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PLANNING & DEVELOPMENT COMMITTEE MEETING OF THE WITNEY TOWN COUNCIL

Held on Tuesday, 23 June 2026

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

Present:

Councillor G Doughty (Chair)

Councillors:	J Aitman	J Treloar
	G Meadows	R Smith
	D Temple	
Officers:	Adam Clapton	Deputy Town Clerk
	Derek Mackenzie	Senior Administrative Officer & Committee Clerk
Others:	None.	

P336 APOLOGIES FOR ABSENCE

No apologies for absence were received.

P337 DECLARATIONS OF INTEREST

There were no declarations of interest from Members.

P338 ELECTION OF VICE-CHAIR

The Chair called for nominations for the position of Vice-Chair of the Committee.

It was proposed and seconded that Councillor J Aitman be elected. There being no other nominations it was:

Resolved:

That, Councillor Joy Aitman be elected Vice-Chair of the Committee for the 2026/27 municipal year.

P339 MINUTES

The minutes of the Planning & Development Committee meetings held on 31 March, 21 April, 12 May & 2 June 2026 were received.

There were no matters arising.

Resolved:

That, the minutes of the Planning & Development Committee meetings held on 31 March, 21 April, 12 May & 2 June 2026 be approved as correct records of the meetings and be signed by the Chair.

P340 **PUBLIC PARTICIPATION**

There was no public participation.

P341 **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.

P342 **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 were pleased to see the number of applications that endorsed their comments.

Resolved:

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

Cllr J Treloar left the meeting at 6:20pm

P343 **TERMS OF REFERENCE**

The Committee received and considered the report of the Deputy Town Clerk which outlined the current Terms of Reference for the Committee along with any changes for consideration.

No recommendations for change were made.

Recommended:

1. That, the report be noted and;
2. That, the recommended changes be approved at the meeting of the Council on 13 July 2026.

Cllr J Treloar returned to the meeting at 6:22pm

P344 **APPLICATION FOR MINOR VARIATION OF PREMISES LICENCE - SMARTS TAKE AWAY, 50 MARKET SQUARE - W/26/00570/PRMV**

The Committee noted the Application for Minor Variation from Smarts Take Away, 50 Market Square under the Licencing Act 2003.

Resolved:

That, a No Objection response be forwarded to the licencing team at West Oxfordshire District Council.

P345 **APPLICATION FOR A NEW PREMISES LICENCE - COURTSIDE CIC THE LEYS, WITNEY**

The Committee received the application from Courtside CIC, The Leys for a new premises licence.

Members noted their position as the landowner on which the premises stood along with their duty as elected representatives being consulted through this process. The Committee welcomed the new facility being made available to the town, its residents and visitors from outside of the town.

Resolved:

That, the Council makes No Objection to this application.

P346 **NOTIFICATION OF PLANNING APPEAL - 10 HANGAR CLOSE, WITNEY**

The Committee received notification of Planning Appeal 26/00015/APPEAL respect of 10 Hangar Close, Witney.

Members considered their original response submitted 10 March 2026. It was agreed unanimously that the submission was comprehensive and therefore no additional submission should be submitted.

Resolved:

That, the notification of the Planning Appeal be noted.

Cllr D Temple left the meeting during the following agenda item at 6:46pm

P347 **OXFORDSHIRE COUNTY COUNCIL - QUIET LANES PILOT PROGRAMME**

The Committee received and considered correspondence from Oxfordshire County Council regarding the Quiet Lanes pilot programme and considered potential locations within Witney.

Members discussed a number of suggested routes, including Church Lane, Avenue Two/Station Lane, Farm Mill Lane, Narrow Hill, Burwell Meadow, High Street, Puck Lane, Gloucester Place and Farmers Close. These suggestions highlighted a range of local issues, including active travel usage, vehicle speeds, delivery access, and the balance between restricting traffic.

During discussion, Members noted that several of the routes identified were already relatively low traffic or self-regulating in nature, such as Church Lane, Dark Lane and Puck Lane. It was

further acknowledged that the urban layout and complexity of Witney's highway network may make the retrospective introduction of Quiet Lane measures more challenging compared to rural areas, where the scheme was more readily applicable.

Members also noted that any scheme would initially be implemented on a temporary basis through an Experimental Traffic Regulation Order (ETRO), for a minimum of six months and up to eighteen months, allowing for monitoring and review before any permanent decision was made.

Consideration was given to whether to defer submitting an expression of interest until initial pilots elsewhere in the county had been delivered and evaluated however this may be at the risk of initial funding budgets and protection of local concerns being reflected in the programme.

A proposal was made by Cllr G Doughty, seconded by Cllr R Smith, to support the Church Green Residents' Association who had expressed for many years the traffic issues that they suffer in seeking a Quiet Lane designation for the short section of road between Church Green and the entrance to The Leys (Station Lane) it was thought that this may address vehicle movements and pedestrian safety.

The proposal was put to the vote and carried with three Members in favour, one against and one abstention.

Resolved:

That, the Town Council submits an expression of interest to Oxfordshire County Council for the section of road between Church Green and the entrance to The Leys to be considered as part of the Quiet Lanes pilot programme.

P348 PAVEMENT LICENCE - FLEECE & FLAGON, 47 CORN STREET, WITNEY

With the express permission of the Chair, the Committee received and considered the Pavement Licence renewal application for Fleece & Flagon, 47 Corn Street under the Business and Planning Act 2020.

Given the short statutory timescale for Witney Town Council to respond, documents had been circulated electronically to members of this Committee ahead of the meeting.

Resolved:

That, a no objection response be forwarded to the licencing team at West Oxfordshire District Council.

The meeting closed at: 7.01 pm

Chair

Witney Town Council

Planning Minutes - 23 June 2026

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341- 1 26/066 Plot Ref :-26/01226/HHD Type :- HOUSEHOLDE
 Applicant Name :- . Date Received :- 27/05/2026
 Location :- 2 Viner Close Date Returned :- 24/06/2026
 Proposal : Erection of two storey front 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.

341- 2 26/067 Plot Ref :-26/01235/LBC Type :- LISTED BUI
 Applicant Name :- . Date Received :- 28/05/2026
 Location :- 18 Woodford Mill Date Returned :- 24/06/2026
 Proposal : Internal and external alterations to include replacement of existing timber windows with aluminium windows
 Observations : Witney Town Council has no objection to this application. The Council welcomes the proposed replacement of the existing wooden windows with aluminium units, noting that they may offer an improved aesthetic appearance and represent a more sustainable and cost-effective long-term solution for future occupants in terms of maintenance and durability.

341- 3 26/068 Plot Ref :-26/01125/FUL Type :- FULL
 Applicant Name :- . Date Received :- 01/06/2026
 Location :- The Three Pigeons Inn Date Returned :- 24/06/2026
 Proposal : Replacement of external kitchen extraction unit. (Retrospective).
 Observations : Witney Town Council has no objection to this application.

341- 4 26/069 Plot Ref :-26/01126/LBC Type :- LISTED BUI
 Applicant Name :- . Date Received :- 29/05/2026
 Location :- The Three Pigeons Inn Date Returned :- 24/06/2026
 Proposal : Replacement of external kitchen extraction unit. (Retrospective).
 Observations : Witney Town Council has no objection to this application.

341- 5 26/070 Plot Ref :-26/00944/HHD Type :- HOUSEHOLDE
 Applicant Name :- . Date Received :- 08/06/2026
 Location :- 11 Crawley Road Date Returned :- 24/06/2026
 Proposal : Erection of a single storey rear extension and front porch, adjustment of existing roof height and construction of rear dormer to create first floor living

space along with installation of solar panels and erection of a semi covered carport

Observations : Witney Town Council has no objection to this application.

The Council welcomes the introduction of solar panels, recognising their contribution towards reducing carbon emissions and supporting measures to address climate change.

An approach they consider is consistent with the objectives of the West Oxfordshire Local Plan 2031, particularly those policies that promote sustainable construction and renewable energy, as well as the National Planning Policy Framework (NPPF), which encourages the transition to a low-carbon future and supports the use of renewable and low-carbon energy sources.

341- 6 26/071 Plot Ref :-26/00776/S73 Type :- VARIATION
Applicant Name :- . Date Received :- 02/06/2026
Location :- Scrap Yard Rear Of 58 West End Date Returned :- 24/06/2026
Proposal : Variation of condition 2 of planning permission 23/02730/FUL to allow changes to internal layout (Plots 1 - 5), reconfiguration of garden boundaries (Plots 6 - 9) and changes to parking layout. External alterations to windows, doors and external amenity space of plot 5 (amended description)
Observations : Witney Town Council has no objection to this application.
The Council recognises that the amendments to the plans could address concerns raised by neighbouring residents in relation to parking provision. However, it is noted that this may be to the detriment of permeable drainage on the site.
The Council would therefore encourage the applicant to ensure that appropriate sustainable drainage measures are incorporated, in line with the objectives of the West Oxfordshire Local Plan 2031, particularly Policy EH7 (Flood Risk), which seeks to minimise surface water runoff and promote the use of sustainable drainage systems.

341- 7 26/072 Plot Ref :-26/01286/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 03/06/2026
Location :- 35 Spring Meadow Date Returned :- 24/06/2026
Proposal : Single storey rear/side extension to existing dwelling
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.

341- 8 26/073 Plot Ref :-26/01274/LBC Type :- LISTED BUI
Applicant Name :- . Date Received :- 08/06/2026
Location :- 31 West End Date Returned :- 24/06/2026
Proposal : Alterations to include conversion of dwelling into two separate dwellings and associated works. Internal alterations to include changes to floor layouts and general repairs
Observations : Witney Town Council has no objection to this application.

The Council welcomes the proposed renovations and the preservation of features of this historic building, recognising their importance in maintaining the character and heritage of Witney.

The Council also supports the provision of additional housing within walking distance of the town centre, as this may help encourage opportunities for active travel, reducing reliance on private vehicles and promoting more sustainable patterns of movement.

341- 9 26/074 Plot Ref :-26/01273/FUL Type :- FULL
Applicant Name :- . Date Received :- 08/06/2026
Location :- 31 West End Date Returned :- 24/06/2026
Proposal : Conversion of dwelling into two separate dwellings and associated works
Observations : Witney Town Council has no objection to this application.

The Council welcomes the proposed renovations and the preservation of features of this historic building, recognising their importance in maintaining the character and heritage of Witney.

The Council also supports the provision of additional housing within walking distance of the town centre, as this may help encourage opportunities for active travel, reducing reliance on private vehicles and promoting more sustainable patterns of movement.

341- 10 26/075 Plot Ref :-26/01320/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 08/06/2026
Location :- 71 Oxford Hill Date Returned :- 24/06/2026
Proposal : Demolition of existing single storey extension and erection of new two storey rear extension together with the insertion of additional windows , one in existing first floor side elevation and one in side elevation of entrance porch.
Observations : Witney Town Council has no objections regarding this application.

341- 11 26/076 Plot Ref :-26/01382/FUL Type :- FULL
Applicant Name :- . Date Received :- 11/06/2026
Location :- 23 Burwell Meadow Date Returned :- 24/06/2026
Proposal : Conversion of existing C3 Dwelling House into 7 Bedroom HMO (Sui Generis). (Retrospective).
Observations : Witney Town Council has no objections regarding this application.

The Meeting closed at : 7:01pm

Signed : _____ Chairman Date: _____

On behalf of :- Witney Town Council