

Planning & Development Committee Meeting of Witney Town Council



Tuesday, 23rd June, 2026 at 6.00 pm

To members of the Planning & Development Committee - G Doughty, J Aitman, G Meadows, D Temple, J Treloar and R Smith (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 23.06.2026](#)

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. Election of Vice-Chair

To elect a Vice-Chair of the Committee for the 2026/27 Municipal Year.

4. **Minutes** (Pages 4 - 27)

a) To adopt and sign as correct the minutes of the Committees held on 31 March, 21 April, 12 May & 2 June 2026.

b) Matters arising from the minutes of 31 March, 21 April, 12 May & 2 June 2026.

5. **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.

6. **Planning Applications** (Pages 28 - 30)

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

7. **Planning Decisions** (Pages 31 - 32)

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

8. **Terms of Reference** (Pages 33 - 34)

To receive and consider the report of the Deputy Town Clerk.

9. **Application for Minor Variation of Premises Licence - Smarts Take Away, 50 Market Square - W/26/00570/PRMV** (Pages 35 - 47)

To consider an application for a Minor Variation of Premises Licence for Smarts Take Away, 50 Market Square, Witney under the Licensing Act 2003.

10. **Application for a New Premises Licence - Courtside CIC The Leys, Witney** (Pages 48 - 74)

To consider application W/26/00596/PRMA for a New Premises Licence at The Leys, Witney under the Licensing Act 2003.

11. **Notification of Planning Appeal - 10 Hangar Close, Witney** (Pages 75 - 76)

To receive a notification of Planning Appeal 26/00015/APPEAL Original application number 26/00373/FUL and consider the submission of additional, or modification of existing comments.

12. **Oxfordshire County Council - Quiet Lanes Pilot Programme** (Pages 77 - 79)

To receive an expression of interest notice from Oxfordshire County Council regarding a pilot programme on Quiet Lanes.

Members may wish to determine this matter at the meeting or, if considered appropriate, refer it to Full Council on 13 July 2026 for a decision.



Town Clerk

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Town Clerk

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