

# Planning & Development Committee Meeting of Witney Town Council



**Tuesday, 15th July, 2025 at 6.00 pm**

To members of the Planning & Development Committee - G Doughty, J Aitman, J Doughty, G Meadows, R Smith and D Temple (and all other Town Councillors for information).

You are hereby summonsed to the above meeting to be held in the **Gallery Room, The Corn Exchange, Witney** for the transaction of the business stated in the agenda below.

## **Admission to Meetings**

All Council meetings are open to the public and press unless otherwise stated.

Numbers of the public will be limited, with priority given to those who have registered to speak on an item on the agenda. Any member of the public wishing to attend the meeting should contact the Committee Clerk [derek.mackenzie@witney-tc.gov.uk](mailto:derek.mackenzie@witney-tc.gov.uk) in advance.

## **Recording of Meetings**

Under the Openness of Local Government Bodies Regulations 2014 the council's public meetings may be recorded, which includes filming, audio-recording as well as photography.

As a matter of courtesy, if you intend to record any part of the proceedings, please let the Deputy Town Clerk or Committee Clerk know before the start of the meeting.

## **Agenda**

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

To consider apologies and reasons for absence.

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

Standing Order 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 confirmed to the Proper Officer **before** the meeting that they are unable to attend.

### **2. Declarations of Interest**

Members are reminded to declare any disclosable pecuniary interests in any of the items under consideration at this meeting in accordance with the Town Council's code of conduct.

### **3. Minutes (Pages 4 - 10)**

a) To adopt and sign as correct the minutes of the Committees held on 3 June and 24 June 2025.

b) Matters arising from the minutes of 3 June and 24 June 2025

4. **Public Participation**

The meeting will adjourn for this item.

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

5. **Planning Applications** (Pages 11 - 13)

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

6. **Application for a new Pavement Licence - The Three Horseshoes, 78 Corn Street, Witney - W/25/00681/PAVLIC** (Pages 14 - 17)

To note the Pavement Licence Application for (Address) under the Business and Planning Act 2020. Given the short statutory timescale for Witney Town Council to respond, by prior agreement of West Oxfordshire District Council, documents were circulated electronically for the consideration of members of this Committee and the responses collated.

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

7. **Planning Decisions** (Pages 18 - 19)

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

8. **Witney Traffic Advisory Committee Minutes** (Pages 20 - 27)

To receive the minutes of the Witney Traffic Advisory Committee meeting held 24 June 2025.

9. **West End Permit Scheme - Informal Consultation** (Pages 28 - 31)

To receive and consider correspondence from Oxfordshire Country Council in relation to an informal consultation for a proposed residents permits scheme.

10. **A40 Eynsham Park & Ride to Wolvercote project update** (Page 32)

To receive notification of from Oxfordshire Country Council on the progress of the scheme.

11. **WODC - Preferred Policy Options Paper Consultation**

To receive and consider the preferred West Oxfordshire Local Plan 2041 policy options paper from West Oxfordshire District Council.

The strategy indicates that this would be the final opportunity for Parish & Town Council to feed into the consultation prior to it moving to the next stage later year with the publication of the agreed draft ahead of submission to the independent examiners.

Details can be found at:

[https://yourvoice.westoxon.gov.uk/en-GB/folders/your-plan-for-the-future?mc\\_cid=b963eab6bd&mc\\_eid=39c590fec9](https://yourvoice.westoxon.gov.uk/en-GB/folders/your-plan-for-the-future?mc_cid=b963eab6bd&mc_eid=39c590fec9)



Town Clerk



# Public Document Pack Agenda Item 3

## **PLANNING & DEVELOPMENT COMMITTEE MEETING OF THE WITNEY TOWN COUNCIL**

**Held on Tuesday, 3 June 2025  
At 6.00 pm in the Gallery Room, The Corn Exchange, Witney**

### **Present:**

Councillor G Doughty (Chair)

Councillors:	J Aitman	R Smith
	J Doughty	D Temple
	G Meadows	
Officers:	Adam Clapton	Deputy Town Clerk
	Derek Mackenzie	Senior Administrative Officer & Committee Clerk
	Cara Murray	Admin Support Assistant - Communities & Planning
Others:	None	

### **P311 APOLOGIES FOR ABSENCE**

No apologies for absence were received.

### **P312 DECLARATIONS OF INTEREST**

There were no declarations of interest from members or officers.

### **P313 MINUTES**

The minutes of the Climate, Biodiversity & Planning Committee meeting held on 22 April and the new Planning & Development Committee meeting on 13 May 2025 were received.

#### **Resolved:**

That, the minutes of the Climate, Biodiversity & Planning Committee meeting held on 22 April and the new Planning & Development Committee meeting on 13 May 2025 be approved as a correct record of the meetings and be signed by the Chair.

### **P314 PUBLIC PARTICIPATION**

There was no public participation.

### **P315 COMMITTEE TERMS OF REFERENCE**

The committee received and considered the report of the Deputy Town Clerk regarding changes to the Committee Terms of Reference along with a verbal update confirming the remit of Committee.

Members were unanimous in agreement with the proposed changes, some of which had arisen due to the Council decision to establish a separate Climate & Biodiversity Committee.

Members asked that an amendment to be made to (e) so as to include consideration for water and therefore read as:

To consider the impact on the green and water environments, ecosystems and biodiversity of all planning applications and comment in the name of the Council accordingly.

**Recommendation:**

1. That, Objective (e) be amended to read as noted above and,
2. That, the amended Terms of Reference be presented for approval by Full Council on 23 June 2025.

**P316 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.

**P317 PLANNING DECISIONS**

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

The Committee Clerk summarised the reasoning for the decisions that were contrary to the Committee's submission.

**Resolved:**

That, the list circulated advising of WODC planning decisions be noted.

**P318 APPLICATION FOR A NEW PREMISES LICENCE - SA SPAZA SUPPLIES UK LTD, 38B HIGH STREET, WITNEY**

The Committee received the application from SA Spaza Supplies UK Ltd, 38b High Street, Witney for a new premises licence.

The Committee had no objections to the licensing application. Members welcomed and were pleased to support the expansion to this new diverse small business.

**Resolved:**

That, the Council makes no objection to this application.

---

The meeting closed at: 6.15 pm

---

Chair



## **PLANNING & DEVELOPMENT COMMITTEE MEETING OF THE WITNEY TOWN COUNCIL**

**Held on Tuesday, 24 June 2025**

**At 6.00 pm in the Virtual Meeting via MS Teams - Virtual Meeting**

### **Present:**

Councillor G Doughty (Chair)

Councillors:	J Aitman	G Meadows
	J Doughty	R Smith
Officers:	Adam Clapton	Deputy Town Clerk
	Derek Mackenzie	Senior Administrative Officer & Committee Clerk
	Cara Murray	Admin Support Assistant - Communities & Planning
Others:	None.	

### **P383 APOLOGIES FOR ABSENCE**

No apologies for absence were received.

### **P384 DECLARATIONS OF INTEREST**

There were no declarations of interest from Members or officers.

### **P385 PUBLIC PARTICIPATION**

There was no public participation.

### **P386 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.

### **P387 NOTIFICATION OF PLANNING APPEAL DECISION - 17A MOOR AVENUE, WITNEY - APP/D3125/X/24/3340800**

The Committee received correspondence concerning the appeal decision APP/D3125/X/24/3340800 for 17a Moor Avenue, Witney

**Resolved:**

That, the appeal decision be noted.

*Cllr R Smith joined the meeting at 6:12pm*

**P388 LAND SOUTH OF A40 STANTON HARCOURT ROAD, WITNEY**

The Committee received and considered an application by Swim Oxford Limited for the proposed construction of a grass mesh car park area and an enclosure for chemical toilet cubicles, to facilitate the use of a lake for open water swimming – Oxfordshire County Council planning application Ref:MW.0034/25.

Although the application site fell outside of the Parish, it was on Witney's boundary and adjacent to the Country Park. After consideration Members agreed the following submission be made:

*Witney Town Council welcomes the introduction of an open water swimming facility in close proximity to the town. Members recognise the growing popularity of open water swimming and support the development of recreational and wellbeing opportunities that encourage healthy, active lifestyles. The Council also understands that the proposed facility will operate on a membership basis, which should help to manage numbers and ensure the activity is conducted responsibly.*

*However, Members wish to raise the following concerns regarding the current proposal:*

- **Safe Access:** *The access point to the site appears to be located on a blind bend, raising significant concerns about road safety for both vehicles, cyclists, and pedestrians. Increased traffic movements, particularly turning in and out of the site, could pose a hazard unless appropriate mitigations are put in place.*
- **Traffic Management and Signage:** *Given the potential increase in vehicle movements associated with the facility onto a well-used local route, the Council requests a review of signage and traffic calming measures in the area to improve visibility and manage access safely- appropriate directional and warning signage may be necessary.*

*Witney Town Council would be happy to explore opportunities for collaboration, including possible future pedestrian access to the Lake and Country Park, as well as working together on biodiversity initiatives, and the development of green corridors onto adjoining town council owned land that enhance both the ecological value and public enjoyment of this important natural space.*

**Resolved:**

That, the above submission be made to Oxfordshire County Council.

---

The meeting closed at: 6.15 pm

---

Chair





386- 5	WTC/068/25	Plot Ref :-25/01298/HHD	Type :-	HOUSEHOLDE
	Applicant Name :- .		Date Received :-	16/06/2025
	Location :- 74 WEST END WEST END		Date Returned :-	25/06/2025
	Proposal : Erection of a garden outbuilding.			
	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.			

386- 7	WTC/070/25	Plot Ref :-25/01338/ADV	Type :-	ADVERTISED
	Applicant Name :-		Date Received :-	16/06/2025
	Location :-	UNIT 20, WOOLGATE CENTRE WOOLGATE CENTRE	Date Returned :-	25/06/2025
	Proposal :	Re-branding of fascia and hanging signs.		
	Observations :	Witney Town Council has no objections regarding this application.		

On behalf of :- Witney Town Council

5

5.1      **WTC/071/25**      Plot Ref :- 25/01410/CLP      Type :- CERT  
 Applicant Name :- .      Date Received :- 26/06/2025  
                 Parish :- EAST      Date Returned :-  
                 Location :- 156 MANOR ROAD      Agent  
                                 MANOR ROAD  
                 Proposals :- Certificate of lawfulness (loft conversion to form habitable room  
                                 with rear dormer and front velux rooflights).  
                 Observations :-

5.2      **WTC/072/25**      Plot Ref :- 25/01446/HHD      Type :- HOUSEHOL  
 Applicant Name :- .      Date Received :- 26/06/2025  
                 Parish :- EAST      Date Returned :-  
                 Location :- 267 MANOR ROAD      Agent  
                                 MANOR ROAD  
                 Proposals :- Erection of rear and side single storey extension with internal  
                                 alterations.  
                 Observations :-

5.3      **WTC/073/25**      Plot Ref :- 25/01383/HHD      Type :- HOUSEHOL  
 Applicant Name :- .      Date Received :- 26/06/2025  
                 Parish :- WEST      Date Returned :-  
                 Location :- 18 WESTCOTE CLOSE      Agent  
                                 WESTCOTE CLOSE  
                 Proposals :- Erection of extensions to rear, side and front elevations and  
                                 replace tarmac drive and grass with porous hardstanding.  
                 Observations :-

5.4      **WTC/074/25**      Plot Ref :- 25/01426/CLP      Type :- CERT  
 Applicant Name :- .      Date Received :- 26/06/2025  
                 Parish :- EAST      Date Returned :-  
                 Location :- 77 OXLEASE      Agent  
                                 OXLEASE  
                 Proposals :- Certificate of Lawfulness to erect a single storey extension to  
                                 replace existing conservatory.  
                 Observations :-

5 . 5	<b>WTC/075/25</b>	Plot Ref :- 25/01512/FUL	Type :- FULL
	Applicant Name :- .	Date Received :- 01/07/2025	
	Parish :- SOUTH	Date Returned :-	
	Location :- ST MARYS C OF E CHURCH CHURCH GREEN	Agent	
	Proposals :-	Replacement of timber outer doors and uPVC doors with new glazed timber doors, addition of a lantern and recessed floor lights with associated landscaping and repaving works.	
	Observations :-		
5 . 6	<b>WTC/076/25</b>	Plot Ref :- 25/01524/FUL	Type :- FULL
	Applicant Name :- .	Date Received :- 07/07/2025	
	Parish :- NORTH	Date Returned :-	
	Location :- 124 QUARRY ROAD QUARRY ROAD	Agent	
	Proposals :-	Change of use of single family dwellinghouse (Use Class C3) to supporting residential home for children (Use Class C2).	
	Observations :-		
5 . 7	<b>WTC/077/25</b>	Plot Ref :- 25/01550/S73	Type :- VARIATION
	Applicant Name :- .	Date Received :- 07/07/2025	
	Parish :- WEST	Date Returned :-	
	Location :- UNIT 4-5 WINDRUSH PARK ROAD WINDRUSH INDUSTRIAL PARK	Agent	
	Proposals :-	Variation of condition 2 of permission 24/00962/FUL to allow a temporary yard to the north of the Smurfit Westrock (nee Smurfit Kappa) yard to accommodate the expansion of an existing tenant on the estate.	
	Observations :-		
5 . 8	<b>WTC/078/25</b>	Plot Ref :- 25/01505/FUL	Type :- FULL
	Applicant Name :- .	Date Received :- 07/07/2025	
	Parish :- SOUTH	Date Returned :-	
	Location :- 1 QUEEN EMMAS DYKE QUEEN EMMAS DYKE	Agent	
	Proposals :-	The replacement of 44 existing storage heaters with renewable air source heating within 9 blocks of flats, namely 1-81 Queen Emmas Dyke.	
	Observations :-		
5 . 9	<b>WTC/079/25</b>	Plot Ref :- 25/01569/CLP	Type :- CERT
	Applicant Name :- .	Date Received :- 08/07/2025	
	Parish :- CENTRAL	Date Returned :-	
	Location :- 33 BURFORD ROAD BURFORD ROAD	Agent	

Proposals :- Certificate of lawfulness (erection of a porch and insertion of 3no. rooflights).

Observations :-

---

5 . 10	<b>WTC/080/25</b>	Plot Ref :- 25/01558/S73	Type :- VARIATION
	Applicant Name :- .		Date Received :- 08/07/2025
	Parish :- NORTH		Date Returned :-
	Location :- 82 EARLY ROAD	Agent	
	EARLY ROAD		

Proposals :- Variation of condition 2 of permission 24/03135/HHD to allow changes to the approved plans to include a link between the outbuilding and the rear extension.

Observations :-

---

5 . 11	<b>WTC/081/25</b>	Plot Ref :- 25/01570/S73	Type :- VARIATION
	Applicant Name :- .		Date Received :- 08/07/2025
	Parish :- CENTRAL		Date Returned :-
	Location :- 33 BURFORD ROAD	Agent	
	BURFORD ROAD		

Proposals :- Variation of condition 2 of Planning Permission 24/01400/HHD to allow for amendments to the existing windowsills on the front elevation and the erection of a new wall, gate and railings on the boundary.

Observations :-

---

5 . 12	<b>WTC/082/25</b>	Plot Ref :- 25/01580/CLP	Type :- CERT
	Applicant Name :- .		Date Received :- 08/07/2025
	Parish :- CENTRAL		Date Returned :-
	Location :- MOORLAND CENTRE,	Agent	
	24 DARK LANE		
	DARK LANE		

Proposals :- Certificate of lawfulness (stationing of two shipping containers for storage in connection with the ongoing use of the site for Oxfordshire County Council fleet vehicles).

Observations :-

---

**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)



Witney Town Council

Your Ref: W/25/00681/PAVLIC

Date: 1st July 2025

Dear Town Clerk,

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

We have received an application for **The Three Horseshoes 78 Corn Street Witney Oxfordshire OX28 6BS** under the Business and Planning Act 2020.

This is for the seating adjacent to the road and not the tables and chairs that next to the pub building which do not require a licence.

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 **11th July 2025**.

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

Case Detail: Application Type: New application

Submission date: 26/06/2025, 12:30

Licence cost: £0.00

Applicant Address (outside of the district): HQ Building, 4th Floor, Suite B, 58 Nicholas Street, Chester CH1 2NP

Trading Name: Three Horse Shoes

Business Premises Mailing Address: DONE RIGHT PUB COMPANY LTD, THE THREE HORSESHOES, 78 CORN STREET, WI... OX28 6BS

Premises Telephone Number: Unknown

Business Premises use: Both of the above uses

Description of the area: The area immediately out the front of the premises, forming the corner of the road way.

Monday start time: 12:00

Monday end time: 23:00

Tuesday start time: 12:00

Tuesday end time: 23:00

Wednesday start time: 12:00

Wednesday end time: 23:00

Thursday start time: 12:00

Thursday end time: 23:00

Friday start time: 12:00

Friday end time: 23:00

Saturday start time: 12:00

Saturday end time: 23:00

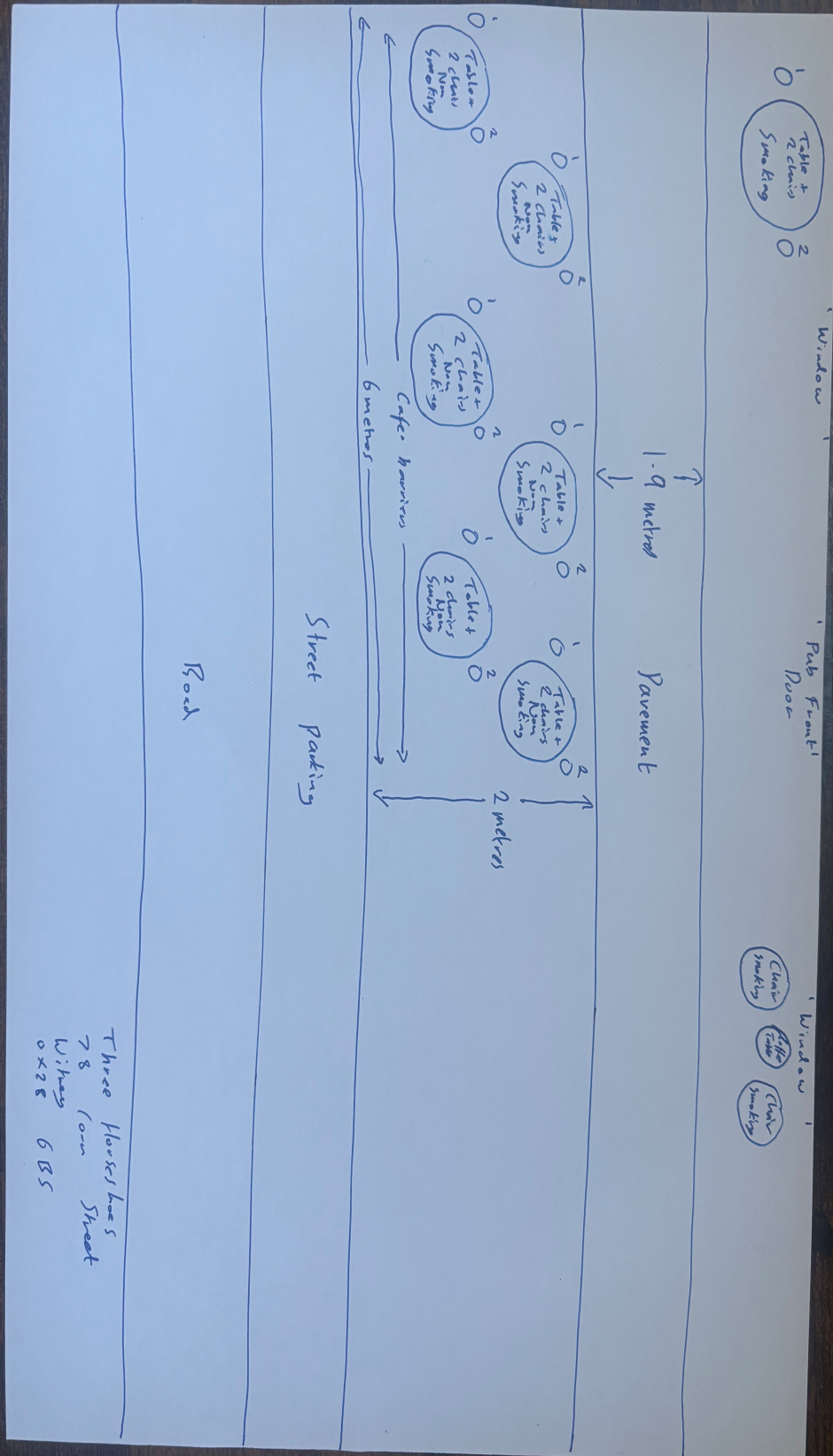
Sunday start time: 12:00

Sunday end time: 23:00

Furniture purpose: Both of the above uses

Furniture description: 6 x Small round table metal tables,  
each with 2 metal chairs = 12 chairs

5 fabric barriers, each barrier is 2 metres in length







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

Page No : 1

### **GRANTED PLANNING PERMISSIONS**

**C** WTC/013/25 Approved with Conditions  
District COMMENT The development hereby approved shall be carried out in accordance with the surface water drainage plan ref. 224403 submitted within the application, prior to the extensions hereby approved first coming into use.

REASON: To ensure that the surface water on the site is adequately drained.

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

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

The means of access between the land and the highway shall be constructed, laid out, surfaced, lit and drained in accordance with details that have first been submitted to and approved in writing by the Local Planning Authority and all ancillary works therein specified shall be undertaken in accordance with the said specification before first use of the access hereby approved.

REASON: To ensure a safe and adequate access.

#### **46 HAILEY ROAD**

Local COMMENT While Witney Town Council does not object to this application in terms of material concerns, it notes the loss of permeable drainage. Whilst the development is small, Members expressed concerns that surface water is to discharge to existing drainage, with the possibility of this causing an increased flood risk and given the site location and associated flooding that occurs in the Hailey Road area. Members ask that a SUDS strategy and 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.

<b>E</b> WTC/036/25	Approved	<b>45 DAVENPORT ROAD</b>
<b>E</b> WTC/044/25	Approved	<b>15 CRAWLEY ROAD</b>
<b>E</b> WTC/051/25	Approved	<b>35 NEW YATT ROAD</b>
<b>E</b> WTC/052/25	Approved	<b>9-11 HIGH STREET</b>
<b>E</b> WTC/053/25	Approved	<b>243 MANOR ROAD</b>
<b>E</b> WTC/056/25	Approved	<b>16 THE CROFTS</b>
<b>E</b> WTC/057/25	Approved	<b>10 TUNGSTEN PARK, COLLETTS WAY</b>
<b>E</b> WTC/058/25	Approved	<b>24 MARKET SQUARE</b>
<b>E</b> WTC/060/25	Approved	<b>34 WILMOT CLOSE</b>

### **REFUSED PLANNING PERMISSIONS**

**C** WTC/050/25 Refused  
District COMMENT The proposed erection of a dormer by

**1 SYCAMORE CLOSE**  
Local COMMENT Witney Town Council has no objections to this application.

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

**Minute Ref 6**

**Tue 15 July 2025**

**District Ref**

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

Page No : 2

reason of its scale, design and form would result in an incongruous, out-of-place feature that would read as an inappropriate addition to the simple character of the host dwelling, using inappropriate materials, and resulting in harm to the character and appearance of the surrounding area. The proposal is therefore considered contrary to policies OS2, OS4 and H6 of the West Oxfordshire Local Plan 2031 as well as Section 12 of the NPPF and Sections 10 and 14 of the West Oxfordshire Design Guide 2016.

**WITNEY TRAFFIC ADVISORY COMMITTEE MEETING OF THE**  
**WITNEY TOWN COUNCIL**

**Held on Tuesday, 24 June 2025**

**At 3.00 pm in the Gallery Room, The Corn Exchange, Witney**

**Present:**

Councillor A Coles (Chair)

Councillors:	A Prosser	A Lyon
	M Brooker	R Crouch (In place of R Smith)
	J Aitman	
	S Simpson	
	D Enright	
Officers:	Adam Clapton	Deputy Town Clerk
	Cara Murray	Admin Support Assistant -
		Communities & Planning
	Derek Mackenzie	Senior Administrative Officer &
		Committee Clerk
	Odele Parsons	Oxfordshire County Council
	Kim Sutherland	Oxfordshire County Council
	Nick Howdle Smith	Oxfordshire County Council
	John Charlton	Oxfordshire County Council
	Karl Chadwick	Oxfordshire County Council
	Amanda Dodsworth	Oxfordshire County Council
	Gareth Slocombe	Oxfordshire County Council
	Stewart Duncan	Oxfordshire County Council
Others:	One member of the public.	
	Cllr Thomas Ashby (OCC), Oxfordshire County Council	
	Cllr James Robertshaw (OCC), Oxfordshire County Council	
	Cllr D Edwards-Hughes, Witney Town Council	
	T Bayliss, Stagecoach	
	K Hickman, Windrush Bike Project	
	D Miles, Parish Transport Representative	
	T Weaver, Pulhams	
	A Bullock, Witney Chamber of Commerce	
	A Lyon, West Oxfordshire Community Transport	
	C Hulme, Thames Valley Police	

**T77     APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor R Smith with Councillor R Crouch attending as a substitute.

Apologies were also received from Andrew Lyon (West Oxfordshire Community Transport ) and Trevor Bayliss (Stagecoach)

**T78     PUBLIC PARTICIPATION**

There was no public participation

**T79     MINUTES**

The Committee received the minutes of the Witney Traffic Advisory Committee meeting held on 18 March 2025.

**T74 – Bus Users Meeting:**

The Chair confirmed that the date of the next annual bus user’s meeting would be Wednesday 3rd September. A Member queried whether the timing of the meeting could be altered so as to finish earlier in the evening; however, it was agreed to retain the same time as last year.

**T69 – Adoption of Roads (Kingfisher Meadows):**

The Chair provided an update, confirming that Oxfordshire County Council subject to legal agreement being reached, that they expected to adopt the roads at Kingfisher Meadows development in June 2026.

**T75 – Langdale Gate White Line Markings:**

The Windrush Bike Project representative clarified an error in the minutes, stating that he did not raise the issue of a near disappearance of white line markings at Langdale Gate. Instead, the matter concerned the re-appearance of the central line.

**Resolved:**

That, subject to the above amendments the minutes of the Witney Traffic Advisory Committee meeting held on 18 March 2025 be approved as a correct record and signed by the Chair.

**T80     PLACE, PLANNING AND COORDINATION**

Members received and considered the reports of Oxfordshire County Council (OCC), which were delivered by the lead OCC Officer, where present. These included updates on the Shores Green Project and the proposed redesignation of the A4095 as part of the those works.

Additionally, the Committee was updated on path and road crossing improvements for Madley Park, Windrush Place and Deer Park Road; OCC also shared the upcoming lining refurbishment schedule for various areas in Witney.

Also, a recent road safety incident on New Yatt Road was brought to the Committee's attention, along with updates on a white lining issue at Raleigh Crescent, the West End Link Road, plans for the Fiveways roundabout, Corn Street design changes and an accreditation awarded to a local school.

### **Access to Witney – Shores Green**

OCC Officers shared a presentation providing a project and construction update on the Shores Green slip road, the project was progressing on schedule and was expected to be completed mid-2026. It was confirmed that vegetation removed during the works would be replaced as part of the landscaping and reinstatement phase.

A series of road closures would be required to facilitate the next stages of works, the first of these would be on 7th July, with a complete closure of the A40 slip road for five nights, between 8:30pm and 6:00am. WTC Officers confirmed the formal notice of these closures had been shared via the Town Council's social media channels to inform residents.

OCC Officers advised that data from the temporary traffic lights on-site was monitored weekly and alternations made to minimise disruption. Members heard that regular updates on the scheme were available to those registered on dedicated OCC webpage.

As part of the project, the A4095 was being redesignated to assist the rerouting of traffic around Witney optimising the new Shores Green slip road. This change would remove the A-road designation from the centre of Witney, helping to reduce traffic congestion and improve air quality in Bridge Street and the town centre, and signage would be updated accordingly to reflect the new routing.

A Member raised concerns regarding the implications of changing the road classification from an A road to a B road, specifically about road maintenance. OCC Officers advised the Committee that there would be no changes to the existing gritting schedule for the affected roads.

### **Witney Paths (Madley Park/Windrush Place), Deer Park Road crossings**

OCC Officers provided an update on the footpath improvements at Madley Park and Windrush Place, along with the crossings at Deer Park Road. A revised programme for these works were currently in progress, with plans to appoint a contractor later in the year.

A Member raised concerns regarding the timescale, questioning why these improvements had taking longer compared to other similar projects. In response, OCC officers explained that safety considerations, particularly regarding lighting, have influenced the schedule. Additionally, officers expressed a preference to avoid carrying out major works during the summer holidays to minimise disruption for residents, which had also contributed to the extended timeline.

### **Lining Refurbishment Schedule**

A schedule for white lining refurbishment in various areas of the town was shared, with work planned to improve road markings and safety. This included the removal of the lining at Langdale Gate that was raised at the previous meeting.

A Member also raised an issue with cross-hatching at Burford Road...

### **New Yatt Road – Road Safety Incident:**

Following a report of a road safety incident submitted to OCC by WTC, OCC had reviewed the footpath linking New Yatt Road to Vanner Road with consideration for the possible installation of a barrier to enhance pedestrian safety. Officers informed the Committee that currently, there

was no funding for these changes, the scheme had been added to the potential future schemes, pending the availability of either OCC funds or another external funding source.

Members noted that similar barriers installed at Moorland Road had been effective in improving safety and acknowledged the importance of preventing injury however, emphasised that any barrier installation must ensure that access for all was maintained.

#### **White Lining – Raleigh Crescent**

OCC Officers advised that the resident of Raleigh Crescent had been informed of the process to apply for an advisory white line across their driveway however no request had been received.

#### **West End Link/ North Witney**

OCC Officers reported that there was no update at this time regarding the West End Link Road, communication was ongoing with the North Witney developers, who were in the process of updating their Transport Assessment that supported the live planning application. It was noted that this updated Transport Assessment was expected to be made public later in the year through the standard planning processes managed by West Oxfordshire District Council (WODC).

#### **Fiveways Roundabout – Vision Zero Programme**

Officers confirmed that the preliminary design for a raised parallel crossing on the Welch Way arm of the Fiveways roundabout had been completed, funded through the Vision Zero programme and confirmed that informal stakeholder engagement was open until 11<sup>th</sup> July. The crossing aimed to slow traffic and included a tactile (anti-skid) surface.

A Member asked whether the tactile surface could be extended around the roundabout to include traffic entering from Tower Hill and suggested the consideration of rumble strips on the other arms.

#### **Corn Street (Feasibility Design, Capability and Ambition Fund)**

OCC officers provided an update on the ongoing feasibility design work for Corn Street, specifically the section between Holloway Road and Market Square. Contractors had completed initial design proposals aimed at improving the route for people walking, cycling, and enabling two-way bus travel. At this stage, officers were reviewing the design work internally and engagement with key stakeholders was expected to follow once the internal review process was complete.

#### **Fiveways Roundabout – Dedicated Space for Cycling (Feasibility Design, Capability and Ambition Fund)**

Officers shared a summary report which outlined the public engagement undertaken and set out the proposed next steps. As the scheme currently had no allocated funding, the priority was to explore and secure appropriate funding sources to enable progression of the project.

#### **School Travel**

Members were informed that Witney Community Primary School participated in Walk to School Week in May and successfully achieved their 'Approved' Travel Plan accreditation. This reflected

the school's ongoing commitment to promoting active and sustainable travel among pupils and families.

**Resolved:**

That, the updates from OCC officers be noted.

**T81 CIVIL ENFORCEMENT**

Members received the verbal report of the OCC Civil Enforcement Officer regarding parking and enforcement activity across Witney during the period March to May 2025, including recent actions taken and areas of focus.

It was noted that pavement parking causing an obstruction could only be enforced by the police, recent incidents on Corn Street were highlighted as examples. Church Green continued to be monitored by civil enforcement officers during their visits to Witney, and enforcement was carried out where vehicles were found in contravention.

Regarding Kingfisher Meadows and Sky Lark Way, it was advised that road adoption was a prerequisite before any consideration could be given to road markings, once adopted and subject to available funding and resources, lining may be introduced to address issues such as parking on bends and pavements. Concerns were again raised about buses avoiding certain roads due to obstructive parking, further discussions were planned between bus operators and OCC to understand the issue and explore possible solutions.

Recruitment challenges within the enforcement team were raised, while the intended staffing level was 50 officers, current staffing stood at 41.

The installation of ANPR cameras on the High Street was expected to take place in September 2025, following the completion of a review of the Traffic Regulation Order (TRO).

A Member queried whether there had been any issues or queries since the introduction of residents' parking permits on Corn Street and Church Green- It was confirmed that no significant issues had been reported.

**Resolved:**

That, that the update be noted.

**T82 HIGH STREET/MARKET SQUARE ENHANCEMENTS UPDATE**

Members received the presentation of the lead OCC Officers on the High Street and Market Square enhancement scheme.

The preliminary design had now been completed following public consultation, a design review by Active Travel England, and a Stage 1 Road Safety Audit. Amendments included improved flexibility and space for loading, a revised junction alignment at Welch Way, and an additional bus stop for Community Transport services outside the Cross Keys public house. The scheme also incorporated enhanced planting and additional public seating in response to community feedback.



Footways would be widened by relocating some disabled parking bays into the carriageway, while this adjustment removed the capacity for two-way bus movement, the closure to through traffic was expected to make the arrangement manageable. The taxi rank would also be relocated to the opposite side of the carriageway, and formal loading bays were omitted in favour of permitting loading and deliveries on double yellow lines.

A principal contractor had been appointed and commenced the detailed design phase and an independent Accessibility Review had been commissioned, with its recommendations to be integrated to ensure the scheme met the needs of all users.

Revised delivery forecasts were issued, with construction scheduled to begin in January 2026 to avoid disruption during the 2025 Christmas trading period. Officers confirmed that approximately £510,000 to £515,000 had been spent to date, and that the overall budget had risen to over £3 million. A bid for additional Active Travel funding had also been submitted, with a decision pending.

Members expressed concerns regarding large vehicle manoeuvres between High Street and Welch Way and suggested relocating the proposed zebra crossing to improve access. Queries were raised about bollard installation at the junction as the existing bollards were frequently damaged.

The importance of a level, durable, and long-lasting footway surface was highlighted to which Officers confirmed that buff-coloured resin-bound gravel would be used, providing durability, and aesthetic compatibility with Witney's heritage. Also to ease future patching by utility works it would be a readily available option with an annual cleaning programme to maintain the surface appearance.

Regarding traffic levels, Officers reported approximately 1,500 vehicles currently used the High Street daily, this was expected to reduce to 500 once ANPR cameras became operational based on 370 bus movements and the remainder comprising Blue Badge holders and deliveries. Officers advised the monitoring data would be shared with the Committee.

Officers confirmed that further engagement with WTC would take place regarding the changes to the planting, tree and street furniture proposals that were planned.

A Member asked about the potential for installing electric power supplies in the High Street and Market Square to support events which Officers agreed to look into.

Finally, Cllr D Enright raised that the results from a recent survey were available and so it was agreed that the Witney Chamber of Commerce's report on local shopping habits and aspirations would be forwarded to OCC officers for consideration.

**Resolved:**

1. That, Members note the update from OCC officers and,
2. That, OCC Officers circulate details of the traffic monitoring results to the Committee and,
3. That, the Witney Chamber of Commerce report be shared by Cllr D Enright with OCC.

**T83     THAMES VALLEY POLICE SAFER ROADS STATISTICS**

Members received correspondence and statistical data from the Thames Valley Police Safer Roads Unit for information.

**Resolved:**

That, the report be noted

**T84     COMMUNITY SPEEDWATCH UPDATE**

The Committee received a verbal update from the Chair regarding the Community Speedwatch scheme. Members were informed that the scheme currently had eleven active volunteers, though additional volunteers were always welcome, and efforts were underway to recruit a second group administrator to support the smooth running of the initiative.

The scheme continued to be well received by residents, who had shown strong enthusiasm and support. It was noted that the next scheduled Speedwatch session had unfortunately been cancelled due to unforeseen circumstances. However, the appointment of a new co-ordinator could help alleviate such issues in the future and provide greater resilience in scheduling and delivery.

**Resolved:**

1. That, the report and verbal updated be noted and,
2. That, the next Speedwatch session has been cancelled and,
3. That, the appointment of a further group administrator is required.

**T85     PUBLIC TRANSPORT UPDATE**

The Committee received verbal updates from the Independent Parish Transport Representative and Pulhams.

Positive feedback was reported regarding the updated H2 service, which had been well received by users, however, it was noted that the service did not currently pick up at the Bus Garage stop. In response, the Pulhams representative confirmed that this matter would be reviewed, and a response would be provided to the next meeting.

The Stagecoach S7 service was also performing well, however, a concern was raised regarding the lack of a bus shelter at Woodgreen. The Deputy Town Clerk advised that it had previously been considered by the town council, however passenger numbers were low. The matter could be reconsidered if new data was available.

**Resolved:**

1. That, the verbal updates be noted and,
2. That, Pulhams report on the potential of a stop at Witney Bus Garage to the next meeting of the Committee.

**T86     ITEMS SUBMITTED TO THE TOWN CLERK**

There were no items submitted.

**T87     ITEMS RAISED AT THE MEETING**

Cllr R Crouch raised concerns regarding Estelle Manor's decision to withdraw its funding support for the S7 bus service, highlighting that the service was well used by many of the establishment's workers. The Parish Representative advised that, in response to the funding withdrawal, the S7 timetable was currently under review to assess how best to continue provision within the available resources.

Cllr J Robertshaw raised concerns regarding speeding/road safety on Cogges Hill Road. It was noted that the road had already been monitored as a Speedwatch site, and traffic calming for this area was included in the LCWIP. The OCC Officer informed the Committee that the Witney East development had proposed improvements via S106, but otherwise any scheme is unfunded.

Cllr T Ashby raised a query regarding the current 30mph speed limit on Centenary Way, asking why it had not been reduced to 20mph in line with the wider 20mph zones implemented across Witney and asked that OCC investigate and provide clarification.

Cllr S Simpson raised the possibility of a barrier at a pathway at Farmers Close to avoid people running into the road. There was some confusion on the location and members present at the meeting felt there was one already in place. Cllr Simpson also mentioned speed signs which showed happy or sad faces depending on speeds. The Chair advised these had been explored when Community Speedwatch had been introduced and were cost prohibitive.

**T88     DATE OF THE NEXT MEETING(S)**

Members were advised the next meeting of the Committee would be held on 23 September 2025.

Additional meeting dates of the Committee for 2025/26 are:

- 20 January 2026
- 17 March 2026

---

The meeting closed at: 4.51 pm

---

Chair

**From:** Palmer, Emma - Oxfordshire County Council

**Sent:** 09 July 2025 12:16

**Subject:** Informal parking consultation - West End, Witney

Good afternoon

An informal parking arrangement is currently in place on West End, Witney, allowing residents to park. However, this arrangement does not align with the formal permit parking zones established across Oxfordshire. To ensure consistency and regulatory compliance across the county, we are proposing to formalise this scheme. Doing so would enable our enforcement teams to manage parking contraventions more effectively.

We are therefore launching an informal consultation to assess the level of support for introducing a formal permit parking scheme in this area. Should there be insufficient support for a formal residents' parking scheme, we may consider removing all existing restrictions on the bays, resulting in them becoming unrestricted and available for use by any motorist.

The consultation is scheduled to go live tomorrow at <https://letstalk.oxfordshire.gov.uk/hub-page/highway-traffic-regulation-orders-and-public-notice>, and residents within the area outlined on the attached map will receive a letter with further details. I have attached a draft copy of the letter.

The consultation will close on **Friday, 8 August**. Once concluded, I will review and analyse the responses and share the outcome with you.

Kind regards

Emma Palmer

Senior Officer – West and Cherwell (TRO and Schemes)

Parking Schemes & TRO team



Reference: CM:WE-REVIEW

Communities  
County Hall  
New Road  
Oxford  
OX1 1ND

Paul Fermer  
Director for Environment and  
Highways

Xxx July 2025

Dear Sir/ Madam,

**Re: West End, Witney – Parking review**

In November 2021, the County Council took over parking enforcement from the police, which meant that all parking contraventions became a civil offence, dealt with by the issue of penalty charge notices (PCNs).

An arrangement is currently in place on West End, allowing residents to park. However, this arrangement is not aligned with the formal permit parking zones established across Oxfordshire. We are now proposing to formalise this scheme to ensure consistency and regulatory compliance, which will help our enforcement teams to deal with contraventions in a more effective way.

We are writing to residents to gather feedback on parking arrangements in the area. Specifically, we would like to understand whether there is support for introducing a formal permit parking scheme. If there is no agreement for a formal residents parking scheme to be introduced, the County Council may consider an option of removing all parking restrictions on the bays which would mean they are unrestricted and open for anyone to park.

**How to take part in the survey**

To better understand local opinions on parking in the area, we have created a short on-line survey which can be accessed via the web link below. This is your opportunity to give us your views before any decisions are made to bring forward formal proposals:

<https://letstalk.oxfordshire.gov.uk/>

Your response should be completed and returned by **XXXXXXXXXXXXXX**.

It is anticipated that the feedback from the consultations will be presented to elected members in August 2025, where if required, detailed proposals will be developed for further consultation later in the year.

Yours faithfully

Email:

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

 Parking consultation area

IN ADDITION TO THE HAZARDS/RISKS NORMALLY ASSOCIATED WITH THE TYPES OF WORK DETAILED ON THIS DRAWING, NOTE THE FOLLOWING SIGNIFICANT RESIDUAL RISKS

(ENTER 'NONE' IF APPLICABLE)

(ENTER 'NONE' IF APPLICABLE)

(ENTER 'NONE' IF APPLICABLE)

(ENTER 'NONE' IF APPLICABLE)

© Crown copyright and database rights 2023 OS AC0000851087

Rev.	Date	Purpose of revision	Drawn	Checked	Approved



CIL 2025/2026

CHERWELL

INFORMAL PARKING CONSULTATION AREA  
WEST END, WITNEY

Scale @ A3	Drawn by AC	Checked by	Approved by
	Date drawn 23/05/2025	Date checked	Date approved

	23/03/2023
Oxfordshire Project No. & File Ref	

Drawing No. CIL/2025/2026/WE01

Revision

**On Behalf of** A40 Corridor<[A40corridor@Oxfordshire.gov.uk](mailto:A40corridor@Oxfordshire.gov.uk)>

**Sent:** Tuesday, July 1, 2025

**Subject:** A40 Eynsham park and ride to Wolvercote: project update

Dear Stakeholders,

We are writing to inform you of a significant milestone in the A40 Eynsham park and ride to Wolvercote project, with the planning application submitted on Friday, 27 June 2025.

This planning submission follows funding confirmation last October and public engagement (25 November 2024 to 1 January 2025). Feedback from the public engagement and stakeholder engagement have been considered through design development as part of the planning application process.

The project is designed to build the junction to connect Eynsham park and ride to the A40, enabling the park and ride to become operational, and construct both eastbound and westbound bus lanes serving the park and ride, along with vital improvements to walking and cycling infrastructure along the A40 corridor. Subject to planning consent, construction is expected to start late 2025 or early 2026 and completed by summer 2028.

The documents included in the planning application will be made available to the public for visibility via the planning portal once they have been validated by the planning authority.

We will continue to keep you updated on the progress of the application and the project as a whole.

Yours faithfully,

Gareth Slocombe

Programme Lead, A40 Improvements