

Climate, Biodiversity & Planning Committee Meeting of Witney Town Council



Tuesday, 4th June, 2024 at 6.00 pm

To members of the Climate, Biodiversity & Planning Committee - A Bailey, G Meadows, J Aitman, S Simpson, G Doughty, J Doughty, O Collins and R Smith (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 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 **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. Election of Vice-Chair

To elect a Vice-Chair of the Committee for the 2024-25 Municipal Year.

4. Minutes (Pages 4 - 19)

a) To adopt and sign as correct the minutes of the committee held on 15 April, 23 April & 14 May 2024

b) Matters arising from the minutes of committee held on 15 April, 23 April & 14 May 2024.

5. **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.

6. **Committee Objectives & Work Programme for the Municipal Year (To Follow)**

To receive the report of the Town Clerk/CEO concerning the priorities of this Committee during 2024/25.

7. **Finance Report (Pages 20 - 26)**

To receive and consider the report of the R.F.O concerning the financial position of items under the remit of this Committee in 2024/25.

8. **Planning Applications (Pages 27 - 29)**

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

9. **Planning Decisions (Pages 30 - 31)**

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

The Committee may wish to view the approved Decision Notice for [23/01206/FUL](#) | Erection of seventy four dwellings and associated infrastructure (amended plans) | Land West Of Witney North Of A40 And East Of Downs Road Curbridge Witney Oxfordshire.

10. **Oxford Traffic Filters (Pages 32 - 33)**

To receive the report of the Deputy Town Clerk regarding an event to inform residents of the details of the Oxford Traffic Filters scheme.

Information on the OCC traffic scheme can be found [here](#)

Information on CoHSAT, the group who will facilitate the information event can be found [here](#)

11. **Lake & Country Park Operational Update (Pages 34 - 35)**

To receive the report of the Biodiversity & Green Spaces Officer.

12. **Witney Lake - Request to Register as a Fishery (Pages 36 - 37)**

To receive the report of the Biodiversity & Green Spaces Officer.

13. **Lake & Country Park Management Plan (Pages 38 - 39)**

To receive the updated Management Plan from the Biodiversity & Green Spaces Officer.

14. **Witney Shores Green - Signage Plan - Planning Ref: R3.0062/24 (Pages 40 - 41)**

To consider a consultation from Oxfordshire County Council in respect of an application for works associated with the construction of the A40 Shores Green Junction.

Application Documents can be found at:

<https://myeplanning2.oxfordshire.gov.uk/Planning/Display/R3.0062/24/#undefined>

The deadline for a response is 18 June 2024.



Town Clerk

Public Document Pack Agenda Item 4

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

Held on Monday, 15 April 2024

At 6.02 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 D Temple
Officers:	Adam Clapton Derek Mackenzie Claire Green Sharon Groth	Deputy Town Clerk Senior Administrative Officer & Committee Clerk Administration Support - Planning & Stronger Communities Town Clerk
Others:	Three members of the public. Councillor Geoff Doughty Councillor Thomas Ashby Councillor Rachel Crouch Councillor Denis Newcombe Councillor Jack Treloar	

P188 APOLOGIES FOR ABSENCE

No apologies for absence were received.

P189 DECLARATIONS OF INTEREST

There were no declarations of interest from Members or officers.

(Cllr G Meadows joined the meeting at 6:05pm)

P190 PUBLIC PARTICIPATION

The Committee adjourned for this item.

The committee received representations from three residents of the town concerning Agenda Item 5

The Committee reconvened.

(During the discussions of Item 4 Cllr T Ashby left the meeting at 6:46pm and rejoined at 6:49pm.)

P191 **PLANNING APPLICATIONS**

The Committee received and considered the outline planning application for the North Witney Strategic Development Area received from West Oxfordshire District Council.

Members recognised a development at this site was designated in the West Oxfordshire Local Plan and there was little scope to object. There was agreement however, that the development should be the best possible and must be tied to agreements and legal obligations which ensured vitally needed infrastructure was considered at this outline application stage and delivered early in the development.

There was further agreement that the Council should explore the possibility of a community governance review of Witney's boundaries as this development would utilise Witney's infrastructure and services.

Resolved:

1. That, the comments, as per the attached document be forwarded to West Oxfordshire District Council and,
2. That, Witney Town Council considers requesting a Community Governance Review, with officers providing a report at the next meeting.

The meeting closed at: 7.04 pm

Chair

Consultee Comments for Planning Application 24/00482/OUT

Application Summary

Application Number: 24/00482/OUT

Address: North Witney Strategic Development Area New Yatt Road Witney Oxfordshire

Proposal: Outline planning application for a residential-led mixed-use development (Use Class C3 / C2), a 2.2ha primary school (Use Class F1), and up to 400m2 community use and/or co-working hub and/or shop (Use Class E and F2) and Northern Distributor Road with creation of new vehicular access off Woodstock Road, New Yatt Road and Hailey Road and provision of public open space with associated infrastructure and earthworks. (All matters reserved except accessibility to the site, for vehicles in terms of the positioning and treatment of access to the site)

Case Officer: Joan Desmond

Consultee Details

Name: Mrs S Groth

Address: Witney Town Council, Town Hall, Market Square Witney, Oxfordshire OX28 6AG

Email: info@witney-tc.gov.uk

On Behalf Of: Parish Council

Comments

Witney Town Council recognise that housing needs to be delivered as part of the development in the West Oxfordshire District Council Local Plan 2031 and given that this proposal has been identified as a Strategic Development Area there are limited opportunities to object. However, the Council recognises both the impact and opportunities a development of this scale could bring to Witney as a neighbouring parish and main service centre and will be exploring opportunities for a community governance review with all relevant parties.

In addition to the queries and concerns raised by technical consultees, the town council also asks that all neighbouring parishes comments be considered in the planning process.

Members have highlighted the following concerns:

1. In order to secure essential infrastructure to support and protect residents, any permission must be accompanied by legally binding conditions or agreements that guarantee timely and fit for purpose services and facilities with sensible phasing to ensure operational services are available to residents from the outset. Including but not limited to;
 - a. Sewerage – infrastructure and treatment works' capacity. The Environment Agency particularly, should be called upon to support with sewerage conditions and objections.
 - b. Community facilities – shops, schools, public spaces, community halls, sports pitches and pubs.

c. Delivery of the West End Link Road – and further connectivity through and to the site.

2. The current levels of sewage discharge into Witney waterways are completely unacceptable. An increase in sewerage demand, coupled with the huge loss of natural permeable drainage area will lead to increased flood risk and increased occurrence of untreated sewage discharge in what is already a high flood risk area. Developers and West Oxfordshire District Council need to secure support and cooperation from Thames Water and the Environment Agency. Witney Town Council ask that independent flood risk and drainage reports are sought.

Planners should think creatively and ensure representation is provided by the Environment Agency on how best to deliver the West End Link road and how its design could help with flood mitigation before water reaches the Bridge Street/West End catchment area of the River Windrush.

3. Witney town centre and surrounding roads have existing problems with traffic congestion. The active travel ideals made by the developer are acknowledged, however, the reality is that Witney will be the main service centre for residents of this proposed development and given the distance of the development to the town centre, it is unlikely that the majority of residents will bus, cycle or walk to access facilities. The West End Link road is absent from the plans – Witney Town Council are not aware that this anticipated road infrastructure upgrade has been cancelled. In order to future-proof traffic and travel options the link road should be incorporated at the planning stage, along with full connectivity through and around the site, to include options for active travel, bus routes and private transport. Therefore, the town council insists upon a Section 278 agreement with Oxfordshire County Council to deliver this infrastructure and more to benefit this development and North Witney.
4. Witney Town Council note the comments from the NHS Clinical Commissioning Group which clearly state significant issues with capacity, directly affecting primary care services. Funding and planning for provision of these services should be in place ahead of new residents moving to the area, with agreed sums being index-linked.
5. Members welcome innovative proposals for the housing mix – In Witney there is a lack of bungalows for those looking to down-size and for residents with accessibility needs. There is strong demand for starter homes, and it is incredibly difficult for those looking to get on the property ladder, this would be more achievable if there was a greater supply of 1-bed houses, and a better offering if 1-bed properties were available as houses as well as flats. Accessibility needs should be considered across the offering, with options available across the mix that provide for accessibility – family homes that can include a downstairs bedroom/wet room facility; and if flats are considered, blocks should include lift access to upper floors and not just stairwells.
6. Outdoor community spaces should consider inclusivity and the needs of different age groups. These could include a ‘forest school’ type nature space that can be used by anticipated schools and other community groups. Spaces for teenagers, public houses for social gathering, and recreational space for children should offer well-lit safe spaces for teenagers to meet, as well as other facilities for families with younger children, and children with disabilities. There does not appear to be an allocation for sport pitches which are currently under-served in Witney.

7. More detail would be welcome on the use of renewable energy and sustainable design. Every opportunity should be sought to demonstrate sustainable, energy efficient homes, as is required by local and national planning policies. The Town Council also stresses a high importance on environmental and biodiverse thinking within the development site and the need for large biodiversity net gain, given the vast amount of green space being lost at the site.
8. With the creation of approximately 1,250 dwellings, generating an estimated population of 3,000, Witney Town Council expects a significant impact from the residents of this development who will look towards Witney for the vast majority of its services and infrastructure, given the proximity to the town and the natural buffer to the Hailey village envelope.

As the main service centre, the Council welcomes the response from the District Council outlining the needs for leisure, recreation and play facilities but would go further in requesting additional specific off-site contributions towards the Leys Play Area, the Witney Parkrun course, and other Open Spaces upgrades as set out in the Town Council's adopted Open Spaces Strategy which will help deliver social and environmental outcomes from the development. It is stated that,

'...by improving the quality and provision of open spaces in an area, WTC can make a positive impact on the overall health and physical activity of its residents.'

Further off-site contributions are sought for community infrastructure, cemeteries, public halls, heritage, and climate and biodiversity initiatives. Therefore, Witney Town Council would request the following based on a yearly sum per dwelling which provides services in these areas, multiplied by the anticipated number of dwellings (1,250) to deliver infrastructure impacted by the development :

- Sports & Recreation £39,900
Specific contributions to upgrade the Leys Adventure Play & Splash Park Areas, improvement to sports pitch changing rooms at Burwell Hall and ongoing delivery of items in the Council's adopted Open Spaces Strategy. (in addition to funds requested from WODC regarding sports pitches and play areas).
- Community £98,900
Contributions towards street scene infrastructure including bus shelters, bins, grit bins, community noticeboard and benches, for the provision of services and utilities to allocated allotment land, and a West Witney Parkrun hogging path (£30,000). Also, an additional sum of £10,000 towards the provision of the community bus route to serve the development and £15,000 towards the town council's demonstrable detached youth service funded to serve young people, of which there will be an increase in number from this development.
- Cemeteries £19,500
A contribution towards Windrush Cemetery for the anticipated demand for grave spaces and associated internal layout.

- Public Halls £16,700
A contribution to the Corn Exchange as a community arts facility for Witney & West Oxfordshire to provide continued improvement of theatrical equipment.
- Climate & Biodiversity £11,000
A contribution towards nature recovery and re-wilding works at Witney Lake & Country Park as set out in the Council's Land Management Plan and across Witney.
- Heritage £100,000
A contribution towards refurbishment works of the town's historical buildings in the town council's ownership, including the Buttercross, Town Hall, Corn Exchange, St Mary's Church Carillon and Towe Hill Cemetery Chapels.

Total sum: £286,000

9. The Town Council would also like further information on the primary school provision, the combined use of community spaces and the potential for a community hub, and the mode of stewardship for facilities i.e. something run by community representatives, rather than private management companies.
10. Much of the above is referenced in the North Witney Strategic Development Area specific plan policy – POLICY WIT2, and as such Witney Town Council would expect that West Oxfordshire District Council will be making every effort to ensure that this development delivers are set out in a masterplan and is a policy compliant scheme that accords with the points so clearly outlined within POLICY WIT2.

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

Held on Tuesday, 23 April 2024

At 6.00 pm in the Virtual Meeting Room via Zoom

Present:

Councillor A Bailey (Chair)

Councillors:	R Smith J Aitman J Robertshaw	S Simpson D Temple
Officers:	Derek Mackenzie Claire Green	Senior Administrative Officer & Committee Clerk Administration Support - Planning & Stronger Communities
Others:	None	

P216 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor O Collins.

P217 DECLARATIONS OF INTEREST

There were no declarations of interest from Members or officers.

P218 PUBLIC PARTICIPATION

There was no public participation.

P219 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.

P220 **NOTICE OF PLANNING APPEAL DECISION - KINGSMEAD, 51 WOODLANDS ROAD, WITNEY**

The Committee received and considered correspondence concerning the appeal decision APP/D3125/D/24/3337152 for Kingsmead, 51 Woodstock Road, Witney.

Resolved:

That, the appeal decision be noted.

P221 **APPLICATION FOR VARIATION TO PREMISES LICENCE W/24/00356/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 had no objections to the application.

Resolved:

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

P222 **OXFORD TRAFFIC FILTERS**

Cllr R Smith provided Members with a verbal explanation of the proposal received from the Coalition for Healthy Streets and Active Travel (CoHSAT) asking for help in the facilitation of an event to present to residents of the town the details of the Oxford Traffic Filter scheme due to be trialled from Autumn 2024.

Following the resolution at the meeting of the Council on 15 April 2024 for the Climate, Biodiversity & Planning Committee to make the arrangements for the event, Members discussed the options in respect of the venue in which to host the event.

There were reservations as this would not be a Town Council event. Members wished it be clear that the scheme was that of Oxfordshire County Council and the importance for residents to be aware of this, some members therefore thought that hosting in a town council building such as the Corn Exchange may cause confusion whereas Burwell Hall would give a community feel to the presentation.

Members also discussed the potential attendance of such an event and would welcome as high attendance as possible. The Chair asked that Officers review available dates and venue options.

A member raised his lack of knowledge of the scheme and asked that further information be circulated by Officers.

Resolved:

1. That, further information be circulated by Officers to update Members on the scheme and,
2. That, Officers work with the Leader and Chair of the Climate, Biodiversity & Planning Committee to find a suitable date and venue.

The meeting closed at: 6.43 pm

Chair

Witney Town CouncilPlanning Minutes - 23rd April 2024

219

219- 1 WTC/053/24 Plot Ref :-24/00919/CND Type :- DISCHARGE
 Applicant Name :- . Date Received :- 16/04/2024
 Location :- 87 CORN STREET Date Returned :- 24/04/2024
 CORN STREET

Proposal : Discharge of conditions 6 (landscaping), 10 (electric vehicle charging), 13 (details of accesses, driveways, car and cycle spaces), 15 (details of roads, driveways and footpaths) and 16 (refuse bin storage), of planning permission 20/03281/FUL (amending conditions previously discharged under 23/02353/CND)

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

219- 2 WTC/054/24 Plot Ref :-24/00773/LBC Type :- LISTED BUI
 Applicant Name :- . Date Received :- 16/04/2024
 Location :- 74 WEST END Date Returned :- 24/04/2024
 WEST END

Proposal : Alterations to refurbish existing house, including removal of existing chimney from single storey rear extension, repairs to windows and replacement front and rear doors together with internal changes to fireplace and restoration of flagstone flooring.

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

219- 3 WTC/055/24 Plot Ref :-24/00790/HHD Type :- HOUSEHOLDE
 Applicant Name :- . Date Received :- 16/04/2024
 Location :- 15 WINFIELD ROAD Date Returned :- 24/04/2024
 WINFIELD ROAD

Proposal : Erection of single storey rear extension with Ultraframe pre approved gable roof system with glazed sections.

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.

219- 4 WTC/056/24 Plot Ref :-24/00798/HHD Type :- HOUSEHOLDE
 Applicant Name :- . Date Received :- 16/04/2024
 Location :- 24 DAVENPORT ROAD Date Returned :- 24/04/2024
 DAVENPORT ROAD

Proposal : Thermal upgrade of existing detached property to include insulation to ground floor, external walls and roof, removal of existing chimneys and installation of Air Source Heat Pump and PV array together with the demolition and rebuild of single storey side/rear extension and construction of new front entrance porch.

Observations : Witney Town Council welcome the thermal efficient and low-carbon

enhancements incorporated in this proposal. Witney Town Council have no objections to this application.

219- 5 WTC/057/24 Plot Ref :-24/00851/HHD Type :- HOUSEHOLDE

Applicant Name :- . Date Received :- 16/04/2024

Location :- 27 BROADWAY CLOSE Date Returned :- 24/04/2024
BROADWAY CLOSE

Proposal : Erection of a single storey rear extension

Observations : While Witney Town Council does not object to this application in terms of material concerns, it notes the loss of permeable drainage and would ask that mitigating measures are considered to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.

The Meeting closed at : 18:43

Signed : _____ Chairman Date: _____

On behalf of :- Witney Town Council

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

Held on Tuesday, 14 May 2024

At 6.05 pm in the Virtual Meeting Room via Zoom

Present:

Councillor A Bailey (Chair)

Councillors:	G Meadows S Simpson G Doughty	J Doughty R Smith
Officers:	Adam Clapton Derek Mackenzie	Deputy Town Clerk Senior Administrative Officer & Committee Clerk
Others:	None.	

P252 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors O Collins & J Aitman.

P253 DECLARATIONS OF INTEREST

There were no declarations of interest from Members or officers.

P254 PUBLIC PARTICIPATION

There was no public participation.

P255 PLANNING APPLICATIONS

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

Officers advised that Planning Application 24/00986/LBC 34 High Street was withdrawn since the publication of the agenda and therefore no longer required consideration.

Resolved:

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

P256 **APPLICATION FOR NEW PREMISES LICENCE - W/24/00396/PRMA - CHRIS HAYTER TRANSPORT, TUNGSTEN PARK**

The Committee received and considered an application for a New Premises Licence under the Licensing Act 2003 from Chris Hayter Transport, Tungsten Park.

Resolved:

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

P257 **WITNEY SHORES GREEN - DUST MANAGEMENT PLAN - PLANNING REF: R3.0051/24**

The Committee received and considered the Dust Management Plan Ref: R3.0051/24 in respect of the works at the Shores Green Junction of the A40.

Members welcomed the information and supported this application for the improvement to roads infrastructure given the benefits for Witney and the residents of the town.

Resolved:

That, the following comment be submitted to Oxfordshire County Council.

Witney Town Council notes this Management plan and welcomes any plans to mitigate against dust during the construction period.

P258 **WITNEY SHORES GREEN - TRAFFIC MANAGEMENT PLAN - PLANNING REF: R3.0052/24**

The Committee received and considered the Traffic Management Plan Ref: R3.0052/24 in respect of the works at the Shores Green Junction of the A40.

Members again welcomed the information as they had the Dust Management Plan earlier in the meeting and supported this application for the improvement to transport infrastructure given the benefits for Witney and its residents.

A Member raised the CLOCS (Construction Logistics and Community Safety) Standard which required developers of large construction sites to plan the movement of their HGVs to keep them away from busy or high-risk areas, such as school gates during drop-off times, as well as setting minimum safety standards for their fleet. Members therefore asked that these standards be adhered to during the construction stage.

Resolved:

That, the following response be submitted to Oxfordshire County Council.

Witney Town Council notes the reference to CLOCS (Construction Logistics and Community Safety) Standard in the application data. However, it would like to see further evidence of how the Contractor will ensure safety for pedestrians and school children travelling between South Leigh and Witney during construction to show greater adherence to these standards.

P259 **PROPOSED DISABLED PERSONS PARKING PLACES**

The Committee received and considered the proposals received from Oxfordshire Country Council to amend the provision for disabled parking arrangements in Bourton Close and Corn Street in order to facilitate improvement to disabled parking facilities.

Members welcomed the changes.

Resolved:

That, Witney Town Council offers no objection.

P260 **PLANNING APPEAL - 141 QUEEN EMMA'S DYKE - 20/03068/FUL**

The Committee received notice of Planning Appeal APP/D3125/W/24/3339455 for 141 Queen Emma's Dyke, Witney.

Resolved:

That, the Planning Appeal be noted.

The meeting closed at: 6.41 pm

Chair

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255

255- 1 WTC/058/24 Plot Ref :-24/00917/HHD Type :- HOUSEHOLDE
 Applicant Name :- . Date Received :- 24/04/2024
 Location :- 39 EARLY ROAD Date Returned :- 15/05/2024
 EARLY ROAD
 Proposal : Removal of garage and erection of a single storey extension to dwelling.
 Observations : Witney Town Council has no objections regarding this application.

255- 2 WTC/059/24 Plot Ref :-24/00871/HHD Type :- HOUSEHOLDE
 Applicant Name :- . Date Received :- 24/04/2024
 Location :- 7 WOODGREEN Date Returned :- 15/05/2024
 WOODGREEN
 Proposal : Construction of detached outbuilding.
 Observations : Witney Town Council has no objections regarding this application but would request alternative renewable energy solutions are considered by the applicant as set out in the West Oxfordshire Local Plan 2031 core objective CO17.
 Members recognise a commitment to using smokeless fuels in the application but are aware this does not mitigate completely against carbon emissions being released into the environment. There is also no mention of insulation which would help reduce energy use and the carbon footprint further.
 In addition, it notes 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.

255- 3 WTC/060/24 Plot Ref :-24/00730/HHD Type :- HOUSEHOLDE
 Applicant Name :- . Date Received :- 24/04/2024
 Location :- 55 SCHOFIELD AVENUE Date Returned :- 15/05/2024
 SCHOFIELD AVENUE
 Proposal : Addition of wood cladding to exterior of completed single storey extension.
 Observations : Witney Town Council has no objections regarding this application.

255- 4 WTC/061/24 Plot Ref :-24/00853/HHD Type :- HOUSEHOLDE
 Applicant Name :- . Date Received :- 24/04/2024
 Location :- ASH CLOSE HOUSE Date Returned :- 15/05/2024
 GLOUCESTER PLACE
 Proposal : Alterations to existing house including replacement windows (retrospective), change front porch roof tiles, timber screening of uPVC greenhouse and

recladding of existing garden buildings.

Observations : While Witney Town Council does not object to this application in terms of material concerns, We ask that due attention is paid to the comments of the neighbouring property in respect of the potential impacts of the screening.

255- 5 WTC/062/24 Plot Ref :-24/00907/HHD Type :- HOUSEHOLDE

Applicant Name :- . Date Received :- 24/04/2024

Location :- 50 VALENCE CRESCENT Date Returned :- 15/05/2024
VALENCE CRESCENT

Proposal : Erection of single storey side and rear extension and part garage conversion.

Observations : While Witney Town Council does not object to this application in terms of material concerns, it notes that due to the larger property footprint 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.

Further, Witney Town Council expect that the converted garage will remain ancillary to the property.

255- 6 WTC/063/24 Plot Ref :-24/00927/FUL Type :- FULL

Applicant Name :- . Date Received :- 24/04/2024

Location :- HALL Date Returned :- 15/05/2024
REAR OF 52 HIGH STREET

Proposal : Demolition of existing hall and erection of 2 x two-bedroom homes and associated works.

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.

255- 7 WTC/064/24 Plot Ref :-24/00962/FUL Type :- FULL

Applicant Name :- . Date Received :- 08/05/2024

Location :- UNIT 4-5 Date Returned :- 15/05/2024
WINDRUSH PARK ROAD
OX28 7DZ

Proposal : Development of 7no. new light industrial/warehouse use classes E(g)iii, B2 and B8 units with ancillary office space together with associated parking and service yards.

Observations : Witney Town Council has no objections to this application. However, In line with the declared climate emergency, the Council asks that obtaining carbon neutrality is a priority for the applicant and that all measures to offset carbon emissions are considered in the progression of this light industrial development.

Furthermore, the Town Council recognises the need for modal shift towards active travel as set out in policy T3 of the West Oxfordshire Local Plan 2031 and asks that a contribution is sought to offer greater pedestrian and cycling connectivity to the site from the main residential areas of the town; In particular, towards the improvements set out in the Oxfordshire County Council Local Cycling & Walking Infrastructure Plan 2023 (proposed improvements 29-37).

255- 8 WTC/065/24 Plot Ref :-24/01008/ADV Type :- ADVERTISIN
Applicant Name :- . Date Received :- 08/05/2024
Location :- 70 Date Returned :- 15/05/2024
HIGH STREET
Proposal : Installation of externally illuminated fascia sign. (Retrospective).
Observations : Witney Town Council has no objections regarding this application.

255- 9 WTC/066/24 Plot Ref :-24/00965/LBC Type :- LISTED BUI
Applicant Name :- . Date Received :- 08/05/2024
Location :- 70 Date Returned :- 15/05/2024
HIGH STREET
Proposal : Installation of fascia sign. (Retrospective)
Observations : Witney Town Council has no objection to this application.

It is however, disappointed to note this is a retrospective application and expects any such applications to be submitted prior to work being carried out in the future so that consultation may take place

255- 10 WTC/067/24 Plot Ref :-24/00986/LBC Type :- LISTED BUI
Applicant Name :- . Date Received :- 08/05/2024
Location :- 34 Date Returned :-
HIGH STREET
Proposal : Proposed maintenance to the roof, timber windows and shopfront
Observations :

255- 11 WTC/068/24 Plot Ref :-24/01023/CLP Type :- LAWFULNESS
Applicant Name :- . Date Received :- 08/05/2024
Location :- 7 Date Returned :- 15/05/2024
NORTHFIELD SQUARE
Proposal : Certificate of Lawfulness (formation of habitable room in roof space with front and rear velux rooflights)
Observations : Witney Town Council has no objections regarding this application.

The Meeting closed at : 6:41pm

Signed : _____ Chairman Date: _____

On behalf of :- Witney Town Council

CLIMATE, BIODIVERSITY AND PLANNING COMMITTEE

Date: 4 June 2024
Title: Finance Report
Contact Officer: Responsible Financial Officer (RFO)

Should Members have any queries about this report advance notice would be appreciated, in writing, by 5pm on Friday 31 May 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 31 March 2024.

Current Situation

The Council has five standing committees which have delegated powers to make decisions, including financial decisions, regarding the services which included within their terms of reference, subject to the committee having the necessary budget. The Council's coding system and management accounts reflect the committee structure.

Council financial years run from 1 April to the 31 March following. Consequently, the Council is now in the 2024/25 year. However, for the first meeting of the Council year the management accounts presented to each Committee are those based on 2023/24 activity but also showing 2024/25 budget.

The Council is early in the new year and the 2024/25 income and expenditure does not as yet yield any meaningful information. However, if there were significant variances against the agreed budgets these would be reported even at this early stage as yet there are no such variances for this committee for 2024/25.

Within each committee, there are individual cost centres, comprising three digits, typically representing a discrete service entity, to which income and expenditure is allocated against previously agreed revenue budgets.

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

Cost centre	Service
206	Witney Country Park
403	Planning

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

The report which is presented to Members has a number of columns, as follows and working from left to right:

1. 2022-23 Budgeted income and expenditure (I&E).
2. 2022-23 Actual I&E.
3. 2023-24 Total – this is the original budget as agreed in January 2023.
4. 2023-24 Actual YTD – this is the actual I&E shown in the Council’s ledger.
5. 2023-24 Projected – this is the revised I&E projection made in November 2023 and approved by the Council in January 2024.
6. 2023-24 Committed – this column is not currently used but would show committed I&E in the management accounts e.g. for an order for goods or services which has been issued but which has yet to be invoiced. However, note that accruals are/will be made in the financial accounts at year end.
7. 2024-25 Agreed shows the budgets set by the Council at its meeting in January 2024.
8. This column indicates where 2024-25 expenditure is being funded from an earmarked reserve rather than precept.
9. This column is not used.

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 Projected estimate Nov.23	2023/24 Provisional outturn (subject to further year- end adjustments)	2024/25 Estimates agreed by the Council. January 2024
Expenditure	£126,550	£128,033	£117,187	£131,944
Less income	(£1,500)	(£217)	(£322)	(£978)
Net expenditure	£125,050	£127,816	£116,865	£130,966
Transfer from earmarked reserves	-	-	(£1,000)	-
Movement from general reserve	£125,050	£127,816	£115,865	£130,966

The projected outturn for 2023/24 is £8,185 or 6.5% below original net expenditure.

MATTERS TO NOTE

A comprehensive review of the budgetary position was undertaken during the budget cycle. The RFO would refer members to the finance/ budget reports which were approved at those meetings for further details. However, I would draw attention to the following:

1. Income from fishing rights is projected at a negative income £1,678 compared with original budget of £1,500. This was previously raised but to re-iterate this is due to an accruals adjustment relating to 2023/24 and separately one of the clubs relinquishing their rights resulting a further adjustment against prior year invoices 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.

2. Whilst provisional outturn for 2023/24 is below the projected estimates a portion of the underspend relates to budget lines which the Council has not needed to utilise this year due to careful asset management, projects which are either in progress or have been delayed or lines which are included in the budget to save for future expenditure.

As part of the year end process sums have been transferred to earmarked reserves to allow for expenditure in relation to these items. However, in accordance with proper accounting practice these transfers are from the general fund to the earmarked reserves and are not shown against the cost centres.

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 31 March 2024.

Annual Budget - By Committee (Actual YTD Month 12)

Note: Climate, Biodiversity & Planning Committee, 4 June 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
<u>Climate,Biodiversity &Planning</u>										
<u>206</u>	<u>WITNEY COUNTRY PARK</u>									
1030	FISHING RIGHTS	1,450	700	1,500	-1,678	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
	Total Income	1,450	1,646	1,500	322	217	0	978	0	0
4001	SALARIES	27,852	19,573	32,410	31,513	31,364	0	33,539	0	0
4002	ER'S NIC	2,861	1,925	3,217	3,094	3,700	0	3,348	0	0
4003	ER'S SUPERANN	6,044	4,222	7,033	6,806	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	4,861	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 12)

Note: Climate, Biodiversity & Planning Committee, 4 June 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	2,053	2,066	0	2,304	0	0
4893	C/S O'HEAD RCHG	574	567	647	811	640	0	652	0	0
4894	GROUNDS STAFF RECHARGE	0	399	1,683	874	566	0	1,822	0	0
4895	GROUNDS O'HEAD RECHARGE	0	207	622	895	850	0	776	0	0
4896	MTCE STAFF RECHARGE	0	3,232	23,179	16,717	15,196	0	22,790	0	0
4897	MTCE O'HEAD RECHARGE	0	509	2,269	1,899	1,688	0	2,056	0	0
4899	DEPOT REALLOCATION	0	0	2,422	5,332	6,856	0	4,156	0	0
	Overhead Expenditure	81,004	67,316	94,728	85,683	97,666	0	99,432	0	0
	206 Net Income over Expenditure	-79,554	-65,670	-93,228	-85,361	-97,449	0	-98,454	0	0
6000	plus Transfer from EMR	0	0	0	1,000	0	0	0	0	0
	Movement to/(from) Gen Reserve	(79,554)	(65,670)	(93,228)	(84,361)	(97,449)		(98,454)		
403	<u>PLANNING</u>									
4892	C/S STAFF RCHG	22,747	19,054	24,705	22,580	22,728	0	25,342	0	0
4893	C/S O'HEAD RCHG	6,312	6,232	7,117	8,924	7,639	0	7,170	0	0
	Overhead Expenditure	29,059	25,286	31,822	31,504	30,367	0	32,512	0	0
	Movement to/(from) Gen Reserve	(29,059)	(25,286)	(31,822)	(31,504)	(30,367)		(32,512)		
	Climate,Biodiversity &Planning - Income	1,450	1,646	1,500	322	217	0	978	0	0
	Expenditure	110,063	92,602	126,550	117,187	128,033	0	131,944	0	0
	Net Income over Expenditure	-108,613	-90,956	-125,050	-116,865	-127,816	0	-130,966	0	0
	plus Transfer from EMR	0	0	0	1,000	0	0	0	0	0

Continued on next page

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Annual Budget - By Committee (Actual YTD Month 12)

Note: Climate, Biodiversity & Planning Committee, 4 June 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
Movement to/(from) Gen Reserve	<u>(108,613)</u>	<u>(90,956)</u>	<u>(125,050)</u>	<u>(115,865)</u>	<u>(127,816)</u>		<u>(130,966)</u>		
Total Budget Income	1,450	1,646	1,500	322	217	0	978	0	0
Expenditure	110,063	92,602	126,550	117,187	128,033	0	131,944	0	0
Net Income over Expenditure	<u>-108,613</u>	<u>-90,956</u>	<u>-125,050</u>	<u>-116,865</u>	<u>-127,816</u>	<u>0</u>	<u>-130,966</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	0	0	1,000	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(108,613)</u>	<u>(90,956)</u>	<u>(125,050)</u>	<u>(115,865)</u>	<u>(127,816)</u>		<u>(130,966)</u>		

8.5	WTC/073/24	Plot Ref :- 24/01154/HHD	Type :- HOUSEHOL
	Applicant Name :- .		Date Received :- 22/05/2024
	Parish :- WEST		Date Returned :-
	Location :- 59 THORNEY LEYS	Agent	
	THORNEY LEYS		
	Proposals :-	Erection of single-storey first floor extension over garage (resubmission following 18/03126/HHD).	
	Observations :-		
8.6	WTC/074/24	Plot Ref :- 24/01204/HHD	Type :- HOUSEHOL
	Applicant Name :- .		Date Received :- 22/05/2024
	Parish :- WEST		Date Returned :-
	Location :- 1 DONNINGTON CLOSE	Agent	
	DONNINGTON CLOSE		
	Proposals :-	Installation of side dormer to create en-suite.	
	Observations :-		
8.7	WTC/075/24	Plot Ref :- 24/01102/HHD	Type :- HOUSEHOL
	Applicant Name :- .		Date Received :- 22/05/2024
	Parish :- CENTRAL		Date Returned :-
	Location :- 70 DARK LANE	Agent	
	DARK LANE		
	Proposals :-	Remove existing polycarbonate roof and glazing from existing conservatory and build up walls in rendered blockwork with low level brickwork retained. Replace roof structure with timber trusses and concrete tiles to match existing main roof.	
	Observations :-		
8.8	WTC/076/24	Plot Ref :- 24/00940/LBC	Type :- LISTED BUI
	Applicant Name :- .		Date Received :- 22/05/2024
	Parish :- SOUTH		Date Returned :-
	Location :- 45 CORN STREET	Agent	
	CORN STREET		
	Proposals :-	Internal and external alterations to include erection of rear ground floor extension to existing shop, together with construction of a first floor extension to the existing maisonette along with a modified external stair case. Removal of garage and conversion of outbuildings to create a one bedroom single storey dwelling.	
	Observations :-		
8.9	WTC/077/24	Plot Ref :- 24/01307/HHD	Type :- HOUSEHOL
	Applicant Name :- .		Date Received :- 22/05/2024
	Parish :- NORTH		Date Returned :-
	Location :- 117 SCHOFIELD	Agent	
	AVENUE		
	SCHOFIELD AVENUE		
	Proposals :-	Erection of a single-storey rear extension.	
	Observations :-		

8 . 10 **WTC/078/24** Plot Ref :- 24/01256/HHD Type :- HOUSEHOL
Applicant Name :- . Date Received :- 22/05/2024
Parish :- NORTH Date Returned :-
Location :- 54 NEW YATT ROAD Agent
NEW YATT ROAD
Proposals :- Erection of garden store (retrospective)
Observations :-

8 . 11 **WTC/079/24** Plot Ref :- 24/01275/HHD Type :- HOUSEHOL
Applicant Name :- . Date Received :- 23/05/2024
Parish :- WEST Date Returned :-
Location :- 2 BIRDLIP CLOSE Agent
BIRDLIP CLOSE
Proposals :- Erection of single-storey rear extension.
Observations :-

8 . 12 **WTC/080/24** Plot Ref :- 24/01146/HHD Type :- HOUSEHOL
Applicant Name :- . Date Received :- 24/05/2024
Parish :- NORTH Date Returned :-
Location :- 62 WEST END Agent
WEST END
Proposals :- Erection of single-storey rear extension to replace lean-to
conservatory.
Observations :-

Minute Ref 9

Tue 4 June 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/008/24	Approved	UNIT R2 MARRIOTTS WALK
E WTC/009/24	Approved	UNIT 1 CRANBROOK COURT
E WTC/021/24	Approved	MYSTORE SELF STORAGE
E WTC/029/24	Approved	WESLEY WALK
E WTC/032/24	Approved	1 WESLEY WALK
E WTC/033/24	Approved	UNIT 1 CRANBROOK COURT
E WTC/034/24	Approved	FIELD VIEW
E WTC/038/24	Approved	9 MILLERS MEWS
E WTC/039/24	Approved	80 ABBEY ROAD
E WTC/041/19	Approved	3 WOODSTOCK ROAD
E WTC/042/24	Approved	4 CENTENARY WAY
E WTC/043/24	Approved	163 VANNER ROAD
E WTC/044/24	Approved	MCDONALDS RESTAURANT
E WTC/045/24	Approved	2 CURBRIDGE ROAD
E WTC/048/24	Approved	61 WOODSTOCK ROAD
E WTC/049/24	Approved	86 COLWELL DRIVE
E WTC/050/24	Approved	MEADOW COTTAGE
E WTC/054/24	Approved	74 WEST END
E WTC/055/24	Approved	15 WINFIELD ROAD
E WTC/056/24	Approved	24 DAVENPORT ROAD
E WTC/057/24	Approved	27 BROADWAY CLOSE

NOTIFICATIONS OF PLANNING DECISIONS FROM West Oxfordshire District Council

Minute Ref 9

Tue 4 June 2024

District Ref

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

Page No : 2

GRANTED PLANNING PERMISSIONS

E WTC/058/24	Approved	39 EARLY ROAD
E WTC/061/24	Approved	ASH CLOSE HOUSE
E WTC/062/24	Approved	50 VALENCE CRESCENT
E WTC/091/23	Approved with Conditions	LAND WEST OF WITNEY

OTHER PLANNING DETAILS

WTC/003/24	Withdrawn	35 - 37 WOODGREEN
WTC/053/24	Withdrawn	87 CORN STREET
WTC/067/24	Withdrawn	34 HIGH STREET

CLIMATE, BIODIVERSITY & PLANNING COMMITTEE

Date: Tuesday, 4 June 2024

Title: CoHSAT Oxford Traffic Filters Meeting

Contact Officer: Deputy Town Clerk

Background

At the Council meeting held on 15 April 2024, Members received a verbal report from the Leader regarding a request from CoHSAT (Coalition for Healthy Streets and Active Travel) to facilitate an awareness meeting between CoHSAT and the residents of Witney regarding the “Traffic Filters” which were being introduced in Oxford during the Autumn; these would require many people who drive vehicles into Oxford to make changes to their route. This would be a chance to receive information at a free, ticketed event and was not a consultation event.

There were further discussions by this Committee at the meeting held on 23 April 2024,

There were reservations as this would not be a Town Council event. Members wished it be clear that the scheme was that of Oxfordshire County Council and the importance for residents to be aware of this, some members therefore thought that hosting in a town council building such as the Corn Exchange may cause confusion whereas Burwell Hall would give a community feel to the presentation.

Members also discussed the potential attendance of such an event and would welcome as high attendance as possible. The Chair asked that Officers review available dates and venue options.

A member raised his lack of knowledge of the scheme and asked that further information be circulated by Officers.

Resolved:

- 1. That, further information be circulated by Officers to update Members on the scheme and,*
- 2. That, Officers work with the Leader and Chair of the Climate, Biodiversity & Planning Committee to find a suitable date and venue.*

Current Situation

Further information was circulated to Members by the Committee Clerk/Senior Administrative Officer after the meeting.

Following discussion with the organisers of the event regarding venue and volunteer availability, the event has been scheduled for Thursday 27th June in the evening at the Corn Exchange.

The event will be ticketed (free) via the Council’s online ticketing provider and communications will be issued in the coming days.

Environmental impact

Having declared a Climate Change Emergency at its Council 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.

The County Council's Oxford Traffic Filter Scheme has a positive environmental impact. However, there is no direct impact on the decision to hold a meeting to inform residents.

Risk

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

There is a risk that the meeting, although only facilitated by Witney Town Council, may be received negatively.

Financial implications

Described here or as stated in the report above.

- Subsidised hire of the Corn Exchange Main Hall (agreed in principle – referred to the Policy, Governance & Finance meeting on 10 June for note).
- Officer time in facilitating and assisting in promotion of the event.

Recommendations

This report is for information only and Members are invited to note its content.

CLIMATE, BIODIVERSITY & PLANNING COMMITTEE

Date: Tuesday, 4 June 2024

Title: Lake & Country Park – Operational Update

Contact Officer: Biodiversity & Green Spaces Officer

Background

The Town Council has an active Management Plan and is using it to guide and support the Council's aim to increase biodiversity across the Country Park and all its other holdings.

Current Situation

This is a list of the main actions carried out by the Green Spaces team.

- Liaising with the Allotment Association Rep to install the dual use shed – for volunteers and allotment users;
- Investigating the pros and cons of turning the lake into a fishery;
- Installing water pollution signage at the request of the Council;
- Attending a biodiversity course;
- Commissioning a Stone wort survey;
- Inducting and in-house training of the new Green Spaces operative – ongoing;
- Sign off on the entrance signs – anticipated installation 20 June;
- Installation of rubbing posts;
- Working with the 'Witney Shed' to mount x12 'look at nature' information boards;
- Training – intensive first aid course;
- Researching the need for lifebuoys in the meadow due to water levels;
- Reviewing Management plan;
- Siting of x3 owl boxes;
- X4 rubbing posts installed in Snipe Meadow;
- Management work on WW2 pill box on Mill Meadow;
- Installed a fishing sign at border of Nature area on the Lake;
- Soil sampling with Freshwater Habitats trust on Mill and Snipe Meadows (this work is funded by a £9,400 grant from the Freshwater Habitats Trust, supporting nature-based solutions for wetland creation and grassland restoration). The continuing work here is part of the Management Plan.
- Tidying coppice area on Mill Meadow;
- Removal of bramble on Curbridge Roundabout in preparation for September wildflower seeding;
- Willow work on dragonfly area on Mill Meadow (this was funded from a £2,000 county councillor priority fund grant, provided by Cllr D Enright);
- Mammal raft checks on Country Park.

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.

All the work carried out is aimed to have a positive effect on biodiversity.

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.

All risks both financial and practical are always considered when carrying out any work and only after confirmation the Council has the time, money, and resources to achieve the objective will it then be included in the Management Plan.

Financial implications

Described here or as stated in the report above.

- Always working within the agreed budgets available.

Recommendations

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

1. Councillors are invited to come and see for themselves the work and benefits achieved so far.

CLIMATE, BIODIVERSITY & PLANNING COMMITTEE

Date: Tuesday, 4 June 2024
Title: Witney Lake – Request to Register as a Fishery
Contact Officer: Biodiversity & Green Spaces Officer

Background

Witney Angling Society has held an agreement with the Town Council since 1991 to fish the lake, and over that time has assisted to maintain and develop the fishing “swims”. They have also donated 2 life rings for public use as needed around the lake.

Current Situation

The group has decided they would like to register as a fishery to enable support from the Environment Agency and to better protect fish stocks in the Lake.

Below is the process they are following:

For the first stage of formalising the lake as a ‘fishery’ the club will need to complete a fishery registration with FHI/CEFAS – go to:

[Form RW1 : Application to register as a fishery or cropping water - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/form-rw1-application-to-register-as-a-fishery-or-cropping-water).

Then, they’ll need to apply to the EA for a ‘site permit’.

[Application for a Live Fish Movements Site Permit \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/guidance/submitting-a-site-permit-application)

Letter from the Chairman of the Angling Club:

To whom it may concern,

I am writing as Chairman of Witney Angling Society to express the Society's interest in registering Ducklington Lake as a fishery with the Environment Agency.

As an angling club we are trying to provide first-class fishing for our members, and by completing the registration process we would be legally allowed to stock the lake with fish, improving both the fishing and the wider biodiversity of the lake and country park.

Being bordered by the river Windrush on one side and the Brook on the other is partly what makes the lake so special, but as evidenced by the recent continuing high water levels it also makes it susceptible to flooding.

In winter this may not be so much of a problem for the fishing, but in the big summer floods of 2007 the lake lost 95% of its fish stocks into the river. In the intervening years the lake has very slowly recovered to where it is now, but for a long time it was not worth fishing at all and the club was in serious danger of folding. As of today the club is in a good position, but we are entirely dependent on having good fishing to attract members.

Without having the necessary permissions in place to add fish stocks to the lake, should a serious flooding event happen again then the future of the club will be in serious doubt. Being that we are now nearly into May and the river is still so high that it is flooding into the lake, we feel this issue is getting more and more pressing, and given the weather predictions for the future we feel this will only increase with time.

Even without the flooding issue being able to add fish to the lake will only improve the services we can offer to our members, and hopefully attract more local people to use the park, and to maybe discover the joy of angling.

I have spoken with the council's Biodiversity officer, Carl Whitehead, and he is very supportive of this proposal. As a society we would very much like to work with the council to make this happen, so that we can continue to provide a good amenity for local people, and to help towards making the lake and country park as wildlife-rich as possible.

With thanks and best wishes,

Witney Angling Society Chairman

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.

This action will improve the overall biodiversity of the lake.

Risk

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

There is no risk to the Council in applying for this status.

Financial implications

Described here or as stated in the report above.

➤ There are no financial implications to the Council.

Recommendations

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

1. The request from Witney Angling Society to register Witney Lake as a fishery.

CLIMATE, BIODIVERSITY & PLANNING COMMITTEE

Date: Tuesday, 4 June 2024

Title: Lake & Country Park Management Plan

Contact Officer: Biodiversity & Green Spaces Officer

Background

As part of the Open Spaces Strategy, it was agreed the Lake & Country Park needed a Management Plan and so since July 2022, when the B&GSO started at Witney Town Council, he has been collecting the required information to create a 10-year plan.

Current Situation

The Plan is now a live document and will be used and adapted if required over the coming years.

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.

The aim is to significantly increase biodiversity within the Country Park and across all the town council holdings.

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.

All risks will be considered when fulfilling the Management Plan.

Financial implications

Described here or as stated in the report above.

- A budget is set for what is required to complete any works within the Management Plan as well as some which could benefit from external funding and also a wish list should further council funding become available.

Recommendations

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

1. Read the Management Plan.
2. Consider if it fulfils the requirements of the Open Spaces Strategy
3. Be aware that the full appendix runs into hundreds of pages and is available should clarification be needed for any part of the Management Plan.

Date: 29 May 2024
OCC ref: R3.0062/24

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

Environment and Place
County Hall
New Road
Oxford
OX1 1ND
Rachel Wileman
Director of Planning, Environment
and Climate Change

Dear Mrs Groth

Details pursuant to Condition 24 (signage) of planning permission no. (R3.0142/23) at A40/B4022 Shores Green Junction

The above has been submitted to this Council for determination.

Click the link below for submission details.

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

I should be grateful for any comments by **18 June 2024**.

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

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

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

<http://www.oxfordshire.gov.uk/privacynoticedocument>

Yours sincerely,

Anna Herriman

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Senior Planner

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