

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



**Tuesday, 9th April, 2024 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.

Numbers of the public will be limited, with priority given to those who have registered to speak on an item on the agenda. Any member of the public wishing to attend the meeting should contact the 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 Town Clerk or Democratic Services Officer know before the start of the meeting.

## **Agenda**

### **1. Apologies for Absence**

To consider apologies and reasons for absence.

Committee Members who are unable to attend the meeting should notify the Committee Clerk [derek.mackenzie@witney-tc.gov.uk](mailto:derek.mackenzie@witney-tc.gov.uk) **prior to the meeting**, stating the reason for absence.

**Standing Order 30(d)(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. Minutes (Pages 4 - 25)**

a) To adopt and sign as correct the minutes of the committee held on 30 January, 20 February, and 12 March 2024.

b) Matters arising from the minutes of 30 January, 20 February, and 12 March 2024.

### **4. 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.

5. **Thames Water Correspondence - Mr R Courts MP** (Page 26)

This item was deferred from the meeting held on 30 January 2024, minute no. P16 refers.

6. **Finance Report** (Pages 27 - 32)

To receive and consider the report of the Responsible Financial Officer (R.F.O).

7. **Planning Applications** (Pages 33 - 35)

To receive and consider a schedule of Planning Applications from West Oxfordshire District Council, as per attached schedule.

Planning application 24/00093/FUL (1 Wesley Walk) required a response ahead of this meeting date. Documents were circulated to Members by email, and comments received by return. A 'No objection' response was submitted to West Oxfordshire District Council on 20<sup>th</sup> March.

8. **Planning Decisions** (Pages 36 - 45)

To receive and consider a schedule of planning decisions from West Oxfordshire District Council.

9. **Witney Traffic Advisory Committee Minutes - 26th March 2024** (Pages 46 - 50)

To receive the minutes of the Witney Traffic Advisory Committee meeting held on 26 March 2024.

10. **Future Meetings of the Climate, Biodiversity & Planning Committee** (Pages 51 - 52)

To receive and consider the report of the Deputy Town Clerk.

11. **Planning Appeal - 59 Barrington Close, Witney - 23/02476/FUL** (Pages 53 - 54)

To receive a notification of a Planning Appeal received for 59 Barrington Close, Witney, Appeal reference APP/D3125/W/24/3336974. Original Planning Application reference 23/02476/FUL.

12. **Planning Appeal - 17A Moor Avenue, Witney - 23/02164/CLE** (Pages 55 - 56)

To receive a notification of a Planning Appeal received for 17A Moor Avenue, Witney, Appeal reference APP/D3125/X/24/3340800. Original Planning Application reference 23/02164/CLE.



Town Clerk



# Public Document Pack Agenda Item 3

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

Held on Tuesday, 30 January 2024

At 6.01 pm in the Gallery Room, The Corn Exchange, Witney

### Present:

Councillor A Bailey (Chair)

Councillors:	G Meadows R Smith J Aitman O Collins	J Robertshaw S Simpson G Doughty (In place of D Temple)
Officers:	Derek Mackenzie  Claire Green  Sharon Groth Angus Whitburn Carl Whitehead	Senior Administrative Officer & Committee Clerk Administration Support - Planning & Stronger Communities Town Clerk Operations Manager Park Ranger
Others:	Four members of the public. Councillor Jane Doughty	

### P51 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor D Temple, Councillor G Doughty attended as a substitute.

### P52 DECLARATIONS OF INTEREST

Councillor J Robertshaw declared a Pecuniary interest in Planning Application 23/03208/FUL as he was one of the applicants.

Councillors J Aitman and O Collins declared personal, non-prejudicial interests in the Licensing Application for The Venue, Green Room Studios, Avenue Three, Witney by virtue of knowing the applicant.

There were no other declarations from Members or Officers.

### P53 PUBLIC PARTICIPATION

*The Committee adjourned for this item.*

The Committee received representation from a resident of Riverside Gardens concerning Agenda Item 15.

Further representation was made by the spokesperson for the Witney Flood Group also concerning Agenda Item 15.

*The Committee reconvened.*

P54 **RIPARIAN AND WATERCOURSE WORKS**

During Public Participation the Committee heard from the resident of Riverside Garden who expressed the concerns of residents of Riverside Gardens if action was not taken to help improve the flow of the river; she expressed her thanks to the Council, and in particular the Works Team who had provided their support and acknowledged the willingness for the one-off de-silting of the area around Bridge Street bridge to be considered, even though it was not the Town Council's responsibility.

The spokesperson for the Witney Flood Group (WFG) explained that the WFG wrote in 2023, a joint letter with the Environment Agency to all Riparian owners along the stretch of river from The Bathing Place to the Old Railway Bridge just north of the A40 to request their support, however nothing had happened and therefore he confirmed that the group fully supported the proposal in the Operation Manager's report to carry out the proactive action of de-silting in order to attempt to prevent further flooding and financial loss to business and residents of the area. It was estimated that business alone suffered over £300,000 of damages in the 2020 floods.

Members then heard from the Operations Manager who summarised his report.

Members were disappointed that the Environment Agency was not prepared to carry out the work, however they welcomed any assistance they could provide in expediting the permit for the Town Council to take action and hoped that it would be a catalyst for them to continue to monitor and maintain the area once the main de-silting had taken place.

The Operations Manager explained that the work was expected to cost £4,000 however, asked that Members considered a contingency of an additional £4,000. Officers would seek to reduce the amount by requesting grant assistance from Oxfordshire County Councillor's priority funds and from Grange, the landlord of Riverside Gardens.

The Town Clerk confirmed that any monies would need to be taken from the General Reserve as this project was not included in the 2024/25 budget.

It was proposed by Cllr Collins and seconded by Cllr Aitman that the sum of £8,000 be allocated to the de-silting works. All members were in agreement.

There was a further proposal by Cllr Bailey and seconded by Cllr Smith that the Council write to both the Environment Agency and the parliamentary Minister responsible requesting a long-term maintenance plan to be put in place for the river through the town. All Members were in agreement.

Members also discussed the purchase of a portable winch to enable trees and debris to be removed by the council's own works team, all members were in favour.

**Recommended:**

1. That, the report and verbal update be noted and,

2. That, the Council writes to the Environment Agency and responsible parliamentary Minister to ask for a long-term plan and,
3. That, £8,000 be allocated from the council's General Reserve to fund the de-silting of the river around the Bridge Street bridge and,
4. That, Officers proceed with obtaining the relevant permits for the de-silting work and,
5. That, the acquisition of a portable winch at a cost of £2,049 be approved.

*All four members of the public, Operations Manager and the Biodiversity & Green Spaces Officer left at 7:45pm*

P55 **THERMAL IMAGING CAMERA**

The Committee received and considered the report of the Operations Manager along with a verbal update explaining the historical reasons for the cameras purchase.

Members were very keen to ensure that the camera was used and for the scheme to be free to access with one Member remarking that, "by the camera not being used for the fear of loss it is effectively, lost".

Members were encouraged to promote the free use of the camera and the Chair asked that every member of the Climate, Biodiversity & Climate Committee do a test, promote the results and report back to the Committee.

It was also suggested that West Oxfordshire District Council be advised of the scheme so that they may include it within the Energy Grant Information they produce.

**Recommended:**

1. That, the report and verbal update be noted and,
2. That, Officers design and promote a free use scheme for the thermal imaging camera and,
3. That, all members of the CBP committee carry out an assessment to help promote the scheme.

P56 **MINUTES**

The minutes of the Climate, Biodiversity & Planning Committee meetings held on 18 November 2023, 19 December 2023 and 9 January 2024 were received.

**Resolved:**

That, the minutes of the Climate, Biodiversity & Planning Committee meetings held on 18 November 2023, 19 December 2023 and 9 January 2024 be approved as a correct record of the meeting and be signed by the Chair.

P57 **PLANNING APPLICATIONS**

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

Cllr Robershaw left the meeting room from 7:38pm to 7:46pm whilst application 23/03208/FUL was considered due to his declared Pecuniary interest.

**Resolved:**

That, the comments, as per the attached schedule be forwarded to West Oxfordshire District Council.

*Councillor J Robertshaw left the meeting at 7:48pm*

P58 **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.

P59 **FINANCE REPORT**

The Committee received and considered the report of the Responsible Financial Officer (RFO) which summarised the budgets under its remit, along with associated costs centres and codes.

**Resolved:**

That, the report be noted.

P60 **WITNEY TRAFFIC ADVISORY COMMITTEE MINUTES - 16TH JANUARY 2024**

The Committee received the minutes of the Witney Traffic Advisory Committee (WTAC) meeting held on 16 January 2024.

Councillor Aitman attended the meeting and asked that the attendees be updated to reflect this.

**Resolved:**

1. That, the minutes of the WTAC meeting held on 16 January 2024 be noted and,
2. That, the list of attendees be updated to include Cllr Aitman.

P61 **PLANNING APPEAL DECISION NOTIFICATION - 180 FARMERS CLOSE, WITNEY**

The Committee received and considered correspondence concerning the appeal decision APP/D3125/D/23/3320768 for 180 Farmers Close, Witney.

**Resolved:**

That, the appeal decision be noted.

P62 **APPLICATION FOR A PREMISES LICENCE - THE VENUE, GREEN ROOM STUDIOS, AVENUE THREE, WITNEY**

The Committee received and considered the application for a Premises Licence for The Venue, Green Room Studios, Avenue Three, Witney under the Licensing Act 2003.

Members welcomed the application and the support it would bring to the night-time economy of Witney.

**Resolved:**

That, a no objection response be forwarded to the licencing team at West Oxfordshire District Council.

P63 **APPLICATION FOR MINOR VARIATION OF PREMISES LICENCE - SAINSBURYS SUPERMARKET, WITAN WAY, WITNEY**

The Committee noted the Application for Minor Variation from Sainsburys Supermarket, Witan Way, Witney under the Licencing Act 2003.

Members acknowledged that the amendments were minor and only related to the layout of the store and there was no change to the licencing hours.

**Resolved:**

That, a no objection response be forwarded to the licencing team at West Oxfordshire District Council.

P64 **APPLICATION FOR STREET TRADING CONSENT - WITNEY HIGH STREET & MARKET SQUARE**

The Committee received and considered the application for a Street Trading Consent for Witney High Street and Market Square from West Oxfordshire District Councils (WODC) Licencing Team

Members were supportive of this event and acknowledged the benefits of this event to the town. However, Members raised concerns including:

- Access to the High Street for emergency services which could be compromised by event vehicles, and stalls/stands positioned within the road.
- The functioning of Bus stops, bus routes and blue badge parking during the period of setting up/take down and running of the event.
- Assurance that security vehicles would not affect vision splays and that road junctions would not be adversely affected.

- That the licencing team ensure that a full medical incident plan is provided by the event organiser.

Members also asked for an opportunity to review further documents including any revised or more detailed plans ahead of the consent being granted.

**Resolved:**

That, a no objection response be forwarded to the licencing team at West Oxfordshire District Council with a request to receive updated information prior to the consent being granted.

P65 **WOOLGATE PARKING ORDER**

The Committee received and considered the correspondence received from West Oxfordshire District Council Parking Services team.

Members welcomed the proposal to amend the parking conditions which would benefit individuals who worked in the town.

**Resolved:**

That, the correspondence be noted.

P66 **THAMES WATER CORRESPONDENCE - MR R COURTS MP**

The Committee received and considered the correspondence from the office of Robert Courts, Member of Parliament.

Members welcomed the chance to discuss the actions of Thames Water with their local MP. It was mentioned that he had previously offered to attend a meeting of the Council during parliamentary recess. Members believed that a face-to-face meeting would be more beneficial than a response by letter.

It was proposed by Cllr Bailey and seconded by Cllr Smith that an invitation be extended to Robert Courts MP to attend a meeting of the Council during Parliamentary Recess. Members agreed unanimously.

**Resolved:**

1. That, the correspondence be noted and,
2. That, the council extend an invitation for Robert Courts MP to attend a council meeting.

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The meeting closed at: 8.07 pm

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Chair

## Witney Town Council

### Planning Minutes - 30th January 2024

#### P57 Planning Applications

P57- 1 WTC/005/24 Plot Ref :- 23/03288/HHD Type :- HOUSEHOLDE  
 Applicant Name :- . Date Received :- 03/01/2024  
 Location :- 34 CORN STREET Date Returned :- 31/01/2024  
 CORN STREET

Proposal : Alterations to include insertion of two new roof lights to South roof slope, replacement of existing roof lights on North elevation and insertion of folding doors to front elevation.

Observations : Whilst Witney Town Council do not object to this application, Members discussed the proposed removal of gas fires and re-opening of fireplaces. Concern was expressed that the proposal was taking steps in the wrong direction in terms of air quality - If the re-opening of the fireplaces is intended for the fires to be in use and not just aesthetics, then Members ask that any available mitigation measures are encouraged to minimise air pollutants, and that Planning Officers are mindful of the West Oxfordshire District Council 2023 Air Quality Report.

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P57- 2 WTC/006/24 Plot Ref :- 23/03289/LBC Type :- LISTED BUI  
 Applicant Name :- . Date Received :- 03/01/2024  
 Location :- 34 CORN STREET Date Returned :- 31/01/2024  
 CORN STREET

Proposal : Internal and external alterations to include changes to floor layouts, insertion of two new roof lights to South roof slope and replacement and alterations of existing roof lights on North elevation, changes to conservatory French doors and installation of folding doors to front elevation, along with removal of ramps. Internal alterations to include changes to first and second floor bathrooms, removal of gas fires and reopening of fireplaces to second floor. Exterior works to include re-pointing and masonry repairs to elevations.

Observations : Whilst Witney Town Council do not object to this application, Members discussed the proposed removal of gas fires and re-opening of fireplaces. Concern was expressed that the proposal was taking steps in the wrong direction in terms of air quality - If the re-opening of the fireplaces is intended for the fires to be in use and not just aesthetics, then Members ask that any available mitigation measures are encouraged to minimise air pollutants, and that Planning Officers are mindful of the West Oxfordshire District Council 2023 Air Quality Report.

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P57- 3 WTC/007/24 Plot Ref :- 23/02730/FUL Type :- AMENDED  
 Applicant Name :- . Date Received :- 03/01/2024  
 Location :- CAR PARK REAR OF 58 WEST Date Returned :- 31/01/2024  
 END  
 WEST END

Proposal : Redevelopment of existing vehicle dismantling yard including part demolition and part reconstruction of existing single storey building, erection of ten dwellings along with new access from Farmers Close and the provision of parking and landscaping.

Observations : Witney Town Council support the principle of redevelopment at this site. However, as raised in a previous response, Witney Town Council continue to have concerns about land, air and water contamination during any construction works as well as when homes are occupied. These concerns are for residents of the new dwellings as well as residents in the neighbouring area, to ensure a clean and safe environment for all in Witney. Members acknowledge the updated documents submitted by the applicant, including the Phase II Desk Study, however Witney Town Council are unable to support the application whilst identified issues are outstanding. Consistent and complete sampling is still to be carried out and objections from technical consultees need to be resolved.

Given the pollution risks the Local Planning Authority must ensure that the applicant addresses and can mitigate against all and any risk from contaminants to ensure no harm to human health, the environment or Witney waterways - Witney Town Council support brownfield development and would welcome an application that meets this scrutiny.

Further, Witney Town Council would like to see provision for safe access for cyclists and pedestrians with cycling and walking entry and exit points at the North and South of the site.

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P57- 4	WTC/008/24	Plot Ref :- 23/03267/ADV	Type :-	ADVERTISIN
	Applicant Name :-	.	Date Received :-	03/01/2024
	Location :-	UNIT R2 MARRIOTTS WALK MARRIOTTS WALK	Date Returned :-	31/01/2024
	Proposal :	Erection of 2 internally illuminated and non-illuminated fascia signage and internally illuminated menu sign.		
	Observations :	Witney Town Council has no objections regarding this application.		

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P57- 5	WTC/009/24	Plot Ref :- 23/03239/FUL	Type :-	FULL
	Applicant Name :-	.	Date Received :-	03/01/2024
	Location :-	UNIT 1 CRANBROOK COURT AVENUE TWO	Date Returned :-	31/01/2024
	Proposal :	Change of use from planning class light industrial use to community and cultural centre.		
	Observations :	Whilst Witney Town Council do not object to this application, Members ask that given the proposed community use and limited on-site parking, bike racks be installed, and an active travel strategy be submitted by the applicant.		

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P57- 6	WTC/010/24	Plot Ref :- 23/03303/FUL	Type :-	FULL
	Applicant Name :-	.	Date Received :-	03/01/2024
	Location :-	30 BUTTERCROSS LANE BUTTERCROSS LANE	Date Returned :-	31/01/2024
	Proposal :	Remedial works to waterproof roof of building comprising of 6 flats, including raising height of parapet. (Retrospective).		
	Observations :	Witney Town Council has no objections regarding this application.		

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P57- 7 WTC/011/24 Plot Ref :- 23/03351/HHD Type :- HOUSEHOLDE  
Applicant Name :- . Date Received :- 15/01/2024  
Location :- 11 CURBRIDGE ROAD Date Returned :- 31/01/2024  
CURBRIDGE ROAD  
Proposal : Erection of two storey and single storey rear extensions and construction of a replacement front porch.  
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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P57- 8 WTC/012/24 Plot Ref :- 23/03354/S73 Type :- VARIATION  
Applicant Name :- . Date Received :- 15/01/2024  
Location :- 90 RALEGH CRESCENT Date Returned :- 31/01/2024  
RALEGH CRESCENT  
Proposal : Removal of condition 1 (to allow continued flexible use of part of the dwelling as a gym/personal training space and residential accommodation in association with the main dwelling) and variation of condition 4 (to allow changes to the opening times for clients) of planning permission 23/00286/FUL.  
Observations : Witney Town Council object to this application.

The time limited consent refers to 'special circumstances' and 'particular circumstances', these circumstances are not put forward or justified within the application documents and therefore Members are not able to support this proposal on those grounds and object to consent being granted beyond the extant permission.

Members raised objections around noise and disturbance caused by the operation of this commercial gym in a residential setting, including:

- The noise of gym equipment (especially weights), music and cars/car doors.
- Parking issues and noise disruption caused by clients visiting by car, including at unsociable hours.
- The intensity is above and beyond what would be expected in a residential area, with neighbouring houses in such close proximity.

The documents suggest that there have not been any complaints about the operation, however Witney Town Council Members state that this is not true and residents have contacted ward members on multiple occasions.

Witney Town Council object to the removal of Condition 1 and Condition 4. This application does not comply with Local Plan Policy - Policy OS2 requires that development should be compatible with adjoining uses and not have a harmful impact on the amenity of existing occupants. Further, Policy OS4 requires that development not harm the use or enjoyment of land and buildings nearby including living conditions in residential properties.

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P57- 9 WTC/013/24 Plot Ref :- 23/03381/HHD Type :- HOUSEHOLDE  
Applicant Name :- . Date Received :- 15/01/2024  
Location :- 12 HARVEST WAY Date Returned :- 31/01/2024  
HARVEST WAY





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

Held on Tuesday, 20 February 2024

At 6.01 pm in the Virtual Meeting Room via Zoom

### Present:

Councillor A Bailey (Chair)

Councillors:	G Meadows R Smith J Aitman	S Simpson G Doughty (In place of J Robertshaw) T Ashby (In place of D Temple)
Officers:	Adam Clapton Derek Mackenzie Claire Green	Deputy Town Clerk Senior Administrative Officer & Committee Clerk Administration Support - Planning & Stronger Communities
Others:	No members of the public.	

### P111 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor O Collins.

Apologies were also received from Councillor J Robertshaw, Councillor G Doughty attended as a substitute and from Councillor D Temple, Councillor T Ashby attended as a substitute.

### P112 DECLARATIONS OF INTEREST

Councillors Aitman and Meadows declared a non-pecuniary interest in application 24/00123/LBC 2 Station Lane, Witney as they were Town Council appointed representatives of the applicant, Witney Town Charity.

There were no other declarations from Members or Officers.

### P113 PUBLIC PARTICIPATION

There was no public participation.

P114 **PLANNING APPLICATIONS**

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

Members also discussed correspondence received from the developer representing application 23/02730/FUL – 58 West End, Witney asking for clarification on the Council’s consultee response. Members considered their previous submission which related to technical concerns in the application documents and agreed that no further response would be made to WODC without further consultation via the planning process.

**Resolved:**

That, the comments, as per the attached schedule be forwarded to West Oxfordshire District Council.

P115 **NOTIFICATION OF PLANNING APPEAL**

The Committee received notice of the Planning Appeal for APP/D3125/D/24/3337152 Kingsmead 51 Woodlands Road, Witney.

**Resolved:**

That, the Planning Appeal be noted.

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The meeting closed at: 6.54 pm

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Chair

Witney Town CouncilPlanning Minutes - 20th February 2024

114

- 114- 1 WTC/020/24 Plot Ref :-24/00073/FUL Type :- FULL  
 Applicant Name :- . Date Received :- 29/01/24  
 Location :- 61 WOODSTOCK ROAD Date Returned :- 21/02/24  
 WOODSTOCK ROAD  
 Proposal : Erection of a two-storey dwelling and associated works on land at the rear of 61 Woodstock Road, Witney.  
 Observations : Witney Town Council object to this application. Members have shown concern for the scale of the proposed development in contrast to the site dimensions, the proposed dwelling will appear very cramped and not in keeping with the street scene. The application is not compliant with the General Principles of policy OS2 of the West Oxfordshire Local Plan, the development is not of a proportionate and appropriate scale to its context and does not form a logical complement to the existing scale and pattern of development.  
 Further, policy OS4, requires that development does not harm the use or enjoyment of land and buildings nearby including living conditions in residential properties - Members expressed concern that given the proximity of neighbour dwellings, the development could cause a harmful loss of light to neighbouring residents.

- 114- 2 WTC/021/24 Plot Ref :-23/03129/FUL Type :- FULL  
 Applicant Name :- . Date Received :- 29/01/24  
 Location :- MYSTORE SELF STORAGE Date Returned :- 21/02/24  
 BOOK END  
 Proposal : Erection of eight drive-up storage units, alterations to the existing parking and turning area, and associated works (part retrospective) (amended description).  
 Observations : Witney Town Council has no objections regarding this application.

- 114- 3 WTC/022/24 Plot Ref :-24/00123/LBC Type :- LISTED BUI  
 Applicant Name :- . Date Received :- 30/01/24  
 Location :- 2 STATION LANE Date Returned :- 21/02/24  
 STATION LANE  
 Proposal : Installation of Secondary Glazing to all Windows (dwellings 2-12 Station Lane).  
 Observations : Witney Town Council has no objections regarding this application.

- 114- 4 WTC/023/24 Plot Ref :-24/00119/S73 Type :- DISCHARGE  
 Applicant Name :- . Date Received :- 30/01/24  
 Location :- 1A WILMOT CLOSE Date Returned :- 21/02/24  
 WILMOT CLOSE  
 Proposal : Retrospective discharge of conditions 4 (car parking facilities) 6 (Water drainage) 8 (boundary treatment) and 9 (provision of bat and bird boxes) of

permission 21/01193/FUL.

Observations : While Witney Town Council does not object to this application, Members raised the issue of on-site parking as required by Condition 4 of permission 21/01193/FUL. It is acknowledged that the applicant has explained that their current tenants do not own a vehicle, however, Members have asked that any occupants or visitors have access to the agreed off-road parking spaces by removal of the fence.

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114- 5 WTC/024/24 Plot Ref :-24/00192/HHD Type :- HOUSEHOLDE  
Applicant Name :- . Date Received :- 30/01/24  
Location :- 50 HERON DRIVE Date Returned :- 21/02/24  
HERON DRIVE  
Proposal : Insertion of a door and window to existing garage.  
Observations : Witney Town Council has no objections regarding this application.

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114- 6 WTC/025/24 Plot Ref :-24/00173/HHD Type :- HOUSEHOLDE  
Applicant Name :- . Date Received :- 07/02/24  
Location :- KINGSMEAD Date Returned :- 21/02/24  
51 WOODLANDS ROAD  
WOODLANDS ROAD  
Proposal : Removal of existing timber structure on side elevation. Erection of a 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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114- 7 WTC/026/24 Plot Ref :-24/00291/HHD Type :- HOUSEHOLDE  
Applicant Name :- . Date Received :- 07/02/24  
Location :- 19 KINGSFIELD CRESCENT Date Returned :- 21/02/24  
KINGSFIELD CRESCENT  
Proposal : Erection of a single storey rear extension.  
Observations : Witney Town Council has no objections regarding this application.

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114- 8 WTC/027/24 Plot Ref :-24/00303/LBC Type :- LISTED BUI  
Applicant Name :- . Date Received :- 12/02/24  
Location :- 13 MARKET SQUARE Date Returned :- 21/02/24  
MARKET SQUARE  
Proposal : External alterations to front elevation to include the replacement and installation of new signage.  
Observations : Witney Town Council has no objections regarding this application.

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114- 9 WTC/028/ADV Plot Ref :-24/00305/ADV Type :- ADVERTISIN  
Applicant Name :- . Date Received :- 12/02/24  
Location :- 13 MARKET SQUARE Date Returned :- 21/02/24  
MARKET SQUARE  
Proposal : Replacement of non illuminated hanging sign, installation of non illuminated new

fascia with new logo and replacement of ATM tablet and decals.

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

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The Meeting closed at : 6:50pm

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

On behalf of :- Witney Town Council

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

Held on Tuesday, 12 March 2024

At 6.02 pm in the Virtual Meeting Room via Zoom

### Present:

Councillor A Bailey (Chair)

Councillors:	G Meadows R Smith J Aitman O Collins	J Robertshaw S Simpson G Doughty (In place of D Temple)
Officers:	Adam Clapton Derek Mackenzie  Claire Green	Deputy Town Clerk Senior Administrative Officer & Committee Clerk Administration Support - Planning & Stronger Communities
Others:	None.	

### P136 APOLOGIES FOR ABSENCE

An apology for absence was also received from Councillor D Temple, Councillor G Doughty attended as a substitute.

### P137 DECLARATIONS OF INTEREST

At this point there were no declarations of interest from Members or officers.

Councillor O Collins later declared a personal, non-prejudicial interest in Agenda Item 5 – Application for a New Premises Licence – Witney Pride as he was well known to the applicant. He took no part in the discussion.

### P138 PUBLIC PARTICIPATION

There was no public participation.

### P139 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.

P140 **APPLICATION FOR NEW PREMISES LICENCE W/24/00144/PRMA - WITNEY PRIDE, THE LEYS, WITNEY**

The Committee received and considered an application for a New Premises Licence for Witney Pride under the Licencing Act 2003.

**Resolved:**

That, a no objection response be forwarded to the licencing team at West Oxfordshire District Council.

P141 **APPLICATION FOR VARIATION TO PREMISES LICENCE W/24/00207/PRMMV 9-11 HIGH STREET, WITNEY**

The Committee noted the Application for Minor Variation from Co-op, 9-11 High Street, Witney under the Licencing Act 2003.

Members were in agreement that proposed changes were minor, as there was no change to the licenced area, therefore, they had no objections to the application.

**Resolved:**

That, a no objection response be forwarded to the licencing team at West Oxfordshire District Council.

P142 **PLANNING APPEAL RECEIVED FOR LAND SOUTHEAST OF OXFORD HILL, WITNEY - 20/02654/OUT**

The Committee received notice of the Planning Appeal Public Inquiry for APP/D3125/W/23/3333790- Land Southeast of Oxford Hill, Witney.

Officers advised that all of the Council's consultee responses would form part of the documents reviewed by the planning inspectorate, it was also confirmed that Members were able to attend the inquiry if they wished to.

In response to a question from Cllr R Smith regarding a representative for the Town Council speaking in person at the inquiry, the Deputy Town Clerk advised he would provide further assistance on how to proceed if the Council wanted to protect its requested interests from this development.

**Resolved:**

1. That, the Planning Appeal be noted and,
2. That, advice on taking part in the planning inquiry is explored by the Deputy Town Clerk.

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The meeting closed at: 6.52 pm

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Chair

Witney Town CouncilPlanning Minutes - 12th March 2024

139

139- 1 WTC/029/24 Plot Ref :-24/00093/FUL Type :- FULL  
 Applicant Name :- 1 WESLEY WALK Date Received :- 26/02/2024  
 Location :- WESLEY WALK Date Returned :- 13/03/2024  
 Proposal : Alterations to external doors and ground floor windows.  
 Observations : Witney Town Council has no objections regarding this application.

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139- 2 WTC/030/24 Plot Ref :-24/00414/HHD Type :- HOUSEHOLDE  
 Applicant Name :- . Date Received :- 26/02/2024  
 Location :- 32 WINFIELD DRIVE Date Returned :- 13/03/2024  
 WINFIELD DRIVE  
 Proposal : Conversion of integral garage to home office.  
 Observations : Witney Town Council has no objections regarding this application.

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139- 3 WTC/031/24 Plot Ref :-24/00319/FUL Type :- FULL  
 Applicant Name :- . Date Received :- 26/02/2024  
 Location :- 5 WEST END Date Returned :- 13/03/2024  
 WEST END  
 Proposal : Demolition of existing timber shed and erection of a replacement building comprising 2 x 1 bedroom apartments.  
 Observations : While Witney Town Council does not object to this application in terms of material concerns, the Council ask that the development complies with policy OS4, and that the proposal does not harm the use or enjoyment of land and buildings nearby including living conditions in residential properties.  
 Since the proposal includes development in a high density area with close proximity to neighbouring properties, can officers pay due regard to ensuring that the development does not cause harmful loss of privacy to neighbouring properties.

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139- 4 WTC/032/24 Plot Ref :-24/00457/ADV Type :- ADVERTISIN  
 Applicant Name :- . Date Received :- 28/02/2024  
 Location :- 1 WESLEY WALK Date Returned :- 13/03/2024  
 WESLEY WALK  
 Proposal : Erection of a non illuminated fascia sign.  
 Observations : Witney Town Council has no objections regarding this application.

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139- 5 WTC/033/24 Plot Ref :-23/03239/FUL Type :- FULL  
Applicant Name :- . Date Received :- 28/02/2024  
Location :- UNIT 1 CRANBROOK COURT Date Returned :- 13/03/2024  
AVENUE TWO  
Proposal : Change of use from planning class light industrial use to community centre (F2(b)) (amended).  
Observations : Witney Town Council have no objection to this proposal and welcome a place of worship for the Islamic community, and a community and cultural centre.

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139- 6 WTC/034/24 Plot Ref :-24/00486/HHD Type :- HOUSEHOLDE  
Applicant Name :- . Date Received :- 01/03/2024  
Location :- FIELD VIEW Date Returned :- 13/03/2024  
WOODGREEN  
WITNEY  
OX28 1DE  
Proposal : Erection of a single storey side extension.  
Observations : While Witney Town Council does not object to this application in terms of material concerns, members 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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139- 7 WTC/035/24 Plot Ref :-24/00226/ADV Type :- ADVERTISIN  
Applicant Name :- . Date Received :- 05/03/2024  
Location :- WINDRUSH LEISURE CENTRE Date Returned :- 13/03/2024  
WITAN WAY  
WITNEY  
OX28 4YA  
Proposal : Erection of externally illuminated signage and three non illuminated signs.  
Observations : Witney Town Council has no objections regarding this application.

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139- 8 WTC/036/24 Plot Ref :-23/03180/FUL Type :- FULL  
Applicant Name :- . Date Received :- 06/03/2024  
Location :- ABBOT DIABETES CARE Date Returned :- 13/03/2024  
RANGE ROAD  
WINDRUSH IND PARK  
OX29 0YL  
Proposal : Extensions to buildings known as Evenlode and Wychwood with associated infrastructure (revision to approved Scheme Ref. 23/00469/FUL)  
Observations : Witney Town Council support the business growth of Abbott Diabetes Care, Members welcome the improved scheme.

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139- 9 WTC/037/24 Plot Ref :-23/02730/FUL Type :- FULL  
Applicant Name :- . Date Received :- 06/03/2024  
Location :- CAR PARK, REAR OF 58 WEST Date Returned :- 13/03/2024  
END  
WEST END  
WITNEY  
OX28 1NF

Proposal : Redevelopment of existing vehicle dismantling yard including part demolition and part reconstruction of existing single storey building, erection of ten dwellings along with new access from Farmers Close and the provision of parking and landscaping.

Observations : Witney Town Council remain supportive of the principal of redevelopment at this site. However, in addition to comments previously submitted, Members of Witney Town Council are concerned that the proposed development will not be accessible via West End for pedestrians and cyclists - this important route should be accessible for residents but is not protected by the proposed scheme.

Witney Town Council would like to see provision for safe access for cyclists and pedestrians with cycling and walking entry and exit points at the North and the South of the site.

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The Meeting closed at : 6:51pm

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

On behalf of :- Witney Town Council

Document is Restricted

## CLIMATE, BIODIVERSITY & PLANNING COMMITTEE

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**Date:** Tuesday, 9 April 2024  
**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, by 5pm on the Friday before the meeting 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. The period to which this report relates is 1 April 2023 to 29 February 2024.

### CURRENT SITUATION

A full review of the budgetary position was undertaken during the budget cycle. Most areas of interest were raised at the last meeting of this committee and at the extra-ordinary meeting of the council. The RFO would refer members to the finance/ budget reports which were approved at those meetings for further details.

The Committee's services are divided into two base revenue cost centres, responsibilities as follows:

Cost centre	Service
206	Witney Country Park
403	Planning

Current year budget: The financial year ended 31 March 2024. However year end closedown work is now taking place and so for now the "current year" refers to 2023-24 (i.e. year to 31 March 2024). The working budget for the current year (2023/24) now comprises those figures which were projected when the estimates were revised and agreed by the Council at its meeting on 8 January 2024. It should be noted that these revised estimates were calculated by your officers in the autumn of 2023.

Estimates for 2024/25: These are shown in the report in the three columns on the right-hand side of the page.

## SUMMARY FOR 2023/24

Overall the management accounts show the following in relation to the current year:

	2023/24 Original budget- Agreed Jan. 23	2023/24 Year to date (Month 9)	2023/24 Projected estimate for year (to month 12) Calculated Nov.23
Expenditure	£126,550	£101,929	£128,033
Less income	(£1,500)	(£2,217)	(£217)
Net expenditure	£125,050	£99,712	£127,816

The projected estimate (net expenditure) for the current financial year is £2,766 or 2.2% above original net expenditure. On a relatively small budget one of the main reasons for the projected net overspend is that income from fishing rights was projected at £217 compared with original budget of £1,500. This due to an accruals adjustment and separately one of the clubs relinquishing their rights; in this regard a further adjustment against past invoices will be made at year end. However, since the projected budget was set, a grant of £2,000 has been made from the County Councillors priority fund for work at the Lake and Country Park.

At code 4040/206 (Arboriculture – Witney Country Park) expenditure for year to date is £2,850 compared with budget at £1,000 due to tree works undertaken earlier in the year. This will be funded by way of earmarked reserve or virement at year end.

Note that the projected budget also provides for full expenditure in a number of non-salary/overhead nominal ledger codes. Ahead of the year end your officers will be thoroughly examining the various budget lines and proposals will come forward following the financial year end (31 March 2024) for underspends in these lines to be transferred into the earmarked reserves to allow projects to continue and to provide for prudential reserves where expenditure has not been required this year but will in future years.

There have also been reductions in the recharges in relation to the works team (4896) across most cost centres, compared with original budget. This is due to staffing costs being lower than originally budgeted for and this has impacted the bottom-line.

### 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 with regard to its facilities and services it operates.

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

#### RISK

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

Members are reminded that collectively they are custodians of the public purse with most of the funding coming from the 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 also in the attached appendices.

#### RECOMMENDATIONS

Members are invited to approve the report and the management accounts of the Committee's services to 29 February 2024.

Annual Budget - By Committee (Actual YTD Month 11)

Note: Climate, Biodiversity & Planning Committee - 7 April 2024

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b><u>Climate, Biodiversity &amp; Planning</u></b>										
<b><u>206</u></b>	<b><u>WITNEY COUNTRY PARK</u></b>									
1030	FISHING RIGHTS	1,450	700	1,500	217	217	0	978	0	0
1170	GRANTS RECEIVED	0	0	0	2,000	0	0	0	0	0
1171	DONATIONS RECEIVED	0	946	0	0	0	0	0	0	0
	<b>Total Income</b>	1,450	1,646	1,500	2,217	217	0	978	0	0
4001	SALARIES	27,852	19,573	32,410	28,900	31,364	0	33,539	0	0
4002	ER'S NIC	2,861	1,925	3,217	2,837	3,700	0	3,348	0	0
4003	ER'S SUPERANN	6,044	4,222	7,033	6,239	6,806	0	7,239	0	0
4007	PROTECTIVE CLOTHING	0	392	400	300	400	0	400	0	0
4008	TRAINING	0	0	0	60	0	0	0	0	0
4026	BOOKS/PUBLICATIONS	20	39	100	9	100	0	100	0	0
4036	PROPERTY MAINTENANCE	100	548	500	4,361	5,000	0	2,000	0	0
4038	OTHER MAINTENANCE	0	188	0	208	12	0	0	0	0
4040	ARBORICULTURE	2,400	857	1,000	2,850	1,000	0	1,000	0	0
4041	EQUIPMENT HIRE	0	0	0	172	172	0	0	0	0
4042	EQUIPMENT	15,000	11,803	15,000	3,736	15,000	0	11,000	0	0
4059	OTHER PROF FEES	1,000	0	1,000	2,665	5,000	0	5,000	0	0
4064	HEALTH & SAFETY	1,500	639	1,000	79	1,000	0	1,000	0	0
4099	MISCELLANEOUS	0	788	0	126	250	0	250	0	0
4495	TFR FROM EARMARKED R	-4,100	0	0	0	0	0	0	0	0
4888	O/S STAFF RCHG (TO 30/09/23)	18,707	12,306	0	0	0	0	0	0	0
4890	O/S O'HEAD RCHG (TO 30/09/22)	3,817	4,228	0	0	0	0	0	0	0

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 11)

Note: Climate, Biodiversity &amp; Planning Committee - 7 April 2024

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4891	AGENCY R/C (TO 30/09/22)	3,161	3,161	0	0	0	0	0	0	0
4892	C/S STAFF RCHG	2,068	1,732	2,246	1,878	2,066	0	2,304	0	0
4893	C/S O'HEAD RCHG	574	567	647	650	640	0	652	0	0
4894	GROUNDSTAFF RECHARGE	0	399	1,683	706	566	0	1,822	0	0
4895	GROUNDSTAFF O'HEAD RECHARGE	0	207	622	865	850	0	776	0	0
4896	MTCE STAFF RECHARGE	0	3,232	23,179	11,828	15,196	0	22,790	0	0
4897	MTCE O'HEAD RECHARGE	0	509	2,269	1,393	1,688	0	2,056	0	0
4899	DEPOT REALLOCATION	0	0	2,422	4,261	6,856	0	4,156	0	0
	<b>Overhead Expenditure</b>	<b>81,004</b>	<b>67,316</b>	<b>94,728</b>	<b>74,122</b>	<b>97,666</b>	<b>0</b>	<b>99,432</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(79,554)</b>	<b>(65,670)</b>	<b>(93,228)</b>	<b>(71,905)</b>	<b>(97,449)</b>		<b>(98,454)</b>		
<b>403</b>	<b>PLANNING</b>									
4892	C/S STAFF RCHG	22,747	19,054	24,705	20,655	22,728	0	25,342	0	0
4893	C/S O'HEAD RCHG	6,312	6,232	7,117	7,152	7,639	0	7,170	0	0
	<b>Overhead Expenditure</b>	<b>29,059</b>	<b>25,286</b>	<b>31,822</b>	<b>27,807</b>	<b>30,367</b>	<b>0</b>	<b>32,512</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(29,059)</b>	<b>(25,286)</b>	<b>(31,822)</b>	<b>(27,807)</b>	<b>(30,367)</b>		<b>(32,512)</b>		
	<b>Climate,Biodiversity &amp;Planning - Income</b>	<b>1,450</b>	<b>1,646</b>	<b>1,500</b>	<b>2,217</b>	<b>217</b>	<b>0</b>	<b>978</b>	<b>0</b>	<b>0</b>
	<b>Expenditure</b>	<b>110,063</b>	<b>92,602</b>	<b>126,550</b>	<b>101,929</b>	<b>128,033</b>	<b>0</b>	<b>131,944</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(108,613)</b>	<b>(90,956)</b>	<b>(125,050)</b>	<b>(99,712)</b>	<b>(127,816)</b>		<b>(130,966)</b>		

Continued on next page

Annual Budget - By Committee (Actual YTD Month 11)

Note: Climate, Biodiversity & Planning Committee - 7 April 2024

	<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Total Budget Income</b>	1,450	1,646	1,500	2,217	217	0	978	0	0
<b>Expenditure</b>	110,063	92,602	126,550	101,929	128,033	0	131,944	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(108,613)</u>	<u>(90,956)</u>	<u>(125,050)</u>	<u>(99,712)</u>	<u>(127,816)</u>		<u>(130,966)</u>		



- 7.5 **WTC/043/24** Plot Ref :- 24/00326/HHD Type :- HOUSEHOL  
 Applicant Name :- . Date Received :- 18/03/24  
 Parish :- NORTH Date Returned :-  
 Location :- 163 VANNER ROAD Agent  
 VANNER ROAD  
 Proposals :- Removal of existing conservatory and erection of two story rear extension.  
 Observations :-
- 
- 7.6 **WTC/044/24** Plot Ref :- 24/00476/FUL Type :- FULL  
 Applicant Name :- . Date Received :- 25/03/24  
 Parish :- SOUTH Date Returned :-  
 Location :- MCDONALDS Agent  
 RESTAURANT  
 DUCKLINGTON LANE  
 Proposals :- Alterations to include extensions incorporating the relocation of the entrance, new access door and glazing. reconfiguration of existing remote corral to include a new maintenance storage room, introduction of 4 new cycle racks and associated works to the site.  
 Observations :-
- 
- 7.7 **WTC/045/24** Plot Ref :- 24/00624/HHD Type :- HOUSEHOL  
 Applicant Name :- . Date Received :- 25/03/24  
 Parish :- SOUTH Date Returned :-  
 Location :- 2 CURBRIDGE ROAD Agent  
 CURBRIDGE ROAD  
 Proposals :- Enlarge two existing dormers, erection of single storey side extension and construction of replacement garage.  
 Observations :-
- 
- 7.8 **WTC/046/24** Plot Ref :- 24/00569/FUL Type :- FULL  
 Applicant Name :- . Date Received :- 25/03/24  
 Parish :- NORTH Date Returned :-  
 Location :- 5A WEST END Agent  
 WEST END  
 Proposals :- Conversion of existing first and second floor apartment to form two separate apartments.  
 Observations :-
- 
- 7.9 **WTC/047/24** Plot Ref :- 24/00570/LBC Type :- LISTED BUI  
 Applicant Name :- . Date Received :- 25/03/24  
 Parish :- NORTH Date Returned :-  
 Location :- 5A West End Agent  
 WEST END  
 Proposals :- Internal and external alterations to divide the existing apartment into two separate apartments. Works to Include installation of timber stud partitioning and the replacement of second floor external door with a window  
 Observations :-
-



**Minute Ref 8**

**Tue 9 April 2024**

**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**

E WTC/001/24	Approved	9E WEST END
E WTC/002/24	Approved	9E WEST END
E WTC/004/24	Approved	34 SCHOFIELD AVENUE
E WTC/005/24	Approved	34 CORN STREET
E WTC/006/24	Approved	34 CORN STREET

**C** WTC/007/24                      Approved with Conditions

District COMMENT 4. No development shall take place until a site investigation of the nature and extent of contamination has been carried out in accordance with a methodology which has previously been submitted to and approved in writing by the local planning authority. The results of the site investigation shall be made available to the local planning authority before any development begins. If any significant contamination is found during the site investigation, a report specifying the measures to be taken to remediate the site to render it suitable for the development hereby permitted shall be submitted to and approved in writing by the local planning authority before any development begins.

REASON: To ensure any contamination of the site is identified and appropriately remediated. Relevant Policies: West Oxfordshire Local Planning Policy EH8 and the NPPF.

5. The Remediation Scheme, as agreed in writing by the Local Planning Authority, shall be fully implemented in accordance with the approved timetable of works and before the development hereby permitted is first occupied. Any variation to the scheme shall be agreed in writing with the Local Planning Authority in advance of works being undertaken. On completion of the works the developer shall submit to the Local Planning Authority written confirmation that all works were completed in accordance with the agreed details. If, during the course of development, any contamination is found which has not been identified in the site investigation, additional measures for the remediation of this contamination shall be submitted to and approved in writing by the local planning authority. The remediation of the site shall incorporate the approved additional measures.

ReASON: To ensure any contamination of the site is identified and appropriately remediated. Relevant Policies: West Oxfordshire Local Planning Policy EH8 and the NPPF.

6. No development shall commence until details of cycle parking for the dwellings have been submitted to and approved in writing by the local planning authority. No dwellings shall be occupied until the cycle parking spaces required to serve those dwellings have been provided in accordance with the approved details. The cycle parking areas so approved shall thereafter be permanently retained and kept available for cycle parking.

CAR PARK REAR OF 58 WEST END

Local COMMENT Witney Town Council support the principle of redevelopment at this site. However, as raised in a previous response, Witney Town Council continue to have concerns about land, air and water contamination during any construction works as well as when homes are occupied. These concerns are for residents of the new dwellings as well as residents in the neighbouring area, to ensure a clean and safe environment for all in Witney. Members acknowledge the updated documents submitted by the applicant, including the Phase II Desk Study, however Witney Town Council are unable to support the application whilst identified issues are outstanding. Consistent and complete sampling is still to be carried out and objections from technical consultees need to be resolved.

Given the pollution risks the Local Planning Authority must ensure that the applicant addresses and can mitigate against all and any risk from contaminants to ensure no harm to human health, the environment or Witney waterways - Witney Town Council support brownfield development and would welcome an application that meets this scrutiny.

Further, Witney Town Council would like to see provision for safe access for cyclists and pedestrians with cycling and walking entry and exit points at the North and South of the site.

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

Page No : 2

**GRANTED PLANNING PERMISSIONS**

REASON: In the interests of promoting sustainable transport.

7. No dwelling shall be occupied until all the roads, driveways and footpaths serving the development have been drained, constructed and surfaced in accordance with plans and specifications that have been first submitted to and approved in writing by the Local Planning Authority.

REASON: In the interests of road safety.

8. The garage accommodation hereby approved shall be used for the parking of vehicles ancillary to the residential occupation of the dwelling(s) and for no other purposes.

REASON: In the interest of road safety and convenience and safeguarding the character and appearance of the area.

9. A Construction Traffic Management Plan (CTMP) will need to incorporate the following in detail:

- The CTMP must be appropriately titled, include the site and planning permission number.
- Routing of construction traffic and delivery vehicles is required to be shown and signed appropriately to the necessary standards/requirements. This includes means of access into the site.
  - Details of and approval of any road closures needed during construction.
  - Details of and approval of any traffic management needed during construction.
  - Details of wheel cleaning/wash facilities - to prevent mud etc, in vehicle tyres/wheels, from migrating onto adjacent highway.
  - Details of appropriate signing, to accord with the necessary standards/requirements, for pedestrians during construction works, including any footpath diversions.
  - The erection and maintenance of security hoarding / scaffolding if required.
  - A regime to inspect and maintain all signing, barriers etc.
  - Contact details of the Project Manager and Site Supervisor responsible for on-site works to be provided.
  - The use of appropriately trained, qualified and certificated banksmen for guiding vehicles/unloading etc.
  - No unnecessary parking of site related vehicles (worker transport etc) in the vicinity - details of where these will be parked and occupiers transported to/from site to be submitted for consideration and approval. Areas to be shown on a plan not less than 1:500.
  - Layout plan of the site that shows structures, roads, site storage, compound, pedestrian routes etc.
  - A before-work commencement highway condition survey and agreement with a representative of the Highways Depot - contact 0345 310 1111. Final correspondence is required to be submitted.
  - Local residents to be kept informed of significant deliveries and liaised with through the project. Contact details for person to whom issues should be raised with in first instance to be provided and a record kept of these and subsequent resolution.

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

Page No : 3

- Any temporary access arrangements to be agreed with and approved by Highways Depot.  
- Details of times for construction traffic and delivery vehicles, which must be outside network peak and school peak hours.  
REASON: In the interests of highway safety and to mitigate the impact of construction vehicles on the surrounding highway network, road infrastructure and local residents, particularly at morning and afternoon peak traffic times.

10. Prior to first occupation the development a Travel Information Pack shall be submitted to and approved by the Local Planning Authority. Thereafter the first residents of each dwelling shall be provided with a copy of the approved Travel Information Pack.  
REASON: To ensure all residents and employees are aware from the outset of the travel choices available to them, and to comply with Government guidance contained within the National Planning Policy Framework.

11. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any Order revoking and re-enacting that Order with or without modification), no development permitted under Schedule 2, Part 1, Classes A, AA, B, C, D, E, G and H shall be carried out other than that expressly authorised by this permission.  
REASON: Control is needed to

12. Notwithstanding details contained in the application, detailed specifications and drawings of all external windows and doors to include elevations of each complete assembly at a minimum 1:20 scale and sections of each component at a minimum 1:5 scale and including details of all materials, finishes and colours shall be submitted to and approved in writing by the Local Planning Authority before that architectural feature is commissioned/erected on site. The development shall be carried out in accordance with the approved details.  
REASON: To ensure the architectural detailing of the buildings reflects the established character of the area.

13. The acoustic design of the new residential homes shall accord with the internal noise design criteria specifications of BS 8233:2014; Guidance on Sound Insulation and Noise Reduction for Buildings.  
REASON: To protect the amenity of the locality, especially for people living and/or working nearby.

14. Prior to the commencement of the development a Construction Environmental Management Plan (CEMP) shall be submitted to and approved in writing by the Local Planning Authority. In respect to the protection of residential amenity and the local environment, the CEMP shall identify the steps and procedures that will be implemented to minimise the creation and impact of noise, vibration, dust and waste disposal resulting from the site preparation, groundwork and construction phases of the development and manage Heavy/Large Goods Vehicle access to the site. It shall include measures to be employed to prevent

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the egress of mud, water and other detritus onto the public and any nonadopted highways. Once submitted and approved the details contained in the plan shall be adhered to.

REASON: To protect the amenity of the locality, especially for people living and/or working nearby.

15. Hours of work shall be restricted to 08:00 to 18:00 Monday to Friday and 08:00-13:00 on Saturday with no working on Sunday or Bank Holidays.

REASON: To protect the amenity of the locality, especially for people living and/or working nearby.

16. The car parking areas (including where appropriate the marking out of parking spaces) shown on the approved plans shall be constructed before occupation of the development and thereafter retained and used for no other purpose.

REASON: To ensure that adequate car parking facilities are provided in the interests of road safety.

17. The approved drainage system shall be implemented in accordance with the approved Detailed Design prior to the use of the building commencing: Reference: FRA & Drainage Strategy for a Development at T & B Motors, West End, Witney, OX28 1NF Ref FD147 Rev.3 October 2023

REASON: To ensure that the principles of sustainable drainage are incorporated into this proposal.

18. Construction shall not begin until/prior to the approval of first reserved matters; a detailed surface water drainage scheme for the site, has been submitted to and approved in writing by the Local Planning Authority. The scheme shall be subsequently be implemented in accordance with the approved details before the development is completed. The scheme shall include:

- A compliance report to demonstrate how the scheme complies with the "Local Standards and Guidance for Surface Water Drainage on Major Development in Oxfordshire";
- Full drainage calculations for all events up to and including the 1 in 100 year plus 40% climate change;
- A Flood Exceedance Conveyance Plan;
- Comprehensive infiltration testing across the site to BRE DG 365 (if applicable)
- Detailed design drainage layout drawings of the SuDS proposals including cross-section details;
- Detailed maintenance management plan in accordance with Section 32 of CIRIA C753 including maintenance schedules for each drainage element, and;
- Details of how water quality will be managed during construction and post development in perpetuity;
- Confirmation of any outfall details.
- Consent for any connections into third party drainage systems

REASON: To ensure development does not increase the risk of flooding elsewhere; in accordance with Paragraph 155 of the National Planning Policy Framework (NPPF) and Local and National Standards.

19. Prior to first occupation, a record of the installed SuDS and site wide drainage scheme shall be submitted to and

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approved in writing by the Local Planning Authority for deposit with the Lead Local Flood Authority Asset Register. The details shall include:

- (a) As built plans in both .pdf and .shp file format;
- (b) Photographs to document each key stage of the drainage system when installed on site;
- (c) Photographs to document the completed installation of the drainage structures on site
- (d) The name and contact details of any appointed management company information.

REASON: To ensure that the principles of sustainable drainage are incorporated into this proposal.

20. No dwelling hereby approved shall be occupied until the means to ensure a maximum water consumption of 110 litres use per person per day, in accordance with policy OS3, has been complied with for that dwelling and retained in perpetuity thereafter.

REASON: To improve the sustainability of the dwellings in accordance with policy OS3 of the West Oxfordshire Local Plan 2031.

21. Before above ground commences a detailed Energy Sustainability Statement shall be submitted to and approved in writing by the Local Planning Authority. The scheme shall be subsequently be implemented in accordance with the approved details before the development is completed. All the recommendations shall be implemented in full, unless otherwise agreed in writing by the LPA, and thereafter permanently maintained.

REASON: In the interests of energy efficiency and climate change

22. No development shall take place (including demolition, ground works, vegetation clearance) until a construction environmental management plan (CEMP: Biodiversity) has been submitted to and approved in writing by the local planning authority. The CEMP (Biodiversity) shall include the following.

- a) Risk assessment of potentially damaging construction activities.
- b) Identification of "biodiversity protection zones" e.g. buffers to trees and hedges.
- c) Practical measures (both physical measures and sensitive working practices) to avoid or reduce impacts during construction (mainly in relation to hedgerows).
- d) The location and timing of sensitive works to avoid harm to biodiversity features (in relation to breeding birds in particular).
- e) The times during construction when specialist ecologists need to be present on site to oversee works (as required).
- f) Responsible persons and lines of communication.
- g) The role and responsibilities on site of an ecological clerk of works (ECoW) or similarly competent person (as necessary).
- h) Use of protective fences, exclusion barriers and warning signs (primarily in relation to protection of trees and hedgerows).

The approved CEMP shall be adhered to and implemented throughout the construction period strictly in accordance with

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the approved details, unless otherwise agreed in writing by the local planning authority.

REASON: To maintain and enhance biodiversity prior to and during construction in accordance with paragraphs 174, 179 and 180 of the NPPF (Chapter 15), Policy EH3 of the West Oxfordshire District Local Plan 2031 and in order for the council to comply with Part 3 of the Natural Environment and Rural Communities Act 2006.

23. A Landscape and Biodiversity Enhancement and Management Plan (LBEMP) shall be submitted to, and be approved in writing by, the LPA prior to the commencement of the development. The aim of the LBEMP is to provide details for the creation, enhancement and management of habitats and species on the site post development, in accordance with the proposals set out in the submitted Biodiversity Metric (Crestwood Ecology). To ensure the restoration and subsequent management of the site for a minimum of 30 years to deliver a Biodiversity Net Gain of 47.15% net gain for habitat units (as measured by the Defra Metric v4, or its replacements.)

The LBEMP should combine both the ecology and landscape disciplines and shall be suitable to provide to the management body responsible for the site. It shall include the following:

- a) Results of an up to date survey if time has lapsed more than 18 months to ensure the metric accurately reflects the habitat type and to inform habitat enhancement works. The metric shall be updated as necessary.
- b) Description and location of features to be retained, created, enhanced and managed, as per the approved biodiversity metric.
- c) Aims and objectives of management, in line with desired habitat conditions detailed in the metric.
- d) Appropriate management methods and practices to achieve aims and objectives.
- e) Prescriptions for management actions.
- f) Preparation of a work schedule (including a 30-year work plan capable of being rolled forward in perpetuity).
- g) Details of the body or organisation responsible for implementation of the plan.
- h) A monitoring schedule to assess the success of the habitat creation and enhancement measures at intervals of 1, 2, 3, 4, 5, 10, 15, 20, 25 and 30 years.
- i) Monitoring reports to be sent to the Council at each of the intervals above.
- j) A set of remedial measures to be applied if conservation aims and objectives of the plan are not being met.
- k) Detailed habitat enhancements for wildlife, in line with British Standard BS 42021:2022.
- l) Requirement for a statement of compliance upon completion of planting and enhancement works.

The LBEMP shall also include details of the legal and funding mechanism(s) by which the long-term implementation of the plan will be secured by the developer with the management body(ies) responsible for its delivery. The approved plan will be implemented in accordance with the approved details."

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The LEMP shall also include details of the legal and funding mechanism(s) by which the long-term implementation of the plan will be secured by the developer with the management body(ies) responsible for its delivery. The plan shall also set out (where the results from monitoring show that conservation aims and objectives of the LBEMP are not being met) how contingencies and/or remedial action will be identified, agreed and implemented so that the development still delivers the fully functioning biodiversity objectives of the originally approved scheme. The approved plan will be implemented in accordance with the approved details.

REASON: To maintain and enhance biodiversity, and to ensure long-term management in perpetuity, in accordance with paragraphs 174, 179 and 180 of the NPPF (Chapter 15), Policy EH3 of the West Oxfordshire District Local Plan 2031 and in order for the council to comply with Part 3 of the Natural Environment and Rural Communities Act 2006.

24 No removal of any vegetation or the demolition or conversion of buildings shall take place between 1st March and 31st August in any year, unless a detailed survey has been carried out to check for nesting birds. Where nests are found in any building, hedgerow, tree or scrub or other habitat to be removed (or converted or demolished in the case of buildings), a 5m exclusion zone shall be left around the nest until breeding is complete. Completion of nesting shall be confirmed by a suitably qualified person and a report submitted to and approved in writing by the Local Planning Authority before any further works within the exclusion zone take place.

REASON: To provide additional opportunities for roosting for bats, nesting birds and hedgehogs as a biodiversity enhancement, in accordance with paragraphs 174, 179 and 180 of the National Planning Policy Framework (Chapter 15), Policy EH3 of the West Oxfordshire District Local Plan 2031 and Section 40 of the Natural Environment and Rural Communities Act 2006.

25. Prior to the installation of lighting fixtures, a detailed lighting strategy shall be submitted to and approved in writing by the LPA to safeguard bats and other nocturnal wildlife. This shall safeguard bat foraging and commuting habitat within the development site. It shall provide details of the chosen luminaires, their locations and any mitigating features such as dimmers, PIR sensors and timers. Depending on the scale of proposed lighting, a lux contour plan may be required to demonstrate acceptable levels of lightspill to any sensitive ecological zones/features. Guidelines can be found in Guidance Note 08/23 - Bats and Artificial Lighting at Night (BCT and ILP, 2023). Such approved measures will be implemented in full.

REASON: To protect nocturnal wildlife in accordance with the Conservation of Habitats and Species Regulations 2017 (as amended), the Wildlife and Countryside Act 1981 (as amended), Circular 06/2005, paragraphs 174, 179 and 180 of the National Planning Policy Framework (Chapter 15), Policy EH3 of the West Oxfordshire District Local Plan 2011-2031 and in order for the Council to comply with Part 3 of the Natural

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

**Minute Ref 8**

**Tue 9 April 2024**

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Environment and Rural Communities Act 2006.

26. No floodlighting or other form of external lighting shall be installed except in accordance with details which have previously been submitted to and approved in writing by the Local Planning Authority. Such details shall include location, height, type and direction of light sources and intensity of illumination. Any lighting which is so installed shall not thereafter be altered without the prior consent in writing of the Local Planning Authority.

REASON: To safeguard the character and appearance of the area.

27. Notwithstanding the information provided on the approved layout plan, details of all walls and fences around each plot and on the site boundaries shall be submitted to and approved in writing by the Local Planning Authority. Such walls and fences shall be erected before occupation of the associated dwellings hereby approved and thereafter be retained.

REASON: To ensure that in the interests of privacy and visual amenity a high standard of boundary treatment is provided.

<b>E</b> WTC/010/24	Approved	30 BUTTERCROSS LANE
<b>E</b> WTC/011/24	Approved	11 CURBRIDGE ROAD
<b>C</b> WTC/012/24	Approved	90 RALEGH CRESCENT
District COMMENT	1. That the development be carried out in	Local COMMENT Witney Town Council object to this application.
		The time limited consent refers to 'special circumstances' and 'particular circumstances', these circumstances are not put forward or justified within the application documents and therefore Members are not able to support this proposal on those grounds and object to consent being granted beyond the extant permission.
		Members raised objections around noise and disturbance caused by the operation of this commercial gym in a residential setting, including:
		- The noise of gym equipment (especially weights), music and cars/car doors.
		- Parking issues and noise disruption caused by clients visiting by car, including at unsociable hours.
		- The intensity is above and beyond what would be expected in a residential area, with neighbouring houses in such close proximity.
		The documents suggest that there have not been any complaints about the operation, however Witney Town Council Members state that this is not true and

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### **GRANTED PLANNING PERMISSIONS**

accordance with the approved plans listed below.  
REASON: For the avoidance of doubt as to what is permitted.

2. The personal training/gym use shall only be operated for commercial purposes by the occupants of 90 Raleigh Crescent, Witney, OX28 5F and shall not be operated by third party or commercial enterprises.

REASON: The application is approved on the particular circumstances of the case and to be used other than its approved use will require further assessment with regards to amenity and parking.

3. The premises shall not be open for clients outside the hours of:

Monday and Friday 07:00-18:00;  
Tuesday and Wednesday 08:00 - 19:00;  
Thursday 10:00 - 20:00;  
Saturday 08:00 - 17:00

The premises shall not open for clients on Sundays or Bank Holidays. A schedule of appointments shall be kept and made available to the Local Planning Authority on request.

REASON: Control is required in the interests of protecting neighbouring amenity.

4. The premises shall not be open for clients for more than 35 hours per week. A schedule of appointments shall be kept and made available to the Local Planning Authority on request.

REASON: Control is required in the interests of protecting neighbouring amenity.

5. No more than 8 clients will be received per day, no more than 3 clients will be received in any one session and all clients shall be by appointment only.

REASON: Control is required in the interests of protecting neighbouring amenity.

6. The use hereby permitted shall be limited to the area outlined in green shown on submitted drawing 1620\_203p01 (Plan and elevations).

REASON: For the avoidance of doubt as to what is permitted.

residents have contacted ward members on multiple occasions.

Witney Town Council object to the removal of Condition 1 and Condition 4. This application does not comply with Local Plan Policy - Policy OS2 requires that development should be compatible with adjoining uses and not have a harmful impact on the amenity of existing occupants. Further, Policy OS4 requires that development not harm the use or enjoyment of land and buildings nearby including living conditions in residential properties.

E WTC/013/24	Approved	12 HARVEST WAY
E WTC/014/24	Approved	MULBERRY HOUSE
E WTC/015/24	Approved	47 BRIDGE STREET
WTC/016/24	Approved	1 KINGSWALK COTTAGES
E WTC/022/24	Approved	2 STATION LANE
E WTC/024/24	Approved	50 HERON DRIVE

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

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**GRANTED PLANNING PERMISSIONS**

E WTC/025/24	Approved	KINGSMEAD
E WTC/026/24	Approved	19 KINGSFIELD CRESCENT
E WTC/027/24	Approved	13 MARKET SQUARE
E WTC/028/ADV	Approved	13 MARKET SQUARE
E WTC/030/24	Approved	32 WINFIELD DRIVE
E WTC/037/24	Approved with Conditions	CAR PARK, REAR OF 58 WEST END
E WTC/114/23	Approved	COGGES MANOR FARM
E WTC/167/23	Approved	6 CHURCH GREEN
E WTC/168/23	Approved	9 WEST END
E WTC/169/23	Approved	9 WEST END
E WTC/182/23	Approved	MYSTORE SELF STORAGE
E WTC/185/23	Approved	10 FRENCH CLOSE
E WTC/186/23	Approved	2 GLOUCESTER PLACE
E WTC/187/23	Approved	50 NEWLAND
E WTC/188/23	Approved	50 NEWLAND

**OTHER PLANNING DETAILS**

WTC/072/23	Withdrawn	UNIT 32
WTC/084/23	Withdrawn	PRIORY HOUSE
WTC/085/23	Withdrawn	PRIORY HOUSE
WTC/171/23	Withdrawn	111 MANOR ROAD

## WITNEY TRAFFIC ADVISORY COMMITTEE MEETING

Held on Tuesday, 26 March 2024

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

### Present:

Councillor D Enright (Chair)

Councillors:	M Brooker T Ashby	S Simpson R Smith
Others:	K Hickman T Bayliss A Lyon	A Bullock D Miles
Officers:	Adam Clapton Claire Green  Odele Parsons	Deputy Town Clerk Administration Support - Planning & Stronger Communities Oxfordshire County Council

1 member of the public.

#### T14 ELECTION OF CHAIR

In the absence of the Chair, Members proposed, seconded and agreed Cllr D Enright as Chair for the meeting.

#### T15 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Andrew Coles and Joy Aitman, and Chris Hulme from Thames Valley Police. Councillor Ruth Smith had given advance notice that she would be joining the meeting at 3:15pm.

#### T16 PUBLIC PARTICIPATION

The Committee received representation from a resident of Raleigh Crescent. D Bridewell spoke in relation to compromised driver visibility caused by on-street parking.

#### T17 TO ADOPT AND SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 16 JANUARY 2024 (COPY ENCLOSED)

The Committee received the minutes of the Witney Traffic Advisory Committee meeting held on 16 January 2024.

**Resolved:**

That, the minutes of the Witney Traffic Advisory Committee held on 16 January 2024 be approved and signed by the Chair.

**T18 MATTERS ARISING FROM THE MINUTES NOT COVERED IN THE ACTION PLAN OR SUBSEQUENT ITEMS**

T4 – In response to a Member, the Chair advised the Festival of Food and Drink would be held during the spring in Carterton, not Witney this year.

T11 - A Member noted the minutes referred to a request for accident data in Witney. OCC Officers had requested the data; a response was outstanding but would be followed up.

**Resolved:**

That, the information would be shared with this Committee when available.

**T19 DEER PARK ESTATE - PARKING**

With the permission of the Committee, the Chair brought forward this agenda item so the member of the public present could hear the outcome.

Members were sympathetic to the concerns raised and agreed that some white lining to distance parked vehicles from the driveway entrance could help.

**Resolved:**

That, the OCC Officer present at the meeting put forward this location for the consideration of the lining programme team.

**T20 OXFORDSHIRE COUNTY COUNCIL REPORTS**

The Committee received and considered the Oxfordshire County Council reports which included updates on Shores Green, Witney High Street, Bridge Street options, Fiveways roundabout, Windrush Place road infrastructure, a West End crossing and Madley Park path improvements.

Questions were raised regarding the current timetable for the High Street and Market Square improvements. The next stage of public consultation was expected late Spring. It was requested that the project lead and/or a representative from the appointed Preliminary Design team (Phil Jones Associates (PJA)) attended the next meeting.

Cllr Brooker addressed the consultation process for the Bridge Street Area Options Appraisal Report and asked that the Fire Station be included in the consultation process and their operational need considered as part of the stakeholder engagement exercise.

It was confirmed the County Council had not yet confirmed its position on the preferred scheme, including a West End link option.

*Cllr R Smith joined the meeting during this item at 3:15pm*

Members were updated on two schemes for improved cycle safety at Fiveways Roundabout. A discussion raised a number of points:

- The allocated budget from Vision Zero was deemed insufficient for a proper review.
- In addition to improving cycle safety on the roundabout itself; a new cycleway be created from the Northern end of Ducklington Lane to Fiveways Roundabout.
- There was a high number of bus movements at Fiveways Roundabout, due to routing and the location of the bus depot; any engineering should consider how buses navigate this area, tables and humps can be problematic.

*A Lyons left the meeting during this item at 3:20pm  
A Lyons re-joined the meeting during this item at 3:30pm*

The discussion moved on to agenda point 4.6. Members were frustrated at the continued delays in the funded works to the Deer Park Bridleway and the two anticipated signalised crossings. Members were sympathetic to the resourcing issues at OCC but were very disappointed at the lack of any action. OCC advised that the works to improve the Deer Park Bridleway surface and the works to improve the Madley Park Path would be combined and managed by the same project lead to maximise efficiency.

**Resolved:**

1. That, the OCC project lead for High Street and Market Square Active Travel 3 scheme, and a representative from PJA be invited to attend the next meeting of this Committee.
2. That OCC will add the Fire Service (Specifically Witney station) to the consultee list for road changes.
3. That OCC officers engage with Windrush Bike Project on Vision Zero and safer cycling opportunities for Fiveways Roundabout and Corn Street.

**T21 COMMUNITY SPEEDWATCH UPDATE**

The Committee received a verbal update from the Deputy Town Clerk of Witney Town Council regarding the Community Speedwatch Scheme administered by the Committee.

The second session had now taken place, this was at the registered Burford Road site. 217 vehicles were measured with 20% being recorded as over the threshold. Two further sites had been submitted for consideration: Witan Way and Mill Street.

The scheme still required further volunteers to come forward.

**Resolved:**

That, the verbal update on the Community Speedwatch scheme be noted.

**T22 PUBLIC TRANSPORT UPDATE**

The Committee were advised four new bus shelters were being installed at Windrush Place and received verbal updates from the Independent Transport Representative on bus related issues.

Countywide travel tickets could be introduced at the end of April/beginning of May. The proposed fares for young passengers being £3.50, and adults £6.50 – This would be the day rate for County wide travel. Options for 7-day tickets would also be available but sold online.

The Chair also raised the possibility of bus users feedback meeting, administered by the Committee during the summer. It would be a simple meeting, but funds would need to be sought for the hire of the Corn Exchange if that were to be the agreed venue.

A Member also spoke in favour of a bus shelter being installed on Woodstock Road, at Woodgreen. The Deputy Town Clerk advised this issue was being explored by the Town Council.

**Resolved:**

1. That, the verbal update from the Independent Parish Transport representative be noted and,
2. That, the Committee holds a bus users feedback meeting during the summer.

**T23 H2 BUS SERVICE EXTENSION - CORRESPONDENCE RECEIVED**

A response from Oxfordshire County Council on this issue, raised by a resident at the last meeting, had been received and was presented for information. The resident who raised this issue had been sent a copy of the response.

Members noted the potential options did not offer a direct service between Witney and the Churchill Hospital and the Oxford North scheme, as listed, appeared to be the preferred option.

**Resolved:**

That, the response from the Oxfordshire County Council be noted.

**T24 ITEMS RAISED AT THE MEETING**

A Member raised visibility at Hailey Road and asked if white lining could be added, as in other places to push cars further back from the junction.

Black lining at Corn Street was raised by a Member as it had worn off and was confusing all road users. If there was not a more robust black paint, burning off the white markings would be a safer alternative.

Several Members had mentioned traffic flow in Witney during the meeting. There was a concern raised about pupils entering Henry Box School from The Crofts – traffic flow data on what was currently happening around town would be beneficial to see where pinch points and problems were occurring. Members agreed the School Streets scheme should be looked at again following disappointing first attempt in recent years.

A Member asked about the use of mirrors to assist with visibility, particularly regarding the junction of Compton Way. The OCC Officer advised visibility mirrors were not a preferred option and it would be more beneficial to push the parking away from the junction with white lining.

Richmond Village had approached a Member with a proposal for the extension of footpaths on Thorney Leys and Curbridge Road. It was agreed this should be on the next agenda for consideration.

A Member raised the problem of verge parking and whether the OCC parking enforcement team were dealing with this or whether anything further could be done.

Town Council officers advised a local vehicle safety company had approached the Council about a road safety roadshow in July; details would be circulated to Members who may be interested to attend.

Finally, the zebra crossing markings opposite St Mary's Mead, at the entrance to the Leisure Centre had worn off of the road. The OCC Officer advised she would take this back to Highways officers.

**Resolved:**

1. That, the County Council explores white lining options at Hailey Road, Compton Way and Witan Way/Leisure Centre.
2. That, more robust black lining measures at Corn Street are considered by the County Council.
3. That, School Streets is added to the next meeting's agenda.
4. That, Richmond Village's footpath extension proposal is discussed at the next meeting.
5. That, a County Council parking enforcement update is requested for the next meeting.

T25 **DATE OF THE NEXT MEETING(S)**

Members were advised the forthcoming meetings of the Committee would be held on 11 June, 24 September 2024, and 21 January, 18 March 2025, all at 2.30pm.

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The meeting closed at: 4.20 pm

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Chair

## CLIMATE, BIODIVERSITY & PLANNING COMMITTEE

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<b>Date:</b>	Tuesday, 9 April 2024
<b>Title:</b>	Future Meetings of the Climate, Biodiversity & Planning Committee
<b>Contact Officer:</b>	Deputy Town Clerk

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### **Background**

At present the Committee meets virtually as an Advisory Committee for two meeting of every Council Committee cycle; the third meeting being the 'Full Planning' meeting which includes climate and environmental items, planning minutes and district planning decisions.

### **Current Situation**

The above arrangement has been in place since the end of the Covid-19 pandemic and Members are asked to consider whether they would like to continue in this format. The only other alternative would be to hold all CB&P Committee meetings in-person. Legally, the meetings cannot all be virtual.

The current scheme has benefits as it limits the number of meetings both Members and Officers need to attend and provides flexibility, but virtual meetings may not operate as well or facilitate debate as in-person discussions can.

If Members recommend in-person meetings, the change will take effect from the start of the new municipal year on 15<sup>th</sup> May 2024.

### **Environmental impact**

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

### **Risk**

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

### **Social Value**

Social value is the positive change the Council creates in the local community within which it operates.

- Virtual meetings do enable members of the public to attend, some of whom may not be able to for varying reasons.

## **Financial implications**

- There are staff resourcing implications if in-person meetings were to be held.

## **Recommendations**

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

1. Which format future CB&P Committee meetings should take from May 2024.



Date: 20th March 2024  
Our ref: 24/00006/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: 59 Barrington Close Witney Oxfordshire

Description of Development: Change of use of land to enlarge domestic garden together with erection of fencing and construction of single storey side extension. (Part retrospective)

Original Application Number: 23/02476/FUL

Appellant's name: Mr Mark Ellen

Appeal Reference: APP/D3125/W/24/3336974

Appeal Start Date: 13.03.2024

I refer to the above details. An appeal has been made to the Secretary of State against the decision of West Oxfordshire District Council to refuse planning permission for the development described.

The appeal will be determined on the basis of **written representations**. The procedure followed is set out in Part 2 of The Town and Country Planning (Appeals) (Written Representations Procedure) (England) Regulations 2009, as amended.

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>.** If you do not have access to the internet, you can send your comments to the following address quoting reference number APP/D3125/W/24/3336974:

In writing (please send 5 copies): Temple Quay House  
2 The Square  
Bristol  
BS1 6PN

**All representations must be received by** the Planning Inspectorate by **17th April 2024**. 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/24/3336974. 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

Date: 3<sup>rd</sup> April 2024  
Our ref: 24/00008/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: 17A Moor Avenue Witney Oxfordshire

Description of Development or Use: Certificate of Lawfulness (continued use as independent, separate dwelling house).

Reason for refusal: The evidence does not show on the balance of probabilities that a breach of planning control has continued without material interruption for a period of four or more years preceding the date of the application.

Original Application Number: 23/02164/CLE

Appellant's name: Lou Lou

Appeal Reference: APP/D3125/X/24/3340800

Appeal Start Date: 20.03.2024

I refer to the above details. An appeal has been made to the Secretary of State against the decision of West Oxfordshire District Council to refuse to grant a Certificate of Lawful Use or Development (Existing) for the development or use as described above for the reason(s) stated.

The appeal will be determined on the basis of **written representations**. The procedure followed is set out in Part 2 of The Town and Country Planning (Appeals) (Written Representations Procedure) (England) Regulations 2009, as amended.

We have forwarded all the representations made to us on the original 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>.** If you do not have access to the internet, you can send your comments to the following address quoting reference number APP/D3125/X/24/3340800:

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 1st May 2024.** 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 ensure that all comments/documents submitted are GDPR compliant.

Please be aware that the planning merits of the development/use that is the subject of this appeal are not ordinarily an issue, as whether or not a proposed or existing development is lawful typically depends on matters of fact.

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/X/24/3340800. 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 faithfully

*Chris Wood*

Senior Planning Officer (Appeals)  
Planning and Strategic Housing