

Public Document Pack

Climate, Biodiversity & Planning Committee Meeting of Witney Town Council



Tuesday, 5th November, 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 now](#)

Meeting ID: 383 500 805 601

Passcode: QAxmQz

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. **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**

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

5. **Address Management - Local Centre, West Witney** (Pages 4 - 5)

To receive and consider request from West Oxfordshire District Council in respect of naming of buildings and street for the Local Centre, West Witney.

6. **EV Microhubs** (Page 6)

To receive an update from Oxfordshire Country Council regarding EV Community Microhubs.

7. **Hailey 20mph Consultation** (Pages 7 - 8)

To receive and consider correspondence regarding the proposed introduction of 20mph speed limit in the neighbouring parish of Hailey. This item was referred to the committee from the meeting of the Council on 14 October 2024. (Minute 589 Refers)

Note: The consultation date has passed therefore any response would be heard verbally at the Public Decision Meeting of OCC on 14 November.

8. **WODC - Section 106 Information Leaflet** (Pages 9 - 11)

To receive from West Oxfordshire District Council an Information Leaflet in respect of Section 106 Contributions.

9. **Witney Shores Green - Carbon Management Plan- Planning Ref: R3.0094/24** (Page 12)

To note the approval of Condition 14 – Carbon Management Plan for the development.

Details of documents can be found at:

<https://myeplanning2.oxfordshire.gov.uk/Planning/Display/R3.0094/24?cuuid=CF8D9C1B-64B6-4DB7-B747-F5932A6780CA#undefined>

10. **Witney Shores Green - Condition 17 (Ecology Surveys) and 19 (European Protected Species Mitigation Licence) Planning Ref: R3.0097/24** (Page 13)

To note the approval of Condition 17 (Ecology Surveys) and 19 (European Protected Species Mitigation Licence) for the development.

Details of documents can be found at:

<https://myeplanning2.oxfordshire.gov.uk/Planning/Display/R3.0097/24?cuuid=25AFAC73-5C08-432F-9B6E-A8C94DB53C7A#undefined>



Town Clerk

4

4 . 1 **WTC/149/24** Plot Ref :- 24/02523/HHD Type :- HOUSEHOL
Applicant Name :- . Date Received :- 15/10/2024
Parish :- SOUTH Date Returned :-
Location :- 112 THE CROFTS Agent
 THE CROFTS
Proposals :- Conversion of detached garage to create ground and first floor
 living space.
Observations :-

4 . 2 **WTC/150/24** Plot Ref :- 24/02537/HHD Type :- HOUSEHOL
Applicant Name :- . Date Received :- 15/10/2024
Parish :- SOUTH Date Returned :-
Location :- 17 CORNDELL Agent
 GARDENS
 CORNDELL GARDENS
Proposals :- Erection of single storey side and front extensions to replace
 existing conservatory and sheds.
Observations :-

4 . 3 **WTC/151/24** Plot Ref :- 24/02475/HHD Type :- HOUSEHOL
Applicant Name :- . Date Received :- 15/10/2024
Parish :- CENTRAL Date Returned :-
Location :- 39 SPRINGFIELD OVAL Agent
 SPRINGFIELD OVAL
Proposals :- Conversion of existing loft, including alterations to change hip roof
 to gable and insertion of two dormer windows and rooflights, to
 create additional living space.
Observations :-

4 . 4 **WTC/152/24** Plot Ref :- 24/02104/FUL Type :- FULL
Applicant Name :- . Date Received :- 15/10/2024
Parish :- EAST Date Returned :-
Location :- 37 NEWLAND MILL Agent
 NEWLAND MILL
Proposals :- Change of use of land to increase the domestic curtilage along
 with an increase to the height of the boundary fencing (part
 retrospective)
Observations :-

4 . 5 **WTC/153/24** Plot Ref :- 24/02454/LBC Type :- LISTED BUI
Applicant Name :- . Date Received :- 15/10/2024
Parish :- SOUTH Date Returned :-
Location :- MASONIC HALL 20 Agent
 CHURCH GREEN
 CHURCH GREEN
Proposals :- Exterior alterations to include the installation of a defibrillator, a
 blue plaque and two flag pole holders to the front elevation
 (Retrospective)
Observations :-

4 . 6 **WTC/154/24** Plot Ref :- 24/02578/FUL Type :- FULL
Applicant Name :- . Date Received :- 23/10/2024
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 :-

4 . 7 **WTC/155/24** Plot Ref :- 24/02579/LBC Type :- LISTED BUI
Applicant Name :- . Date Received :- 23/10/2024
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 rear windows to
 include changing second floor external door with a window.
Observations :-

4 . 8 **WTC/156/24** Plot Ref :- 24/02615/HHD Type :- HOUSEHOL
Applicant Name :- . Date Received :- 23/10/2024
Parish :- CENTRAL Date Returned :-
Location :- 15 PARK ROAD Agent
 PARK ROAD
Proposals :- Erection of two storey front extension.
Observations :-

4 . 9 **WTC/157/24** Plot Ref :- 24/02592/FUL Type :- FULL
Applicant Name :- . Date Received :- 23/10/2024
Parish :- NORTH Date Returned :-
Location :- 5 WEST END Agent
 WEST END
Proposals :- Demolition of existing timber shed and erection of a replacement
 building comprising 2 x 1 bedroom apartments.
Observations :-

4 . 10 **WTC/158/24** Plot Ref :- 24/02656/HHD Type :- HOUSEHOL
Applicant Name :- . Date Received :- 24/10/2024
Parish :- CENTRAL Date Returned :-
Location :- 13A BURFORD ROAD Agent
 BURFORD ROAD
Proposals :- Removal of existing conservatory and erection of single storey rear extension. Enclose front entrance porch and conversion of garage to create additional living space.
Observations :-

4 . 11 **WTC/159/24** Plot Ref :- 24/02638/HHD Type :- HOUSEHOL
Applicant Name :- . Date Received :- 28/10/2024
Parish :- WEST Date Returned :-
Location :- 22 SNOWSHILL DRIVE Agent
 SNOWSHILL DRIVE
Proposals :- Formation of habitable room in roof space with rear dormer and front Velux roof light.
Observations :-

Agenda Item 5

To: Info <info@witney-tc.gov.uk>

Cc: Jane Doughty <jane.doughty@westoxon.gov.uk>; Thomas Ashby <Thomas.Ashby@westoxon.gov.uk>

Subject: SNN2024122 - Large Development - Local Centre, West Witney

Afternoon

Re: SNN2024122 – Large Development – Local Centre West Witney

I have received an application to address 39 new apartments and Units 4 Retail at Local Centre West Witney. Planning Application **23/01203/RES**. Plan attached.

The plan is to allocate 1 new street name to the North of the development and in addition add new property numbers onto existing streets “Centenary Way” & “Isabelle Spencer Way”. The developer has no street or building names suggestions to propose and request that the Town Council propose the names for the development.

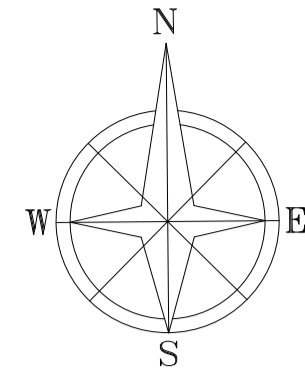
Please can you advise your preferred street name along with the reason for each chosen name. I will then check the name and forward your proposals to the developer. Please can you come back to me by Tuesday 12th November with any suggestions that the parish council would like to make.

Thank you for your assistance, however should you require anything further please get in touch.

Kind regards

Address Management - West Oxfordshire District Council

A: Red line site boundary revised. Service Access Zone shown. 26.01.24 ZT
 B: Bin store within Block A added to Management Land. 02.05.24 ZT
 C: Plan revised. Floorplans and Management Company Areas shown. Scale revised to 1:500@A1. 21.05.24 ZT
 D: Plan revised. Floorplans and Legend updated. 23.05.24 ZT
 E: Plan revised. Floorplans and Legend updated. 29.05.24 ZT
 F: Sovereign parking spaces edged blue. Block A floorplan inserts removed. 31.05.24 ZT

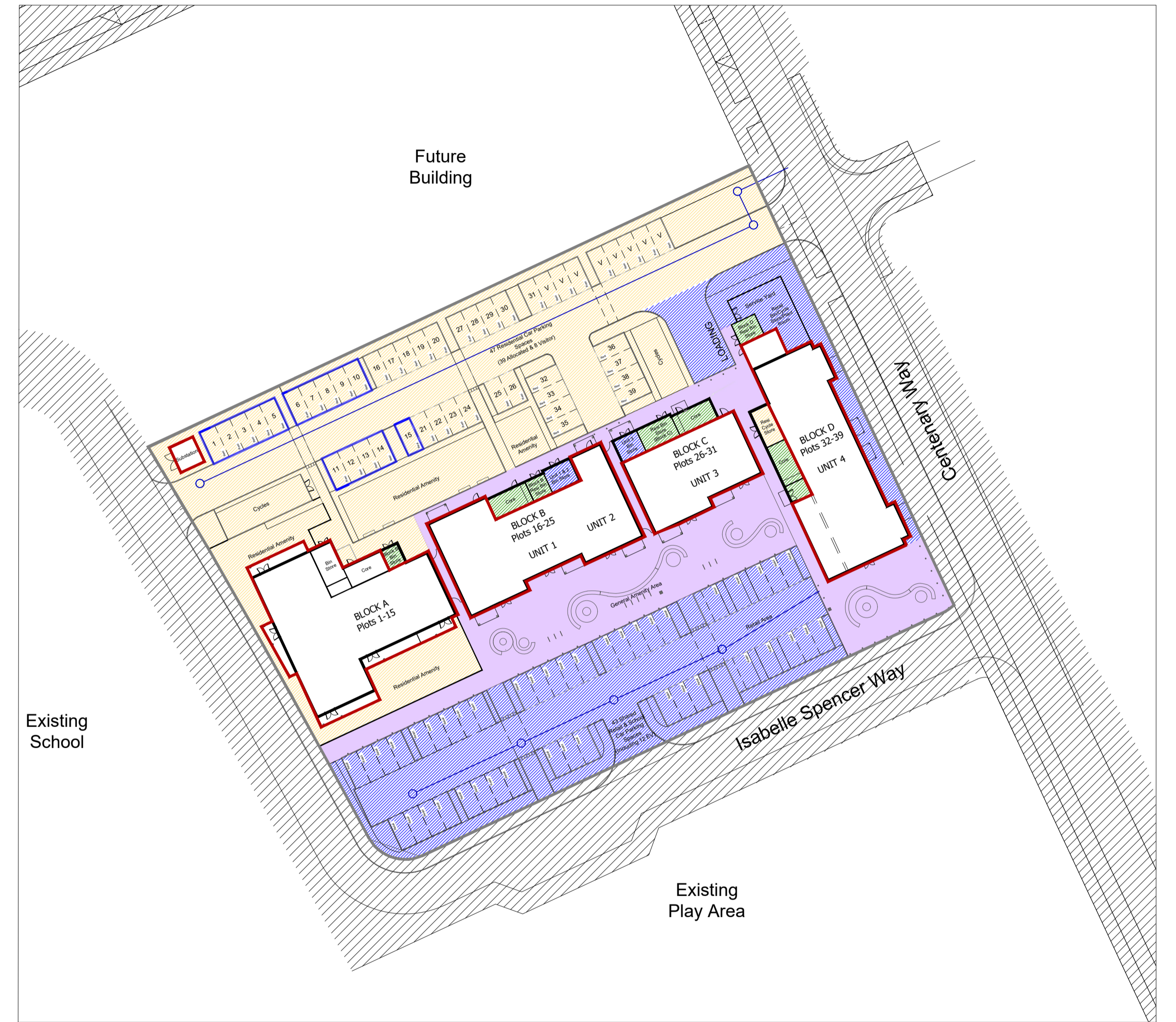


LEGEND

- Adopted/Adoptable Estate Road/
Footpath/Verge/Visitor Parking Spaces
- Visitor Parking Space
- Adopted/Adoptable Storm Sewer
- Bench

Management Company Areas

- Block B-D residential communal areas within
block of flats & bin stores.
- Residential cycle parking, visitor residential
parking & residential roads
- Retail parking, loading bays, service yard,
retail roads & bin stores
- Residential and retail communal areas
- Block A - Internal communal areas



Page 8

Project Witney Local Centre					
Title Transfer Plan					
Scale 1:500@A1					Revision F
Job Ref	Drawn By	Date	Checked By	Drawing Number	
0186	ZT	04.24		2-502	

Vistry Group

Appendix

Agenda Item 6

From: Oxfordshire County Council

Sent: 04 October 2024 17:34

Subject: EV Community Microhubs - October Update [reissue]

Dear EV Microhub EoI respondents,

It has been a busy Summer for us putting together the many Local Electric Vehicle Infrastructure Fund (LEVI) components of which the EV Community Microhubs program is included.

As of last month, our application was submitted to the Office for Low Emission Vehicles (OZEV) for assessment and, hopefully, approval this month or next.

Once we have the go-ahead from OZEV we will be going to tender immediately to appoint an EV chargepoint operator (CPO) who will be responsible for installation and ongoing operation of the chargepoint infrastructure for the project.

It is anticipated that we will have the CPO identified by January and they will be ready to begin work in April 2025.

As such, to line-up the EV microhub opportunity up with the wider LEVI program schedule (and to save me asking for applications to be submitted as we approach the festive period) we will look to open EV Community Microhub applications in the New Year. This will afford us the benefit of working with the appointed CPO in planning combined delivery of chargepoints across Microhubs, local authority car parks and on-street locations.

Thank you all for your patience. Feel free to email me if you have any questions regarding the EV microhubs project, otherwise I will look to update you all again regarding the LEVI application response from OZEV.

Kind regards,

██████████

██████████ | **Innovation Service**

Oxfordshire County Council | County Hall | Oxford | OX1 1ND

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Agenda Item 7

From: Oxfordshire County Council

Sent: 02 October 2024 08:38

Subject: CONSULTATION – Hailey proposed 20mph Speed Limits

RE: CONSULTATION – Hailey proposed 20mph Speed Limits

Oxfordshire County Council wants to make our built environments safer and more attractive places to walk and cycle. To enable this, 20mph speed restrictions are being used to help promote alternative modes of transport for local travel. Further details on how the council is considering making 20mph the new 30mph for Oxfordshire communities can be found [here](#).

We're therefore asking for your views on the proposal to introduce a 20mph speed limit within Hailey, replacing the existing 30mph speed limit in its entirety in the process. Additionally, the 20mph speed limit will also apply on Fox Close, and on Foxburrow Lane from its junction with the B4022 Hailey-Witney road, to a point 103 metres northwest of its junction with Fox Close. The existing 40mph & 50mph speed limits in the area will remain unaffected by these proposals, with Officers having taken the current road environment into account.

The proposals are being put forward following concerns raised by the parish over road safety, and form part of a countywide programme of works that seeks to deliver 'a safer place with a safer pace' for the residents of Oxfordshire. In light of this please find the following consultation documents attached:

- Public Notice,
- Statement of Reasons,
- Consultation Plan(s), and
- Draft Traffic Regulation Order(s).

The proposed Traffic Regulation Order is scheduled to be advertised in the Witney & West Oxfordshire Gazette newspaper today; Wednesday 02nd October 2024, and details are also available to view on the Councils consultation portal at the address below:

https://letstalk.oxfordshire.gov.uk/hailey_20mph2024

As stated on the notice, any objections or other representations on the proposal should be submitted by **Friday 25th October 2024**.

Note. parish & town councils and local Cllrs (County, District, Parish etc..) are all encouraged to use the information contained within & attached to this email to publicise the proposals locally amongst their residents as necessary.

Kind Regards,



[Redacted]

Senior Officer (TRO and Schemes)

[Redacted]

Network Management | Highways & Operations | Environment & Place
Oxfordshire County Council | County Hall | New Road | Oxford | OX1 1ND



WEST OXFORDSHIRE
DISTRICT COUNCIL

Section 106 Information Leaflet

Guidance for Town and Parish Councils

S106 Team

The S106 team at WODC monitors trigger points in the legal agreements to ensure financial contributions are paid in time. The team also processes funding requests from Town and Parish councils (see overleaf) and can provide an overview of funds secured and collected in any area. They can be contacted by emailing S106@westoxon.gov.uk.

Please note that any request to access S106 funding held by WODC will be brought to senior management for consideration. The S106 team does not make any funding decisions.

Section 106 (S106) Agreements are legal agreements entered into by developers/landowners to mitigate the impact of their development.

Often these agreements address items such as the provision of new affordable homes, sports and play facilities, education, transport, health and community wellbeing and biodiversity net gain.

Local Authorities, Parish and Town Councils, Police, NHS and other public bodies are able to put forward requests for financial and non-financial mitigation during the planning application consultation phase.

These requests are considered as a whole when the planning application is being decided. This may mean that

not all requests may be accepted (for example due to viability issues). Moreover, S106 agreements are focused on site-specific mitigation and any obligation on the developer must meet three legal tests (see information box below).

Financial contributions will often be paid by instalments based on trigger points such as commencement or occupation of a certain number of dwellings. This means that it can be several years between the S106 agreement being signed and the contributions being received in full by WODC.

Be proactive!

At the application stage:

State your requirements in your consultation response, even if you object to the development. Contributions will not be secured if you haven't requested them and listing your requirements would not weaken an objection. If the development is permitted by WODC or at appeal, you will have missed the chance to request any contributions.

At the project stage:

We encourage you to engage with the relevant WODC officer (Leisure, Community Wellbeing...) at the earliest stages of your project to ensure it fits in with WODC's strategies. The S106 team can connect you with the right officers within those teams.

Can anything be requested?

All developer contributions have to meet three legal requirements (also called 'tests') as set out below. To pass the tests, there has to be evidence there is a need which is related to the development. The tests ensure that WODC cannot block development by asking for unreasonable requirements and stop developers from 'buying' a planning permission by paying for things that are not related to their development. For example:

Test	Example
1. Necessary to make the development acceptable in planning terms	We could secure a community contribution for a village hall which is already operating at full capacity and the proposed development will increase the demand further. But not if there is already enough capacity at the hall to take on the new demand.
2. Directly related to the development	We could secure additional equipment for a play area next to the proposed development but not for a play area so far away that it is unlikely to be used by the residents of the new development.
3. Fairly and reasonably related in scale and kind to the development	We could secure education contributions to meet the school needs for children from the new development. A completely new school could not be requested unless the development is of such a scale that a school is required to meet the need coming from the development.

What can/can't S106 funds be used for?

- Funds must be used to mitigate the impacts of the development they were collected from and not on unrelated projects even if they are needed more in the town or parish. Funds must therefore be spent on what they were secured for and in line with the wording of the S106 agreement.
- Funds have to be spent within the timeframe set out in the S106 agreement. The deadline is typically 10 years from receipt, but this may vary between agreements. If the funds are not spent in time, the developer is able to request that the funds are returned to them.
- WODC cannot accept requests for feasibility or other preliminary studies.
- Funds should be for capital projects and unless otherwise specified in the agreement are **not for on-going running costs, maintenance or minor repair work**. S106 funds should not be used as an alternative to precepts.
- WODC will not accept requests to access S106 funding retrospectively for projects already undertaken.

Other FAQs

This leaflet covers the queries most often received by the S106 team; some additional common queries are:

- **What are outline / reserved matters applications?** This is a two-step application process where the principle of the development is considered at the outline stage with certain elements called 'reserved matters' (such as design, detailed layout...) determined at a later stage. The S106 agreement will be negotiated at the outline stage. It is too late to submit a S106 request when the reserved matters are being considered.
- **How do we request S106 funds when a planning application is received?** Please see the flowchart on the next page. You can ask the planning case officer for help when wording your request so it is more likely to be agreed to.
- **Will requests from previous schemes be taken into account?** No, if a developer submits a new planning application on the same site for a different scheme, you will need to submit a new consultation response.
- **What is the process for accessing S106 funds?** You will need to complete a [S106 Request Form](#). Please see the flowchart on the next page which sets out how your request will be processed/determined.
- **Why is the amount received different from the figure in the S106 agreement?** Most agreements will include indexation to ensure inflation is included when the contribution is paid.
- **Does every planning permission have a S106 agreement?** Generally, S106 agreements are only used in relation to larger development proposals (typically 10 or more homes) because of their greater impact.
- **Where can I see a copy of the signed S106 agreement?** A PDF copy of the final agreement will be uploaded onto [WODC's Planning Register](#); you can search for this using the planning application reference.

On-site facilities

S106 obligations may relate to on-site facilities such as Play Areas, Allotments, Public Open Spaces, Village Halls... which may be offered for transfer to the Parish Council/Town Council for a nominal fee and include a financial contribution towards the ongoing maintenance and improvements of that facility.

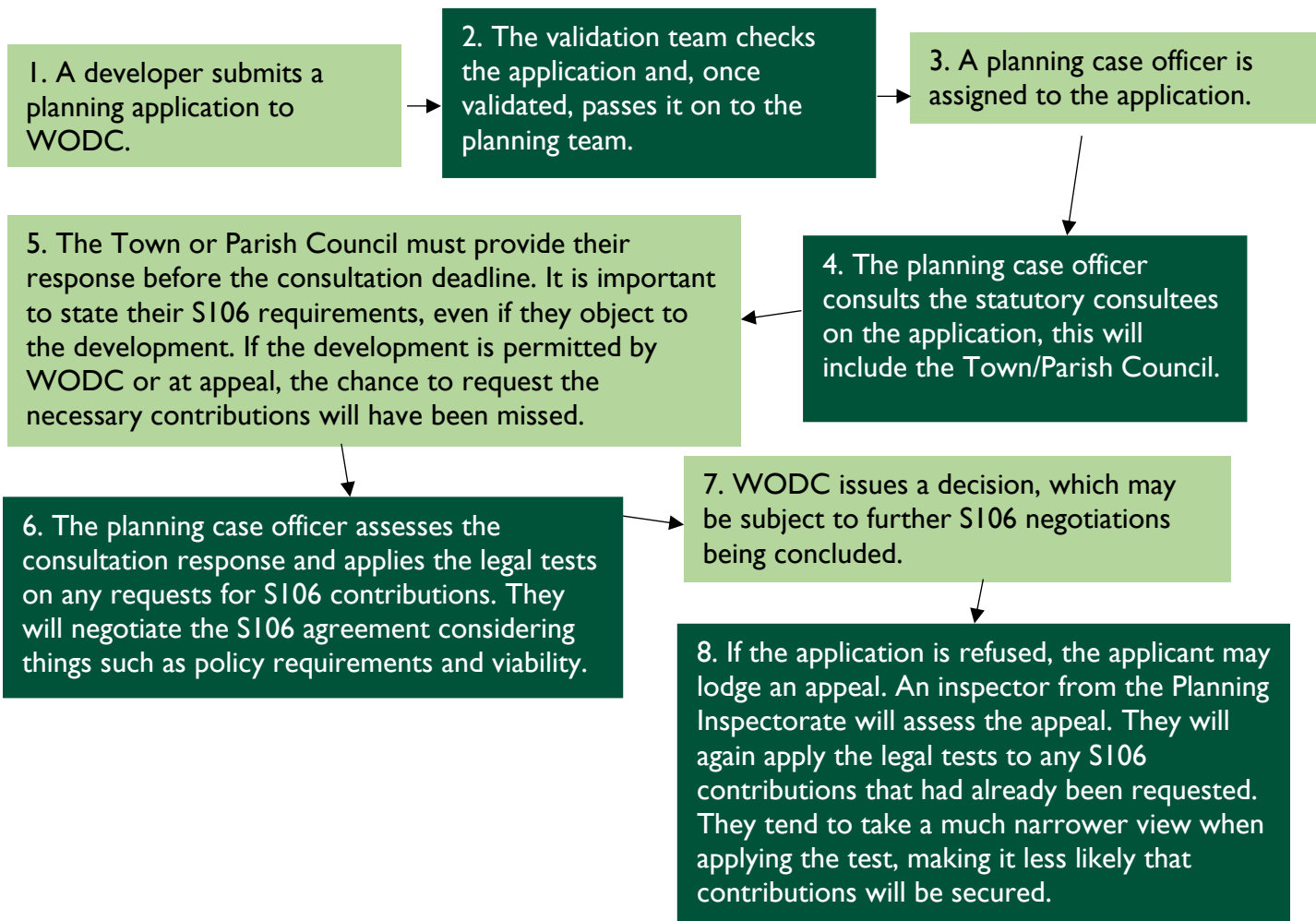
To secure such obligations and the related maintenance contribution you will need to request them in your consultation response.

If an offer of transfer is not accepted, then the Developer will transfer the facility to a Management Company who will be responsible for the ongoing maintenance of that facility.

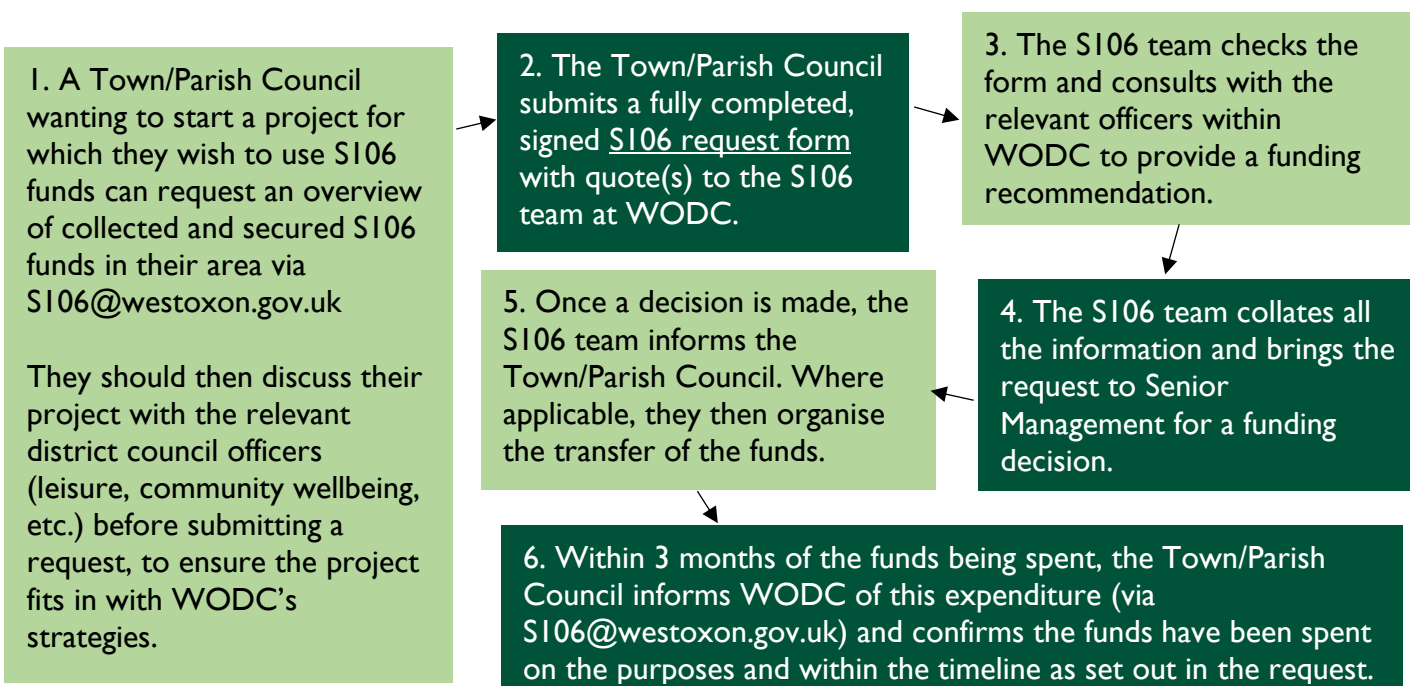
Further information and useful links

- [West Oxfordshire District Council's Developer Contributions Guide](#)
- [Westhive empowers the community to create a thriving, inclusive and better-connected place](#)
- [West Oxfordshire District Council's Planning Register \(contains copies of S106 agreements\)](#)
- [West Oxfordshire District Council's Infrastructure Funding Statements](#)
- [S106 Request Form for Town and Parish Councils to access funds](#)

Flowchart for submitting a request to secure S106 contributions from a development:



Flowchart for submitting a request to access collected S106 funds:



Date: 18 October 2024
OCC ref: R3.0094/24

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

Nicholas Perrins
Head of Strategic
Planning

Dear Mrs Groth

Details Pursuant for Oxfordshire County Council County Hall, New Road, Oxford , OX1 1ND for: Details pursuant to Condition 14 (Carbon Management Plan) of planning permission no. (R3.0142/23) at A40/B4022 Shores Green Junction

The Details Pursuant has now been approved for the above development.

Please click on the link to view the details:

<https://myeplanning2.oxfordshire.gov.uk/Planning/Display/R3.0094/24?cuuid=CF8D9C1B-64B6-4DB7-B747-F5932A6780CA>

Yours sincerely

Anna Herriman

Anna Herriman
Senior Planner

Direct line: 07990 368235

Email: Anna.Herriman@Oxfordshire.gov.uk

www.oxfordshire.gov.uk

Date: 17 October 2024
OCC ref: R3.0097/24

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

Nicholas Perrins
Head of Strategic
Planning

Dear Mrs Groth

Details Pursuant for Oxfordshire County Council County Hall, New Road, Oxford , OX1 1ND for: Details pursuant to Condition 17 (Ecology Surveys) and 19 (European Protected Species Mitigation Licence) of planning permission no. (R3.0142/23) at A40/B4022 Shores Green Junction

The Details Pursuant has now been approved for the above development.

Please click on the link to view the details:

<https://myeplanning2.oxfordshire.gov.uk/Planning/Display/R3.0097/24?cuuid=25AFAC73-5C08-432F-9B6E-A8C94DB53C7A>

Yours sincerely

Anna Herriman

Anna Herriman
Senior Planner

Direct line: 07990 368235

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www.oxfordshire.gov.uk