

Planning & Development Committee Meeting of Witney Town Council



Tuesday, 18th November, 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 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 **prior** to the meeting, stating the reason for absence.

Standing Order 8(e)(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 - 8)

a) To adopt and sign as correct the minutes of the Committees held on 16 September, 7 October (To Follow) and 28 October (To Follow).

b) Matters arising from the minutes of 16 September, 7 October and 28 October.

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 25. Matters raised shall relate to the following items on the agenda.

5. **Planning Applications** (Pages 9 - 10)

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

6. **Planning Decisions** (Pages 11 - 12)

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

7. **NALC Response to Licensing Consultation** (Pages 13 - 15)

To receive correspondence from NALC (National Association of Local Councils) following their submission to a consultation on the development of the licencing system. This is pertinent to the Committee owing to their licencing consultee function.

[NALC urges the government to embed health and wellbeing in a modernised licensing system](#)

8. **WODC - Community Infrastructure Levy Adoption** (Pages 16 - 33)

To receive correspondence from West Oxfordshire District Council (WODC) on their adoption of a Community Infrastructure Levy (CIL) Charging Schedule to commence which will commence 31 January 2026.

9. **WODC- Local Plan 2043** (Pages 34 - 35)

To receive correspondence from West Oxfordshire District Council (WODC) with notification of their special options consultation.

Further details and submission can be made at: www.westoxon.gov.uk/localplan2043

10. **Witney Traffic Advisory Committee Minutes** (Pages 36 - 43)

To receive the minutes of the Witney Traffic Advisory Committee meeting held 23 September 2025.



Town Clerk

Public Document Pack Agenda Item 3

PLANNING & DEVELOPMENT COMMITTEE MEETING OF THE WITNEY TOWN COUNCIL

Held on Tuesday, 16 September 2025

At 6.00 pm in the Gallery Room, The Corn Exchange, Witney

Present:

Councillor D Temple (Chair)

Councillors:	G Meadows	T Ashby (In place of J Doughty)
	R Smith	J Treloar (In place of G Doughty)
Officers:	Adam Clapton	Deputy Town Clerk
	Derek Mackenzie	Senior Administrative Officer & Committee Clerk
	Cara Murray	Admin Support Assistant - Communities & Planning
Others:	None	

P532 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor J Aitman.

Apologies for absence were also received from Councillors G Doughty, and J Doughty, Councillors J Treloar and T Ashby attended as substitutes respectively.

P533 ELECTION OF CHAIR

Due to the absence of the Chair and Vice-Chair the Deputy Town Clerk called for nominations for a Chair for the meeting.

It was proposed by Cllr D Temple and seconded by Cllr J Treloar that Cllr D Temple be elected. There being no other nominations it was:

Resolved:

That, Councillor Dean Temple be elected Chair of the meeting.

P534 DECLARATIONS OF INTEREST

There were no declarations of interest from Members or officers.

P535 MINUTES

The minutes of the Planning & Development Committee meetings held on 15 July, 5 August, and 26 August 2025 were received.

Resolved:

That, the minutes of the Planning & Development Committee meetings held on 15 July, 5 August and 26 August 2025 be approved as correct records of the meetings and be signed by the Chair.

P536 **PUBLIC PARTICIPATION**

There was no public participation.

P537 **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.

P538 **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. Members discussed the current practice of officers marking certain planning applications as "contrary" where planning conditions have been added, in order to ensure these applications were highlighted for the Committees attention. It was noted that this approach had been used to support transparency and to facilitate informed consideration by the Committee.

Members agreed that while the intention behind the practice was understood, the presentation of planning decisions could benefit from further clarity. Officers were, therefore asked to review the format in order to ensure accurate presentation.

Resolved:

1. That, the list circulated advising of WODC planning decisions be noted and
2. That, Officers review the presentation of the report of planning decisions.

P539 **NOTIFICATION OF PLANNING APPEAL DECISION - 1 SYCAMORE CLOSE, WITNEY - APP/D3125/D/25/3370522**

The Committee received and considered correspondence concerning the appeal decision APP/D3125/D/25/3370522 for 1 Sycamore Close, Witney.

Resolved:

That, the appeal decision be noted.

The meeting closed at: 6.19 pm

Chair

5

5.1 **WTC/123/25** Plot Ref :- 25/02311/HHD Type :- HOUSEHOL
 Applicant Name :- Date Received :- 29/10/2025
 Parish :- SOUTH Date Returned :-
 Location :- THE COACH HOUSE, Agent
 CHURCH GREEN
 CHURCH GREEN
 Proposals :- Demolition of exisiting garage and construction of self-contained detached annexe, ancillary to main dwelling.
 Observations :-

5.2 **WTC/124/25** Plot Ref :- 25/02466/FUL Type :- FULL
 Applicant Name :- Date Received :- 29/10/2025
 Parish :- WEST Date Returned :-
 Location :- UNIT 3, WHARTON Agent
 BUILDINGS
 DOWNS ROAD
 Proposals :- Installation of extractor fan unit in rear elevation of commercial kitchen, to include an internal suspended ceiling.
 Observations :-

5.3 **WTC/125/25** Plot Ref :- 25/02552/HHD Type :- HOUSEHOL
 Applicant Name :- Date Received :- 29/10/2025
 Parish :- CENTRAL Date Returned :-
 Location :- 10 CRUNDEL RISE Agent
 CRUNDEL RISE
 Proposals :- Erection of single storey rear extension.
 Observations :-

5.4 **WTC/126/25** Plot Ref :- 25/02537/HHD Type :- HOUSEHOL
 Applicant Name :- Date Received :- 29/10/2025
 Parish :- NORTH Date Returned :-
 Location :- 110 QUARRY ROAD Agent
 QUARRY ROAD
 Proposals :- Erection of front entrance porch and two storey side extension.
 Observations :-

5 . 5 **WTC/127/25** Plot Ref :- 25/02531/HHD Type :- HOUSEHOL
Applicant Name :- . Date Received :- 29/10/2025
Parish :- CENTRAL Date Returned :-
Location :- 15 TOWER HILL Agent
TOWER HILL
Proposals :- Erection of porch with associated works, and demolition of existing porch.
Observations :-

5 . 6 **WTC/128/25** Plot Ref :- 25/02515/HHD Type :- HOUSEHOL
Applicant Name :- . Date Received :- 29/10/2025
Parish :- CENTRAL Date Returned :-
Location :- 33 KESTREL CRESCENT Agent
KESTREL CRESCENT
Proposals :- Demolition of existing garden room and erect single storey rear extension.
Observations :-

5 . 7 **WTC/129/25** Plot Ref :- 25/02591/HHD Type :- HOUSEHOL
Applicant Name :- . Date Received :- 30/10/2025
Parish :- NORTH Date Returned :-
Location :- 20 VINER CLOSE Agent
VINER CLOSE
Proposals :- Erection of front porch, replacement roof works, and installation of solar PV array to roof.
Observations :-

Minute Ref 6

Tue 18 November 2025

District Ref

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

Page No : 1

GRANTED PLANNING PERMISSIONS

C WTC/027/25 District COMMENT	Approved	87 MOORLAND ROAD Local COMMENT Witney Town Council objects to this application. This proposal is not compliant with Policy OS2 in that it would involve the loss of a prominent and highly visible pocket of open space that makes an important contribution to the visual character and appearance of the area. Witney Town Council values all open spaces and amenity lands across Witney. These areas, regardless of size or location contribute to the visible, recreational, and biodiverse landscape across the town. Grass areas in particular aid drainage and help mitigate against surface water flooding.
E WTC/065/25	Approved	105 HIGH STREET
E WTC/077/25	Approved	UNIT 4-5 WINDRUSH PARK ROAD
E WTC/085/25	Approved	UNIT 6 MARRIOTTS WALK
E WTC/088/25	Approved	30 SPRING MEADOW
E WTC/090/25	Approved	6 BAKERS PIECE
E WTC/094/25	Approved	253 THORNEY LEYS
C WTC/096/25 District COMMENT	Approved	WINDRUSH INN, BURFORD ROAD Local COMMENT Witney Town Council objects to this application. While Members welcome the provision of family-friendly play facilities, they are concerned about the impact on neighbouring residential amenity, particularly in terms of loss of privacy and noise, as highlighted by residents. The application conflicts with Policy OS4 of the West Oxfordshire Local Plan, which states that development should not harm the use or enjoyment of nearby land and buildings, including the living conditions of residential properties. Members are also concerned about the retrospective nature of the application and request that Officers consider whether a more suitable location could be identified, further from neighbouring boundaries.
E WTC/097/25	Approved	11 DONNINGTON CLOSE
E WTC/098/25	Approved	70 OXLEASE
E WTC/099/25	Approved	71 STOW AVENUE

NOTIFICATIONS OF PLANNING DECISIONS FROM West Oxfordshire District Council

Minute Ref 6

Tue 18 November 2025

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/100/25	Approved	17 HOLFORD ROAD
E WTC/101/25	Approved	34 COMPTON WAY
E WTC/102/25	Approved	1 WOODSTOCK ROAD
E WTC/105/25	Approved	68 CORN STREET
E WTC/106/25	Approved	82 BURWELL DRIVE
E WTC/109/25	Approved	21 WATERFORD ROAD
E WTC/110/25	Approved	150 NEWLAND

REFORMING THE LICENSING SYSTEM

This consultation response was submitted on 5 November 2025.

Introduction

This consultation seeks views and evidence to develop a modern, proportionate and enabling licensing system under the Licensing Act 2003. This call for evidence builds on the Licensing Taskforce recommendations and the government's response and supports the government's commitment to reduce regulatory burdens by 25% by the end of this parliament. This call for evidence focuses on the on-trade in relation to alcohol sales, for example, pubs, restaurants and nightclubs, and on all entertainment licensed under the Licensing Act 2003.

Key messages

- The government should establish, once and for all, parish and town councils as full and legitimate statutory consultees in all aspects of the processes outlined in the Licensing Act, including all stages of the appeals process.
- The government should add a health and wellbeing licensing objective to Section 4 of the Licensing Act 2003, which would enable licensing authorities, when determining licensing applications, to consider health and wellbeing issues as well as the existing four licensing objectives, as the current regime does not give sufficient weight to the potential health and wellbeing-related impacts of alcohol consumption.

Consultation questions

Question 1: About you. Are you responding as: A public sector organisation.

Question 2: What is the name of the organisation/business that you are responding on behalf of? National Association of Local Councils.

Question 3: Which of the following best describes the organisation/business you are responding on behalf of? Community or charitable organisation.

Question 4: How many employees do you or the organisation that you are responding on behalf of have? Small Business/Organisation - 10-49 employees.

Question 5: Do you or the organisation/business that you work for hold an alcohol licence issued for premises located in either England or Wales under the Licensing Act 2003? No.

Question 6: Have you engaged with the alcohol licensing process previously? No.

Question 7: Do you agree or disagree with the overarching objective of a consistent, transparent licensing system which empowers local authorities while promoting

economic growth, cultural development, public safety and community wellbeing?

Agree. However, the government should add a health and wellbeing licensing objective to Section 4 of the Licensing Act 2003, which would enable licensing authorities, when determining licensing applications, to consider health and wellbeing issues as well as the existing four licensing objectives, as the current regime does not give sufficient weight to the potential health and wellbeing-related impacts of alcohol consumption.

Question 8: Do you agree or disagree that promoting economic growth should be a statutory licensing objective alongside the existing public safety objectives? Agree.

Question 9: Do you think that the licensing regime should treat on-trade and off-trade premises differently in any respects in order to allow the differing challenges and opportunities they pose to be addressed? Yes.

Question 10: What priority themes should be included in a National Licensing Policy Framework? The government should add a 'health and wellbeing' licensing objective to Section 4 of the Licensing Act 2003, which would enable licensing authorities, when determining licensing applications, to consider health and wellbeing issues as well as the existing four licensing objectives. For instance, South Oxfordshire District Council regulates street trading, including food vending, which gives rise to junk food and food hygiene issues. The harms of alcohol are well known, yet government policy seeks to help licensees to sell more for longer – a better balance must be struck. Currently, licensing applications can only be judged on four licensing objectives (as per the Licensing Act 2003 Section 4), i.e. the prevention of crime and disorder, public safety, the prevention of public nuisance and the protection of children from harm. Principal authorities, such as licensing authorities, have the responsibility to grant licences for the sale of alcohol, and parish and town councils have a direct interest in being consulted as part of this process. Some of the County Durham parish and town councils, especially those in larger towns, are consulted on numerous licensing applications each year. Most principal authorities will have a licensing policy in which they explain how they will judge the licensing objectives. When granting licenses to sell alcohol, there is currently no duty to consider the health/well-being impacts of alcohol consumption. There are areas/situations where there is evidence that alcohol misuse is having a significant impact on public health and wellbeing. For example, in some areas, alcohol use is a causative factor in reducing life expectancy.

Question 11: How could the government assess whether national guidance is working effectively? Fewer people appeal decisions. The government should establish, once and for all, parish and town councils as full, legitimate and statutory consultees in all aspects of the processes outlined in the Licensing Act, including at all stages of the appeals process.

Question 19: In place of publication in print local newspapers, what alternative methods of publicising this information do you consider would be most effective in ensuring effective scrutiny, transparency and public awareness of licensing activities? Council websites, newsletters or social media channels. The addition of a health and wellbeing licensing objective is seen as a potential addition to a larger toolkit. It would

not per se resolve issues of alcohol misuse and health/wellbeing-related harm, but could be an important element of a wider set of legislation, policies and practices to try and tackle alcohol misuse and its negative impacts on communities. A stronger voice could be heard with the ability to use health data more effectively in determining applications for licensing applications.

Question 49: Are there recognised examples of effective practice in the UK that could contribute to the development of policy and guidance for local authorities?

Yes. The Local Government Association cites Health and Wellbeing Boards (HWBs) as a statutory forum where political, clinical, professional and community leaders from across the care and health system come together to improve the health and wellbeing of their local population and reduce health inequalities. They have been in place since 2013 and are a single point of continuity in a constantly shifting health and care landscape. It is now a time of significant and complex change with NHS reforms introducing Integrated Care Systems. HWBs need to evolve and adapt to operate within this new context. The Local Government Association has lobbied the government on health as a licensing objective several times over the last ten years. It undertook and published the results of a survey of Directors of Public Health and the Licensing Process in January 2016, which indicated a significant majority supporting a public health objective in the Licensing Act 2003 to assist them in delivering their role. Although this study is nine years old and the legislation is from 22 years ago, the legislation is, in any case, considered likely to be in need of a review, considering changing habits and behaviours.

Question 57: In your view, what impact will the proposals for reform included in this call for evidence have on public health?

The impact of the proposals will be minimal unless the government adds a health and wellbeing licensing objective to Section 4 of the Licensing Act 2003, which would enable licensing authorities, when determining licensing applications, to consider health and wellbeing issues as well as the existing four licensing objectives. Public health teams are tasked with trying to address alcohol related health harms within communities, i.e. fix problems created by alcohol misuse, whilst there is no ability to influence the granting of licenses, which lay the foundations of how easily alcohol is available.

Question 58: Which, if any, of the reforms described in this call for evidence, in your view, pose public health concerns?

Remove the newspaper advertising requirement.

From: Planning Consultation (WODC)

Sent: 24 October 2025 11:39

Subject: Community Infrastructure Levy (CIL) Charging Schedule - Update

Community Infrastructure Levy (CIL) Charging Schedule - Update

I am writing to let you know that on the 1st October 2025, West Oxfordshire District Council formally adopted a new Community Infrastructure Levy (CIL) Charging Schedule, with an effective charging date of 31 January 2026.

CIL is a charge that can be levied on most forms of development to help fund the infrastructure that is needed to support the future growth of the District. The Charging Schedule sets out the types of developments liable for CIL and the relevant rates that apply.

Please find attached a copy of the Charging Schedule and a notice of adoption.

The report and decision by full Council to approve the CIL Charging Schedule can be accessed [here](#)

If you have any questions or concerns, please contact us at: CIL@westoxon.gov.uk.



WEST OXFORDSHIRE
DISTRICT COUNCIL



Community Infrastructure Levy (CIL) Charging Schedule

Adoption Statement

West Oxfordshire District Council approved the West Oxfordshire CIL Charging Schedule on 1 October 2025 and this will become effective on 31 January 2026. In accordance with the Community Infrastructure Levy Regulations 2010 (as amended), notice is hereby given that West Oxfordshire District Council has published and made available the following documents:

- i. The West Oxfordshire Community Infrastructure Levy (CIL) Charging Schedule;
- ii. The Examiner's Report recommending approval of the West Oxfordshire CIL Charging Schedule subject to modifications;
- iii. The report and decision by full Council to approve the CIL Charging Schedule.

The documents listed at (i) to (iii) are available online via the following links:

Documents (i) and (ii) - <https://westoxon.gov.uk/planning-and-building/community-infrastructure-levy/what-is-the-community-infrastructure-levy/>

Documents (iii) -

<https://meetings.westoxon.gov.uk/ieListDocuments.aspx?CId=1137&MIId=2573>

Hard copies of the Charging Schedule, the report to full Council and this adoption statement have also been made available in the locations listed overleaf.

For further information please contact the CIL team:

By email: CIL@westoxon.gov.uk

By telephone: 01993 861000

By post: CIL team, Planning Policy, West Oxfordshire District Council, Woodgreen, Witney, OX28 1NB

West Oxfordshire District Council 3 Welch Way Witney OX28 6JH Tel: 01993 861000 Open: Monday – Friday 9am to 5pm	Carterton Town Council Town Hall 19 Alvescot Road Carterton OX18 3JL Tel: 01993 842156 Open: Monday – Friday 9.30am to 4pm	Chipping Norton Town Council The Guildhall Chipping Norton OX7 5NJ Tel: 01608 642341 Open: Monday – Friday 9am to 1pm
Witney Town Council Town Hall Market Square Witney OX28 6AG Tel: 01993 704379 Open: Monday – Thursday 9am to 5pm, Friday 9am to 4.30pm	Bampton Library Old Grammar School Church View Bampton OX18 2NE Tel: 01865 815100	Burford Library 86A High Street Burford OX18 4QF Tel: 01865 815123
Carterton Library 6 Alvescot Road Carterton OX18 3JH Tel: 01865 815125	Charlbury Library Charlbury Community Centre Enstone Road Charlbury OX7 3PQ Tel: 01865 815129	Chipping Norton Library Goddards Lane Chipping Norton OX7 5NP Tel: 01865 815134
Eynsham Library 30 Mill Street Eynsham OX29 4JS Tel: 01865 815147	North Leigh Library Memorial Hall Park Road North Leigh OX29 6SA Tel: 01865 815173	Stonesfield Library Village Hall Longore Stonesfield OX29 8EF Tel: 01865 815181
Witney Library Welch Way Witney OX28 6JH Tel: 01865 815207	Woodstock Library The Oxfordshire Museum Fletcher's House Park Street Woodstock OX20 1SN Tel: 01865 815221	Wychwood Library 29 High Street Milton-under-Wychwood OX7 6LD Tel: 01865 815225



**West Oxfordshire District Council
Community Infrastructure Levy (CIL)
Charging Schedule**

1 October 2025

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1. Introduction

- 1.1 The Community Infrastructure Levy (CIL) is a charge which can be levied by local authorities on new development in their area to help fund supporting infrastructure. The levy only applies in areas where a local authority has consulted on, and approved, a charging schedule which sets out its levy rates and has published the schedule on its website.
- 1.2 This Charging Schedule (CS) sets out the CIL rates for West Oxfordshire associated with development coming forward under the adopted West Oxfordshire Local Plan 2031. It also sets out a brief overview of the CIL process.
- 1.3 The draft CIL charging schedule was formally submitted for independent examination on 4 March 2025. The examination involved a virtual hearing session held on 10 June 2025 after which the appointed CIL examiner issued his report on 18 July 2025.
- 1.4 The examiner approved the Council's charging schedule, subject to one modification (EM1): a reduction in the proposed rate for larger residential developments of 250 or more homes, from £225 per square metre to £150 per square metre (excluding strategic development areas).
- 1.5 A further modification (EM2) was recommended for completeness and includes a number of minor typographical and drafting amendments which the District Council put forward when submitting the draft CIL charging schedule for examination.

2. About CIL – what is it and why is it needed?

What is CIL?

- 2.1 The Community Infrastructure Levy or 'CIL' is essentially a tariff or standard charge that can be placed on most forms of new development to help fund local infrastructure such as transport, flood defences, schools, green space and community and cultural facilities.
- 2.2 CIL is charged on a pounds (£) per square metre basis and can be used to increase the capacity of existing infrastructure or to repair failing existing infrastructure, where necessary to support development.
- 2.3 CIL is intended to operate alongside other, more traditional developer contributions including Section 106 planning obligations and Section 278 highway agreements. Unlike those agreements which deal with site-specific infrastructure needed to make particular developments acceptable in planning terms, CIL payments go into a general funding pot and can be spent on infrastructure across the District.
- 2.4 Importantly, the CIL Regulations now allow for the same item of infrastructure to be funded through CIL and other forms of developer contribution including Section 106 planning

obligations¹. There are also no longer any restrictions on the number of planning obligations that may be 'pooled' together to fund the same item of infrastructure.

Why is CIL needed?

- 2.5 Evidence prepared in support of the West Oxfordshire Local Plan² identified the infrastructure that is needed to support future growth in the District up to 2031. Whilst some of this is already funded, or at least able to be funded through other mechanisms such as Section 106 planning obligations and central Government funding, there remains a large infrastructure 'funding gap' which CIL will contribute towards.

What development is exempt from CIL?

- 2.6 The following are not required to pay CIL:

- Development of less than 100 square metres, unless this consists of one or more dwellings/annexes and does not meet the relevant self-build criteria;
- Buildings into which people do not normally go;
- Buildings into which people go only intermittently for the purpose of inspecting or maintaining fixed plant or machinery;
- Structures which are not buildings, such as pylons and wind turbines; and
- Specified types of development which local authorities have decided should be subject to a 'zero' rate and specified as such in their charging schedules.

- 2.7 The following can also be subject to an exemption or relief where the relevant criteria are met, and the correct process is followed:

- Residential annexes and extensions;
- Self-build houses and flats;
- Social housing that meets certain specific relief criteria;
- First Homes
- Charitable development that meets certain specific relief criteria.

- 2.8 Where the levy liability is calculated to be less than £50, the chargeable amount is deemed to be zero, so no levy is due. Mezzanine floors, inserted into an existing building, are not liable for the levy unless they form part of a wider planning permission that seeks to provide other works as well.

Charging CIL

- 2.9 The District Council assumes the role of 'charging authority' for the purposes of CIL in West Oxfordshire. This means that the Council calculates the chargeable amount (subject to any indexation as appropriate) and issue the relevant liability notice to the parties that are liable

¹ Subject to any planning obligation meeting the relevant tests set out in Regulation 122 of the CIL Regulations (as amended) - <http://www.legislation.gov.uk/ukxi/2010/948/regulation/122/made>

² Adopted in September 2018

to pay the charge. Further information on how the chargeable amount will be calculated is set out at Appendix 1.

Collecting CIL

- 2.10 The District Council is also the collection authority for CIL in West Oxfordshire. The CIL collection process involves a number of stages as summarised at Appendix 2.

How is CIL calculated?

- 2.11 In most cases, the amount of levy that is payable is calculated by multiplying the additional Gross Internal Area (GIA) by the proposed CIL rate for that particular development type. Two very simple examples are provided below.

Example – One Dwelling

Size of dwelling (GIA) – 130 m²

CIL rate – £100 per m²

*Amount payable through CIL – **£13,000** (i.e. 130 m² x £100)*

Example – Ten Dwellings

Total size of dwellings (GIA) – 1,300 m²

CIL rate – £100 per m²

*Amount payable through CIL – **£130,000***

- 2.12 Gross Internal Area (GIA) will be calculated using the definition contained in the Royal Institution of Chartered Surveyors (RICS) Code of Measuring Practice (currently in its 6th edition). The Council must also apply an index of inflation to keep the levy rate responsive to market conditions.

3. CIL rates in West Oxfordshire

- 3.1 It is important that CIL rates are set at a level that does not hinder new development coming forward, striking an ‘appropriate balance’ between additional investment to support development and the potential effect on the viability of developments. This balance is at the centre of the charge-setting process.
- 3.2 Viability evidence was prepared³ during 2023 and completed in 2024 on this basis and this informed the preparation of this charging schedule.

Residential Uses

- 3.3 The approved CIL charges for residential development in West Oxfordshire are set out below. These rates will be indexed for inflation annually.

³ Dixon Searle CIL Viability Assessment – May 2024

CIL Zone	£ per m2	Notes
Residential District-wide of less than 250 homes (Greenfield)	£225	Includes mixed housing development (i.e. a mix of housing and flats). On-site affordable housing on 11+ units. Nil affordable housing on sites between 1-10 units. Affordable housing financial contributions apply on sites between 6-10 units in the Cotswolds National Landscape (formerly AONB).
Residential District-wide of 250 homes or more (Greenfield)	£150	Includes mixed housing development (i.e. a mix of housing and flats). On-site affordable housing applies in all cases. Excludes defined Strategic Sites.
Residential District-wide (Previously developed land)	£125	Includes mixed housing development (i.e. a mix of housing and flats). On-site affordable housing on 11+ units. Nil affordable housing on sites between 1-10 units. Affordable housing financial contributions apply on sites between 6-10 units in the Cotswolds National Landscape (formerly AONB).
100% Flatted only development District-wide	£25	
Defined Strategic Sites	£0	Defined sites include: Salt Cross Garden Village, West Eynsham,

CIL Zone	£ per m2	Notes
		North Witney, East Witney; and East Chipping Norton

3.4 In considering the CIL rates for residential uses, the following key points have been taken into consideration:

- The examiner recommended a specific CIL rate for large-scale 'non-strategic' greenfield sites in recognition of the fact that infrastructure costs are likely to increase with the size of the potential development site. As such a new category for larger sites of 250 homes or more on greenfield sites was created (£150 per m2);
- The rate for residential schemes on previously developed sites is lower (£125 per m2) than greenfield sites because of the additional costs associated with bringing such sites forward;
- 100% flatted developments have additional costs which warrant the application of a nominal CIL charge (£25 per m2);
- Strategic local plan 2031 sites (Salt Cross, West Eynsham, North Witney, East Witney and East Chipping Norton) are CIL exempt because of the significant infrastructure costs associated with bringing such developments forward, which will be secured through other mechanisms including Section 106 agreements.

Non-Residential Uses

3.5 The approved CIL charges for non-residential development in West Oxfordshire are set out below. This charge will also be indexed for inflation annually.

CIL Zone	£ per m2	Notes
Large Format Retail e.g. Supermarkets, Foodstores, Retail Warehousing	£125	
All other non-residential development	£0	Nil rated

3.6 The key point to note here is that on viability grounds, the only form of 'non-residential' development which is able to support a CIL charge is large format retail such as supermarkets, foodstores and retail warehousing.

4. Charging CIL - effective date

4.1 The charging schedule is required to stipulate an 'effective' date i.e. the date upon which CIL will begin to be charged. West Oxfordshire District Council approved the West Oxfordshire CIL Charging Schedule on 1 October 2025 and this will become effective on **31 January 2026**.

- 4.2 As a result, any applications receiving planning permission on or after 31 January 2026 will need to comply with the CIL requirements and will be chargeable.

5. Reliefs and exemptions

- 5.1 The CIL Regulations make a number of provisions for charging authorities to give relief from CIL. Some types of relief are mandatory, others are offered at the charging authority's discretion.
- 5.2 The District Council will offer mandatory relief in accordance with the CIL Regulations (as amended) but does not currently intend to offer any form of discretionary relief from CIL. The decision not to offer discretionary relief from CIL at the present time will be reviewed as part of any initial review of CIL.

6. Payment of CIL

- 6.1 When planning permission is granted, the District Council will issue a liability notice setting out the amount payable through CIL, and the payment procedure. Typically, CIL payments must be made within 60 days of the commencement of any chargeable development. However, recognising the importance of assisting the timely delivery and viability of new development, the District Council proposes to accept the payment of CIL by instalments in respect of larger CIL payments and will publish a separate instalments policy in accordance with the CIL Regulations (as amended).
- 6.2 Where development is permitted on the basis of specific phases of development, each phase will be considered as a separate chargeable development and will therefore be liable for payment in line with the Council's proposed instalments policy.

7. Spending and reporting on CIL

- 7.1 CIL payments can be used to fund a wide range of infrastructure including transport, flood defences, schools, green space and community and cultural facilities. It can be used to increase the capacity of existing infrastructure or to repair failing existing infrastructure, if that is necessary to support development. It cannot be used to fund affordable housing.
- 7.2 Since December 2020, the District Council has been required to prepare an '[Infrastructure Funding Statement](#)' setting out what it intends to spend CIL revenue on as well as information on the payments received through CIL and Section 106 planning obligations during the previous financial year.
- 7.3 In accordance with the CIL Regulations, up to 5% of the District Council's CIL receipts may be spent on administrative expenses associated with the operation of CIL.
- 7.4 Where all or part of a chargeable development is within the area of a Parish Council, the District Council is required to pass a proportion of the CIL receipts from the development to the Parish Council. The basic amount payable is 15% which increases to 25% where an adopted Neighbourhood Plan is in place. For clarification, the 15% CIL payment passed to Parish Councils is capped at £100/dwelling plus annual indexation. This is based on the

number of existing dwellings within the parish, not on the number of dwellings proposed through development.

- 7.5 The Parish Council must use the CIL receipts passed to it to support the development of the Parish Council's area by funding the provision, improvement, replacement, operation or maintenance of infrastructure; or anything else that is concerned with addressing the demands that development places on the area. Parish Councils must prepare a report for any financial year in which it receives any CIL payments.

8. Reviewing CIL

- 8.1 The District Council will keep its charging schedule under review to ensure that levy charges remain appropriate over time. The Council may seek to review its charging schedule in whole or in part taking account of relevant considerations including changes in market conditions and infrastructure needs.
- 8.2 In particular, the charging schedule will be reviewed to take account of the policies of the emerging West Oxfordshire Local Plan 2043 once adopted.

Appendix 1 – Calculation of CIL chargeable amount

Chargeable amount: standard cases

1.—(1) The chargeable amount is an amount equal to the aggregate of the amounts of CIL chargeable at each of the relevant rates.

(2) But where that amount is less than £50 the chargeable amount is deemed to be zero.

(3) The relevant rates are the rates, taken from the relevant charging schedules, at which CIL is chargeable in respect of the chargeable development.

(4) The amount of CIL chargeable at a given relevant rate (R) must be calculated by applying the following formula—

$$\frac{R \times A \times I_p}{I_c}$$

where—

- A = the deemed net area chargeable at rate R, calculated in accordance with sub-paragraph (6);
- I_p = the index figure for the calendar year in which planning permission was granted; and
- I_c = the index figure for the calendar year in which the charging schedule containing rate R took effect.

(5) In this paragraph the index figure for a given calendar year is—

(a) in relation to any calendar year before 2020, the figure for 1st November for the preceding calendar year in the national All-in Tender Price Index published from time to time by the Royal Institution of Chartered Surveyors;

(b) in relation to the calendar year 2020 and any subsequent calendar year, the RICS CIL Index published in November of the preceding calendar year by the Royal Institution of Chartered Surveyors;

(c) if the RICS CIL index is not so published, the figure for 1st November for the preceding calendar year in the national All-in Tender Price Index published from time to time by the Royal Institution of Chartered Surveyors;

(d) if the national All-in Tender Price Index is not so published, the figure for 1st November for the preceding calendar year in the retail prices index.

(6) The value of A must be calculated by applying the following formula—

$$G_R - K_R - \left(\frac{G_R \times E}{G} \right)$$

where—

- G = the gross internal area of the chargeable development;
- G_R = the gross internal area of the part of the chargeable development chargeable at rate R;
- K_R = the aggregate of the gross internal areas of the following—

- retained parts of in-use buildings; and
- for other relevant buildings, retained parts where the intended use following completion of the chargeable development is a use that is able to be carried on lawfully and permanently without further planning permission in that part on the day before planning permission first permits the chargeable development;

E = the aggregate of the following—

- the gross internal areas of parts of in-use buildings that are to be demolished before completion of the chargeable development; and
- for the second and subsequent phases of a phased planning permission, the value E_x (as determined under sub-paragraph (7)), unless E_x is negative,

provided that no part of any building may be taken into account under both of paragraphs (i) and (ii) above.

(7) The value E_x must be calculated by applying the following formula—

$$E_P - (G_P - K_{PR})$$

where—

E_P = the value of E for the previously commenced phase of the planning permission;

G_P = the value of G for the previously commenced phase of the planning permission; and

K_{PR} = the total of the values of K_R for the previously commenced phase of the planning permission.

(8) Where the collecting authority does not have sufficient information, or information of sufficient quality, to enable it to establish that a relevant building is an in-use building, it may deem it not to be an in-use building.

(9) Where the collecting authority does not have sufficient information, or information of sufficient quality, to enable it to establish—

(a) whether part of a building falls within a description in the definitions of K_R and E in sub-paragraph (6); or

(b) the gross internal area of any part of a building falling within such a description,

it may deem the gross internal area of the part in question to be zero.

(10) In this paragraph—

“building” does not include—

- (i) a building into which people do not normally go;
- (ii) a building into which people go only intermittently for the purpose of maintaining or inspecting machinery; or
- (iii) a building for which planning permission was granted for a limited period;

“in-use building” means a building which—

- (i) is a relevant building, and
- (ii) contains a part that has been in lawful use for a continuous period of at least six months within the period of three years ending on the day planning permission first permits the chargeable development;

“new build” means that part of the chargeable development which will comprise new buildings and enlargements to existing buildings, and in relation to a chargeable development granted planning permission under section 73 of TCPA 1990 (“the new permission”) includes any new buildings and enlargements to existing buildings which were built pursuant to a previous planning permission to which the new permission relates;

“relevant building” means a building which is situated on the relevant land on the day planning permission first permits the chargeable development;

“relevant charging schedules” means the charging schedules which are in effect—

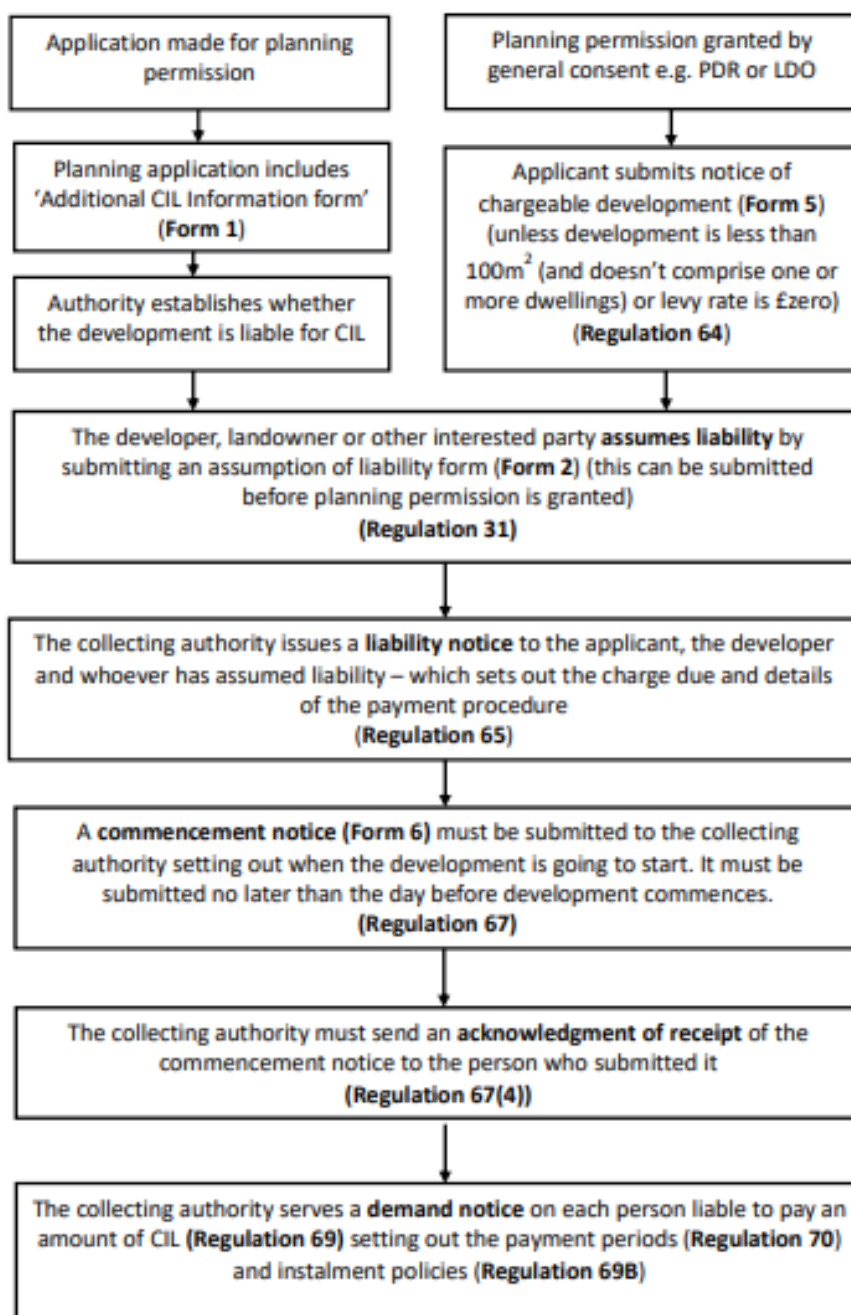
- (i) at the time planning permission first permits the chargeable development, and
- (ii) in the area in which the chargeable development will be situated;

“retained part” means part of a building which will be—

- (i) on the relevant land on completion of the chargeable development (excluding new build),
- (ii) part of the chargeable development on completion, and
- (iii) chargeable at rate R.

Appendix 2 – CIL collection process

Community Infrastructure Levy Collection Process



Appendix 3 – Glossary of Terms

(In alphabetical order)

Abatement – The process that allows developers to claim a credit for CIL which has already been paid.

Annual Monitoring Report (AMR) – A document produced annually which assesses and reports on the performance of the Local Plan and other policies.

Brownfield site (previously developed land) – Land which has been lawfully developed and is or was occupied by a permanent structure and any fixed surface infrastructure associated with it, including the curtilage of the developed land (although it should not be assumed that the whole of the curtilage should be developed). It also includes land comprising large areas of fixed surface infrastructure such as large areas of hardstanding which have been lawfully developed. Previously developed land excludes: land that is or was last occupied by agricultural or forestry buildings; land that has been developed for minerals extraction or waste disposal by landfill, where provision for restoration has been made through development management procedures; land in built-up areas such as residential gardens, parks, recreation grounds and allotments; and land that was previously developed but where the remains of the permanent structure or fixed surface structure have blended into the landscape.

Charging Authority (CA) – The District Council is the Charging Authority for CIL.

Charging Schedule (CS) – Sets out the fees for CIL, based on the type of use and the area of the District in which development is located.

Community Infrastructure Levy (CIL) – The Community Infrastructure Levy is a charge placed on certain developments, to be paid by developers, to provide necessary infrastructure.

Commencement – Generally, this is the date in which planning permission is implemented, and includes demolition or the ground being dug.

Greenfield site – Land which has not previously been built on.

Infrastructure – This is defined within the CIL Regulations. Examples include transport, education, utilities and open spaces.

Infrastructure Delivery Plan (IDP) – A document which identifies the infrastructure required to support the Local Plan.

Infrastructure Delivery Schedule (IDS) – A list of infrastructure projects which the Council has identified as being necessary to support the Local Plan.

Infrastructure Funding Statement (IFS) – The statement will set out those infrastructure types or projects we plan to fund through CIL and report receipts and expenditure.

Instalments Policy – This enables a Charging Authority to decide the number of payments, the amount and to spread payments over longer periods.

Land Charges – Land charges are restrictions placed on the use of land and are binding on successive owners or occupiers of the land or property.

Local Planning Authority (LPA) – The District Council is the Local Planning Authority for an administrative area.

Mandatory Relief – The CIL Regulations make provision for certain types of development to be eligible for relief from CIL.

Neighbourhood Plan – A plan prepared by a parish council or neighbourhood forum for a designated neighbourhood area.

Nil charge rate – Sites which are exempt from paying CIL according to guidelines.

National Planning Policy Framework (NPPF) – Sets out the Government's planning policies for England and how these should be applied.

Section 106 (S106) Agreement – Legal agreements between a developer and the Council to enable impacts of a development to be offset or to enhance the physical environment or contribute to local facilities.

Strategic Site – Sites which are allocated in the Local Plan as being capable of housing development and specifically identified as 'strategic allocations' (as opposed to non-strategic allocations).

Statement of Community Involvement (SCI) – A document which sets out our commitments to consulting on planning matters, including CIL.

Viability – The need for a charging authority to find a balance between the potential effects of CIL on the economic viability of a development with raising funds for infrastructure.

West Oxfordshire Local Plan 2031 (WOLP) – The adopted development plan for West Oxfordshire, which sets out the policies governing how development is planned in the District.

Planning and Strategic Housing

Reply to: Andrew Thomson

Tel: 01993861693

Email: andrew.thomson@westoxon.gov.uk

Council Offices

Woodgreen

WITNEY

Oxfordshire OX28 1NB

Tel: 01993 861000



WEST OXFORDSHIRE
DISTRICT COUNCIL

Witney Town Council,
Town Hall,
Market Square,
Witney.
OX28 6A

Your Ref:

Our Ref:

Date: 30 October 2025

Dear Sir/Madam

West Oxfordshire Local Plan 2043

I am writing to let you know that the District Council has today launched an 8-week public consultation to help shape how future growth is mapped out in our new West Oxfordshire Local Plan 2043.

The Spatial Options consultation runs from **3 November to 22 December 2025** and will seek public feedback on four key areas:

- **Extending the Plan period:** Whether to move the end date from 2041 to 2043 to ensure a 15-year period post-adoption in line with national policy. This would raise the housing requirement to 16,290 homes, with an overall supply target of around 18,000 to provide flexibility.
- **Revised settlement hierarchy:** Following feedback from previous consultations, the revised hierarchy responds to residents' concerns and proposes to group towns and villages in a more logical way that better reflects the character and capacity of each place. As part of this, views will also be sought on the most appropriate levels of growth to plan for at each 'tier' of the hierarchy.
- **Previously allocated sites:** How to address existing allocations yet to be delivered, including Salt Cross Garden Village, West Eynsham, and sites at Witney and Carterton. The aim is to refresh and update those allocations to take account of relevant changes in circumstance since the previous Local Plan was adopted in 2018.
- **New potential development areas:** Options for future housing and employment growth, focusing on strategic-scale locations at Carterton and Witney, alongside smaller opportunities at Long Hanborough, Bampton, Standlake, Burford, Charlbury and Tackley. The Carterton Area Strategy sits within this wider approach, aiming to ensure sustainable growth supported by the right infrastructure from the outset.

To ensure the responses we receive are able to be easily analysed, we are encouraging all stakeholders to respond using our online digital platform, available at: www.westoxon.gov.uk/localplan2043

Alternatively, written comments can also be submitted as follows:

- Email: planning.consultation@westoxon.gov.uk
- Write to: Planning Policy Team, Council Offices, Woodgreen, Witney, OX28 1NB

Please find a copy of the consultation poster enclosed with this letter for public display at your location. A hard copy of the consultation document will also follow to be made available to the public.

Council Offices

Woodgreen

WITNEY

Oxfordshire OX28 1NB

Tel: 01993 861000

**WEST OXFORDSHIRE
DISTRICT COUNCIL**

To complement the digital consultation, we will also be running a number of 'in-person' consultation events, details of which are available below:

Date	Venue	Time
Tuesday 11 November	Chipping Norton (Glyme Hall)	4-7pm
Thursday 13 November	Tackley (Village Memorial Hall)	6-9pm
Tuesday 18 November	Witney (Corn Exchange)	5-8pm
Thursday 20 November	Long Hanborough (Recreation Hall)	4-7pm
Tuesday 25 November	Brize Norton (Elderbank Hall extension)	4-7pm
Wednesday 26 November	Bampton (Village Hall)	4-7pm
Tuesday 2 December	Milton Under Wychwood (Village Hall)	4.30-7.30pm
Tuesday 9 December	Standlake (Village Hall)	4-7pm

If you have any questions relating to the consultation, please contact the Planning Policy team on planning.consultation@westoxon.gov.uk.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Andrew Thomson'.

Andrew Thomson
Planning Policy Manager

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

Held on Tuesday, 23 September 2025

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

Present:

Councillor D Enright (Chair)

Councillors:	A Coles	R Crouch (In place of J Aitman)
	T Ashby	S Simpson
	J Robertshaw	R Smith
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
	James Wright	Oxfordshire County Council
	Duncan Stewart	Oxfordshire County Council
	Nick Howdle-Smith	Oxfordshire County Council
Others:	John Charlton	Oxfordshire County Council
	David Miles	Parish Transport Representative
	Chris Hulme	Thames Valley Police
	Trevor Bayliss	Stagecoach
	Kevin Hickman	Windrush Bike Project
	Andrew Lyon	West Oxfordshire Community Transport

Three members of the public.

T89 ELECTION OF CHAIR

Nominations were sought for the position of Chair for the municipal year.

It was proposed and duly seconded that Cllr Duncan Enright be elected Chair. There being no other nominations.

Resolved:

That, Councillor Duncan Enright be elected Chair of the Advisory Committee for the municipal year.

T90 **APOLOGIES FOR ABSENCE**

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

Councillor A Prosser submitted his apologies after the meeting had commenced, and as such, they could not be formally communicated during the meeting.

Apologies were also received from Tom Weaver (Pulhams) and Adrian Bullock (Witney Chamber of Commerce)

T91 **PUBLIC PARTICIPATION**

The Committee received representations from two residents. A resident of Woodstock Road concerning Agenda Item 13(a), and a resident regarding the Witney High Street enhancements, Agenda Item 7.

T92 **MINUTES**

The Committee received the minutes of the Witney Traffic Advisory Committee meeting held on 24 June 2025.

Resolved:

That, the minutes of the Witney Traffic Advisory Committee meeting held on 24 June 2025 be approved as a correct record and signed by the Chair.

T93 **COMMITTEE TERMS OF REFERENCE**

The Committee received and considered its constitution and terms of reference which were reviewed annually at this the annual meeting.

It was proposed by Cllr A Coles and subsequently agreed, that a Vice-Chair be elected for future meetings. With regards to organisation representatives, a Member proposed a taxi representative and although they did not speak for a local taxi organisation it was felt that they should be elected to pass on important information to others.

Resolved:

1. That, the Committee Terms of Reference be re-adopted with the following amendments:
2. To section 5 to include the election of a Vice Chair, the voting for this taking place at the next meeting and,
3. That, the taxi representative in attendance be elected to the Advisory Committee.

Cllr R Smith joined the meeting at 3:17pm

T94 **PLACE, PLANNING AND COORDINATION**

Members received and considered the report of Oxfordshire County Council (OCC) which included updates on the development of the A40 junction at Shores Green, access to Witney complementary measures, Witney High Street improvements, proposals for Fiveways Roundabout, Footpath Improvements for Madley Park and Windrush Place, the implementation of crossings on Deer Park Road, St Mary's Churchyard no cycling signage, and the area to be covered in their lining refurbishment schedule.

Access to Witney - Shores Green

OCC Officers provided a project and construction update on the Shores Green slip road; the project was progressing five weeks ahead of schedule due to good weather conditions and was still on target to be completed summer 2026.

Officers also provided a brief update on the complementary measures, regarding the redesignation of the A4095 which would follow the opening of the new slip road.

Witney Paths and Crossings

The Committee received an update on progress across the scheme. Site assessments and design work are underway for Madley Park and Windrush Place paths, incorporating stakeholder feedback on safety and lighting. Feasibility designs for Deer Park Road toucan and Pegasus crossings were nearing completion, with surveys and legal work finalised.

A procurement strategy was being prepared for submission to the Active Travel Programme Board, with detailed design expected to follow later this year; a consultant had been appointed to support the next phase.

A Member, disappointed by the delay in delivery of the projects asked that indicative plans and dates be provided by OCC for circulation.

Fiveways Roundabout - Vision Zero Programme

Members were updated on the public consultation for the Fiveways Roundabout scheme, which closed on 5 September 2025; they heard that the scheme was scheduled for consideration at Oxfordshire County Council's Cabinet Member Decision meeting on 9 October 2025.

St Mary's Churchyard Cycle Signage

The Committee noted that the Town Council had raised concerns about cycling through the churchyard. OCC had proposed clearer signage, however funding remained a barrier to implementation.

A Member asked whether the path refurbishment here would be carried out at the same time as the signage installation; Officers advised this was unlikely.

Lining Refurbishment Schedule

OCC officers informed the Committee of the upcoming lining refurbishment works in Witney, which included new 'Keep Clear' or 'Turning Only' markings at Moorland Close, refreshed road

markings along Crawley Road, and junction protection and keep clear markings at Station Lane (Avenue Two).

Resolved:

1. That, the updates from OCC officers be noted and,
2. That, OCC Officers provide details of the Deer Park & Madley Park pathway changes.

T95 **CIVIL ENFORCEMENT**

Members received the recent data along with a verbal report from the OCC Civil Enforcement Officer regarding parking and enforcement activity across Witney during the period June to August 2025, which included recent actions taken and areas of focus.

It was noted that recruitment challenges continued to affect the enforcement team, with staffing around 40 officers compared to the intended level of 50.

A Member thanked the officer for the report and congratulated his team on their work, while requesting increased monitoring along Welch Way due to parking causing obstructions to buses and traffic.

However, in response to a Member's question regarding the High Street ANPR enforcement start date, the Officer advised there was currently no definite commencement date as the Temporary Traffic Regulation Order (TTRO) was not yet in place, however it was hoped this would be resolved and that ANPR enforcement would be in place early in early 2026.

Another Member raised concerns about Pulham's buses parking for extended periods in the Market Square stops A and D whilst taking rest breaks, it was agreed that Enforcement officers would monitor the site, and the issue had been raised with Pulham's Operations Manager at the annual Bus Users meeting held on 3 September 2025.

Resolved:

That, that the update be noted.

Cllr R Crouch joined the meeting during the following item at 3.38pm

T96 **MARKET SQUARE BUS STOP**

The Committee received a response from OCC officers regarding the ongoing capacity issues at the Market Square bus stops, as previously raised by the Operations Manager for Stagecoach. Officers confirmed that they were aware of the challenges and that a range of design options were under consideration.

It was noted that the proposals included a dedicated stop for community buses. However, Members expressed concern about the suitability of the proposed location, highlighting the difficulty posed by the uphill walk to the main stop, particularly for elderly and vulnerable users. Members requested assurance that adequate seating and a shelter would be incorporated into any final design to ensure accessibility and comfort for all users.

Resolved:

1. That the update be noted, and
2. OCC officers be asked to consider the comments made by Members during the discussion for the design plans.

T97 HIGH STREET/MARKET SQUARE ENHANCEMENTS

Witney High Street Enhancements

The Committee received an update from the Infrastructure Delivery Project Manager for the High Street & Market Square enhancements. Members were advised that the project was currently at the contractor procurement stage and remained subject to further consultation, which the team hoped to complete within the year. Members' questions were addressed, and several points were clarified, including matters relating to the taxi and bus waiting area. Officers would review and provide updated information at the next meeting of the Committee.

Following public consultation, a number of accessibility improvements had been incorporated into the evolving design, along with increased flexibility for un/loading and business access. However, Members raised several ongoing concerns during the discussion.

There was particular concern regarding bus stop capacity, especially given the rising levels of bus usage. Members reiterated the importance of providing adequate shelter for community bus users, many of whom are elderly or vulnerable. The proposed provision of only three taxi spaces was also considered insufficient, with concerns that this may result in taxis encroaching on the designated community bus stop. A suggestion was made that the taxi rank spaces be reconfigured at a 45-degree angle to improve capacity and flow. In addition, a Member suggested the longer-term consideration of a dedicated bus station to better accommodate increasing public transport demand.

OCC officers acknowledged these comments and noted that funding for the scheme remains limited, though feedback from Members would continue to be taken into account as the design progressed.

It was further reported that trial hole investigation works were scheduled to take place overnight commencing 27 September 2025. These works would verify the depths and alignments of existing underground services and are a critical step in supporting the design phase.

Members again raised concerns about the ability of large vehicles to manoeuvre between High Street and Welch Way under the proposed layout. It was suggested that relocating the proposed zebra crossing, or retaining the existing roundabout, would improve this access. Officers advised that these points had been noted in the consultation feedback and confirmed that the design team would investigate these issues further and report back at the next meeting.

Resolved:

1. That the update be noted and that,
2. Officers bring updates on the issues raised to the next meeting of the Committee on 20 January 2026.

T98 HIGH STREET/MARKET SQUARE TRAFFIC ORDER CONSULTATION

The Committee received notice of a statutory consultation regarding the proposed Traffic Orders relating to the High Street and Market Square Enhancement Scheme, Members were informed that full details of the consultation are available online.

It was agreed that no official response would be submitted by the Advisory Committee.

Resolved:

That, the consultation be noted.

T99 COMMUNITY SPEEDWATCH UPDATE

The Committee received a verbal update from Councillor Coles regarding the Community Speedwatch scheme. The scheme had been operating for approximately 20 months, during which time 11 monitoring sessions had been carried out. Two of these sessions were conducted on Woodstock Road, which was noted in response to a concern raised by a member of the public attending the meeting.

Approximately 3,000 vehicles had been monitored across all sessions, with around 11% found to be exceeding the speed limit. Councillor Coles acknowledged the support of the Town Council in its administration of the Speedwatch scheme and that efforts were underway to recruit an additional group administrator to support the scheme's activities, and the next monitoring session was planned for October.

In response to a Member's query about how monitoring sites were selected, it was explained that all locations must be authorised by Thames Valley Police (TVP), however local insight and community feedback also played a key role in identifying areas of concern.

Resolved:

That the verbal update be noted.

T100 THAMES VALLEY POLICE SAFER ROAD STATISTICS

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

Resolved:

1. That, the TVP road safety statistics be noted and,
2. That, they continue to be brought to this Committee for information.

T101 PUBLIC TRANSPORT UPDATE

The Committee received an update from Members who had attended the Witney Bus Users' Meeting held on 3 September 2025. The event was reported to be a success, with around 50 members of the public in attendance, and feedback was positive, with praise for local bus services. The Parish Transport Representative also noted that several complimentary comments had been received from residents of neighbouring parishes.

A Member asked whether the meeting would be held again next year, and it was confirmed that a formal request would need to be submitted to the Town Council. A proposal to do so was made by the Chair, seconded by Councillor Coles, and agreed unanimously.

A question was raised regarding whether the Oxford Tube service would operate at weekends in the run-up to Christmas. It was confirmed that this would not be possible due to a lack of available vehicles.

Additionally, the possibility of relocating the bus depot from Witney to Carterton was raised, as the operator was reportedly outgrowing the current site.

Members again raised concerns about the H2 bus service, which currently dropped passengers on Welch Way, for the hospital and Corn Street bus garage however they did not provide a corresponding pick-up service at those locations. Cllr A Coles would look into the matter and report back at the next meeting.

Resolved:

1. That, the update be noted and,
2. That, a formal request be submitted to Witney Town Council to support the organisation of another Bus Users' Meeting in 2026 and,
3. That, Cllr Coles report back on the H2 service routing issue at the next meeting.

T102 OXRAIL 2040 - PUBLIC CONSULTATION

The Committee received notification of Oxfordshire County Council's public consultation on OxRAIL 2040, a summary report was included as Appendix A, with further documents and consultation details available online. Members were informed that the consultation was open until 1 October 2025.

During discussion, a Member noted that the proposals did not currently include provision for Witney or Carterton, despite significant planned housing developments in the area and existing congestion issues along the A40 corridor. There was a call for better integration of bus and rail services, alongside park and ride infrastructure, to improve connectivity and support sustainable travel.

A question was also raised regarding the potential location of a future station serving the area, and the affordability of rail travel for local residents.

Resolved:

That the consultation be noted, and that Members' comments be recorded for potential future engagement on rail connectivity in the wider West Oxfordshire area.

T103 WOODSTOCK ROAD TRAFFIC CONCERNS

Correspondence as well as verbal representation earlier in the meeting was received from a resident regarding traffic issues on Woodstock Road, Witney.

OCC Officers advised that improvements to this route were anticipated through measures linked to the Access to Witney Transport Assessment, the opening of the Shores Green Slip Road, and

the proposed reclassification of the A4095. In response to a Member's query about signage and potential re-routing, it was confirmed that such measures had already been proposed within the wider transport planning context.

It was confirmed that there were no specific traffic calming interventions in place for this section of road, and there were no fixed speed cameras within the existing 20mph zones. A suggestion was made for Thames Valley Police to carry out roadside monitoring, and a request to be put forward for the deployment of mobile speed monitoring equipment as well as consideration of the use of temporary speed awareness boards.

Resolved:

That the correspondence be noted and the request for mobile speed monitoring on Woodstock Road be passed to Thames Valley Police for consideration.

T104 ITEMS RAISED AT THE MEETING

No additional matters were raised by Members beyond those already discussed during the meeting.

Resolved:

That the item be noted.

T105 DATE OF THE NEXT MEETING(S)

Members were advised the next meeting of the Committee would be held on 20 January 2026.

The meeting closed at: 5.10 pm

Chair