringing a motion to Council on the subject.

**Resolved:**

1. That, the report be noted and,
2. That, the Committee terms of reference be agreed and published including an amendment to include air & water pollution.

P309 **COMMITTEE OBJECTIVES AND WORK PROGRAMME FOR THE MUNICIPAL YEAR**

The Committee received and considered the report of the Town Clerk/C.E.O. concerning its objectives and work programme for the forthcoming year.

A member raised a point of clarification on the ownership of the river and the riverbank that runs through the Country Park and Snipe Meadow and therefore who was responsible for each, which was answered by the Town Clerk.

**Recommended:**

1. That, the report be noted and,
2. That, the current objectives and work programme be agreed.

*The Town Clerk left the meeting following conclusion of the above item.*

P310 **FINANCE REPORT**

The Committee received and considered the financial report of the Responsible Financial Officer showing figures for aspects under its remit.

No questions arose from members.

**Resolved:**

That, the report be noted and,

P311 **PLANNING APPLICATIONS**

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

In addition, the Committee also discussed planning applications 23/01371/LBC and 23/01372/ADV for signage at the town council's town centre reception and administration office for which they provided no comment.

**Resolved:**

That, the comments, as per the attached schedule and for 23/01371/LBC and 23/01372/ADV, be forwarded to West Oxfordshire District Council.

P312 **APPLICATION FOR PAVEMENT LICENCE - SMARTS FISH & CHIP SHOP, HIGH STREET, WITNEY**

At the express permission of the Chair the Committee discussed an application for a new pavement licence from Smarts Fish & Chip Shop, 50 Market Square, for a renewal of a pavement licence under the Business and Planning Act 2020 due to the short timescale of the consultation.

Members had no concerns.

**Resolved:**

That, that a no objection comment is forwarded to the licencing team at WODC.

P313 **PLANNING DECISIONS**

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

**Resolved:**

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

P314 **NOTICE OF PLANNING APPEAL DECISION - QUEEN EMMA'S DYKE, WITNEY**

The Committee received notice of planning appeal APP/D3125/W/22/3293742 141 Queen Emmas Dyke, Witney, OX28 4DT

**Resolved:**

That, the planning appeal decision be noted.

P315 **NOTICE OF PLANNING APPEAL DECISION - LAND SOUTH WEST OF DOWNS ROAD, CURBRIDGE BUSINESS PARK**

The Committee received notice of planning appeal APP/D3125/W/22/3307358 Land at Colwell Green, Witney.

**Resolved:**

That, the planning appeal decision be noted.

P316 **APPLICATION FOR MINOR VARIATION OF PREMISES LICENCE - SHELL WAITROSE DUCKLINGTON**

The Committee received the application from Shell (Waitrose Ducklington), Ducklington Lane, Witney, OX28 4TT for a minor variation of a premises licence under the Licencing Act 2003.

**Resolved:**

That, the Council makes no objection to this application.

P317 **APPROVAL OF STREET NAME - NORREYS AVENUE**

The Committee received correspondence from West Oxfordshire District Council's address management team confirming the approval of "Norreys Avenue" as a new street name.

**Resolved:**

That, the correspondence be noted.

**P318 WITNEY LAKE FISHING SEASON**

The Committee received the report of the Biodiversity and Green Spaces Officer following a request from Witney Angling Society to extend the fishing season at Witney Lake.

The Deputy Town Clerk corrected the report as to the level of the current fishing rights charge, which was £917 including VAT and not the £1,500 quoted.

Members discussed the proposal and were pleased the extension would be carefully monitored by both the Angling Society and the Biodiversity and Green Spaces Officer. They agreed that a pro-rata increase in the rent would be appropriate therefore the new rent would be £1,120 inclusive of VAT.

**Resolved:**

1. That, the report and verbal update be noted and,
2. That, the extension to the fishing season at Witney Lake be granted and,
3. That, the annual fishing rights charge be raised to £1,120 including inflation.

**P319 WATER VOLE RECOVERY PLAN**

The Committee received the report of the Biodiversity and Green Spaces Officer regarding joining the Berks, Bucks & Oxfordshire Wildlife Trust's (BBOWT's) Water Vole Recovery Project.

Members were already aware of the problematic impact of invasive American Mink on wildlife populations and therefore all supported the recommendations to control their population around the Witney Lake.

**Resolved:**

1. That, the report be noted and,
2. That, the Town Council supports the Water Vole Recovery Project to control the American Mink population.

**P320 WEED CONTROL & USE OF PESTICIDES**

The Committee received the report of the Operation Manager regarding the potential reintroduction of the use of pesticides.

Members understood the significant labour impact the decision to cease the use of pesticides had caused on the council and asked that the policy be drafted by officers. Weeds and overgrown vegetation had been reported widely following the good early summer weather and a solution needed to be sought.

Members understood that changes to tree management, including impeding grass growth around their trunks were necessary to protect the tree stock and limit any further damage.

**Recommended:**

1. That, the report be noted and,
2. That, officers draft a Pesticides Policy on town council owned land for agreement at a future meeting and,

3. That, a growth regulator be used around the base of trees.

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The meeting closed at: 7.45 pm

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Chair





Witney Town Council are not objecting to this application, but it does ask that the applicant works closely with the Active Travel team at Oxfordshire County Council to improve both the number of cycle spaces that are provided and their locations on the site, to ensure best safety and compliance with the Active Travel Strategy. The LTCP from July 2022 stipulates walkable communities and inclusive cycle networks, which give priority at junctions for cyclists.

Swift sightings are now prevalent on the site and this development should include provision for swift bricks or universal bricks to support this endangered species.

Members are aware that the original site layout included provision for a pedestrian crossing on the Western side of this development, which would have encouraged safe crossing for pedestrians on the important walking route from the Community Hub area to the school, crossing Isabelle Spencer Way. Witney Town Council would like to see a commitment for a full Zebra Crossing in this area, and not just a dropped kerb, 'indicative safe space to cross' arrangement.

Witney Town Council request that a Grampian condition be imposed which requires that both this Community Hub development, and the Sports Pavilion development (23/01202/RES) be completed ahead of the construction of 74 homes sought by planning application 23/01206/FUL.

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311- 4	WTC/091/23	Plot Ref :-23/01206/FUL	Type :-	FULL
	Applicant Name :-		Date Received :-	31/05/2023
	Location :-	LAND WEST OF WITNEY NORTH OF A40, EAST OF DOWNS RD CURBRIDGE	Date Returned :-	13/06/2023

Proposal : Erection of seventy four dwellings and associated infrastructure.

Observations : Witney Town Council would have preferred that more information be available when considering this proposal - At the time of being discussed by Members the consultee responses are not available from Thames Water or the Highways Authority.

Members request that a full Environmental Impact Assessment is sought. Whilst an EIA was prepared some years ago for this development area, Members now consider this information to be out-of-date and not representative of the much changed biodiversity at the site, including newly established habitats while the land has been unoccupied. Members raised the point that the Biodiversity Report Declaration of Adequacy has not been signed in Part B by the applicant and it has not been signed off in Part D by WODC or an appointed person on behalf of WODC.

Members discussed concerns brought to them from residents with regards to the changing ground levels at the development site. Residents of the neighbouring residential area in Mott Close report that ground levels to the rear of their properties have been increased during construction phases to a point that their privacy is compromised. Witney Town Council ask that Planning Officers ensure that natural ground levels are measured and agreed ahead of any planning permission being granted.

Another concern raised by residents is access to the existing properties in Mott Close being compromised and whether there will be adequate space for a new bin store, since residents currently use the pavement area to the West of Plot no. 74.

Witney Town Council would support the imposition of a Grampian Condition requiring that Thames Water demonstrate a sewerage capacity for this

development before any construction is started.

Further, Witney Town Council request that a Grampian condition be imposed which requires that this proposed development cannot be commenced until both the Community Hub development (23/01203/RES) and the Sports Pavilion development (23/01202/RES) are complete.

Witney Town Council ask that Section 106 funding be sought for associated infrastructure for this area, including play areas, benches, waste bins, dog bins and grit bins. And if applicable a Section 278 request from Oxfordshire County Council, or other developer contribution to enhance Active Travel, specifically for the long awaited Deer Park Road to Curbridge Bridleway improvements which runs through the estate.

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311- 5	WTC/092/23	Plot Ref :-23/01086/HHD	Type :-	HOUSEHOLDE
	Applicant Name :- .		Date Received :-	31/05/2023
	Location :- 191 FARMERS CLOSE FARMERS CLOSE		Date Returned :-	14/06/2023
	Proposal :	Erection of single storey side and 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.		
		Members request that the Planning Officer consider concerns raised by residents at a neighbouring property.		

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311- 6	WTC/093/23	Plot Ref :-23/01390/HHD	Type :-	HOUSEHOLDE
	Applicant Name :- .		Date Received :-	31/05/2023
	Location :- 33 BLENHEIM DRIVE BLENHEIM DRIVE		Date Returned :-	14/06/2023
	Proposal :	Erection of single storey side and rear extensions (previously approved 23/00018/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.		

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311- 7	WTC/094/23	Plot Ref :-23/01362/FUL	Type :-	FULL
	Applicant Name :- .		Date Received :-	02/06/2023
	Location :- BEEKEEPERS 18 - 22 MARKET SQUARE		Date Returned :-	14/06/2023
	Proposal :	Installation of new external TV and supporting framework to rear garden.		
	Observations :	While Witney Town Council do not object to this application, Members discussed the neighbourliness of the proposal and ask that careful consideration be given to potential harm from sound and light disturbance.		

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311- 8 WTC/095/23 Plot Ref :-23/00997/HHD Type :- HOUSEHOLDE  
Applicant Name :- . Date Received :- 02/06/2023  
Location :- 43 WOODPECKER WAY Date Returned :- 14/06/2023  
WOODPECKER WAY  
Proposal : Erection of an orangery to rear of dwelling and construction of a summer house  
added to detached garage.  
Observations : Witney Town Council has no objections regarding this application.

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311- 9 WTC/096/23 Plot Ref :-23/01202/RES Type :- RESERVED  
Applicant Name :- . Date Received :- 02/06/2023  
Location :- LAND WEST OF WITNEY Date Returned :- 14/06/2023  
NORTH OF A40  
EAST OF DOWNS ROAD  
Proposal : Reserved matters application for a sports pavilion and associated infrastructure.  
Observations : Witney Town Council support this application for a sports pavilion. Members  
make the following observations:  
  
Witney Town Council request that a Grampian condition be imposed which  
requires that both this Sports Pavilion development, and the Local Centre  
development (23/01203/RES) be completed ahead of the construction of 74  
homes sought by planning application 23/01206/FUL.  
  
The cycle parking provision for the pavilion is inadequate for the facility,  
opportunities should be taken to encourage active travel and Members  
recommend that secure cycle parking should be available for at least 30 cycles.  
  
Members ask that the pavilion be named 'Windrush Place Pavilion' to avoid any  
confusion with existing facilities in Witney, especially for visiting teams.

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The Meeting closed at : 7:45pm

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

On behalf of :- Witney Town Council

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

**Held on Tuesday, 4 July 2023**

**At 6.00 pm in the Virtual Meeting Room via Zoom**

**Present:**

Councillors:	G Meadows R Smith J Aitman	J Robertshaw S Simpson
Officers:	Adam Clapton Derek Mackenzie  Claire Green	Deputy Town Clerk Senior Administrative Officer & Committee Clerk Administration Support - Planning & Stronger Communities
Others:	0 members of the public.	

**P369 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors A Bailey and O Collins.

**P370 DECLARATIONS OF INTEREST**

There were no declarations of interest from members or officers.

**P371 PUBLIC PARTICIPATION**

There was no Public Participation.

**P372 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.

P373 **ADDRESS MANAGEMENT - NEW DEVELOPMENT AT THE CROFTS, WITNEY**

The Committee received the request from West Oxfordshire District Council address management team regarding the naming of what was previously know at St Marys Court to be named Rosser Court/House.

Members discussed the proposal and felt the suggestion that a 20-year rule on naming streets or places after deceased individuals should be waived would potentially set a difficult precedent. If the District Council wished to proceed it would do so without the support of the Town Council.

**Resolved:**

1. That, the correspondence be noted and,
2. That, a response be submitted requesting an alternative name to be considered or for the continued use of St Marys Court.

P374 **AIR QUALITY ACTION PLAN CONSULTATION**

The Committee welcomed the consultation on the Witney Air Quality Action Plan, noting the last AQMA report was in 2005. Members asked that that the following comments be submitted:

- Requirement for more data on vehicle types passing through Witney.
- Survey of Log burning stoves to discover the level that are exempt from the list of non-desirable devices.
- Survey of the level of engine idling, hotspots and for anti-idling to be highly prioritised within the framework
- A visual display to be erected to show real time carbon emissions in congested areas, such as Bridge Street in order to increase public awareness.

Members also noted that there weren't references to help reduce the reliance on polluting generators for mobile food outlets, like ice cream vans and coffee vans. The District Council promoted street vendors within the town, however these traders often had generators that were detrimental to air quality in the area. There were newer, less polluting technologies available, and this plan should be encouraging that.

Overall, members felt this was a good start after several year hiatus and they encouraged focused goal and target setting along with raising awareness.

**Resolved**

1. That, the report be noted and
2. That, a response be submitted outlining the above comments and
3. That, individual members were encouraged to submit a personal response.

P375 **BOTLEY WEST SOLAR FARM - SCOPING REQUEST**

The Committee received correspondence regarding the submission of a Scoping Report by the developers of the Botley West Solar Farm scheme along with a verbal update from the Deputy Town Clerk.

Members considered the information provided and discussed if it was appropriate to submit additional comments.

Members unanimously agreed that any submission should wait until the full planning application was submitted, and a consultation raised by West Oxfordshire District Council which was expected to be in September 2023. This would allow sufficient time to canvas the options of Witney residents and assess the impact the scheme would have on Witney as currently none of the development fell within the wards of Witney.

**Resolved:**

That, the correspondence be noted.

P376 **APPLICATION FOR MINOR VARIATION OF PREMISES LICENCE FOR SAINSBURYS SUPERMARKET**

The Committee received the application from Sainsburys Supermarket, Witan Way, OX28 4FF for a minor variation of a premises licence under the Licencing Act 2003.

**Resolved:**

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

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The meeting closed at: 6.46 pm

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Chair

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**Witney Town Council**

**Planning Minutes - 4th July 2023**

372

372- 1 WTC/099/23 Plot Ref :-23/01303/HHD Type :- HOUSEHOLDE  
Applicant Name :- . Date Received :- 20/06/23  
Location :- 21 HERON DRIVE Date Returned :- 05/07/23  
HERON DRIVE  
Proposal : Single 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.

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372- 2 WTC/100/23 Plot Ref :-23/01308/HHD Type :- HOUSEHOLDE  
Applicant Name :- . Date Received :- 21/06/23  
Location :- 15 COTSWOLD MEADOW Date Returned :- 05/07/23  
COTSWOLD MEADOW  
Proposal : Erection of a timber gazebo.  
Observations : Witney Town Council has no objections regarding this application.

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372- 3 WTC/101/23 Plot Ref :-23/01132/FUL Type :- FULL  
Applicant Name :- . Date Received :- 21/06/23  
Location :- MULBERRY HOUSE Date Returned :- 05/07/23  
9 CHURCH GREEN  
CHURCH GREEN  
Proposal : Construction of a self-build dwelling, demolition of existing outbuilding and erection of new outbuilding.  
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 loss of green space on the site may cause increased flood risk locally. Members ask that a SUDS strategy and mitigating measures are demonstrated, 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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372- 4 WTC/102/23 Plot Ref :-23/01440/HHD Type :- HOUSEHOLDE  
Applicant Name :- . Date Received :- 21/06/23  
Location :- 22 CHERRY TREE WAY Date Returned :- 05/07/23  
CHERRY TREE WAY  
Proposal : Erection of 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

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372- 5 WTC/103/23 Plot Ref :-23/01307/ADV Type :- ADVERTISIN  
Applicant Name :- . Date Received :- 21/06/23  
Location :- 1 TUNGSTEN PARK Date Returned :- 05/07/23  
COLLETTS WAY  
Proposal : Erection of a non illuminated fascia sign.  
Observations : Witney Town Council has no objections regarding this application.

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372- 6 WTC/104/23 Plot Ref :-23/01505/HHD Type :- HOUSEHOLDE  
Applicant Name :- . Date Received :- 21/06/23  
Location :- 1 BUTCHERS COURT Date Returned :- 05/07/23  
BUTCHERS COURT  
Proposal : Proposed Loft Conversion with velux lights.  
Observations : Witney Town Council has no objections regarding this application.

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The Meeting closed at : 6:47pm

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

On behalf of :- Witney Town Council

## CLIMATE, BIODIVERSITY & PLANNING COMMITTEE

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**Date:** Tuesday, 25 July 2023  
**Title:** Finance Report  
**Contact Officer:** Responsible Financial Officer (RFO)

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***Should Members have any queries about this report advance notice would be appreciated, in writing, on this occasion by 4pm on Friday 21 July, to allow for a full response at the meeting.***

### **Background**

Detailed income and expenditure statements for budgets which are the responsibility of this committee are enclosed; these are the management accounts for this committee. The period to which this report relates is 1 April 2023 to 30 June 2023.

For the Climate, Biodiversity and Planning Committee the following cost centres are in place:

Cost centre	Service
206	Witney Country Park
403	Planning

Within each cost centre income and expenditure is then allocated to a four-digit nominal ledger code; these codes are common across the cost centres. Nominal ledger codes further define the costs associated with the cost centre and correspond to a specific type of account, such as materials or staffing costs. Codes commencing with “1” are income codes; codes commencing with “4” are expenditure codes.

A report is submitted to every ordinary meeting of the standing committees and previous reports are available on the relevant committee section of the website.

### **Current Situation**

Council financial years run from 1 April to 31 March following. Consequently, the management accounts to 30 June represent only the first quarter of the 2023/24 year.

There is no significant variance to report but the following should be noted:

Witney County Park (cost centre 206)

- Page 1 – property maintenance (nominal code 4036). Expenditure to date £872 exceeding budget of £500. Most of this relates to fencing maintenance and repairs. This cost centre has a significant earmarked reserves and therefore the additional spend against this budget and others as the year progresses will be financed as necessary from these funds.
- Page 1 – recharge codes from 1 October 2022 works recharges are across four nominal ledger codes,
  - a. Maintenance recharges are from cost centre 605, which is a cost centre under the responsibility of the Policy, Finance and Governance Committee. This includes the costs relating to the Town Council works team who were in post prior to the ground’s maintenance contract being brought in-house on 1 October 2022. There are two recharge nominal ledger codes from this cost centre: 4896 – maintenance staff recharge and 4897 – maintenance overhead recharge, this being the non-staffing overhead/ running costs relating to the staff.
  - b. Grounds maintenance recharges are from cost centre 606, which is a cost centre under the responsibility of the Policy, Finance and Governance Committee. This includes the costs relating to the staff who were transferred to the Town Council from the previous ground’s maintenance contractor on 1 October 2022. There are two recharge nominal ledger codes from this cost centre: 4894 – grounds maintenance staff recharge and 4895 –grounds maintenance overhead recharge, this being the non-staffing overhead/ running costs relating to the staff. As yet no recharges have been made during 2023-24 for cost centre 606 but this will be reflected in the report to the next meeting.

Note also:

1. There will always be an inevitable “lag” between expenditure being incurred and being shown in the accounts. However, with the phased introduction of the computerised purchase order system late this year will mean that committed expenditure will be shown on future reports, improving the timeliness of financial information. The Council is also taking on work previously undertaken by the Council’s contract accountants this should also assist in this regard.
2. Expenditure is not necessarily incurred evenly over the course of the year. For example, most expenditure in relation to nominal ledger code 4025 (insurance) is incurred when the annual premium is paid. There will also be similar patterns on the income side such as football and cricket fees paid, which are seasonal.

**Environmental impact**

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

Officers are continually assessing the environmental impact of services and assets to ensure that where possible measures are taken to support the Council’s climate declaration to achieve carbon neutrality by 2028. This extends to the procurement of goods and services.

**Risk**

In decision making Councillors should consider any risks to the Council and any action it can take to limit or negate its liability.

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

**Financial implications**

This report forms part of the Council's due diligence and a process in line with its Financial Regulations. The financial implications are detailed above and in the attached appendices.

**Recommendation**

Members are invited to note the report.

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## Detailed Income &amp; Expenditure by Budget Heading 1 April to 30 June 2023

Month No: 3

Climate, Biodiversity &amp; Planning Committee 25 July 2023

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Climate, Biodiversity &amp; Planning</b>								
<u>206</u> <u>WITNEY COUNTRY PARK</u>								
1030 FISHING RIGHTS	700	(700)	1,500	2,200			(46.7%)	
1171 DONATIONS RECEIVED	946	0	0	0			0.0%	
WITNEY COUNTRY PARK :- Income	<b>1,646</b>	<b>(700)</b>	<b>1,500</b>	<b>2,200</b>			<b>(46.7%)</b>	<b>0</b>
4001 SALARIES	19,573	7,360	32,410	25,050	25,050	25,050	22.7%	
4002 ER'S NIC	1,925	702	3,217	2,515	2,515	2,515	21.8%	
4003 ER'S SUPERANN	4,222	1,597	7,033	5,436	5,436	5,436	22.7%	
4007 PROTECTIVE CLOTHING	392	151	400	249	249	249	37.8%	
4026 BOOKS/PUBLICATIONS	39	0	100	100	100	100	0.0%	
4036 PROPERTY MAINTENANCE	548	872	500	(372)	(372)	(372)	174.4%	
4038 OTHER MAINTENANCE	188	12	0	(12)	(12)	(12)	0.0%	
4040 ARBORICULTURE	857	0	1,000	1,000	1,000	1,000	0.0%	
4041 EQUIPMENT HIRE	0	172	0	(172)	(172)	(172)	0.0%	
4042 EQUIPMENT	11,803	570	15,000	14,430	14,430	14,430	3.8%	
4059 OTHER PROF FEES	0	0	1,000	1,000	1,000	1,000	0.0%	
4064 HEALTH & SAFETY	639	0	1,000	1,000	1,000	1,000	0.0%	
4099 MISCELLANEOUS	788	0	0	0	0	0	0.0%	
4491 TFR TO EARMARKED RES	5,000	0	0	0	0	0	0.0%	
4495 TFR FROM EARMARKED R	(4,100)	0	0	0	0	0	0.0%	
4888 O/S STAFF RCHG (TO 30/09/23)	12,306	0	0	0	0	0	0.0%	
4890 O/S O'HEAD RCHG (TO 30/09/22)	4,228	0	0	0	0	0	0.0%	
4891 AGENCY R/C (TO 30/09/22)	3,161	0	0	0	0	0	0.0%	
4892 C/S STAFF RCHG	1,732	467	2,246	1,779	1,779	1,779	20.8%	
4893 C/S O'HEAD RCHG	567	275	647	372	372	372	42.5%	
4894 GROUNDS STAFF RECHARGE	399	0	1,683	1,683	1,683	1,683	0.0%	
4895 GROUNDS O'HEAD RECHARGE	207	0	622	622	622	622	0.0%	
4896 MTCE STAFF RECHARGE	3,232	1,134	23,179	22,045	22,045	22,045	4.9%	
4897 MTCE O'HEAD RECHARGE	509	123	2,269	2,146	2,146	2,146	5.4%	
4899 DEPOT REALLOCATION	0	0	2,422	2,422	2,422	2,422	0.0%	
WITNEY COUNTRY PARK :- Indirect Expenditure	<b>68,216</b>	<b>13,435</b>	<b>94,728</b>	<b>81,293</b>	<b>0</b>	<b>81,293</b>	<b>14.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(66,570)</b>	<b>(14,135)</b>	<b>(93,228)</b>	<b>(79,093)</b>				
<u>403</u> <u>PLANNING</u>								
4892 C/S STAFF RCHG	19,054	5,140	24,705	19,565	19,565	19,565	20.8%	
4893 C/S O'HEAD RCHG	6,232	3,028	7,117	4,089	4,089	4,089	42.5%	
PLANNING :- Indirect Expenditure	<b>25,286</b>	<b>8,168</b>	<b>31,822</b>	<b>23,654</b>	<b>0</b>	<b>23,654</b>	<b>25.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(25,286)</b>	<b>(8,168)</b>	<b>(31,822)</b>	<b>(23,654)</b>				
Climate, Biodiversity & Planning :- Income	<b>1,646</b>	<b>(700)</b>	<b>1,500</b>	<b>2,200</b>			<b>(46.7%)</b>	
Expenditure	<b>93,502</b>	<b>21,603</b>	<b>126,550</b>	<b>104,947</b>	<b>0</b>	<b>104,947</b>	<b>17.1%</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>(91,856)</b>	<b>(22,303)</b>						

Continued over page

## Detailed Income &amp; Expenditure by Budget Heading 1 April to 30 June 2023

Month No: 3

Climate, Biodiversity &amp; Planning Committee 25 July 2023

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	1,646	(700)	1,500	2,200			(46.7%)	
Expenditure	93,502	21,603	126,550	104,947	0	104,947	17.1%	
<b>Net Income over Expenditure</b>	<u>(91,856)</u>	<u>(22,303)</u>	<u>(125,050)</u>	<u>(102,747)</u>				
<b>Movement to/(from) Gen Reserve</b>	<u>(91,856)</u>	<u>(22,303)</u>						



6

6.1 **WTC/105/23** Plot Ref :- 23/01650/HHD Type :- HOUSEHOL  
Applicant Name :- . Date Received :- 03/07/23  
Parish :- WEST Date Returned :-  
Location :- 59 RALEGH CRESCENT Agent  
RALEGH CRESCENT  
Proposals :- Erection of a single storey rear extension.  
Observations :-

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6.2 **WTC/106/23** Plot Ref :- 23/01681/HHD Type :- HOUSEHOL  
Applicant Name :- . Date Received :- 05/07/23  
Parish :- EAST Date Returned :-  
Location :- 28 WOODLANDS ROAD Agent  
WOODLANDS ROAD  
Proposals :- Proposed single storey rear extension.  
Observations :-

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6.3 **WTC/107/23** Plot Ref :- 23/01525/S73 Type :- VARIATION  
Applicant Name :- . Date Received :- 17/07/23  
Parish :- WEST Date Returned :-  
Location :- LAND (E) 432925 Agent  
(N)209696  
DOWNS ROAD  
CURBRIDGE  
Proposals :- Variation of condition 13 of planning permission 21/02364/FUL to refer to lighting plan 2250 P3 C401 A and Southgate Lighting Report. (Retrospective).  
Observations :-

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6.4 **WTC/108/23** Plot Ref :- 23/01099/HHD Type :- HOUSEHOL  
Applicant Name :- . Date Received :- 17/07/23  
Parish :- NORTH Date Returned :-  
Location :- MEADOW COTTAGE Agent  
NEW YATT ROAD  
Proposals :- Renovation works to include erection of a two storey and single storey rear extension, demolition of existing garage and outbuilding, and construction of replacement detached garage with ancillary living accommodation above. Alterations to existing vehicular access.  
Observations :-

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6.5	<b>WTC/109/23</b>	Plot Ref :- 23/01754/S73	Type :- VARIATION
	Applicant Name :- .		Date Received :- 17/07/23
	Parish :- WEST		Date Returned :-
	Location :- 48 SHERBOURNE ROAD	Agent	
		SHERBOURNE ROAD	
	Proposals :-	Variation of condition 4 (details of fence colour) of planning permission 21/02805/FUL to allow changes to fence.	
	Observations :-		
6.6	<b>WTC/110/23</b>	Plot Ref :- 23/01662/FUL	Type :- FULL
	Applicant Name :- .		Date Received :- 17/07/23
	Parish :- SOUTH		Date Returned :-
	Location :- SAINSBURYS	Agent	
		SUPERMARKET	
		WITAN WAY	
	Proposals :-	Installation of new and replacement plant in the service yard of the Witney Sainsburys store.	
	Observations :-		
6.7	<b>WTC/111/23</b>	Plot Ref :- 23/01615/FUL	Type :- FULL
	Applicant Name :- .		Date Received :- 17/07/23
	Parish :- SOUTH		Date Returned :-
	Location :- SAINSBURYS	Agent	
		SUPERMARKET	
		WITAN WAY	
	Proposals :-	Erection of new entrance lobby and relocation of existing ATM.	
	Observations :-		
6.8	<b>WTC/112/23</b>	Plot Ref :- 23/01616/ADV	Type :- ADVERTISING
	Applicant Name :- .		Date Received :- 17/07/23
	Parish :- SOUTH		Date Returned :-
	Location :- SAINSBURYS	Agent	
		SUPERMARKET	
		WITAN WAY	
	Proposals :-	Installation of non illuminated signage to external ATM.	
	Observations :-		
6.9	<b>WTC/113/23</b>	Plot Ref :- 23/01617/FUL	Type :- FULL
	Applicant Name :- .		Date Received :- 17/07/23
	Parish :- SOUTH		Date Returned :-
	Location :- SAINSBURYS	Agent	
		SUPERMARKET	
		WITAN WAY	
	Proposals :-	Works within the car park of the existing food store to include erection of thirteen replacement trolley shelters and formation of additional parent and child parking spaces.	
	Observations :-		

**Minute Ref 7**

**Tue 25 July 2023**

**District Ref**

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

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**GRANTED PLANNING PERMISSIONS**

<b>E</b> WTC/066/23	Approved	91 CORN STREET
<b>E</b> WTC/077/23	Approved	12A WEST END
<b>E</b> WTC/078/23	Approved	49 WOODPECKER WAY
<b>E</b> WTC/080/23	Approved	12A WEST END
<b>E</b> WTC/081/23	Approved	52 BURFORD ROAD
<b>E</b> WTC/082/23	Approved	8 LANGDALE GATE
<b>E</b> WTC/083/23	Approved	36 RALEGH CRESCENT
<b>E</b> WTC/086/23	Approved	36 SCHOFIELD AVENUE
<b>E</b> WTC/088/23	Approved	355C THORNEY LEYS
<b>E</b> WTC/089/23	Approved	8 HOLFORD ROAD
<b>E</b> WTC/092/23	Approved	191 FARMERS CLOSE
<b>E</b> WTC/093/23	Approved	33 BLENHEIM DRIVE
<b>E</b> WTC/095/23	Approved	43 WOODPECKER WAY
<b>C</b> WTC/149/22 District COMMENT	Approved	UNIT 2, CRANBROOK COURT Local COMMENT 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.

**REFUSED PLANNING PERMISSIONS**

<b>C</b> WTC/076/23	Refused	12 HARVEST WAY Local COMMENT Witney Town Council has no objections regarding this application.
District COMMENT 1. The proposed loft conversion by reason of its scale, siting, design and form would be transformative and harmful to the appearance and character of the host dwelling and would be out of keeping with the pattern of development in the area. The proposal is therefore considered contrary to Policies OS2, OS4 and H6 of the West Oxfordshire Local Plan 2031, the relevant paragraphs of the NPPF 2021, the National Design Guide and the West Oxfordshire Design Guide.		

**NOTIFICATIONS OF PLANNING DECISIONS FROM West Oxfordshire District Council**

**Minute Ref 7**

**Tue 25 July 2023**

**District Ref**

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

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2. The proposed loft conversion with a rear / side dormer and the installation of roof windows on the front roof slope by virtue of its siting and window placement, would give rise to the impression of being overlooked and actual overlooking when the bathroom window is opened. This would result in loss of privacy impacts to neighbouring property 10 Harvest Way, Witney, resulting in unacceptable levels of harm to its occupiers. The application is therefore contrary to Local Plan Policies OS2, OS4 and H6, the relevant paragraphs of the NPPF.

# Agenda Item 8

## WITNEY TRAFFIC ADVISORY COMMITTEE MEETING

Held on Tuesday, 13 June 2023

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

### Present:

Councillor A Coles (Chair)

Councillors:	J Aitman T Ashby	S Simpson
Other Members:	C Hulme T Bayliss K Hickman A Lyon D Miles	Thames Valley Police Stagecoach Windrush Bike Project West Oxfordshire Community Transport Parish Transport Representative
Officers:	Adam Clapton Claire Green Mike Wasley Odele Parsons	Deputy Town Clerk Administration Support - Planning & Stronger Communities Oxfordshire County Council Oxfordshire County Council
Others:	None.	

### T32 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Duncan Enright, Michael Brooker and Ruth Smith.

The Chair asked that the Parking Manager at Oxfordshire County Council be invited to join future meetings of the Committee; the position being incorporated into the terms of reference following the transfer of parking enforcement from West Oxfordshire District Council.

### T33 PUBLIC PARTICIPATION

There was no public participation.

T34 **TO ADOPT AND SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 21 MARCH 2023 (COPY ENCLOSED)**

**Resolved:**

That, the minutes of the Witney Traffic Advisory Committee meeting held on 21 March 2023 be approved and signed by the chair.

T35 **MATTERS ARISING FROM THE MINUTES NOT COVERED IN THE ACTION PLAN OR SUBSEQUENT ITEMS**

There were no matters arising from the minutes of the meeting held on 21 March 2023.

T36 **INFRASTRUCTURE LOCALITY TEAM - OXFORDSHIRE COUNTY COUNCIL**

The Committee received and considered the report from the Oxfordshire County Council Area Infrastructure Locality Team concerning updates on several projects underway in Witney.

Pedestrian crossings over Deer park Road to Windrush Place - costings had been received and S106 funds were available but there was no timescale on the completion.

The Local Cycling & Infrastructure Plan (LCWIP) had been approved and implementation of the measures would begin in 2025.

Planning had been granted on the Shores Green Access road; a detailed design would follow later in the year.

Bridge Street Area Options Appraisal Report – this was subject to the West Oxon Local Plan. It reviews the merit of the proposed West End link road, given the adoption of the Oxfordshire Local Transport & Connectivity Plan. There would be wider engagement once it had been assessed and would feed into the forthcoming Witney Area Travel Plan which would also be subject to public consultation.

Burwell Meadow LTN – evidence of this was still being assessed. Concerns were raised from members about the project and its outcomes, the use of the evidence which was taken during school holidays was also questioned.

High Street & Market Square – The County Council was preparing the pre-design stage; areas were being identified for improvement over the summer. invitations to briefings would be sent shortly before engagement takes place. There would be workshops for stakeholders and one long day exhibition at the Corn Exchange.

The Committee expressed sadness, frustration, and disappointment due to the delay for businesses and residents. Apologies were offered that short term measures had not been implemented as quickly as hoped. Costs were awaited and there were internal processes which had to be adhered to. Although not commissioned, building out the pavements was the simplest solution. The main scheme was hoped to be completed by the end of 2024.

West End pedestrian crossing – The Bridge Street Appraisal would cover this area, there was no funding currently identified but the area is in the adopted LCWIP.

Woodford Way Junction revised road layout – A potential scheme would need to be reviewed and further discussion was needed with the Member who raised it.

Burford Road Signal Crossing – There was little positive to say, and the ongoing problems reflected negatively on Councils. It was supposed to be ready in April, and then in May. County Council officers had reported the issues to the utility provider and developer, and they were powerless to intervene.

Parking on Harvest Way – This would be discussed at County Council level as this was a blind corner – further details were required from the Member who raised it.

Also added at this juncture was the current Air Quality Action Plan consultation. A member raised an issue concerning the wording on free parking in the document. The Chair advised this was an error in the document.

**Resolved:**

1. That, the report be noted and,
2. That, the Chair, County Cllr A Coles contacts the County Council regarding the delay in High Street measures and,
3. That, members add any comments to the AQAP consultation.

**T37 TRAFFIC & ROAD SAFETY**

The Committee received and considered the Traffic & Road Safety Report from the County Council Area Operations Officer.

A current list of planned lining works was presented to the Committee along with re-designed plans for traffic calming at The Leys Recreation Ground.

With regard to lining, it was advised that the blacking out of former road markings in Corn Street was wearing off and that only half of Raleigh Crescent road's surfacing had been completed. A large pothole on Oxford Hill, near to Pensclose was also raised as a danger so Officers would report back to colleagues.

In terms of projects, County Council officers were asked what had happened to planned works/repairs at the Ducklington Lane/Burwell underpass. Members were also presented with a new design of traffic calming measures at The Leys which was met with approval.

**Resolved:**

1. That, the report be noted and,
2. That, road-surfacing at Corn Street and Raleigh Crescent be reviewed by County Council officers and,
3. That, the pothole in Oxford Hill be addressed by the County Council as soon as possible and,
4. That, the re-design for traffic calming at the Leys Recreation Ground be approved.

**T38 COMMUNITY SPEEDWATCH**

The Committee received the report of the Deputy Town Clerk of Witney Town Council concerning a Community Speedwatch scheme for Witney.

Members agreed the 'Witney Town' group already set up on the Community Speedwatch portal should be adopted by the Committee and that the areas which should be included in the scheme were Corn Street, Curbridge Road, Welch Way, Woodstock Road, West End, Tower Hill, Burford Road, Burwell Drive and Witan Way.

Each of the above areas would be monitored in rotation once the scheme was established. There was still work to do in setting up the scheme and then recruiting volunteers, but it was hoped it would be ready to run at the beginning of September.

**Resolved:**

1. That, the report be noted and,
2. That, the scheme should be registered through the Witney Town Speedwatch Group and
3. That, the areas above are agreed for future monitoring and,
4. That, the equipment required is deferred to the Deputy Town Clerk in consultation with TVP and,
5. That, the terms of reference for this Committee are updated to include the responsibility for this scheme.

**T39 PUBLIC TRANSPORT UPDATE**

The Committee were advised there had been no recent Parish Transport Meeting and the next the next was due on 19 July.

A new group, which provided a voice for passengers through umbrella groups had been established – 'Oxfordshire for Buses'.

With regard to services, Members were advised that Pulham's Coaches had been bought out, but there were no expected changes to their routes, the £2 national fare scheme had been extended until October, and West Oxfordshire Community Transport (WOCT) would be starting a new town supermarket service which was hoped would be successful. There was also another service which would serve Kingfisher Meadows and Stagecoach were pleased their revised S1 timetable to Oxford appeared to be working during the Botley road rail works; the S7 service however, would need amending.

The representative from WOCT advised they had encountered real issues with the urgent unplanned utility works in Woodstock Road over the previous week. It was a very disappointing situation and was affecting their reputation.

The Committee were also made aware of four new bus shelters which would be delivered at Windrush Place which would include bike racks and were advised of further discussion regarding a bus shelter at Burford Road.

**Resolved:**

1. That, the verbal updates above be noted and,
2. That, the Chair contacts officers at Oxfordshire County Council regarding an urgent resolution to the works in Woodstock Road.

**T40 ITEMS SUBMITTED TO THE TOWN CLERK**

The Deputy Town Clerk raised two points in relation to enquiries received by the town council.



Pedestrian Crossing at Welch Way - The Committee had previously asked for trees obstructing the view of the lights to be pruned but the work had been halted. There was a perceived issue with cars approaching the crossing and having their view hindered by the trees and street furniture. It was advised the issue be reported on Fix My Street for further investigation.

Speed Cameras – A question was raised on the effectiveness of speed cameras in Witney following the introduction of lower speed restrictions. The TVP representative advised the age of the cameras did not allow for lower speed limits to be applied and a TVP policy dictated how to deal with these cameras for higher limits. The Chair of the Committee advised he would write to the Superintendent of West Oxfordshire to convey its disappointment with the situation.

**Resolved:**

1. That, the Welch Way crossing issue be raised on Fix My Street and,
2. That, the Chair contacts Thames Valley Police regarding speed cameras and lower speed restrictions.

T41 **ITEMS RAISED AT THE MEETING**

Grass – The issue of tall grass at road junctions was raised and it was agreed it was causing problems in some areas. Any issues should be reported to the relevant authority.

Hybrid Meetings – the possibility of hybrid meetings was raised by a Member as it would allow those unable to attend in -person and from further afield participate. The Chair advised the preferred option of meeting following Covid-19 was in-person, but it was worth investigating further. It may be possible at the District of fire station meeting rooms, but this could incur a cost and those in attendance not being able to operate the technology.

Parking on Pavements – An issue at the bottom of Burford Road was raised as a continuing problem in the narrow bottleneck.

Parking Permits – A member raised that residents in Corn Street were not able to apply for a permit. It was advised businesses also operate in the area so permits would be detrimental. The County Council officer present advised she would find a report on this issue which took place in approximately 2019/20.

**Resolved:**

1. That, areas where tall grass is posing a health and safety risk be reported on Fix My Street and,
2. Witney Town Council as administrators of the Committee explore hybrid meeting options ahead of September.
3. That, the Chair visits Burford road to view the parking and ascertain the seriousness of the problem and,
4. That, OCC provide a report on parking permits in the Corn Street area.

T42 **DATE OF THE NEXT MEETING(S)**

Members were advised that the next scheduled meeting of this committee would be on Tuesday 26 September 2023. Following the earlier discussion, the venue would be confirmed in due course.

**Resolved:**

That, the date of the next meeting be noted.

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The meeting closed at: 3.50 pm

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Chair



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## Appeal Decision

Site visit made on 3 May 2023

by **S Rawle BA (Hons) Dip TP Solicitor**

an Inspector appointed by the Secretary of State

Decision date: 03 July 2023

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**Appeal Ref: APP/D3125/W/22/3309162**

**118C Quarry Road, Witney, Oxfordshire OX28 1JT**

- The appeal is made under section 78 of the Town and Country Planning Act 1990 against a refusal to grant planning permission.
  - The appeal is made by Mr A Lonsdale against the decision of West Oxfordshire District Council.
  - The application Ref 22/00878/FUL, dated 25 March 2022, was refused by notice dated 23 May 2022.
  - The development proposed is a detached single storey dwelling.
- 

### Decision

1. The appeal is dismissed.

### Main Issue

2. The main issue is the effect of the proposal on the character and appearance of the area.

### Reasons

3. The appeal site is located within an established residential area comprising a mix of house types, including bungalows and two storey semi-detached houses of about the same period. Access is provided from a private lane that leads from a cul-de-sac into a discreet area where there are three detached properties. These sit comfortably on their plots which creates a sense of spaciousness which contributes positively to the character and appearance of the area.
4. The appeal site itself is a narrow strip of land separated from the main garden at 118C and is located on the other side of the private lane to the side of 118B. Although there are some sheds on the appeal site, it is largely undeveloped which contributes to the spacious character of the area.
5. The proposal would result in the introduction of a single storey detached dwelling which would be located immediately adjacent to the rear boundaries of Nos 120 and 122 Quarry Road and would be set in only a short distance from its boundary with No 118B. Notwithstanding that the height of the proposed dwelling would be compatible with surrounding properties, due to its width and limited set in from the common boundaries on both sides, the proposal would appear unduly cramped on the site, would not form a logical complement to the existing pattern of development and would undermine the existing spacious character. As a result, although I note the other examples of small houses the appellant refers to, in the appeal site's immediate context it would appear as a discordant feature that would look harmfully out of place.

6. I therefore conclude that the proposal would have an adverse impact on the character and appearance of the area and would conflict with Policies OS2 and OS4 of the West Oxfordshire Local Plan 2031 adopted in September 2018 (WOLP) which seek to ensure that all development should, be of a proportionate and appropriate scale to its context, form a logical complement to the existing scale and pattern of development and respect the character of the locality and contribute to local distinctiveness. As I have found that the proposal would conflict with Policies OS2 and OS4, it would also conflict with the relevant part of Policy H2 which deals with the delivery of new homes and sets out that any new dwelling needs to comply with the general principles set out in Policy OS2 and other relevant policies in the plan. The proposal also does not accord with the National Planning Policy Framework (Framework) which seeks to ensure development is sympathetic to local character.
7. In addition, the proposal would be contrary to the West Oxfordshire Design Guide which seeks to ensure that new development respects and fits in with the existing character of the area.

### **Other Matters**

8. As outlined, Policy H2 deals with the delivery of new homes and sets out the required level of housing delivery to meet the 5 year housing land supply. The Council confirm that they are unable to demonstrate a 5 year supply of deliverable housing site. The appellant refers to a relatively recent appeal decision<sup>1</sup> where the Inspector found there was a 3.68 year supply. The appellant highlights that this decision did not take account of landowner difficulties at the garden village at Eynsham which could further compound the current shortfall in housing supply. The Council refer to another slightly later appeal decision<sup>2</sup> which found that the figure was closer to the appellant's estimate of 2.5 years rather than the Council's upper end figure of 4.1 years. The agreed existence of an undersupply triggers paragraph 11d) of the Framework.
9. The provision of an additional dwelling would have social and economic benefits stimulating work and trade during construction and future occupants would moderately support local services and the vitality of the community. I also accept that the dwelling would be built to exceed current building regulations which would have a marginal benefit to the environment, it would result in financial benefit due from the New Homes Bonus and would make a small contribution towards the Council's housing land supply in a sustainable location. I also note the appellant's view that the proposal could result in enhancements to biodiversity.
10. Nonetheless, even if the supply shortfall is towards the lower level indicated above, the contribution from one extra household would be very modest and these associated benefits carry limited weight in favour of the development and are clearly and demonstrably outweighed by the harm the proposal would have on the character and appearance of the area when assessed against the policies of the Framework taken as a whole.
11. I have taken account of the fact that the appellant has amended the proposal to take account of comments received from the Council. Further, there are no

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<sup>1</sup> APP/D3125/W/22/3293656

<sup>2</sup> APP/D3125/W/22/3301202

flooding or drainage constraints. Nor are there any heritage, highway, or neighbour living condition issues and the proposal would exceed internal space standards. However, these factors do not justify the proposal which I have found would harm the character and appearance of the area.

12. The appellant has highlighted that under existing permitted development rights they could build a domestic workshop, or other outbuilding to accommodate their hobby vehicles on the site which would have a similar impact to the proposed dwelling. However, there are no detailed plans for such a building before me. As a result, I am unable to find that there is a greater than theoretical possibility that such a building would be erected under permitted development rights. Consequently, I give the possibility that the appellant might be able to rely on permitted development rights as a fallback limited weight in the determination of the appeal and this matter does not justify harmful development at the appeal site. Similarly, the fact that the appellant could randomly plant coniferous trees or store a large mobile home or similar on the appeal site does not justify harmful development.
13. The Council accepts that in the reasons for refusal the provision of inadequate living conditions for future residents was not clearly expressed but it nevertheless seeks to rely on that issue as a further reason to dismiss the appeal. However, there is nothing in the policies relied on or in the reasons for refusal that relate to the living conditions of future residents. Given that I am dismissing the appeal on another substantive ground it is unnecessary to consider this issue further.

### **Conclusion**

14. For the reasons given above, the proposal would be harmful to the character and appearance of the area. Overall, I conclude that the proposed development would conflict with the development plan and the Framework taken as a whole and there are no material considerations which indicate that the decision should be made otherwise in accordance with the development plan. Therefore, the appeal is dismissed.

*S Rawle*

INSPECTOR

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