

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



**Tuesday, 17th October, 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 **Virtual Meeting Room via Zoom** for the transaction of the business stated in the agenda below.

Join Zoom Meeting <https://us06web.zoom.us/j/83023037767>

Meeting ID: 830 2303 7767

## 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. **Planning Applications** (Pages 4 - 6)

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

5. **Oxfordshire County Council Planning R3.0121/23 - Moorland Road, Witney** (Pages 7 - 8)

To receive and consider Oxfordshire County Council Planning Application R3.0121/23 relating to the Moorland Centre, Dark Lane, Witney, Oxfordshire, OX28 6LE.

Documents can be found at:

<https://myeplanning.oxfordshire.gov.uk/Planning/Display/R3.0121/23>

6. **Oxfordshire County Council Planning R3.0142/23 - Shores Green Junction** (Pages 9 - 10)

To receive and consider Oxfordshire County Council Planning Application R3.0142/23 relating to the Shores Green Junction.

Documents can be found at

<https://myeplanning.oxfordshire.gov.uk/Planning/Display/R3.0142/23>

7. **Notification of Planning Appeal - 180 Farmers Close** (Pages 11 - 12)

To receive notice of Planning Appeal APP/D3125/D/23/3320768 for 180 Farmers Close, Witney

8. **Notification of Planning Appeal - Land West of Hailey Road, Witney** (Pages 13 - 14)

To receive notice of Planning Appeal APP/D3125/W/23/338652 for Land West of Hailey Road, Witney.

9. **Application for Pavement Licence - Part & Parcel, 2-4 Market Square, Witney - W/23/01049/PAVLIC** (Pages 15 - 19)

To note the Pavement Licence Application for Part & Parcel, 2-4 Market Square Witney under the Business and Planning Act 2020.

Given the short statutory timescale for Witney Town Council to respond, by prior agreement of West Oxfordshire District Council, documents are circulated electronically for the consideration of members of this Committee and the responses collated.

Witney Town Council submitted a 'No objection' response to West Oxfordshire District Council.

10. **Application for Pavement Licence - Gails, 17 Market Square Witney - W/23/01080/PAVLIC** (Pages 20 - 24)

To note the Pavement Licence Application for Gail's 17 Market Square Witney under the Business and Planning Act 2020.

Given the short statutory timescale for Witney Town Council to respond, by prior agreement of West Oxfordshire District Council, documents are circulated electronically for the consideration of members of this Committee and the responses collated.

Witney Town Council submitted a 'No comment' response to West Oxfordshire District Council.

11. **Application for Pavement Licence - Huffkins, 35 High Street, Witney - W/23/01104/PAVLIC** (Pages 25 - 32)

To note the Pavement Licence Application for Huffkins, 35 High Street Witney under the Business and Planning Act 2020.

Given the short statutory timescale for Witney Town Council to respond, by prior agreement of West Oxfordshire District Council, documents are circulated electronically for the consideration of members of this Committee and the responses collated.

12. **Application for Pavement Licence - Corn Exchange, 19 Market Square, Witney - W23/01120/PAVLIC** (Pages 33 - 37)

To note the Pavement Licence Application for Corn Exchange 19 Market Square Witney under the Business and Planning Act 2020.

Given the short statutory timescale for Witney Town Council to respond, by prior agreement of West Oxfordshire District Council, documents are circulated electronically for the consideration of members of this Committee and the responses collated.

Witney Town Council submitted a 'No comment' response to West Oxfordshire District Council.



Town Clerk

# Agenda Item 4

## Witney Town Council

### Climate, Biodiversity & Planning 17.10.2023

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4

4.1 **WTC/135/23** Plot Ref :- 23/02412/FUL Type :- FULL  
Applicant Name :- . Date Received :- 25/09/2023  
Parish :- SOUTH Date Returned :-  
Location :- SAINSBURY Agent  
SUPERMARKET  
WITAN WAY  
Proposals :- Erection of two camera columns with mounted cameras.  
Observations :-

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4.2 **WTC/136/23** Plot Ref :- 23/02424/HHD Type :- HOUSEHOL  
Applicant Name :- . Date Received :- 25/09/2023  
Parish :- NORTH Date Returned :-  
Location :- 127 FARMERS CLOSE Agent  
FARMERS CLOSE  
Proposals :- Replace conservatory with single storey rear extension.  
Observations :-

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4.3 **WTC/137/23** Plot Ref :- 23/02476/HHD Type :- HOUSEHOL  
Applicant Name :- . Date Received :- 27/09/2023  
Parish :- WEST Date Returned :-  
Location :- 59 BARRINGTON CLOSE Agent  
BARRINGTON CLOSE  
Proposals :- Erection of single storey side extension.  
Observations :-

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4.4 **WTC/138/23** Plot Ref :- 23/02294/HHD Type :- HOUSEHOL  
Applicant Name :- . Date Received :- 02/10/2023  
Parish :- CENTRAL Date Returned :-  
Location :- 33 MOORLAND CLOSE Agent  
MOORLAND CLOSE  
Proposals :- Conversion of garage to create additional living space. Works to include replacing garage door with window along with replacement of all brown framed windows with white UPVC.  
Observations :-

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- 
- 4 . 5      **WTC/139/23**      Plot Ref :- 23/01829/S73      Type :- VARIATION  
Applicant Name :- .      Date Received :- 02/10/2023  
Parish :- EAST      Date Returned :-  
Location :- COGGES MANOR FARM      Agent  
                 CHURCH LANE  
Proposals :- Variation of conditions 4 (schedule of materials) and 7 (tree  
                 planting scheme) and removal of condition 6 (Biodiversity  
                 Enhancement and Management Plan) of planning permission  
                 17/04043/FUL.  
Observations :-
- 
- 4 . 6      **WTC/140/23**      Plot Ref :- 23/02535/ADV      Type :- ADVERTISIN  
Applicant Name :- .      Date Received :- 02/10/2023  
Parish :- CENTRAL      Date Returned :-  
Location :- UNIT 7 MARRIOTTS      Agent  
                 WALK  
                 MARRIOTTS WALK  
Proposals :- Installation of various illuminated and non-illuminated signage.  
                 (Retrospective).  
Observations :-
- 
- 4 . 7      **WTC/141/23**      Plot Ref :- 23/02574/FUL      Type :- FULL  
Applicant Name :- .      Date Received :- 02/10/2023  
Parish :- WEST      Date Returned :-  
Location :- W. WITNEY SPORTS &      Agent  
                 SOCIAL CLUB  
                 BURFORD ROAD  
Proposals :- Proposed alterations and two storey rear extension.  
Observations :-
- 
- 4 . 8      **WTC/142/23**      Plot Ref :- 23/01891/HHD      Type :- AMENDED  
Applicant Name :- .      Date Received :- 09/10/2023  
Parish :- WEST      Date Returned :-  
Location :- 42 OLLEY CRESCENT      Agent  
                 OLLEY CRESCENT  
Proposals :- Conversion of existing garage to create an office/storage  
                 cupboard and erection of front entrance porch.  
Observations :-
- 
- 4 . 9      **WTC/143/23**      Plot Ref :- 23/02566/HHD      Type :- HOUSEHOL  
Applicant Name :- .      Date Received :- 09/10/2023  
Parish :- NORTH      Date Returned :-  
Location :- 118C QUARRY ROAD      Agent  
                 QUARRY ROAD  
Proposals :- Erection of a detached garage.  
Observations :-
-

- 
- 4 . 10     **WTC/144/23**     Plot Ref :- 23/02383/HHD     Type :- HOUSEHOL  
Applicant Name :- .     Date Received :- 09/10/2023  
Parish :- SOUTH     Date Returned :-  
Location :- 16 CHURCH GREEN     Agent  
              CHURCH GREEN  
Proposals :- Alterations to roof including addition of a roof light and installation  
              of solar panels.  
Observations :-
- 
- 4 . 11     **WTC/145/23**     Plot Ref :- 23/02384/LBC     Type :- LISTED BUI  
Applicant Name :- .     Date Received :- 09/10/2023  
Parish :- SOUTH     Date Returned :-  
Location :- 16 CHURCH GREEN     Agent  
              CHURCH GREEN  
Proposals :- Alterations to roof including addition of a roof light and installation  
              of solar panels.  
Observations :-
- 
- 4 . 12     **WTC/146/23**     Plot Ref :- 23/02000/FUL     Type :- AMENDED  
Applicant Name :- .     Date Received :- 09/10/2023  
Parish :- SOUTH     Date Returned :-  
Location :- UNIT 13, EAGLE IND     Agent  
              ESTATE  
              EAGLE INDUSTRIAL  
              ESTATE  
Proposals :- Change of use of a warehouse unit from Industrial use to a  
              Gymnasium and associated works.  
Observations :-
- 
- 4 . 13     **WTC/147/23**     Plot Ref :- 23/02534/FUL     Type :- FULL  
Applicant Name :- .     Date Received :- 09/10/2023  
Parish :- WEST     Date Returned :-  
Location :- JASON HYDRAULICS     Agent  
              LTD  
              BURFORD ROAD  
              MINSTER LOVELL  
Proposals :- Side extension to existing workshop.  
Observations :-
-



# Agenda Item 5



**OXFORDSHIRE  
COUNTY COUNCIL**

Date: 21 September 2023  
OCC ref: R3.0121/23

Mrs Groth  
Clerk to Witney Town Council  
Witney Town Council  
Town Hall  
Market Square  
Witney  
OX28 6AG

Environment and Place  
County Hall  
New Road  
Oxford  
OX1 1ND

Rachel Wileman  
Director of Planning, Environment  
and Climate Change

Dear Mrs Groth

**Planning application by Oxfordshire County Council, for planning permission: Section 73 application to continue the development permitted by R3.0073/22 (22/01837/CC3REG) (temporary planning permission for the use of the site for the parking and storage of Oxfordshire County Council fleet vehicles) without complying with condition 2 (to extend the time period of operations until 17th March 2026) at Moorlands Centre, Dark Lane, Witney, Oxfordshire, OX28 6LE**

The above application has been submitted to this council for determination.

You can view the application and comment online through the link below, using ref **R3.0121/23**.

Please note that the below link is unique to you and therefore should not be shared with anyone else. Members of the public are able to make comments on the application via the council's planning applications website as set out in the county council's publicity for the application.

**[REDACTED LINK]**

I should be grateful for any observations you may wish to make on the application by **25 October 2023**, you can comment online using the above link and reference. If you require more time, please contact me as soon as possible.

The application may be considered by the Planning and Regulation Committee if there are objections to it. However, if there are no objections or none that cannot be the application may be delegated to the Director of Planning, Environment and Climate Change for decision.

I will notify you of the decision in due course. Details will be available online at the above link.

NOTE Consideration of the development may take place in public and representations may be published. The proposal may be considered by the Council's Planning & Regulation Committee (Only comments relating to planning issues will be taken into account when reaching a decision).

The Town and Country Planning Act 1990 as amended requires the determination of planning applications to be a public process. The Council will make information submitted in relation to planning applications available for public inspection and so it is not possible to take into account in the determination of the application any comments which are submitted confidentially. If you wish to submit any comments regarding this application, your comments as well as your name and postal address may be disclosed to third parties including those who have submitted the planning application.

Oxfordshire County Council is a data controller for the purposes of the General Data Protection Regulation (Regulation (EU) 2016/679 of the European Parliament and of the Council dated 27th April 2016). For more details on how the Council will handle your personal information, please use the link below to access our Privacy Notice. Hard copies of this can also be provided on request:

[www.oxfordshire.gov.uk/privacynoticedocument](http://www.oxfordshire.gov.uk/privacynoticedocument)

Yours sincerely,

*Nathan Pearce*

Nathan Pearce  
Planning Officer

Direct line: 07858 678886

Email: [Nathan.Pearce@Oxfordshire.gov.uk](mailto:Nathan.Pearce@Oxfordshire.gov.uk)

[www.oxfordshire.gov.uk](http://www.oxfordshire.gov.uk)





Date: 10 October 2023  
OCC ref: R3.0142/23

Mrs Groth  
Clerk to Witney Town Council  
Witney Town Council  
Town Hall  
Market Square  
Witney  
OX28 6AG

Environment and Place  
County Hall  
New Road  
Oxford  
OX1 1ND

Rachel Wileman  
Director of Planning, Environment  
and Climate Change


Dear Mrs Groth

Planning application by Oxfordshire County Council, County Hall, New Road, Oxford, OX1 1ND for planning permission: Section 73 to continue the development permitted by R3.0039/22 (construction of two new west-facing slip roads at the Shores Green junction of the A40; an off-slip to allow eastbound vehicles to exit the A40 on to the B4022 towards Witney and an on-slip to allow westbound vehicles to enter the A40 from the B4022 at this junction. Two existing lay-bys to the west of the A40 overbridge will be removed to accommodate the construction of the slip roads) without complying with conditions 1 and 18 in order to replace a proposed shared-use path with a footway, merge two balancing ponds into one, re-align a drainage ditch, extend the highway boundary and make amendments to the landscaping scheme to include additional planting at A40/B4022 Shores Green Junction

The above application has been submitted to this council for determination.

You can view the application and comment online through the link below, using ref R3.0142/23.

Please note that the below link is unique to you and therefore should not be shared with anyone else. Members of the public are able to make comments on the application via the council's planning applications website as set out in the county council's publicity for the application.

  
I should be grateful for any observations you may wish to make on the application by 18 November 2023, you can comment online using the above link and reference. If you require more time, please contact me as soon as possible.

The application may be considered by the Planning and Regulation Committee if there are objections to it. However, if there are no objections or none that cannot be the application may be delegated to the Director of Planning, Environment and Climate Change for decision.

I will notify you of the decision in due course. Details will be available online at the above link.

NOTE Consideration of the development may take place in public and representations may be published. The proposal may be considered by the Council's Planning & Regulation Committee (Only comments relating to planning issues will be taken into account when reaching a decision).

The Town and Country Planning Act 1990 as amended requires the determination of planning applications to be a public process. The Council will make information submitted in relation to planning applications available for public inspection and so it is not possible to take into account in the determination of the application any comments which are submitted confidentially. If you wish to submit any comments regarding this application, your comments as well as your name and postal address may be disclosed to third parties including those who have submitted the planning application.

Oxfordshire County Council is a data controller for the purposes of the General Data Protection Regulation (Regulation (EU) 2016/679 of the European Parliament and of the Council dated 27th April 2016). For more details on how the Council will handle your personal information, please use the link below to access our Privacy Notice. Hard copies of this can also be provided on request:

[www.oxfordshire.gov.uk/privacynoticedocument](http://www.oxfordshire.gov.uk/privacynoticedocument)

Yours sincerely,

*Anna Herriman*

Anna Herriman  
Senior Planner

Direct line: 07990 368235

Email: [Anna.Herriman@Oxfordshire.gov.uk](mailto:Anna.Herriman@Oxfordshire.gov.uk)

[www.oxfordshire.gov.uk](http://www.oxfordshire.gov.uk)



Date: 26th September 2023  
Our ref: 23/00023/APPEAL  
Please ask for: Chris Wood  
Telephone: 01993 861677  
Email: [chris.wood@westoxon.gov.uk](mailto:chris.wood@westoxon.gov.uk)

Dear Sir/Madam

**TOWN AND COUNTRY PLANNING ACT 1990  
APPEAL UNDER SECTION 78  
Notification of Planning Appeal**

Site Address: 180 Farmers Close Witney Oxfordshire  
Description of Development: Proposed first floor extension and two storey side extension.  
Original Application Number: 23/00451/HHD  
Appellant's name: Mrs Jennie Lee  
Appeal Reference: APP/D3125/D/23/3320768  
Appeal Start Date: 19.09.2023

Mrs Jennie Lee has appealed to the Secretary of State against the Council's refusal of planning permission for the development described above.

The Planning Inspectorate has asked us to notify you of this appeal and let you know that, if the appellant is successful, planning permission could be granted.

The appeal will be proceeding under the **Householder Appeals Service**, there is no opportunity for you to submit comments. However, we have forwarded all the representations made to us on the application to the Planning Inspectorate and the Appellant. These will be considered by the Inspector when determining the appeal.

If you wish to withdraw any representations you made on the original application, you must make this request to the Planning Inspectorate by 17th October 2023 quoting reference number APP/D3125/D/23/3320768.

Via email : [east2@planninginspectorate.gov.uk](mailto:east2@planninginspectorate.gov.uk)  
In writing (please send 3 copies): The Planning Inspectorate  
Room 3B Eagle Wing  
Temple Quay House  
2 The Square  
Bristol BS1 6PN

You can also do this online at <https://acp.planninginspectorate.gov.uk>, where the appeal documents can also be inspected.

If you wish to follow the appeal you can do so via <https://acp.planninginspectorate.gov.uk/> by searching under the appeal reference APP/D3125/D/23/3320768. You can also view the appeal documents on the Council's website at [www.westoxon.gov.uk/planning-and-building/](http://www.westoxon.gov.uk/planning-and-building/).

The Planning Inspectorate has published a guide to taking part in planning appeals which is available online [www.planningportal.gov.uk/uploads/pins/taking-part](http://www.planningportal.gov.uk/uploads/pins/taking-part)

Yours sincerely,

*Chris Wood*

Senior Planning Officer (Appeals)  
Planning and Strategic Housing

Date: 10th October 2023  
Our ref: 23/00025/APPEAL  
Please ask for: Chris Wood  
Telephone: 01993 861677  
Email: chris.wood@westoxon.gov.uk

Dear Sir/Madam

**TOWN AND COUNTRY PLANNING ACT 1990  
APPEAL UNDER SECTION 78  
Notification of Planning Appeal**

Site Address: Land West Of Hailey Road Witney

Description of Development: Erection of 110 residential dwellings including access off Hailey Road; areas of open space; landscaping; and associated works.

Original Application Number: 19/03317/FUL

Appellant's name: A2 Dominion Developments Ltd

Appeal Reference: APP/D3125/W/23/3328652

Appeal Start Date: 03.10.2023

An appeal has been made against West Oxfordshire District Council's failure to give notice of its decision within the appropriate period for the planning application for the development described above.

The appeal will be determined on the basis of an **inquiry**. The procedure to be followed is set out in the Town and Country Planning Appeals (Determination by Inspectors) (Inquiry Procedure) (England) Rules 2000, as amended. I will write again to inform you of the inquiry details as soon as they are available.

For any group or organisation who wish to take an active part in the Inquiry, the opportunity is available to apply for what is known as Rule 6 status. Although unusual, there is also scope for interested individuals to take part on the same basis. Rule 6 status means that you would be able to present your evidence on a formal basis and cross examine the evidence of others. You can find guidance at the following link:

[www.gov.uk/government/publications/apply-for-rule-6-status-on-a-planning-appeal-or-called-in-application](http://www.gov.uk/government/publications/apply-for-rule-6-status-on-a-planning-appeal-or-called-in-application)

Arrangements for the Inquiry are currently being finalised by the Planning Inspectorate. These will include a pre-Inquiry conference call with the lead parties to deal with procedural and administrative matters, including how the evidence will be heard. As a Rule 6 party, it is anticipated that you would also be a part of that process. If, having read the above guidance, you wish to apply for Rule 6 status and/or have any related questions, you should contact the Planning Inspectorate immediately. If you are interested but are



unable to access the guidance electronically, again, you should contact the Planning Inspectorate who will try and assist.

If, having read the above guidance, you wish to apply for Rule 6 status it is essential that you contact the Planning Inspectorate immediately.

We have forwarded all the representations made to us on the original planning application to the Planning Inspectorate and to the Appellant. These will be considered by the Inspector when determining the appeal, unless they are subsequently withdrawn.

If you wish to make comments, or modify/withdraw your previous representation, you can do so online at: <https://acp.planninginspectorate.gov.uk>. You can also do so by contacting the Planning Inspectorate quoting reference number APP/D3125/W/23/3328652:

Via email : [tim.salter@planninginspectorate.gov.uk](mailto:tim.salter@planninginspectorate.gov.uk)  
In writing (please send 5 copies): The Planning Inspectorate  
Temple Quay House  
2 The Square  
Bristol  
BS1 6PN

**All representations must be received by the Planning Inspectorate by 7th November 2023.** Any representations submitted after the deadline will not usually be considered and will be returned. The Planning Inspectorate does not acknowledge representations. **All representations must quote the appeal reference.**

Please note that any representations you submit to the Planning Inspectorate will be copied to the appellant and this local planning authority and will be considered by the Inspector when determining the appeal.

If you wish to follow the appeal you can do so via <https://acp.planninginspectorate.gov.uk> by searching under the appeal reference APP/D3125/W/23/3328652. You can also view the appeal documents on the Council's website at [www.westoxon.gov.uk/planning-and-building/](http://www.westoxon.gov.uk/planning-and-building/)

You can get a copy of one of the Planning Inspectorate's "Guide to taking part in planning appeals" booklets free of charge from GOV.UK at [www.gov.uk/government/collections/taking-part-in-a-planning-listed-building-or-enforcement-appeal](http://www.gov.uk/government/collections/taking-part-in-a-planning-listed-building-or-enforcement-appeal).

When made, the decision will be published online at <https://acp.planninginspectorate.gov.uk>

Yours sincerely

*Chris Wood*

Senior Planning Officer (Appeals)  
Planning and Strategic Housing

# Agenda Item 9

**Reply to :** Naomi Hunt  
Tel : 01993 861000  
Email: [ers@westoxon.gov.uk](mailto:ers@westoxon.gov.uk)

## Council Offices

Woodgreen,  
WITNEY,  
Oxfordshire,  
OX28 1NB  
Tel: 01993 861000  
[www.westoxon.gov.uk](http://www.westoxon.gov.uk)



The Parish Council

Your Ref: W/23/01049/PAVLIC

Date: 27th September 2023

Dear Parish Clerk,

## **BUSINESS AND PLANNING ACT 2020**

### **Application for Pavement Licence**

We have received an application for **The Part And Parcel Pub Ltd. Rear Of 2 - 4 Market Square Witney Oxfordshire OX28 6AN** under the Business and Planning Act 2020.

The application form and supporting docs are attached to this email. If you would like to make formal representation please email [ERS@westoxon.gov.uk](mailto:ERS@westoxon.gov.uk), the closing date is **4th October 2023**.

Yours faithfully

**Licensing Team**  
**Environmental and Regulatory Services**

West Oxfordshire District Council may share information provided to it with other bodies responsible for auditing or administering public funds in order to prevent and detect fraud under Section 6 of the Audit Commission Act 1998

## West Oxfordshire District Council

### Your receipt - Pavement licence lookup

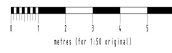
WOD\_PAVLIC\_00000681

[Visit the West Oxfordshire District Council website.](#)

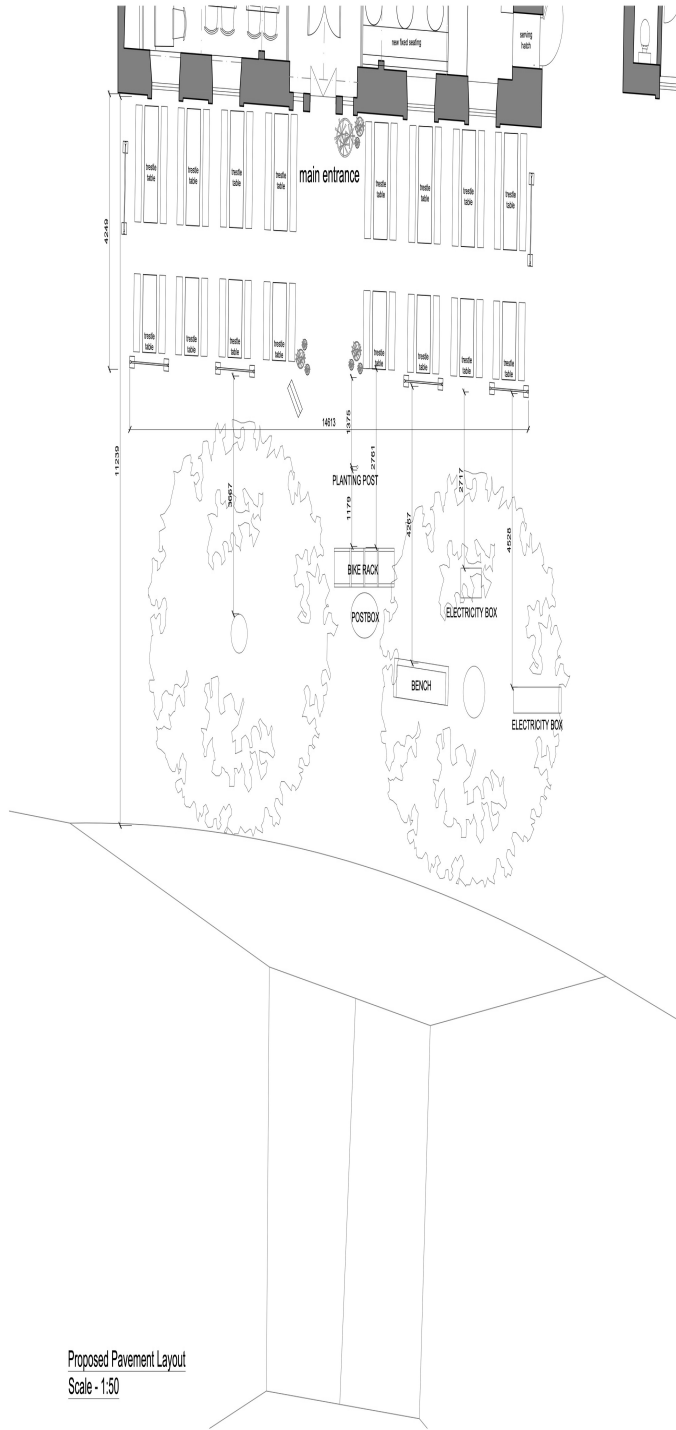
<b>Transaction Date</b>	June 18, 2021
<b>Application reference</b>	WOD_PAVLIC_00000681
<b>Trading name</b>	The Part and Parcel Pub Ltd.
<b>Applicant name</b>	Mr Leo Johnson
<b>Applicant address</b>	
<b>Applicant first name</b>	Leo
<b>Applicant last name</b>	Johnson
<b>Applicant email</b>	
<b>Applicant telephone</b>	07886434869
<b>Application status</b>	
<b>Premises address</b>	The Part and Parcel,2-4 Market Square,Witney,Oxfordshire,OX28 6AN
<b>Premises telephone</b>	07886434869
<b>Correspondence address</b>	Dodo Pubs Ltd.
<b>Sunday start time</b>	09:00
<b>Sunday finish time</b>	22:00
<b>Monday start time</b>	09:00
<b>Monday finish time</b>	23:00
<b>Tuesday start time</b>	09:00
<b>Tuesday finish time</b>	23:00
<b>Wednesday start time</b>	09:00
<b>Wednesday finish time</b>	23:00
<b>Thursday start time</b>	09:00
<b>Thursday finish time</b>	23:00
<b>Friday start time</b>	09:00
<b>Friday finish time</b>	23:59
<b>Saturday start time</b>	09:00
<b>Saturday finish time</b>	23:59
<b>Uploaded file 1</b>	5031202_2fc7dbbd2.jpg
<b>Uploaded file 2</b>	Screenshot_2021-06-17_at_12.06.121.png
<b>Uploaded file 3</b>	P+P_PROP_PAVEMENT_LAYOUT1.jpg
<b>Uploaded file 4</b>	(Eaton_Gate)_Public_Liability_Certificate.jpg
<b>Frontage changes?</b>	No
<b>Furniture description</b>	8x ZingerleMetal Beer Bench Sets (table 2000x700mm + bench 2000x300mm) 8x ZingerleMetal Beer Bench Sets (table 1200x700mm + bench 1200x300mm)
<b>Furniture purpose</b>	To sell or serve food or drink
<b>Highway area description</b>	Application for Street Furniture within the curtilage of 2-4 Market Square. 8x ZingerleMetal Beer Bench Sets (table 2000x700mm + bench 2000x300mm) 8x ZingerleMetal Beer Bench Sets (table 1200x700mm + bench 1200x300mm)
<b>Receipt number</b>	N/A

<b>Application reference</b>	WOD_PAVLIC_00000681
<b>Contact details submitted</b>	
<b>Name</b>	Mr Leo Johnson
<b>Address</b>	
<b>Email</b>	
<b>Phone</b>	
Thank you for submitting this form. You will hear back from us if we need further information.	

**DISCLAIMER**  
 A full and accurate measured survey has not been undertaken by Concorde BGW at this site. This drawing has been produced from information provided by others. Any dimensions indicated are for information only and must be checked on site prior to the commencement of any works.



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 14/06/21  
 The drawing is the property of the client and is not to be used for any other purpose without the written consent of CONCORDE BGW.  
 All dimensions are in millimetres unless otherwise stated.  
 All dimensions are to the centre of the line unless otherwise stated.  
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Proposed Pavement Layout  
 Scale - 1:50

Rev	Date	By	Notes	Rev
J	02.08.21	PM	Floor seating amended to front area, bar layout amended, food seating to rear amended to bricks, rear tables to open rear windows up, table layout amended.	
H	01.08.21	PM	Furniture layout amended to pavement area.	
G	12.05.21	SO	Bar access swapped to RHS.	
F	25.04.21	SO	Table layout revised & internal wall redefined.	
E	28.04.21	SO	Table layout amended.	
D	25.04.21	SO	Tables amended to separate table & grills.	
C	08.02.21	SO	Fire alarm system added.	
B	20.02.21	SO	Minor amendments following design review on site: - Coffee machine & counter amended. - Bar access altered. - Elec cupboard retained. - 2no. skylights added. - Furniture layout amended to RHS of bar area.	
A	12.02.21	SO	Minor amendments following design review: - Shed walls omitted to coffee & table area. - Mill & door omitted to rear of dining area.	

Per: Date: Int: Note: © Concorde  
 Stage: **DESIGN**  
 Client: **DODD PUB CO.**  
 Project address:  
 Site:  
 24 Market Square,  
 Witney  
 OX28 5AN

Title: **Proposed Pavement Layout**  
 Scale: 1:50 Orig. Size: A1  
 Drawn by: FX Date: 14.06.21  
 Drawing no: 4472-03.01 Rev: .

**CONCORDE BGW GROUP**

London: Unit 114, Sparrowcote, 23 High Wycombe, HP8 2EP  
 Worcester: Palmer Street, High Park, Worcester, DN4 5DU  
 Nottingham: Unit 11, The Oaks, Smeaton Centre, Foston Road, Nottingham, NG2 6PH

01902 991 004 concordebgbw.com





# Agenda Item 10

**Reply to :** Naomi Hunt  
Tel : 01993 861000  
Email: [ers@westoxon.gov.uk](mailto:ers@westoxon.gov.uk)

## Council Offices

Woodgreen,  
WITNEY,  
Oxfordshire,  
OX28 1NB  
Tel: 01993 861000  
[www.westoxon.gov.uk](http://www.westoxon.gov.uk)



The Parish Council

Your Ref: W/23/01080/PAVLIC

Date: 4th October 2023

Dear Parish Clerk,

## **BUSINESS AND PLANNING ACT 2020**

### **Application for Pavement Licence**

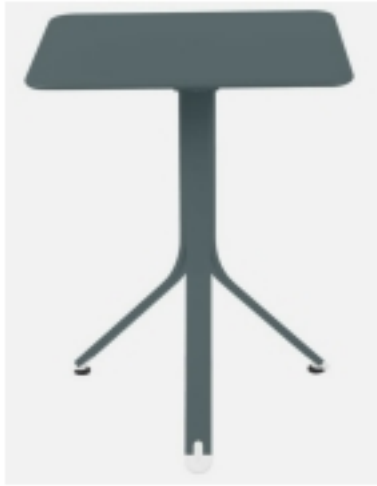
We have received an application for **Gail's 17 Market Square Witney Oxfordshire OX28 6AB** under the Business and Planning Act 2020.

The application form and supporting docs are attached to this email. If you would like to make formal representation please email [ERS@westoxon.gov.uk](mailto:ERS@westoxon.gov.uk), the closing date is **10th October 2023**.

Yours faithfully

**Licensing Team**  
**Environmental and Regulatory Services**

West Oxfordshire District Council may share information provided to it with other bodies responsible for auditing or administering public funds in order to prevent and detect fraud under Section 6 of the Audit Commission Act 1998

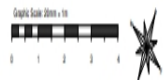
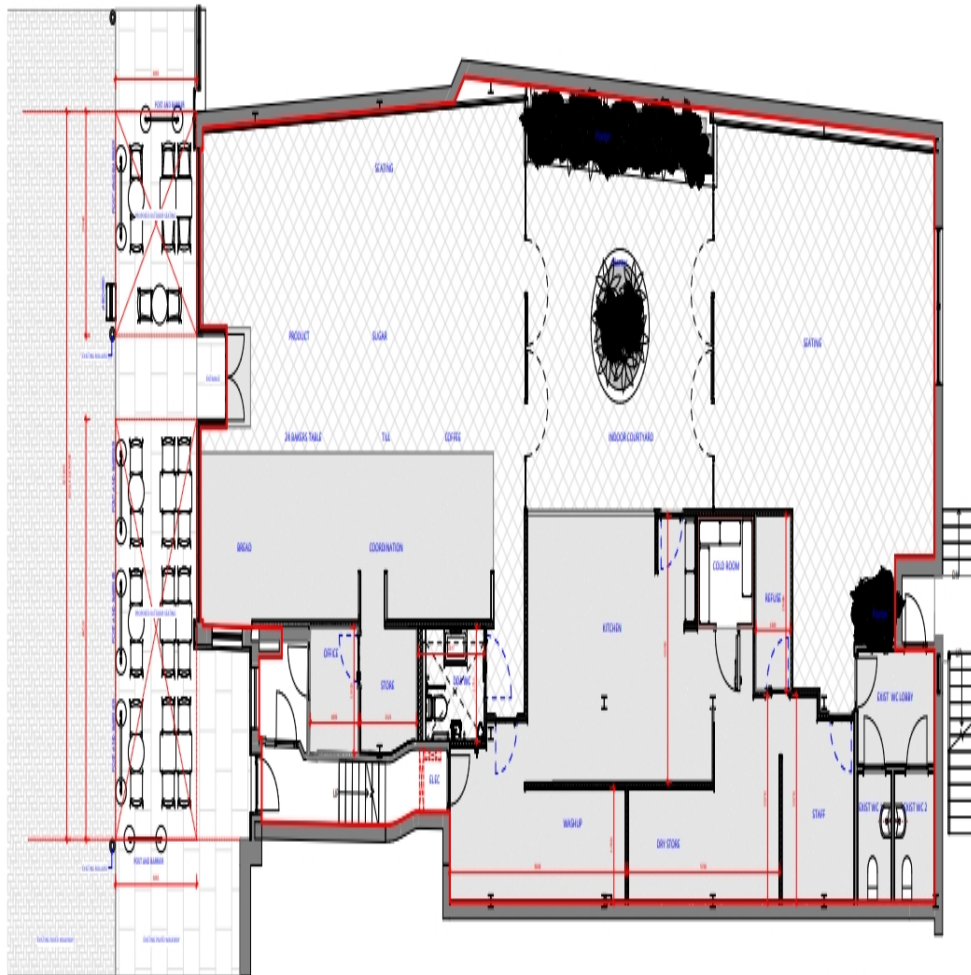


Fermob Resto 570x570mm  
Metal - Colour Storm Grey



Fermob Opera  
Metal - Colour Storm Grey





Proposal Ground Floor GA-AA  
 scale 1:50

Fabian Moke	<b>Gail's Bakery - Witney</b> 17 Market Square Witney OX29 6AB	coveat studio Creative Public Design (London) Ltd 21 Commercial Road London E14 3DF www.coveat.com	<b>Proposal Ground Floor GA-AA</b>		Revision No. Description Date By	<b>1743-AD-1011</b> Rev Date: 09/12/2020 1:50	1
			1 2 3 4	1 2 3 4			

## West Oxfordshire District Council

### Your receipt - Application for a Pavement Licence

WOD\_PAVLIC\_00108131

[Visit the West Oxfordshire District Council website.](#)

<b>Application type</b>	APPLY
<b>Submission date</b>	2023-10-02 19:01:23.000
<b>Licence cost</b>	£0.00
<b>Licence cost</b>	£100 (to be paid by West Oxfordshire District Council for 2023-2024)
<b>Application reference number</b>	WOD_PAVLIC_00108131
<b>Trading name</b>	Gail's
<b>Licence cost</b>	£0.00
<b>Licence cost</b>	£100 (to be paid by West Oxfordshire District Council for 2023-2024)
<b>Applicant address</b>	
<b>Applicant UPRN</b>	100121320253
<b>Applicant telephone</b>	
<b>Applicant email</b>	
<b>Premises address</b>	17 Market Square, Witney, Oxfordshire, OX28 6AB
<b>Premises telephone number</b>	02073578000
<b>Business premises use</b>	Other use for the sale of food or drink for consumption on or off the premises
<b>Description of the area</b>	Pavement area immediately outside front of 17 Market Square
<b>Monday start time</b>	07:00
<b>Tuesday start time</b>	07:00
<b>Wednesday start time</b>	07:00
<b>Thursday start time</b>	07:00
<b>Friday start time</b>	07:00
<b>Saturday start time</b>	07:00
<b>Sunday start time</b>	07:00
<b>Monday finish time</b>	19:00
<b>Tuesday finish time</b>	19:00
<b>Wednesday finish time</b>	19:00
<b>Thursday finish time</b>	19:00
<b>Friday finish time</b>	19:00
<b>Saturday finish time</b>	19:00
<b>Sunday finish time</b>	19:00
<b>Furniture purpose</b>	For the purpose of consuming food or drink
<b>Description of the furniture</b>	13 tables, 26 chairs, 6 barriers, 1 A board
<b>Do you intend to alter any of the building and / or frontage to accommodate this proposal?</b>	No
<b>Correspondence title</b>	Mr
<b>Correspondence first name</b>	James
<b>Correspondence last name</b>	Baker



**Correspondence telephone**

**Correspondence email**

**Correspondence address**

**Uploaded file 01** Witney.png

**Uploaded file 02** Gails\_Liability\_Insurance.pdf

**Uploaded file 03** Gails\_Furniture.png

**Uploaded files** 3

**I agree - the above declaration is correct** true

**Licence will expire** undefined

**Correspondence address** 148 Tooley Street, London, SE1 2TU

---

**Contact details submitted**

**Name** Mr Gail's Ltd

**Address**

**Email**

**Phone**

---

Thank you for submitting your application. We will contact you about this ....

**Reply to :** Naomi Hunt  
Tel : 01993 861000  
Email: [ers@westoxon.gov.uk](mailto:ers@westoxon.gov.uk)

**Council Offices**  
Woodgreen,  
WITNEY,  
Oxfordshire,  
OX28 1NB  
Tel: 01993 861000  
[www.westoxon.gov.uk](http://www.westoxon.gov.uk)



The Parish Council

Your Ref: W/22/01165/PAVLIC

Date: 5th October 2022

Dear Parish Clerk,

## **BUSINESS AND PLANNING ACT 2020**

### **Application for Pavement Licence**

We have received an application for **Huffkins 35 High Street Witney Oxfordshire OX28 6HP** under the Business and Planning Act 2020.

The application can be viewed through the online [Public Access Portal](#). If you would like to make formal representation, the closing date is **10th October 2022**.

Please ensure that all email correspondence is sent to [ers@westoxon.gov.uk](mailto:ers@westoxon.gov.uk).

Yours faithfully

**Licensing Team**  
**Environmental and Regulatory Services**

West Oxfordshire District Council may share information provided to it with other bodies responsible for auditing or administering public funds in order to prevent and detect fraud under Section 6 of the Audit Commission Act 1998



**External seating:  
Ravello stacking  
armchair & sidechair**



**External seating:**  
**600mm x 600mm table**  
*(Ypsilon 3 leg flip base)*



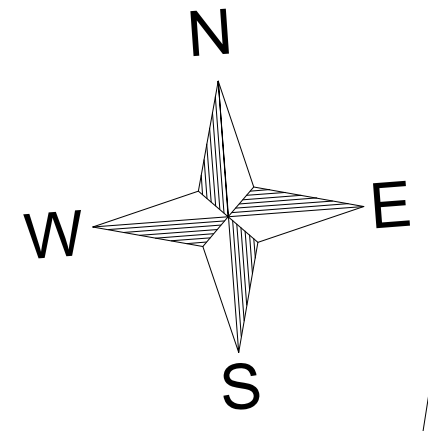


## External seating: Canvas cafe barriers

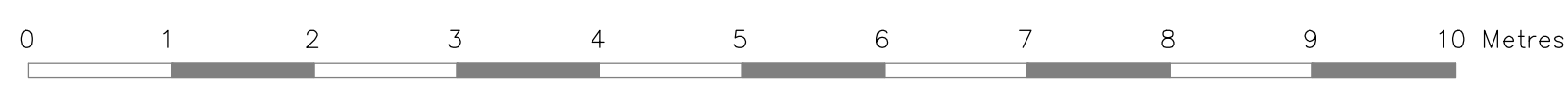




## External seating: A-Board



**Proposed Ground Floor Plan**  
Scale: 1:50



- External Furniture Detail:**
- High Street**  
**Seats & table**  
 - 9 no. 600mm x 600mm tables on Ypsilon flip bases  
 - 18 no. Ravello armchairs
- Cafe barriers**  
 - 5 no. S/S barrier posts  
 - 3 no. branded canvas barriers
- A-Board:**  
 - 2 no. Double sided A-Board - black powdercoated tubular frame

External seating zone:  
 18 no. External Covers

Revisions		
	Reference	Date
A	Scheme updated following client meeting	24.09.20
B	Fixed shelter added	08.10.20
C	Based on 3 no. large Parasols	16.01.21
D	Based on fixed timber Pergola	16.01.21
E	2021 External seating proposal	21.03.21

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Figured dimensions to be read in preference to scaled.

Status: **PROPOSED**

Client: **HUFFKINS**

Contract:  
 35 High Street  
 Witney, OX28 6HP

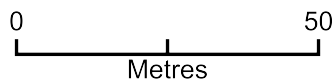
Drawing Title:  
**Proposed External Seating**

Date	30.08.20	Cad Ref.	G:/Dwgs/
Drawing No.	1001 - 501	Revision	E
Scale	1:50	Drawn By	AG

**GRAY CREATIVE**  
 Design & Project Management  
 www.gray-creative.co.uk

A2

# Site Plan - 35 High Street, Witney, OX28 6HP



Plan Produced for: Huffkins/Freebrights Ltd

Date Produced: 21 Mar 2021

Plan Reference Number: TQRQM21080095737932

Scale: 1:1250 @ A4

<b>Applicant UPRN</b>	100120945674
<b>Premises address</b>	Huffkins, 35 High Street, Witney, Oxfordshire, OX28 6HP
<b>Premises telephone</b>	01993 708155
<b>Sunday start time</b>	07:00
<b>Sunday finish time</b>	18:00
<b>Monday start time</b>	07:00
<b>Monday finish time</b>	18:00
<b>Tuesday start time</b>	07:00
<b>Tuesday finish time</b>	18:00
<b>Wednesday start time</b>	07:00
<b>Wednesday finish time</b>	18:00
<b>Thursday start time</b>	07:00
<hr/>	
<b>Thursday finish time</b>	18:00
<b>Friday start time</b>	07:00
<b>Friday finish time</b>	18:00
<b>Saturday start time</b>	07:00
<b>Saturday finish time</b>	18:00
<b>Uploaded file 1</b>	1001_-_501E_Proposed_External_Seating_-_Huffkins_Witney_-_A2.pdf
<b>Uploaded file 2</b>	Huffkins_Witney_Location_Plan.pdf
<b>Uploaded file 3</b>	Huffkins_Witney_-_Furniture_images_pack_compressed.pdf
<b>Uploaded file 4</b>	FreebrightsLtd_TA_Huffkins_-_Public_liability_insurance_documnet_2020-2021.pdf
<b>Frontage changes?</b>	No
<b>Furniture description</b>	18 no. Ravello outdoor stacking chair (armchair & side chair versions – supplied by Andy Thornton) each comprising of an aluminium frame with black woven plastic surround. 9 no. Stainless Steel 600mm x 600mm table tops mounted onto Pedrali Ypsilon aluminium flip top base to allow small footprint storage out of hours. 5 no. Strada Stainless Steel barrier posts with weighted bases for 3 no. branded canvas barriers C/W top & bottom rails for rigidity once connected to barrier posts. 2 no. Black powercoated tubular steel A-frame with side locking arms to hold sign open safely. Double sided signage with magnetic poster cover over.
<b>Furniture purpose</b>	Both purposes We would like to use the pavement area in front of our tearoom (35 High st, Witney) to provide external seating to our customers. We have done this historically but would like to formalise this to assist with our trade post Covid when external seating options hold even greater importance. The high street at our location has a very wide pedestrianised area and ourselves along with other F&B sites on this stretch traditionally have used it for placement of external seating. Our proposal is for our standard external seating (see pack attached) which would be removed from the pavement outside of trading hours. We would also however like to start a separate discussions on the options for us to improve our outdoor provision - either by installing recessed ground sockets to support large commercial parasols, or by the provision of a ground fixed covered pergola - to provide cover to our external seating and make it viable for external dining all year round.
<b>Highway area description</b>	



**Reply to :** Naomi Hunt  
Tel : 01993 861000  
Email: [ers@westoxon.gov.uk](mailto:ers@westoxon.gov.uk)

**Council Offices**  
Woodgreen,  
WITNEY,  
Oxfordshire,  
OX28 1NB  
Tel: 01993 861000  
[www.westoxon.gov.uk](http://www.westoxon.gov.uk)



The Parish Council

Your Ref: W/23/01120/PAVLIC

Date: 10th October 2023

Dear Parish Clerk,

## **BUSINESS AND PLANNING ACT 2020**

### **Application for Pavement Licence**

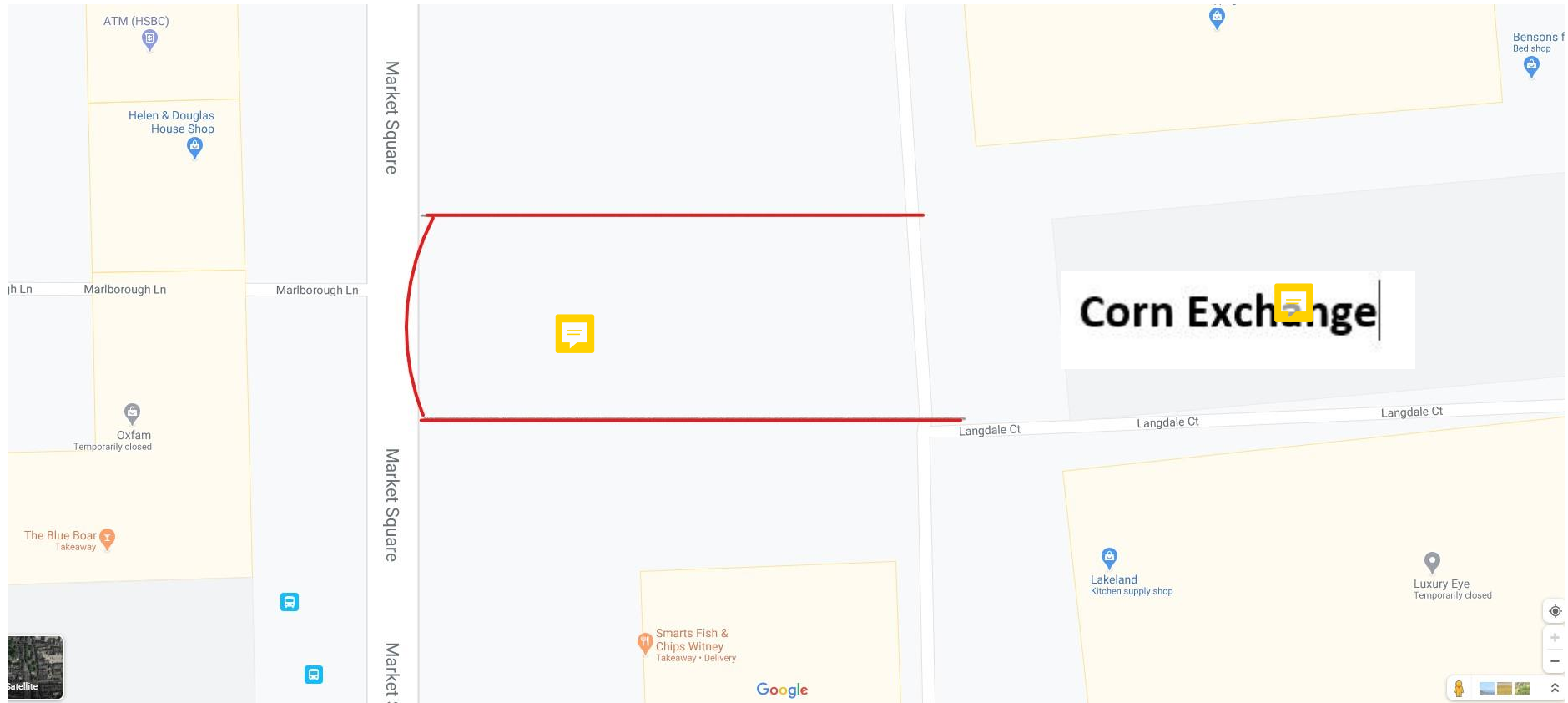
We have received an application for **1863 Cafe/Bar Corn Exchange 19 Market Square Witney Oxfordshire OX28 6AB** under the Business and Planning Act 2020.

The application form and supporting docs are attached to this email. If you would like to make formal representation please email [ERS@westoxon.gov.uk](mailto:ERS@westoxon.gov.uk), the closing date is **17th October 2023**.

Yours faithfully

**Licensing Team**  
**Environmental and Regulatory Services**

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# West Oxfordshire District Council

## Your receipt - Application for a Pavement Licence

WOD\_PAVLIC\_00108777

[Visit the West Oxfordshire District Council website.](#)

<b>Application type</b>	APPLY
<b>Submission date</b>	2023-10-10 15:31:12.000
<b>Licence cost</b>	£0.00
<b>Licence cost</b>	£100 (to be paid by West Oxfordshire District Council for 2023-2024)
<b>Application reference number</b>	WOD_PAVLIC_00108777
<b>Trading name</b>	1863 Cafe/Bar
<b>Licence cost</b>	£0.00
<b>Licence cost</b>	£100 (to be paid by West Oxfordshire District Council for 2023-2024)
<b>Applicant address</b>	Corn Exchange, 19 Market Square, Witney, Oxfordshire, OX28 6AB
<b>Applicant UPRN</b>	100121319820
<b>Premises address</b>	Corn Exchange, 19 Market Square, Witney, Oxfordshire, OX28 6AB
<b>Premises telephone number</b>	01993702309
<b>Business premises use</b>	Both uses
<b>Description of the area</b>	Same as current licence, in front of the Corn Exchange and on Market Sq
<b>Monday start time</b>	08:00
<b>Tuesday start time</b>	08:00
<b>Wednesday start time</b>	08:00
<b>Thursday start time</b>	16:00
<b>Friday start time</b>	08:00
<b>Saturday start time</b>	16:00
<b>Sunday start time</b>	08:00
<b>Monday finish time</b>	21:00
<b>Tuesday finish time</b>	21:00
<b>Wednesday finish time</b>	21:00
<b>Thursday finish time</b>	22:00
<b>Friday finish time</b>	22:00
<b>Saturday finish time</b>	22:00
<b>Sunday finish time</b>	21:00
<b>Furniture purpose</b>	Both purposes
<b>Description of the furniture</b>	black metal furniture as in use with current licence
<b>Do you intend to alter any of the building and / or frontage to accommodate this proposal?</b>	No
<b>Uploaded file 01</b>	Furniture_PhotoGraph.jpg
<b>Uploaded file 02</b>	2023-24_WTC_Public_Liability_Insurance_Certificate2.pdf
<b>Uploaded file 03</b>	Floor_Plan1.pdf
<b>Uploaded files</b>	3

**I agree - the above declaration is correct** true

**Licence will expire** undefined

---

**Contact details submitted**

---

Thank you for submitting your application. We will contact you about this ....