

# Public Document Pack

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



**Tuesday, 25th 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 and R Smith (and all other Town Councillors for information).

You are hereby summonsed to the above meeting to be held in the **Virtual Meeting via MS Teams - Virtual Meeting** for the transaction of the business stated in the agenda below.

### [Join the meeting](#)

Meeting ID: 318 614 998 946

Passcode: PCFPSd

### **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. **Public Participation**

The meeting will adjourn for this item.

Members of the public may speak for a maximum of five minutes each during the period of public participation, in line with Standing Order 42. Matters raised shall relate to the following items on the agenda.

4. **Planning Applications** (Pages 3 - 6)

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

5. **Application for Pavement Licence - The Heritage Bakery, 3 Mill Walk, Witney** (Pages 7 - 12)

To receive and consider a pavement licence application from The Heritage Bakery, 3 Mill Walk, Witney

6. **Shores Green - Traffic Management Plan Planning Reference (R3.0052/24)**

Members should note the additional comment submitted on 14 June 2024 in respect of the Traffic Management Plan Planning Reference (R3.0052/24).

The request was circulated outside of the Committee due to the timescale given by Oxfordshire County Council.

*Witney Town Council welcome the additions to the transport plan and would like to thank the agent for the inclusion of this text which helps address the concerns about the impact and safety of pedestrians during the works to take place at the Shores Green Junction.*

7. **Oxfordshire County Council - Highways Engagement Team** (Page 13)

To note correspondence from OCC regarding their Highways Team asking for feedback on problem areas in Witney, received by the Town Council.

Feedback will help inform a planned visit to Witney.



Town Clerk

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4.1 **WTC/081/24** Plot Ref :- 24/01199/HHD Type :- HOUSEHOL  
Applicant Name :- . Date Received :- 05/06/2024  
Parish :- EAST Date Returned :-  
Location :- 9 WATERFORD LANE Agent  
WATERFORD LANE  
Proposals :- Installation of air source heat pump in garden.  
Observations :-

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4.2 **WTC/082/24** Plot Ref :- 24/01347/HHD Type :- HOUSEHOL  
Applicant Name :- . Date Received :- 05/06/2024  
Parish :- WEST Date Returned :-  
Location :- 17 AERODROME LANE Agent  
AERODROME LANE  
Proposals :- Erection of single-storey rear extension with pitched roof.  
Observations :-

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4.3 **WTC/083/24** Plot Ref :- 24/01151/HHD Type :- HOUSEHOL  
Applicant Name :- . Date Received :- 05/06/2024  
Parish :- NORTH Date Returned :-  
Location :- 2 VANNER ROAD Agent  
VANNER ROAD  
Proposals :- Replace section of verge with block paviour (retrospective)  
Observations :-

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4.4 **WTC/084/24** Plot Ref :- 24/00655/FUL Type :- FULL  
Applicant Name :- . Date Received :- 30/05/2024  
Parish :- EAST Date Returned :- 06/06/2024  
Location :- 111 MANOR ROAD Agent  
MANOR ROAD  
Proposals :- Erection of a dwelling with associated parking, bin and bike stores  
Observations :- Witney Town Council note the amended plans to include the insertion of additional windows to the East elevation however still object to this application. Members continue to show concern for the scale of the proposed development in contrast to the site dimensions, the proposed dwelling will appear very cramped. 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.

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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 to the lack of amenity land/garden and they see no change in the amended plans

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4 . 5      **WTC/085/24**      Plot Ref :- 24/01353/HHD      Type :- HOUSEHOL  
Applicant Name :- .      Date Received :- 05/06/2024  
Parish :- CENTRAL      Date Returned :-  
Location :- 67 BURFORD ROAD      Agent  
                 BURFORD ROAD  
Proposals :- Erection of an outbuilding for use as home office, gym and  
                 overnight guest  
                 accommodation.

Observations :-

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4 . 6      **WTC/086/24**      Plot Ref :- 24/01372/S73      Type :- VARIATION  
Applicant Name :- .      Date Received :- 05/06/2024  
Parish :- SOUTH      Date Returned :-  
Location :- 87 CORN STREET      Agent  
                 CORN STREET  
Proposals :- Variation of condition 2 of 20/03281/FUL (approved plans) to allow  
                 minor  
                 amendments to approved plans to achieve compliance with latest  
                 building regulations  
                 (part L and part O).

Observations :-

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4 . 7      **WTC/087/24**      Plot Ref :- 24/01428/HHD      Type :- HOUSEHOL  
Applicant Name :- .      Date Received :- 05/06/2024  
Parish :- SOUTH      Date Returned :-  
Location :- 47 DUCKLINGTON LANE      Agent  
                 DUCKLINGTON LANE  
Proposals :- Replacement single-storey rear extension.

Observations :-

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4 . 8      **WTC/088/24**      Plot Ref :- 24/01278/HHD      Type :- HOUSEHOL  
Applicant Name :- .      Date Received :- 05/06/2024  
Parish :- WEST      Date Returned :-  
Location :- 76 OLLEY CRESCENT      Agent  
                 OLLEY CRESCENT  
Proposals :- Erection of single-storey side extension.

Observations :-

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4 . 9	<b>WTC/089/24</b>	Plot Ref :- 24/01343/HHD	Type :- HOUSEHOL
	Applicant Name :- .		Date Received :- 05/06/2024
	Parish :- CENTRAL		Date Returned :-
	Location :- 29 FETTIPLACE ROAD	Agent	
	FETTIPLACE ROAD		
	Proposals :-	Erection of single-storey front extension to form enlarged porch with ground floor WC.	
	Observations :-		
4 . 10	<b>WTC/090/24</b>	Plot Ref :- 24/01200/HHD	Type :- HOUSEHOL
	Applicant Name :- .		Date Received :- 05/06/2024
	Parish :- CENTRAL		Date Returned :-
	Location :- 39 BURFORD ROAD	Agent	
	BURFORD ROAD		
	Proposals :-	Erection of single-storey rear extension.	
	Observations :-		
4 . 11	<b>WTC/091/24</b>	Plot Ref :- 24/01400/HHD	Type :- HOUSEHOL
	Applicant Name :- .		Date Received :- 17/06/2024
	Parish :- CENTRAL		Date Returned :-
	Location :- 33 BURFORD ROAD	Agent	
	BURFORD ROAD		
	Proposals :-	Erection of two-storey side extension, single-storey/two-storey rear extension with internal alterations and erection of detached gym building.	
	Observations :-		
4 . 12	<b>WTC/092/24</b>	Plot Ref :- 24/01448/HHD	Type :- HOUSEHOL
	Applicant Name :- .		Date Received :- 17/06/2024
	Parish :- EAST		Date Returned :-
	Location :- 75 OXLEASE	Agent	
	OXLEASE		
	Proposals :-	Erection of front porch.	
	Observations :-		
4 . 13	<b>WTC/093/24</b>	Plot Ref :- 24/00939/FUL	Type :- FULL
	Applicant Name :- .		Date Received :- 17/06/2024
	Parish :- SOUTH		Date Returned :-
	Location :- 45 CORN STREET	Agent	
	CORN STREET		
	Proposals :-	Erection of rear ground floor extension to existing shop, together with erection of a first floor extension to the existing maisonette with a modified external stair case. Removal of garage and conversion of outbuildings to create a one bedroom single storey dwelling	
	Observations :-		

4 . 14     **WTC/094/24**     Plot Ref :- 24/01427/LBC     Type :- LISTED BUI  
Applicant Name :- .     Date Received :- 17/06/2024  
Parish :- NORTH     Date Returned :-  
Location :- 62 WEST END     Agent  
                 WEST END  
Proposals :- Internal and external alterations including changes to the external fabric of the house, erection of single storey rear extension replacing lean-to conservatory and install black plastic guttering  
Observations :-

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4 . 15     **WTC/095/24**     Plot Ref :- 24/01438/S73     Type :- VARIATION  
Applicant Name :- .     Date Received :- 17/06/2024  
Parish :- WEST     Date Returned :-  
Location :- LAND AT WEST WITNEY     Agent  
                 DOWNS ROAD  
Proposals :- Variation of condition 9 of permission 19/02011/RES to allow the updated landscaping scheme  
Observations :-

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4 . 16     **WTC/096/24**     Plot Ref :- 24/01514/ADV     Type :- ADVERTISIN  
Applicant Name :- .     Date Received :- 17/06/2024  
Parish :- SOUTH     Date Returned :-  
Location :- UNIT 25 WOOLGATE     Agent  
                 SHOPPING CNTR  
                 WOOLGATE SHOPPING  
                 CENTRE  
Proposals :- Replacement of existing signage with internally illuminated letters, internally illuminated fascia sign, wall mounted shopping hours sign and addition of vinyl window graphics  
Observations :-

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4 . 17     **WTC/097/24**     Plot Ref :- 24/01515/HHD     Type :- HOUSEHOL  
Applicant Name :- .     Date Received :- 17/06/2024  
Parish :- WEST     Date Returned :-  
Location :- 65 WINFIELD DRIVE     Agent  
                 WINFIELD DRIVE  
Proposals :- Erection of garden wall to rear and side boundary.  
Observations :-

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# Agenda Item 5

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

## Council Offices

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



The Parish Council

Your Ref: W/24/00634/PAVLIC

Date: 12th June 2024

Dear Parish Clerk,

## **BUSINESS AND PLANNING ACT 2020 APPLICATION FOR PAVEMENT LICENCE**

We have received an application for **The Heritage Bakery 3 Mill Walk Witney Oxfordshire OX28 6FY** under the Business and Planning Act 2020.

The application form and supporting docs are attached to this email. If you would like to make formal representation please email [ERS@westoxon.gov.uk](mailto:ERS@westoxon.gov.uk), the closing date is **27th June 2024**.

Yours faithfully

**Licensing Team  
Environmental and Regulatory Services**

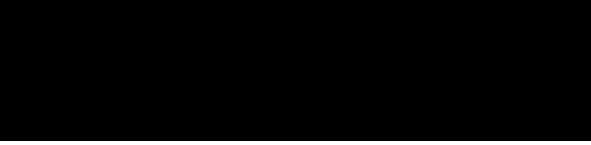
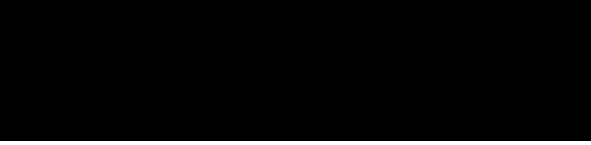
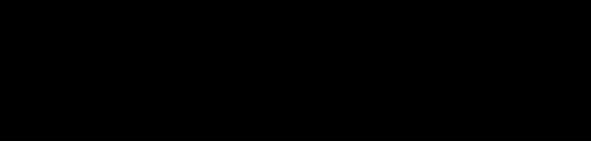
West Oxfordshire District Council may share information provided to it with other bodies responsible for auditing or administering public funds in order to prevent and detect fraud under Section 6 of the Audit Commission Act 1998

## West Oxfordshire District Council

### Your receipt - Application for a Pavement Licence

WOD\_PAVLIC\_00195680

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

<b>Application type</b>	APPLY
<b>Submission date</b>	2024-06-09 21:24:21.000
<b>Licence cost</b>	£0.00
<b>Licence cost</b>	£100 (to be paid by West Oxfordshire District Council for 2023-2024)
<b>Application reference number</b>	WOD_PAVLIC_00195680
<b>Trading name</b>	The Heritage Bakery
<b>Licence cost</b>	£0.00
<b>Licence cost</b>	£100 (to be paid by West Oxfordshire District Council for 2023-2024)
<b>Applicant address</b>	
<b>Applicant telephone</b>	
<b>Applicant email</b>	
<b>Premises address</b>	3 Mill Walk, Witney, Oxfordshire, OX28 6FY
<b>Premises telephone number</b>	01865 248691
<b>Business premises use</b>	Other use for the sale of food or drink for consumption on or off the premises
<b>Description of the area</b>	Part of the pavement, in front of the shop window
<b>Monday start time</b>	09:00
<b>Tuesday start time</b>	09:00
<b>Wednesday start time</b>	09:00
<b>Thursday start time</b>	09:00
<b>Friday start time</b>	09:00
<b>Saturday start time</b>	09:00
<b>Monday finish time</b>	17:00
<b>Tuesday finish time</b>	17:00
<b>Wednesday finish time</b>	17:00
<b>Thursday finish time</b>	17:00
<b>Friday finish time</b>	17:00
<b>Saturday finish time</b>	17:00
<b>Furniture purpose</b>	Both purposes
<b>Description of the furniture</b>	Small 2 seater tables and chairs, black in colour
<b>Do you intend to alter any of the building and / or frontage to accommodate this proposal?</b>	No
<b>Uploaded file 01</b>	387380699.gallery.jpg
<b>Uploaded file 02</b>	black-table-and-two-chairs-outside-small-local-shop-street-cafe-2WFA2NA.jpg
<b>Uploaded file 03</b>	20240609_211707.jpg
<b>Uploaded files</b>	3
<b>I agree - the above declaration is correct</b>	true



**Licence will expire**

undefined

**Contact details submitted**

**Name**

Miss Stephanie Archer

**Address**

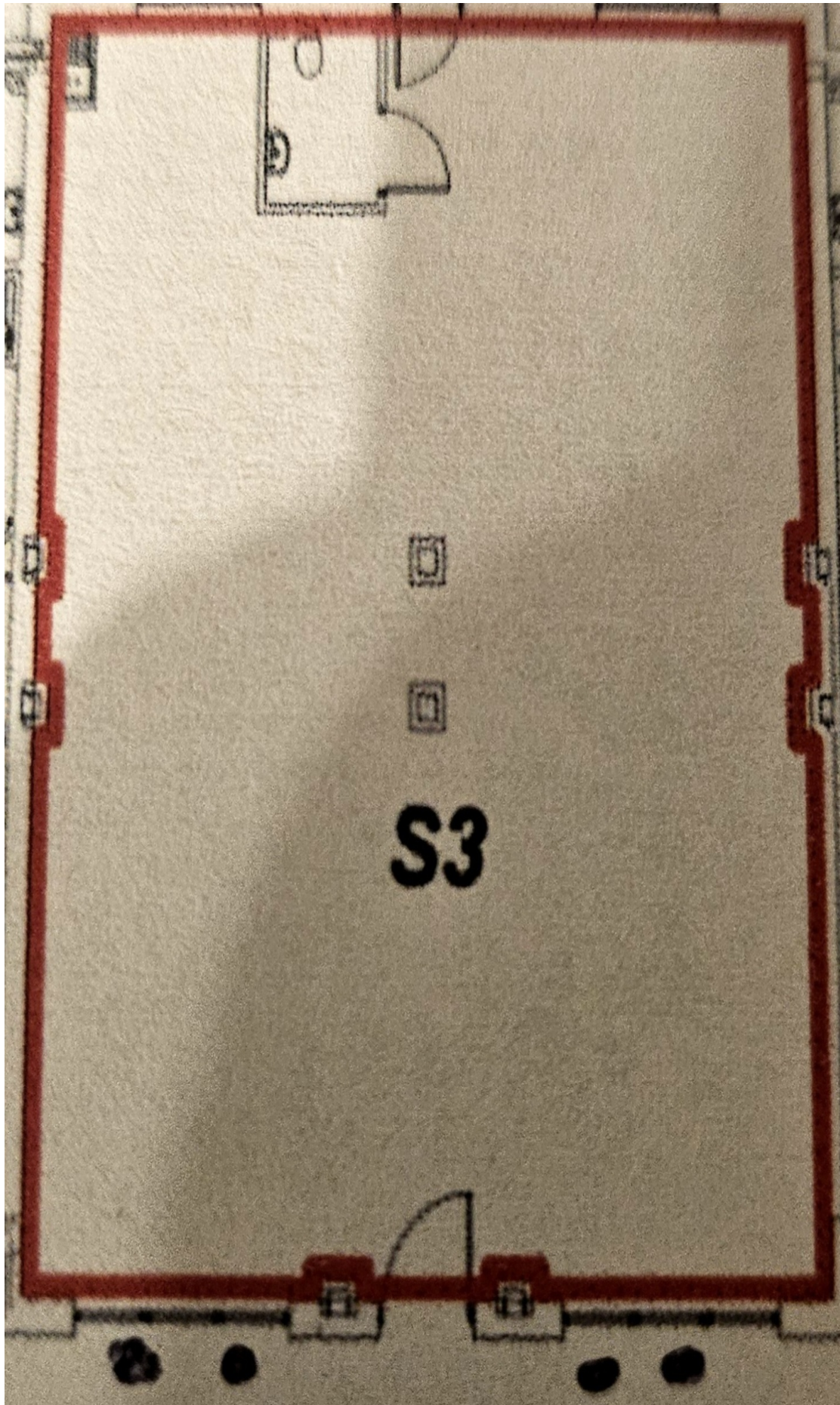
**Email**

**Phone**



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







alamy

Image ID: 2WFA2NA  
www.alamy.com

# Agenda Item 7

**From:** Oxfordshire County Council  
**Subject:** New OCC Engagement Team

Dear Sharon

We are excited to introduce the newly formed Highway Engagement Team at Oxfordshire County Council. This team is dedicated to enhancing the quality of our highways and ensuring a smoother, safer journey for all.

The Highway Engagement Team is your direct link to the County Council for all highway-related matters. We are here to listen to your concerns, answer your questions, and work with you to improve our highway infrastructure.

Our mission is to ensure that Oxfordshire's highways are safe, efficient, and meet the needs of our diverse community.

We understand the importance of first-hand experience and local knowledge. Therefore, we are offering all Parish and Town Councils the opportunity for face-to-face site visits. These visits will allow us to better understand your concerns, assess the situation on the ground, and work together to find the best solutions.

We invite you to join us in this endeavour. Your input and collaboration are vital to the success of our mission. Let's work together to make Oxfordshire's highways safer and more efficient for everyone.

**Contact Us** Please feel free to reach out to us to schedule a site visit or to discuss any highway-related concerns. I would be happy to come and spend some time with you and do a walk/talk of the town and any particular areas of concern or interest you may have.

I do have some availability in May so please let me know any convenient dates and we can arrange to meet up.

We look forward to working closely with you.

Regards

Engagement Officer  
Area Maintenance and Operations  
**Environment & Place (Operations)**  
Oxfordshire County Council | County Hall | New Road | Oxford | OX1 1ND