

Planning & Development Committee Meeting of Witney Town Council



Tuesday, 31st March, 2026 at 6.30 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

In accordance with the Openness of Local Government Bodies Regulations 2014, public meetings may be filmed, audio-recorded, or photographed. Anyone intending to record the proceedings is asked, as a courtesy, to inform the Committee Clerk before the meeting begins.

This meeting will be broadcast live via Microsoft Teams and recorded; by attending or participating, you consent to the recording and public sharing of audio and video, which may be made available for later viewing. For details on how personal data is handled, please see the [Privacy Notice](#)

To view the meeting please follow this link [Planning & Development Committee | Meeting-Join | Microsoft Teams](#)

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 3 - 19)

a) To adopt and sign as correct the minutes of the Committees held on 27 January, 17 February and 10 March.

b) Matters arising from the minutes of 27 January, 17 February and 10 March.

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 20 - 21)

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

6. **Planning Decisions** (Pages 22 - 23)

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

7. **Witney Traffic Advisory Committee Minutes** (Pages 24 - 30)

To receive the minutes of the Witney Traffic Advisory Committee meeting held 17 March 2026.

8. **Salt Cross Garden Village Area Action Plan (AAP)**

To receive notification that on 24 February 2026, West Oxfordshire District Council formally adopted the Salt Cross Garden Village Area Action Plan (AAP).

A copy of the adopted AAP, statement of adoption and other relevant documentation is available to view online at www.westoxon.gov.uk/gardenvillage

9. **Oxfordshire County Council - Planning Application: R3.0037/26 - Moorland Centre, Dark Lane, Witney** (Pages 31 - 32)

To receive and consider Oxfordshire County Council Planning Application R3.0037/26 relating to the Moorland Centre, Dark Lane, Witney, Oxfordshire, OX28 6LE.



Town Clerk

Public Document Pack Agenda Item 3

PLANNING & DEVELOPMENT COMMITTEE MEETING OF THE WITNEY TOWN COUNCIL

Held on Tuesday, 27 January 2026

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
Officers:	Adam Clapton	Deputy Town Clerk
	Derek Mackenzie	Senior Administrative Officer & Committee Clerk
Others:	None	

P54 APOLOGIES FOR ABSENCE

No apologies for absence were received.

P55 DECLARATIONS OF INTEREST

There were no declarations of interest from Members or officers.

P56 MINUTES

The minutes of the Committee meetings held on 18 November and 9 December 2025 and 6 January 2026 were received.

P12 – The Committee Clerk updated the Committee on the decision of the developer to proceed with the naming as “Phoenix Row” despite the objection of a WODC Councillor.

P13 – The Committee Clerk confirmed that the submission had been made to the County Council Highways Asset Response Team (HART) however, many of the reported items had been rebuffed by HART. Members asked that the Committee Clerk follow up with HART to obtain further feedback and invite representation from HART at a future meeting.

Resolved:

1. That, the minutes of the Committee meetings held on 18 November and 9 December 2025 and 6 January 2026 be approved as a correct record of the meetings and be signed by the Chair and,
2. That, Officers follow up with the HART team with an invite to attend a meeting of the Committee.

P57 **PUBLIC PARTICIPATION**

There was no public participation.

P58 **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.

P59 **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.

P60 **APPLICATION FOR A NEW PREMISES LICENCE - 52 HIGH STREET, WITNEY**

The Committee received the application from DhyeyDev Brothers, 52 High Street for a new premises licence.

Resolved:

That, the Council submit the following response.

Witney Town Council have no objection to the application they welcome the new business to the High Street ensuring that a shop premises does not remain empty.

P61 **WITNEY TRAFFIC ADVISORY COMMITTEE MINUTES**

The Deputy Town Clerk (DTC) provided a verbal update of the Witney Traffic Advisory Committee held 20 January 2026. The update included details of the progression of Oxfordshire County Council's projects, a request to bring forward the bus users meeting to spring 2026, community Speedwatch. The completed minutes would be circulated at the next meeting of this Committee.

Additionally, the DTC updated members on the Stronger Communities recommendation made the previous evening to continue with their requests for the installation of Eastgate style benches in the High Street which was contrary to the proposals being put forward by both West Oxfordshire District Council and Oxfordshire County Council.

Resolved:

That, the verbal update be noted.

P62 **INFRASTRUCTURE FUNDING STATEMENT**

The Deputy Town Clerk advised that due to the pressure on Officers time, the draft Infrastructure Funding Statement was yet to be finalised.

Resolved:

That, the Infrastructure Funding Statement be added as an agenda item to the meeting of the Committee on 31 March 2026.

P63 **NATIONAL PLANNING POLICY FRAMEWORK - PROPOSED REFORMS**

The Deputy Town Clerk gave a verbal update following his attendance at a webinar on the proposed reforms to the National Planning Policy Framework (NPPF).

He reported that the proposals represented a significant and radical change to the current planning system. Key elements of the reforms included a presumption in favour of approving substantial developments; increased responsibility on planning authorities to produce and maintain local plans; a focus on development around train stations; the redesignation of sites delivering between 10–49 dwellings; a preference for urbanisation of developments; exemptions for small sites from Biodiversity Net Gain requirements; changes to the role of statutory consultees; and an increased emphasis on community involvement in the planning process.

The Committee considered the relevance of the proposed reforms to Witney and expressed concern that changes to statutory consultee arrangements could result in the Town Council being removed or marginalised within the planning process. Members also raised concerns regarding the potential impact of development on flooding both upstream and downstream, and the lack of clear responsibility placed on developers to provide and fund appropriate mitigation measures.

The Committee discussed the wording of Policy F7 and agreed that it should be strengthened. Members felt that the scope and use of the term “elsewhere” should be explored further and more clearly defined, to ensure that flood risk was properly addressed and not displaced to other locations. A Member further noted that it was important to remember that the planning system should focus on “building communities, not just houses,” with appropriate infrastructure and services considered alongside housing delivery.

Recommended:

1. That, the proposed reforms to the National Planning Policy Framework be noted and,
2. That, a response be submitted to expresses concern regarding any reduction in the role of parishes as statutory consultees in the planning process and,
3. That, Policy F7 be reviewed and strengthened, with particular regard to the definition and use of the term “elsewhere” and the responsibility of developers to address flood risk and mitigation and,
4. That, the Town Council favours a planning approach that prioritises the creation of sustainable communities, not solely the delivery of housing.

The meeting closed at: 6.46 pm

Chair

Witney Town Council

Planning Minutes - 27th January 2026

P58

P58- 1 WTC/011/26 Plot Ref :-25/03011/FUL Type :- FULL
Applicant Name :- . Date Received :- 06/01/2026
Location :- 1 Kernahan Way Date Returned :- 28/01/2026
Proposal : Change of use of conservatory to create a dog grooming business.
Observations : Witney Town Council has no objections regarding this application.

P58- 2 WTC/012/26 Plot Ref :-25/02939/LBC Type :- LISTED BUI
Applicant Name :- . Date Received :- 06/01/2026
Location :- 74 High Street Date Returned :- 28/01/2026
OX28 6HL
Proposal : Internal and external alterations to include works to roof and windows, along with reinstatement of chimney (retrospective)
Observations : Witney Town Council has no objections regarding this application. They welcome the restoration of the building to protect its heritage.

P58- 3 WTC/013/26 Plot Ref :-25/02977/LBC Type :- LISTED BUI
Applicant Name :- . Date Received :- 06/01/2026
Location :- Flat 1 Weavers Barn Date Returned :- 28/01/2026
Proposal : Internal and external alterations to replace existing windows in rear and front elevations.
Observations : Witney Town Council has no objections regarding this application. They welcome the changes which would hopefully improve the environmental changes leading to minimising energy use.

P58- 4 WTC/014/26 Plot Ref :-25/03122/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 06/01/2026
Location :- 1 Wilmot Close Date Returned :- 28/01/2026
Proposal : Demolition of existing garage and erection of two storey side extension and single story rear extension.
Observations : While Witney Town Council does not object to this application in terms of material concerns, it notes the loss of permeable drainage and would ask that mitigating measures are considered to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.

P58- 5 WTC/015/26 Plot Ref :-25/03152/S73 Type :- VARIATION
Applicant Name :- . Date Received :- 06/01/2026
Location :- McDonalds - Ducklington Lane Date Returned :- 28/01/2026
Proposal : Non compliance of condition 1 of permission 12/0119/P/S73 to enable the the restaurant to trade 24 hours a day, seven days a week
Observations : Witney Town Council raises no objection to the above application; however, they wish to make the following comments and request the consideration of conditions in order to protect residential amenity and community wellbeing.

Lighting and Impact on Residential Amenity - WTC are concerned about the potential impact of extended opening hours on nearby residential properties arising from external and internal lighting, particularly during night-time hours. Increased illumination from signage, menu boards, internal lighting and vehicle headlights has the potential to cause light intrusion and disturbance to neighbouring dwellings, contrary to the aim of protecting residential amenity. Consideration should be given to the intensity of external lighting and illuminated signage to minimise spill and glare on the surrounding area.

WTC also note the potential for anti-social behaviour, particularly during the spring and summer months when customers are more likely to congregate late into the evening resulting in groups gathering outside the premises and in the car park area with an increase in noise and disturbance.

Whilst WTC acknowledges that such matters can overlap with licensing controls, they remain material considerations where they relate to the use of land and its impact on local amenity.

WTC strongly requests that conditions be concerned to ensure that the operation of the premises actively supports a Respect Our Neighbours approach. Such as the use of clear signage requesting customers to leave the area quietly, measures to discourage customers from congregating outside the premises and management practices to minimise noise, litter and disturbance particularly during late-night hours.

P58- 6 WTC/016/26 Plot Ref :-25/03155/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 13/01/2026
Location :- 36 Davenport Road Date Returned :- 28/01/2026
Proposal : Erection of two storey side and rear extension, conversion of loft to create additional living space, and erection of front porch. Demolition of existing detached garage, and associated works
Observations : While Witney Town Council does not object to this application in terms of material concerns, it notes the loss of permeable drainage and would ask that mitigating measures are considered to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.

P58- 7 WTC/017/26 Plot Ref :-25/02993/ADV Type :- ADVERTISIN
Applicant Name :- . Date Received :- 13/01/2026
Location :- Land East Of Isabelle Spencer Date Returned :- 28/01/2026
Proposal : Installation of two fascia signs and one projecting sign, all internally illuminated.
Observations : Witney Town Council has no objections regarding this application.

P58- 8 WTC/018/26

Plot Ref :-25/03016/FUL

Type :- FULL

Applicant Name :- .

Date Received :- 13/01/2026

Location :- 13 Market Square

Date Returned :- 28/01/2026

Proposal : External window and roof repairs, with rear elevation facade remedial works

Observations : Witney Town Council has no objections regarding this application. They welcome any work to preserve features of the Town's buildings holding a listed status.

The Meeting closed at : 6.46pm

Signed : _____ Chairman Date: _____

On behalf of :- Witney Town Council

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

Held on Tuesday, 17 February 2026

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

Present:

Councillor G Doughty (Chair)

Councillors:	J Treloar (In place of D Temple) J Doughty	G Meadows R Smith
Officers:	Derek Mackenzie Cara Murray	Senior Administrative Officer & Committee Clerk Admin Support Assistant - Communities & Planning
Others:	None.	

P111 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor J Aitman.

Apologies were also received from Councillor D Temple, Councillor J Treloar attended as a substitute.

P112 DECLARATIONS OF INTEREST

There were no declarations of interest from members or officers.

P113 PUBLIC PARTICIPATION

There was no public participation.

Councillor G Meadows joined the meeting at 6:02pm.

P114 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.

P115 **OCC CONSULTATION – VARIOUS ROADS (CHERWELL & WEST) - PROPOSED DISABLED PERSONS PARKING PLACES**

The Committee received correspondence from Oxfordshire County Council in respect of requests for the removal and installation of disabled parking spaces across the County.

Members had no objections to the proposals presented specifically they reviewed the request to remove a space in Gloucester Place which they supported given the demand for parking in what was a narrow road.

Resolved

That a no Objection response be submitted.

P116 **MHCLG CONSULTATION - REDUCING THE PREVALENCE OF PRIVATE ESTATE MANAGEMENT ARRANGEMENTS**

The Committee received notification of the Government consultation on reducing the prevalence of private estate management arrangements.

Members noted the complexity of the consultation, which comprised 156 separate questions within a 23-page online submission it was therefore agreed that the submission a written response would be more appropriate.

Concerns were raised regarding the potential financial implications and operational impact on the Town Council arising from any proposed changes. In particular how any commuted sums would be calculated to ensure the long-term protection and maintenance of assets that may be transferred to the Council's care. It was also emphasised that the Council should retain the right to refuse the adoption of assets where it is not satisfied that sufficient provision has been made to enable their sustainable long-term maintenance and service delivery for the community.

It was unanimously agreed that the views of all Councillors should be sought prior to Officers drafting a formal response for the Committee's approval and that these be forwarded to Officers no later than 3 March, in order to enable a draft response to be prepared for consideration by the Planning and Development Committee at its meeting on 10 March.

Resolved

1. That Officers issue details of the consultation to all Councillor with a request for submission of their comments and,
2. That Officers prepare a draft response for approval at the next meeting of the Committee on 10 March 2026.

The meeting closed at: 6.24 pm

Chair

Witney Town CouncilPlanning Minutes - 17th February 2026

114

114- 1 WTC/019/26 Plot Ref :-25/02661/OUT Type :- OUTLINE
 Applicant Name :- . Date Received :- 22/01/2026
 Location :- 61 Mirfield Road Date Returned :- 18/02/2026
 Proposal : Outline application with all matters reserved for the erection of 1 self build dwelling. (Amended description)
 Observations : Witney Town Council continue to be minded to object to the application as they feel they still lack sufficient details in order to make an informed decision.

114- 2 WTC/020/26 Plot Ref :-26/00107/HHD Type :- HOUSEHOLDE
 Applicant Name :- . Date Received :- 22/01/2026
 Location :- 16 Church Green Date Returned :- 18/02/2026
 Proposal : Erection of rear dormer window.
 Observations : Witney Town Council has no objections regarding this application.

114- 3 WTC/021/26 Plot Ref :-26/00108/LBC Type :- LISTED BUI
 Applicant Name :- . Date Received :- 22/01/2026
 Location :- 16 Church Green Date Returned :- 18/02/2026
 Proposal : Internal and external alterations to include the addition of a dormer to the north roof pitch of the second floor rear bedroom
 Observations : Witney Town Council has no objections regarding this application.

114- 4 WTC/022/26 Plot Ref :-26/00246/HHD Type :- HOUSEHOLDE
 Applicant Name :- . Date Received :- 09/02/2026
 Location :- 104 Woodstock Road Date Returned :- 18/02/2026
 Woodstock Road
 Witney
 Proposal : Erection of first floor side extension.
 Observations : Witney Town Council has no objections regarding this application.

The Meeting closed at : 6:24pm

Signed : _____ Chairman Date: _____

On behalf of :- Witney Town Council

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

Held on Tuesday, 10 March 2026

At 6.30 pm in the Virtual Meeting via MS Teams - Virtual Meeting

Present:

Councillor G Doughty (Chair)

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

P126 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor D Temple, Councillor J Treloar attended as a substitute.

P127 DECLARATIONS OF INTEREST

There were no declarations of interest from Members or Officers.

P128 PUBLIC PARTICIPATION

There was no public participation.

P129 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.

P130 WITNEY TRAFFIC ADVISORY COMMITTEE MINUTES

The Committee received the minutes of the Witney Traffic Advisory Committee held on 20 January 2026, a verbal update of which had been provided at the meeting held on 27 January 2026. Members present at that meeting confirmed that the minutes were a true representation.

Resolved:

That, the minutes of the Witney Traffic Advisory Committee held on 20 January 2026 be noted.

During the discussion of the following Agenda item.

Councillor R Smith left the meeting at 7:23pm

P131 **MHCLG CONSULTATION - REDUCING THE PREVALENCE OF PRIVATE ESTATE MANAGEMENT ARRANGEMENTS**

Following their initial discussions at the meeting of 17 February, Members further discussed the consultation regarding the reduction of private estate management arrangements. It was noted that the consultation was detailed and covered a wide range of subject areas, with a lengthy questionnaire and varying viewpoints to consider.

It was therefore unanimously agreed that details of the consultation be once again circulated, as they had been following the 17 February meeting, to all Members of the Council to allow them to submit individual responses by the closing date of 12 March 2026.

Resolved:

That, Officers issue a request to all Members asking that individual responses be submitted.

P132 **WEST OXFORDSHIRE LOWLANDS MOVEMENT AND PLACE (MAP) PLAN**

Following a briefing received earlier in the evening from Oxfordshire County Council officers, Members considered the West Oxfordshire Lowlands Movement and Place (MAP) Plan.

It was noted that the Plan was detailed and complex, covering a range of transport and place-based matters.

It was therefore unanimously agreed that details of the Plan be circulated to all Members of the Council to allow them to submit individual responses, should they be minded to do so.

Resolved:

That, Officers issue a request to all Members asking that individual responses be submitted.

The meeting closed at: 7.36 pm

Chair

Witney Town CouncilPlanning Minutes - 10th March 2026

129

129- 1 WTC/023/26 Plot Ref :-26/00133/FUL Type :- FULL
 Applicant Name :- . Date Received :- 19/02/2026
 Location :- 140 THORNEY LEYS Date Returned :- 11/03/2026
 THORNEY LEYS

Proposal : Erection of a detached dwelling and associated works.

Observations : Witney Town Council objects to this application on the following grounds:

Overdevelopment - The Council considers that the proposal represents an overdevelopment of the site. The scale, layout and intensity of development would appear cramped and out of keeping with the established pattern, spacing and character of development in the surrounding area. The proposal would therefore fail to respect the prevailing townscape and would result in a form of development that is incongruous within its setting. This is considered to be contrary to Policies OS2 and OS4 of the West Oxfordshire Local Plan 2031 and the design principles set out in Paragraph 135 of the National Planning Policy Framework.

Neighbour Amenity - Members raise concerns regarding the impact of the proposal on neighbouring residential properties, including potential loss of privacy and an increased sense of enclosure. The development is therefore considered to be contrary to Policies OS2 and OS4 of the West Oxfordshire Local Plan 2031 and Paragraph 135(f) of the National Planning Policy Framework, which seeks to secure a high standard of amenity for existing and future occupants.

Drainage - Members note and support the comments of the Flood Risk Management Officer. Should officers be minded to approve the application, a condition should be imposed requiring the submission and approval of a full surface water drainage scheme, including soakage testing in accordance with BRE 365, prior to the commencement of development, in accordance with Policy OS3 of the West Oxfordshire Local Plan 2031.

129- 2 WTC/024/26 Plot Ref :-26/00245/ADV Type :- ADVERTISED
 Applicant Name :- . Date Received :- 19/02/2026
 Location :- UNIT 4-5 WELCH WAY Date Returned :- 11/03/2026
 WELCH WAY

Proposal : Erection of internally illuminated fascia signage to shop front and western elevation.

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

129- 3 WTC/025/26 Plot Ref :-26/00244/FUL Type :- FULL
 Applicant Name :- . Date Received :- 19/02/2026
 Location :- UNIT 4-5 WELCH WAY Date Returned :- 11/03/2026
 WELCH WAY

Proposal : Alterations to shop units 4 and 5 to create one single unit, alterations to include

the installation of an air conditioning unit to rear elevation and a extract grille to west elevation, new shopfront doors and the removal of one entrance.

Observations : Witney Town Council supports and welcomes this application.

Members are pleased to see a vacant unit brought back into active use, which will contribute positively to the vitality and viability of the area and provide local employment opportunities. This is consistent with the objectives of the West Oxfordshire Local Plan 2031, particularly policies that support the reuse of existing premises and the strengthening of the local economy, including Policy E6 (Town Centres).

The Committee also notes that national policy within the National Planning Policy Framework (NPPF) supports the effective use of previously developed land and buildings, and encourages developments that promote the vitality of town centres (see NPPF paragraphs 86-90).

However, Members ask that the applicant is mindful of the existing parking and highway safety issues on Welch Way. There are ongoing concerns regarding vehicles parking on double yellow lines and causing obstruction to traffic when customers briefly stop to purchase food and drink. In accordance with NPPF paragraph 115, which seeks to ensure that development provides safe and suitable access for all users, the Committee encourages the applicant to ensure that clear signage is provided advising customers of local parking restrictions and directing them to appropriate nearby parking facilities.

While the Committee commends the reuse of a vacant unit, it considers that careful consideration should be given to the potential for the proposal to exacerbate existing parking and obstruction issues in the immediate vicinity.

129- 4	WTC/026/26	Plot Ref :-26/00355/CLP	Type :-	CERT LAWFU
	Applicant Name :- .		Date Received :-	19/02/2026
	Location :- 11 CHEDWORTH DRIVE CHEDWORTH DRIVE		Date Returned :-	11/03/2026
	Proposal :	Certificate of Lawfulness (erection of a single storey rear extension).		
	Observations :	Witney Town Council has no objections regarding this application.		

129- 5	WTC/027/26	Plot Ref :-26/00374/FUL	Type :-	FULL
	Applicant Name :- .		Date Received :-	23/02/2026
	Location :- 5A WEST END WEST END		Date Returned :-	11/03/2026
	Proposal :	Demolition of a timber workshop and erection of a replacement building comprising 2 x 1-bedroom apartments and associated works.		
	Observations :	Witney Town Council does not object to this application in terms of material planning considerations.		

Members welcome the provision of one-bedroom accommodation close to the town centre, which contributes to housing choice within the town and supports sustainable patterns of development. This aligns with the objectives of the West Oxfordshire Local Plan 2031, including Policy H2 (Delivery of New Homes) and Policy OS2 (Locating Development in the Right Places), which encourage the provision of housing within accessible and sustainable locations.

Members note that national policy within the National Planning Policy Framework (NPPF) supports the efficient use of land and encourages developments that make effective use of previously developed land, particularly in accessible locations (see NPPF paragraphs 124-125).

However, Members raise some concern that the proposed bedroom size appears relatively compact, and request that officers consider whether the internal layout provides an adequate standard of accommodation, having regard to the principles set out within the NPPF relating to the creation of high-quality, well-designed places (see NPPF Section 12, Achieving well-designed places) and any relevant internal space standards.

Members also ask that the comments from Environmental Health are taken into account and support the inclusion of a land contamination condition, requiring investigation, risk assessment and remediation should contamination be identified during development. This would be consistent with Policy EH8 (Environmental Protection) of the West Oxfordshire Local Plan 2031 and national policy within NPPF Section 15 (Conserving and Enhancing the Natural Environment).

In addition, Members note the comments of the Flood Risk Management Officer regarding the site's susceptibility to groundwater flooding notes at 50-75% and request that appropriate drainage and mitigation measures are secured as part of the development in accordance with Policy EH7 (Flood Risk) of the West Oxfordshire Local Plan 2031 and the principles set out in NPPF Section 14 (Meeting the challenge of climate change, flooding and coastal change).

129- 6	WTC/028/26	Plot Ref :-25/02880/HHD	Type :-	HOUSEHOLDE
	Applicant Name :- .		Date Received :-	24/02/2026
	Location :- 6 AERODROME LANE AERODROME LANE		Date Returned :-	11/03/2026
	Proposal : Conversion of loft with front dormer and rear velux rooflights including erection of detached pergola and outbuilding (part retrospective) (amended description)			
	Observations : Witney Town Council has no objections regarding this application.			

129- 7	WTC/029/26	Plot Ref :-26/00350/HHD	Type :-	HOUSEHOLDE
	Applicant Name :- .		Date Received :-	24/02/2026
	Location :- 37 WOODSTOCK ROAD WOODSTOCK ROAD		Date Returned :-	11/03/2026
	Proposal : Erection of single and two storey extensions.			
	Observations : Witney Town Council objects to this application on the following grounds:			

Overdevelopment - The Council considers that the proposed two-storey side extension would represent an overdevelopment of the site. The scale, siting and proximity of the extension would significantly reduce the separation distance between No. 37 and 37A Woodstock Road (to approximately 1.2-1.3 metres), resulting in a cramped and visually intrusive relationship between the properties that would appear out of keeping with the established spacing and pattern of development in the area.

The proposal is therefore considered to be contrary to Policies OS2 and OS4 of the West Oxfordshire Local Plan 2031 and the design principles set out in Paragraph 135 of the National Planning Policy Framework, which require development to respond positively to local character and maintain appropriate spacing between buildings.

Neighbour Amenity - Members also raise concerns regarding the impact of the proposed extension on neighbouring residential amenity, including potential loss of natural light and outlook and the overbearing scale and massing of the development given the limited separation between the properties.

Concerns have also been noted regarding the potential impact on the existing right of way and drainage infrastructure located between the properties.

The proposal is therefore considered to be contrary to Policies OS2 and OS4 of the West Oxfordshire Local Plan 2031 and Paragraph 135(f) of the National Planning Policy Framework, which seeks to ensure development provides a high standard of amenity for existing and future occupants.

129- 8	WTC/030/26	Plot Ref :-26/00373/FUL	Type :-	FULL
	Applicant Name :-	.	Date Received :-	26/02/2026
	Location :-	10 HANGAR CLOSE HANGAR CLOSE	Date Returned :-	11/03/2026
	Proposal :	Change of use of amenity space to enlarge domestic garden, and erection of 1.8 metre fence (retrospective)		
	Observations :	Witney Town Council objects to this retrospective application due to the loss of publicly accessible amenity land and the associated environmental and planning concerns.		

Members consider that the enclosure and incorporation of this land into a private residential garden represents an unacceptable encroachment of private curtilage onto land that currently functions as communal amenity space. The proposal would result in the permanent loss of land that contributes to the openness, character and environmental quality of the area and which is available for the informal enjoyment of the wider community.

The Council considers the proposal to be contrary to Policies OS2 and EH3 of the West Oxfordshire Local Plan 2031, which seek to protect valued green and amenity spaces and ensure that development respects and protects the character, landscape setting and environmental value of its surroundings. The loss of this area of open land would erode the planned layout of the estate and diminish the contribution that the space makes to the visual and environmental character of the locality.

In addition, the proposal conflicts with the principles set out in the National Planning Policy Framework, which emphasises that planning decisions should protect and enhance public open spaces and should contribute to and enhance the natural and local environment. The Framework also highlights the importance of maintaining accessible green spaces for the health and wellbeing of communities.

Members are also concerned that approval of this application would set an undesirable precedent for the incremental loss of communal amenity land within the area through similar encroachments. Such piecemeal erosion of open space would cumulatively harm the character of the development and reduce the availability of shared green space intended for the benefit of all residents.

Furthermore, amenity grassland and open green areas can provide ecological and environmental benefits, including supporting urban biodiversity, surface water absorption, and contributing to local green infrastructure. The enclosure of this land into private curtilage reduces its communal environmental function and removes it from shared public benefit.

For these reasons, Witney Town Council considers the proposal to represent an unjustified loss of communal amenity land and an unacceptable encroachment into open space. The Council therefore strongly objects to the application and requests that the Local Planning Authority refuse planning permission.

Applicant Name :- .

Date Received :- 03/03/2026

Location :- 63 BARRINGTON CLOSE
BARRINGTON CLOSE

Date Returned :- 11/03/2026

Proposal : Change of use of parcel of land from amenity to residential and erection of a boundary fence to enclose garden.

Observations : Witney Town Council objects to this application due to the loss of publicly accessible amenity land and the associated environmental and planning concerns.

Members consider that the enclosure of this land into a private residential garden represents an unjustified encroachment of private curtilage onto land which currently forms part of the wider communal amenity space within the development. The proposal would result in the permanent loss of land intended for the benefit and enjoyment of the wider community and would erode the openness and character of the area.

The Council considers the proposal to be contrary to Policies OS2 and EH3 of the West Oxfordshire Local Plan 2031, which seek to protect valued green infrastructure, amenity land and the character of the built and natural environment. The loss of this area of communal land would diminish the contribution it makes to the environmental quality and visual amenity of the locality.

The proposal is also inconsistent with the principles set out in the National Planning Policy Framework, which emphasises that planning decisions should protect and enhance public open spaces and support healthy, inclusive communities through the provision and protection of accessible green infrastructure.

Members also wish to highlight that, although similar applications may have previously been approved in the locality, Witney Town Council strongly considers that the continued incremental loss of communal amenity land through such proposals is harmful to the overall character and function of these spaces. The approval of further applications of this nature would risk establishing or reinforcing an undesirable precedent that could lead to the progressive erosion of shared green space intended for the benefit of all residents.

For these reasons, Witney Town Council objects to the application.

However, should West Oxfordshire District Council be minded to approve the proposal, the Town Council requests that a planning condition be imposed to ensure the land remains as green space, ancillary to the dwelling and that permitted development rights are restricted to prevent the erection of buildings, structures or further development on the land in the future.

The Meeting closed at : 07:36pm

Signed : _____ Chairman Date: _____

On behalf of :- Witney Town Council

5.5

WTC/036/26

Plot Ref :- 26/00478/S73 Type :- VARIATION

Applicant Name :- .

Date Received :- 19/03/2026

Parish :- NORTH

Date Returned :-

Location :- SCRAP YARD REAR OF Agent
58 WEST END
WEST END

Proposals :- Variation of condition 2 of permission 23/02730/FUL to allow reconfiguration of internal layouts, slight widening of dormers to plots 8 and 10 and the addition of a small window to plot 10.

Observations :-

Minute Ref 6

Tue 31 March 2026

District Ref

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

Page No : 1

GRANTED PLANNING PERMISSIONS

E WTC/002/26	Approved	3 Applegarth Court
E WTC/003/26	Approved	The Plough
E WTC/004/26	Approved	The Plough
E WTC/006/26	Approved	5 Viner Close
E WTC/007/26	Approved	Isabelle Spencer Way
E WTC/008/26	Approved	Isabelle Spencer Way
E WTC/009/26	Approved	13 Market Square
E WTC/010/26	Approved	4 Gloucester Place
E WTC/011/26	Approved	1 Kernahan Way
E WTC/012/26	Approved	74 High Street
E WTC/013/26	Approved	Flat 1 Weavers Barn
E WTC/014/26	Approved	1 Wilmot Close
E WTC/016/26	Approved	36 Davenport Road
E WTC/017/26	Approved	Land East Of Isabelle Spencer
E WTC/018/26	Approved	13 Market Square
E WTC/131/25	Approved	THE PLOUGH, 98 HIGH STREET
E WTC/132/25	Approved	THE PLOUGH, 98 HIGH STREET
E WTC/134/25	Approved	36 ORCHARD WAY

REFUSED PLANNING PERMISSIONS

C WTC/022/26	Refused	104 Woodstock Road
District COMMENT Due to its scale, size and height, the proposed side extension is not considered to be clearly secondary and subservient to the host dwelling and it is considered that the proposed extension would imbalance the symmetry of the original pair of houses, be out of proportion, and overwhelm the other semi-detached dwelling. The		Local COMMENT Witney Town Council has no objections regarding this application.

NOTIFICATIONS OF PLANNING DECISIONS FROM West Oxfordshire District Council

Minute Ref 6

Tue 31 March 2026

District Ref

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

Page No : 2

proposed development would be visible in the street scene and so would give rise to adverse impacts in regards to visual amenity. Therefore, the proposed development is not considered to be of a proportionate and appropriate scale to its context, not form a logical complement to the existing character of the area nor demonstrate high quality design contrary to policies OS2, OS4 and H6 of the adopted West Oxfordshire Local Plan, the West Oxfordshire Design Guide 2016 and the relevant paragraphs of the NPPF 2024.

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

Held on Tuesday, 17 March 2026

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

Present:

Councillor D Enright (Chair)

Councillors:	A Prosser	S Simpson
	M Brooker	R Smith
	A Coles	T Ashby
	J Robertshaw	J Aitman
Officers:	Adam Clapton	Deputy Town Clerk
	Derek Mackenzie	Senior Administrative Officer & Committee Clerk
	Cara Murray	Admin Support Assistant - Communities & Planning
	Odele Parsons	Oxfordshire County Council
	Annabelle Calder	Oxfordshire County Council
Others:	One member of the public.	
	T Bayliss, Stagecoach	
	D Miles, Parish Transport Representative	
	A Bullock, Witney Chamber of Commerce	
	C Hulme, Thames Valley Police	
	Cllr D Edwards- Hughes, Witney Town Council	

T16 APOLOGIES FOR ABSENCE

Apologies of absence were received from Tom Weaver (Pulham's Coaches), Andrew Lyon (West Oxfordshire Community Transport), and Tony Hickman (Witney Taxi Representative).

T17 PUBLIC PARTICIPATION

The Committee received representation from a resident. They raised concerns regarding infrastructure in Witney, highlighting a number of issues and expressing a wish for a more detailed discussion at a future meeting.

The Committee noted the request.

T18 MINUTES

The Committee received the minutes of the Witney Traffic Advisory Committee meeting held on 20 January 2026.

T4 - Cllr A. Coles advised there was still nothing to report on the H2 bus service routing as no response had been received from Pulham's Coaches. The Parish Transport Representative advised that the matter had been raised at the Parish Transport meeting the previous week and would be also followed up by that Committee.

Resolved:

1. That, the minutes of the Witney Traffic Advisory Committee meeting held on 20 January 2026 be approved as a correct record and signed by the Chair and,
2. That, the update in respect of the H2 service be noted.

*During the following agenda item.
Cllr S Simpson joined the meeting at 3:09pm
Cllr R Smith joined the meeting at 3:16pm*

T19 **PLACE, PLANNING AND COORDINATION**

Members received and considered a report from Oxfordshire County Council (OCC) providing updates on several transport and infrastructure matters across Witney. The Committee also received updates from Officers on actions raised at the January meeting.

Ducklington Lane / Thorney Leys Traffic Signals

Officers reported that both junctions had been checked and were operating without fault. The slip road queue detection system was functioning correctly, and the signals were operating in adaptive mode to respond to traffic flow. The current arrangement was considered the most effective and would continue to be monitored.

New Mill Lane, Crawley – Bridge Closure

Members were advised that the bridge remained closed due to structural issues. The scheme was included in the capital works programme; however, progress had been delayed due to ecological constraints. Replacement was expected between April and June, subject to conditions.

Oxfordshire County Council Flag Policy

The Committee received an update on the policy regarding flags on the highway. Members noted that flags on private property were permitted; however, placing flags on or near highways or street furniture was discouraged due to safety risks. Officers advised that unauthorised flags were being removed where necessary, particularly where they posed an immediate risk.

A40/B4022 Shores Green – Access to Witney

Officers advised that the scheme was progressing well, although adverse weather had required some resequencing of works. Completion was still anticipated to be early summer 2026, subject to site conditions. Further updates would be communicated via the Access to Witney updates on the OCC website.

Access to Witney Complementary Schemes – A4095 Re-designation

The Committee received an update on the re-designation of the A4095 and associated signage changes. Members were informed that a Councillor briefing was held on 12 February, with further work ongoing to align signage with the opening of the new slip roads.

Witney Paths and Crossings

A verbal update was provided; discussions were still ongoing between OCC and a potential contractor however there was no greater progress at this time.

Fiveways Roundabout

Members heard that it was anticipated that construction would commence within two months, although no confirmed dates were available.

King George V Recreation Ground Path

Design details were being finalised that week to enable costings to be provided by the contractor.

Loom Lane / Burford Road

Officers advised that parked vehicles near the junction were reducing visibility. 'Keep Clear' road markings would be implemented in the new financial year.

Resolved:

That, the report and verbal updates be noted.

T20 **WEST OXFORDSHIRE LOWLANDS MOVEMENT AND PLACE (MAP) PLAN**

Officers advised that the Plan formed part of the Local Transport and Connectivity Plan (LTCP) adopted in 2022 and was undergoing stakeholder engagement ahead of public consultation in May. Adoption was expected in July.

A Member questioned how the Plan would align with the Local Cycling and Walking Infrastructure Plan (LCWIP). Officers confirmed the two plans were intended to work in conjunction.

The Chair encouraged Members to share the Plan with their organisations in preparation of responding once the public consultation opened and suggested it be sent to the Committee's taxi representative who had sent apologies for this meeting.

Resolved:

That the report be noted.

T21 **CIVIL ENFORCEMENT**

The Committee received an update covering the period 1 December 2025 to 28 February 2026.

Members were informed of patrol activity and the number of Penalty Charge Notices issued. The recruitment challenges for Civil Enforcement Officers nationally were noted. A tender process for a new contractor had commenced, with appointment expected in autumn 2026.

Members queried evening patrols, enforcement in Corn Street and Welch Way, and issues relating to pavement parking and kerb damage. Officers advised that any kerb damage should be reported via FixMyStreet.

Resolved:

That the update be noted.

T22 **ANPR - HIGH STREET**

The Committee received an update on the introduction of ANPR cameras in Witney High Street.

Members heard that an exemption system would be introduced, allowing eligible users to register for continued access. Engagement with residents and businesses would take place prior to implementation. Enforcement was planned to commence following the completion of the High Street and Market Square works.

Members expressed their disappointment at the continued delay of the implementation of the scheme.

Resolved:

That the report be noted.

T23 **COMMUNITY SPEEDWATCH UPDATE**

The Committee received the report of the Deputy Town Clerk along with a verbal update from Cllr A. Coles who was the co-ordinator for the Witney Town scheme. The report consisted of statistics of the group over the last year and since its introduction. This also included the number of vehicles over the speed thresholds in those times and details of action followed up on by Thames Valley Police.

Members heard that during the session held at Tower Hill on 9 March 2026, 163 vehicles were monitored, with 32 recorded speeding, the highest of which was recorded travelling at 48mph in the 20mph zone.

The Chair thanked volunteers for their work. Members asked that reports be provided annually and raised the possibility of increased enforcement.

The Thames Valley Police representative advised that enforcement by TVP in 20mph zones was not routinely prioritised unless significant risks were evidenced. The Deputy Town Clerk advised he was due to meet with a representative of the TVP neighbourhood policing team to see how they may be able to support the Speedwatch scheme.

Resolved:

1. That the report and verbal updates be noted and,
2. That, Witney Town Community Speedwatch team statistics are shared with the Committee annually.

T24 **PUBLIC TRANSPORT UPDATE**

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

Members were advised that a bus service review was scheduled for August, with no major changes currently planned. The MyBus scheme had been shortlisted for an award, however again fares had increased due to its popular demand.

Members were pleased to hear that West Oxfordshire Community Transport had secured funding towards the conversion of two diesel minibuses into fully electric vehicles.

Stagecoach confirmed that fuel prices were not currently a concern and that the Oxford Tube had introduced weekend services to London from Witney. Members also heard that the S2 service to Cheltenham would now be operated by Pulham's.

Members discussed potential for new routes; however, constraints and current priorities meant no changes were planned until Botley Road reopened. Once this happened services would be reviewed with the use of Eynsham Park & Ride to be included which it was confirmed could also be used to promote access into Witney.

The Committee was also advised that the annual Witney Bus User's Meeting had been rescheduled for 19th May, from September, to help facilitate discussion on services ahead of review in August. A survey was being prepared by Witney Town Council to gain feedback on current services.

Resolved:

That, the verbal updates be noted.

T25 **WHITE LINING - LOOM LANE, WITNEY**

This item had been forwarded on receipt to OCC and a decision to install lining had been taken as advised earlier in the meeting.

Members noted the proposed 'Keep Clear' markings.

Resolved:

That the request be noted.

T26 **REAL TIME PASSENGER INFORMATION - OXFORD HILL, WITNEY**

The Committee heard of a request for Real Time Passenger Information at the Oxford Hill / Cogges Hill Road bus stop.

Members heard that OCC had advised this would be considered as part of the 2026/27 programme.

Resolved:

That the request be noted.

T27 **ROADS AND POTHOLES**

Members received correspondence from a resident regarding the state of the roads in and around Witney .

Cllr J Robertshaw advised a meeting on pothole management was scheduled at OCC. All three of the OCC Councillors were asked to take forward the thoughts of residents and request improvements.

Additional concerns were raised about reporting issues and lack of clear schedules. In response to a Member's question OCC Officer confirmed they would circulate details on how claims could be made for vehicle damage and how they were dealt with by OCC

Resolved:

1. That, OCC Officers circulate information on OCC claims and,
2. That, OCC Councillor Members raise the issues further.

Cllr D Edwards-Hughes left the meeting at 4pm

T28 **HIGH STREET ROAD FAILURE**

The Committee heard that the Taxi Representative had raised the ongoing issue with the failure of the road outside Sandwich de Witney. Officers advised that a notice of works was being pursued, and repairs were expected to take place the following week.

Resolved:

1. That, the update be noted and,
2. That, the update is provided to the taxi representative

T29 **WITNEY HIGH STREET**

The Committee received an update from the project team. Subject to approval of the full Business Case and Traffic Regulation Orders (TROs) at the OCC cabinet members meeting on 26 March 2026, mobilisation was expected to begin in April, with main works from May and completion targeted ahead of the Christmas trading period.

A works compound would be located in the long stay area of the Woolgate Car Park (Zone G). Officers outlined the importance of ongoing engagement which would include public information events and an onsite liaison to ensure residents and businesses are informed of progress.

Members raised concerns regarding the location of the works compound and its potential impact on market traders, retail employees, temporary and agreed taxi ranks, overall parking availability, and the impact on town events such as Witney Carnival and Witney Pride parades.

Resolved:

1. That the update be noted.
2. That, the Town Council corresponds with groups running local events to advise them of the work and timeline.

T30 **ITEMS RAISED AT THE MEETING**

Cllr A Prosser advised the Committee there was a 'Go Electric Event' in Witney on the coming Saturday. There would be a host of people attending including charging infrastructure providers.

No further matters were raised.

T31 **DATE OF THE NEXT MEETING(S)**

Members were advised that the next meeting of the Committee would be held on 30 June 2026.

Additional dates for 2026/27 were:

22 September 2026

12 January 2027

23 March 2027

The meeting closed at: 4.10 pm

Chair



Date:
OCC ref: R3.0037/26

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

Economy and Place
County Hall
New Road
Oxford
OX1 1ND

Jason Sherwood
Head of Regulatory Planning and
Enforcement

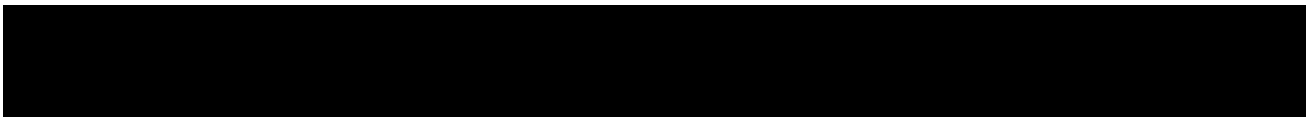
Dear Mrs Groth

Planning application by Oxfordshire County Council, for planning permission: **Section 73 application to continue the development permitted by R3.0121/23 (23/02582/CC3REG) (temporary planning permission for the use of the site for the parking and storage of Oxfordshire County Council fleet vehicles), without complying with Condition 2, in order to extend the use by one year until 17th March 2027 at Former Moorlands Centre, Dark Lane, Witney, Oxfordshire, OX28 6LE.**

The above application has been submitted to this council for determination.

You can view the application and comment online through the link below, using ref **R3.0037/26**.

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



I should be grateful for any observations you may wish to make on the application by 17 April 2026 you can comment online using the above link and reference. If you require more time, please contact me as soon as possible.

The application may be considered by the Planning and Regulation Committee if there are objections to it. However, if there are no objections or none that cannot be overcome the application may be delegated to the Head of Strategic Planning for decision.

I will notify you of the decision in due course. Details will be available online at the above link.

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

The Town and Country Planning Act 1990 as amended requires the determination of

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

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

www.oxfordshire.gov.uk/privacynoticedocument

Yours sincerely,

Abbie Li

Abbie Li
Planning Officer

Direct line: 07394866251

Email: Abbie.Li@Oxfordshire.gov.uk

www.oxfordshire.gov.uk