

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

Public Document Pack Agenda Item 4

PLANNING & DEVELOPMENT COMMITTEE MEETING OF THE WITNEY TOWN COUNCIL

Held on Tuesday, 31 March 2026

At 6.30 pm in the Gallery Room, The Corn Exchange, Witney

Present:

Councillor G Doughty (Chair)

Councillors:	J Doughty R Crouch (In place of J Aitman)	T Ashby (In place of D Temple)
Officers:	Adam Clapton Derek Mackenzie	Deputy Town Clerk Senior Administrative Officer & Committee Clerk
Others:	None.	

P174 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors R Smith & G Meadows.

Additionally, apologies for absence were received from Councillors J Aitman & D Temple, Councillors R Crouch & T Ashby attended as substitutes.

P175 DECLARATIONS OF INTEREST

There were no declarations of interest from Members or officers.

P176 MINUTES

The minutes of the Planning & Development Committee meetings held on 27 January; 17 February & 10 March 2026 were received.

P58 – 25/03152/S73 - The Committee acknowledged the decision taken by the Council to submit a further response to support the concern of Thames Valley Police and object to the application (FC Minute 93 16.02.26 Refers)

Following a request from the planning authority received on 30 March requesting consideration for the application of a condition to ensure that the restaurant remained closed as per its current hours, with only the drive thru becoming 24/7, the Committee confirmed their agreement however, asked that their comments regarding the impact of external and internal lighting on residential amenity due from the extended opening hours, particularly during the additional night-time hours be fully considered.

Resolved:

1. That, the minutes of the Planning & Development Committee meetings held on 27 January; 17 February & 10 March 2026 be approved as a correct record of the meetings and be signed by the Chair and,
2. That, confirmation of the Committees support for a condition to allow only extended hours to the drive through only be submitted to the planning authority for planning application 25/03152/S73.

P177 **PUBLIC PARTICIPATION**

The Committee adjourned for this item.

The Committee received representations from a resident of Kingfisher Meadows concerning the most recent version of his nature survey of the Windrush Valley area around Dry Lane. The Committee welcomed the information and agreed that it should be shared with the other neighbouring four parishes in order that they be informed in their responses to any future planning submissions.

The Committee reconvened.

P178 **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.

The Member of the Public left the meeting at 6:52pm.

P179 **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.

P180 **WITNEY TRAFFIC ADVISORY COMMITTEE MINUTES**

The Committee received the minutes of the Witney Traffic Advisory Committee held on 17 March 2026.

A Member present at the meeting highlighted that the local bus routes currently supported by Oxfordshire Country Council were soon to be issued for tender for their renewal.

Resolved:

That, the minutes of the Witney Traffic Advisory Committee held on 17 March 2026 be noted.

P181 SALT CROSS GARDEN VILLAGE AREA ACTION PLAN (AAP)

The Committee received the confirmation of approval by West Oxfordshire District Council of the Salt Cross Garden Village Area Action Plan

Resolved:

That the correspondence be noted.

P182 OXFORDSHIRE COUNTY COUNCIL - PLANNING APPLICATION: R3.0037/26 - MOORLAND CENTRE, DARK LANE, WITNEY

The Committee received and considered Oxfordshire County Council planning application R3.0037/26 at Moorland Centre, Dark Lane, Witney.

Members acknowledged the importance of having a safe location to store vehicles which provided valuable community transport.

Resolved:

That, Witney Town Council has no objection to this application.

P183 TELECOMS BASE STATION UPGRADE - BURFORD ROAD, WITNEY

The Committee received and considered the correspondence from Cornerstone Infrastructure Services Ltd regarding an upgrade to their existing telecommunications site at Burford Road Junction with Deer Park Road, Witney, Oxfordshire, OX29 0NB.

Members noted that the equipment and installation would be of the same dimensions as existing and recognised the importance of improvements being made to key infrastructure.

Resolved:

That, Witney Town Council has no objection to this application.

The meeting closed at: 7.03 pm

Chair

Witney Town Council

Planning Minutes - 31st March 2026

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178- 1 WTC/032/26 Plot Ref :-26/00431/FUL Type :- FULL
 Applicant Name :- . Date Received :- 16/03/2026
 Location :- 8-10 THE CRESCENT Date Returned :- 01/04/2026
 THE CRESCENT
 Proposal : Demolition of conservatory and erection of single storey rear extension along with the subdivision of dwelling to form two separate dwellings 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.

178- 2 WTC/033/26 Plot Ref :-26/00470/HHD Type :- HOUSEHOLDE
 Applicant Name :- . Date Received :- 16/03/2026
 Location :- 178 MANOR ROAD Date Returned :- 01/04/2026
 MANOR ROAD
 Proposal : Erection of single 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.

178- 3 WTC/034/26 Plot Ref :-26/00460/S73 Type :- VARIATION
 Applicant Name :- . Date Received :- 16/03/2026
 Location :- SCRAP YARD REAR OF 58 Date Returned :- 01/04/2026
 WEST END
 Proposal : Variation of condition 3 of permission 25/02265/FUL to allow the use of slate tiles in place of the previously approved asbestos and metal roof covering.
 Observations : Witney Town Council does not object to this application.

They welcome the use of slate as the material of choice, as they felt it represents a more appropriate and high-quality finish that is likely to enhance the overall appearance of the development and better reflect local character.

The Council considers that this amendment aligns with the design principles set out in the National Planning Policy Framework (NPPF), particularly Section 12 (Achieving well-designed places), which encourages developments to be visually attractive and sympathetic to local character.

The request also aligns with the objectives of the West Oxfordshire Local Plan 2031, including Policy OS2 (Locating Development in the Right Places), which seeks high-quality design and appropriate material use.

178- 4 WTC/035/26 Plot Ref :-26/00490/FUL Type :- FULL
Applicant Name :- . Date Received :- 16/03/2026
Location :- 104 THE CROFTS Date Returned :- 01/04/2026
THE CROFTS

Proposal : Erection of self-build dwelling and detached garage, demolition of existing dwelling, and associated works,

Observations : Witney Town Council does not object to this application.

They consider that, in principle, the development is acceptable and broadly consistent with the objectives of the West Oxfordshire Local Plan 2031, including Policy OS2 (Locating Development in the Right Places) and Policy H2 (Delivery of New Homes).

However, they note that the proposal involves the removal of four existing trees and request that the noted replacement trees are secured and delivered as part of the development, to ensure no net loss to local amenity and biodiversity. This would align with Policy EH3 (Biodiversity and Geodiversity) of the Local Plan and the environmental objectives of the National Planning Policy Framework (NPPF), particularly Section 15 (Conserving and enhancing the natural environment).

The Council also raises concerns regarding drainage and requests that appropriate measures are secured to ensure the development does not increase flood risk or surface water issues in the area. They ask that the advice of the relevant drainage and flood risk consultees is fully taken into account, in accordance with Policy EH7 (Flood Risk) of the Local Plan and NPPF Section 14 (Flooding and climate change).

178- 5 WTC/036/26 Plot Ref :-26/00478/S73 Type :- VARIATION
Applicant Name :- . Date Received :- 19/03/2026
Location :- SCRAP YARD REAR OF 58 Date Returned :- 01/04/2026
WEST END
WEST END

Proposal : 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 : Witney Town Council does not object to this application.

They welcome the introduction of additional natural light to the properties, which has the potential to improve the overall quality of accommodation and residential amenity. This aligns with the design principles set out in the National Planning Policy Framework (NPPF), particularly Section 12 (Achieving well-designed places), which encourages developments that provide a high standard of amenity for existing and future occupants.

They consider that the proposed changes are minor in nature and would not result in any material harm, and are therefore broadly consistent with the objectives of the West Oxfordshire Local Plan 2031, including policies relating to good design and residential amenity (notably Policy OS2).

They request that Officers ensure the amendments do not give rise to any overlooking or loss of privacy to neighbouring properties.

Members request that officers ensure the amendments do not give rise to any overlooking or loss of privacy to neighbouring properties.

The Meeting closed at : 7:03pm

Signed : _____ Chairman Date: _____

On behalf of :- Witney Town Council

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

Held on Tuesday, 21 April 2026

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

Present:

Councillor G Doughty (Chair)

Councillors:	J Aitman J Doughty G Meadows	D Temple R Crouch (In place of R Smith)
Officers:	Adam Clapton Derek Mackenzie	Deputy Town Clerk Senior Administrative Officer & Committee Clerk
Others:	None	

P212 **APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor R Smith, Councillor R Crouch attended as a substitute.

P213 **DECLARATIONS OF INTEREST**

Councillor J Aitman declared a personal interest by virtue of knowing the applicant of planning application 26/00633/HHD.

There were no other declarations from Members or Officers

P214 **PUBLIC PARTICIPATION**

There was no public participation.

*Cllr D Temple joined the meeting at 6:02pm and heard all applications.
Cllr G Meadows joined the meeting at 6:07pm and heard applications 4.6 to 4.10*

P215 **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.

P216 **NORTH LEIGH NEIGHBOURHOOD DEVELOPMENT PLAN**

The Committee received and considered the North Leigh Neighbourhood Development Plan proposal.

Resolved:

That, the following response be submitted on behalf of the Town Council,

Witney Town Council welcomes the preparation of the North Leigh Neighbourhood Plan and recognises the considerable effort that has gone into its development. The Plan presents a clear and ambitious vision for the area, and the Council commends all those involved.

However, the Town Council does have some concerns about the potential impact of future development on Witney, particularly in terms of infrastructure. As North Leigh's principal service centre, Witney already faces pressure on key services. It is therefore important that any additional development, especially on the edges of existing settlements, considers the cumulative impact on transport, healthcare, education, and other essential services relied upon by residents of both communities.

The Council also notes that local government structures are expected to change significantly in the coming years, with Local Government Reorganisation (LGR) anticipated in 2027–28, alongside possible governance reviews. These changes may affect how services are delivered and how strategic planning is coordinated. As such, it is important that the Neighbourhood Plan remains flexible enough to adapt to this evolving landscape.

Overall, Witney Town Council is supportive of the North Leigh Neighbourhood Plan and its objectives. This support is, however, subject to the need for careful consideration of cross-boundary impacts, particularly in relation to infrastructure and service provision, and for continued dialogue to ensure alignment with wider strategic planning priorities.

P217 **STREET TRADING CONSENT - ALI'S TORNADO CHIPS**

The Committee received and considered an application for street trading consent from Ali's Tornado Chips.

Concerns were raised as to the effect that the issuing of the consent would have on the established trader(s) in the immediate area it was agreed that any response should reflect this.

It was therefore agreed that the following response be submitted:

Witney Town Council has no objection to the application however ask that the existing vendors that use trade in this location are considered in any decision making.

Resolved:

That, the above response be forwarded to the licencing team at West Oxfordshire District Council.

The meeting closed at: 6.29 pm

Chair

Witney Town CouncilPlanning Minutes - 21 April 2026

215

215- 1 26/037 Plot Ref :-26/00676/LBC Type :- LISTED BUI
 Applicant Name :- . Date Received :- 26/03/2026
 Location :- The Surgery Date Returned :- 22/04/2026
 1 Farm Mill Lane
 Proposal : Internal alterations to include removal of a wall between two storage areas and installation of new wall and door to create a WC
 Observations : Witney Town Council has no objections regarding this application.

215- 2 26/038 Plot Ref :-26/00633/HHD Type :- HOUSEHOLDE
 Applicant Name :- . Date Received :- 27/03/2026
 Location :- 69B Newland Date Returned :- 22/04/2026
 Proposal : Extension of existing dropped kerb.
 Observations : Witney Town Council has no objections regarding this application.

215- 3 26/039 Plot Ref :-26/00723/HHD Type :- HOUSEHOLDE
 Applicant Name :- . Date Received :- 27/03/2026
 Location :- 24 Park Road Date Returned :- 22/04/2026
 Proposal : Conversion of loft including addition of front and rear dormers to create additional living space.
 Observations : Witney Town Council has no objections regarding this application.

215- 4 26/040 Plot Ref :-26/00580/FUL Type :- FULL
 Applicant Name :- . Date Received :- 31/03/2026
 Location :- Welcome Evangelical Church Date Returned :- 22/04/2026
 High Street
 Proposal : Alternations and extensions to church building, and alterations to vehicle access and landscaping
 Observations : Witney Town Council has no objections regarding this application.

215- 5 26/041 Plot Ref :-26/00703/HHD Type :- HOUSEHOLDE
 Applicant Name :- . Date Received :- 31/03/2026
 Location :- 2 Plumbers Yard Date Returned :- 22/04/2026
 56a Crawley Road
 Proposal : Single storey rear extension
 Observations : Witney Town Council raises no objection to this planning application on material

planning grounds. However, the Council notes that the proposed development would result in a reduction in permeable surface area, which may increase surface water run-off and the risk of flooding in the locality.

The Town Council encourages the incorporation of appropriate mitigation measures to manage surface water sustainably. Such measures should aim to reduce both the rate and volume of run-off and should accord with Policy EH7 (Flood Risk) of the West Oxfordshire Local Plan 2031, as well as the National Planning Policy Framework (NPPF) (Paragraphs 159–169), which seeks to ensure that development does not increase flood risk elsewhere.

The Town Council therefore requests that permeable surfacing, soakaways, rainwater attenuation, or other sustainable drainage system (SuDS) features are considered, where feasible, to mitigate surface water impacts and ensure compliance with both local and national policy objectives.

215- 6	26/042	Plot Ref :-26/00682/S73	Type :-	VARIATION
	Applicant Name :-	.	Date Received :-	01/04/2026
	Location :-	Mulberry House 9 Church Green	Date Returned :-	22/04/2026
	Proposal :	Variation of condition 4 (to allow bird and bat boxes to be attached to the fabric of the wall and be surrounded by stone slips, giving them a 60mm ingress into the external face of the wall) and discharge of condition 5 (landscaping details) of planning permission 23/03353/FUL. (Retrospective).		
	Observations :	Witney Town Council has no objections regarding this application.		

215- 7	26/043	Plot Ref :-26/00712/HHD	Type :-	HOUSEHOLDE
	Applicant Name :-	.	Date Received :-	01/04/2026
	Location :-	48 Winfield Drive	Date Returned :-	22/04/2026
	Proposal :	Conversion of existing integral garage to create additional living space.		
	Observations :	Witney Town Council has no objections regarding this application.		

215- 8	26/044	Plot Ref :-6/00757/HHD	Type :-	HOUSEHOLDE
	Applicant Name :-	.	Date Received :-	02/04/2026
	Location :-	2 Willowbank	Date Returned :-	22/04/2026
	Proposal :	Addition of windows to the side elevation		
	Observations :	Witney Town Council has no objections regarding this application.		

215- 9	26/045	Plot Ref :-26/00789/HHD	Type :-	HOUSEHOLDE
	Applicant Name :-	.	Date Received :-	14/04/2026
	Location :-	31 Sherbourne Road	Date Returned :-	22/04/2026
	Proposal :	Internal and external alterations to change ground floor and first floor layouts to include insertion of ground floor window in side elevation and ground floor window to serve new kitchen with external timber cladding (both to front elevation). Removal of existing garden walling to create new vehicular access together with the replacement of existing shingle parking space with permeable concrete block paving.		
	Observations :	Witney Town Council has no objections regarding this application.		

215- 10 26/046

Plot Ref :-26/00776/S73

Type :- VARIATION

Applicant Name :- .

Date Received :- 14/04/2026

Location :- Scrap Yard Rear Of 58 West End

Date Returned :- 22/04/2026

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.

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

The Meeting closed at : 6:29pm

Signed : _____

Chairman Date: _____

On behalf of :-

Witney Town Council

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

Held on Tuesday, 12 May 2026

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

Present:

Councillor G Doughty (Chair)

Councillors:	J Aitman R Smith	J Treloar
Officers:	Adam Clapton Derek Mackenzie	Deputy Town Clerk Senior Administrative Officer & Committee Clerk
Others:	One member of the public.	

P236 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor G Meadows.

P237 DECLARATIONS OF INTEREST

There were no declarations of interest from Members or officers.

P238 PUBLIC PARTICIPATION

The Committee adjourned for this item.

The committee received representations from the applicant of Planning application 25/02661/OUT.

The Committee reconvened.

P239 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.

P240 **APPLICATION FOR NEW PAVEMENT LICENCE - THE EDGE EATERY, HIGH STREET W/26/00390/PAVLIC**

The Committee noted the Pavement Licence Application for The Edge Eatery, 62a High Street under the Business and Planning Act 2020.

Given the short statutory timescale for Witney Town Council to respond, by prior agreement, documents were circulated electronically to members of this Committee.

Resolved:

To note that, a No Objection response was forwarded to the Licencing team at West Oxfordshire District Council on 6 May 2026.

P241 **WITNEY SHORES GREEN - CONSULTATION ON PROPOSED ACCESS TO WITNEY TRAFFIC IMPROVEMENTS**

The Committee received and considered the request for comment on the proposed access to Witney traffic improvements. The following response was agreed for submission to the consultation.

Witney Town Council is supportive of the proposed traffic measures associated with the completion of the new Shores Green junction to the east of Witney.

This position reflects the view that the measures have the potential to contribute positively to road safety in the surrounding area. In particular, it was thought that the introduction of revised traffic arrangements and speed management would likely assist in reducing the likelihood and severity of collisions.

The proposed changes are also noted in the context of planned development in the Oxford Hill and Cogges area. The Council considers it appropriate that traffic management measures are introduced in advance of this growth, to help ensure that the highway network is suitably prepared to accommodate future demand. This forward-looking approach would support the effective functioning of the road network the agreed development moves forward.

The proposed reduction in speed limits, including on the approach to the single carriageway section near Hill Farm, is supported in principle as a proportionate measure to reflect local road conditions and its anticipated usage.

It is also recognised that lower vehicle speeds can contribute to environmental benefits, including the potential for improvements in local air quality, particularly in an area of existing and proposed residential development.

Overall, the Council considers that the proposals represent a reasonable and balanced approach to managing traffic in this location, and is content to support their implementation, subject to appropriate monitoring and any necessary future adjustment.

Resolved:

That, the response be submitted to Oxfordshire County Council.

P242 **APPLICATION FOR NEW PAVEMENT LICENCE - THE PLOUGH, 98 HIGH STREET
W/26/00452/PAVLIC**

The Committee received and considered an application for a pavement licence for The Plough, 98 High Street.

Resolved:

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

The meeting closed at: 6.31 pm

Chair

Witney Town Council

Planning Minutes - 12 May 2026

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239- 1 26/047 Plot Ref :-26/00794/S73 Type :- VARIATION
 Applicant Name :- . Date Received :- 22/04/2026
 Location :- 2 Burwell Drive Date Returned :- 13/05/2026
 Proposal : Variation of condition 3 of planning permission 20/03058/HHD to allow amendments to materials of the side extension cladding from timber to composite, and alterations to window and door colour
 Observations : Witney Town Council has no objections regarding this application.

239- 2 26/048 Plot Ref :-25/02661/OUT Type :-
 Applicant Name :- . Date Received :- 22/04/2026
 Location :- 61 Mirfield Road Date Returned :- 13/05/2026
 Proposal : Outline application with all matters reserved for the erection of 1 self build dwelling. (Amended description)
 Observations : Witney Town Council has no objections regarding this application.

239- 3 26/049 Plot Ref :-26/00913/HHD Type :- HOUSEHOLDE
 Applicant Name :- . Date Received :- 24/04/2026
 Location :- 4 Tetbury Drive Date Returned :- 13/05/2026
 Proposal : Conversion of garage to living space with addition of windows to the side elevation
 Observations : Witney Town Council has no objections regarding this application.

239- 4 26/050 Plot Ref :-26/00925/HHD Type :- HOUSEHOLDE
 Applicant Name :- . Date Received :- 24/04/2026
 Location :- 26 South Lawn Date Returned :- 13/05/2026
 OX28 5HX
 Proposal : Erection of a single storey 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.

239- 5 26/051 Plot Ref :-26/00921/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 24/04/2026
Location :- 19 Stanton Close Date Returned :- 13/05/2026
Proposal : Conversion of loft to living space with addition of rear dormer, front rooflight, and associated works
Observations : Witney Town Council has no objections regarding this application.

239- 6 26/052 Plot Ref :-326/00908/S73 Type :- VARIATION
Applicant Name :- . Date Received :- 27/04/2026
Location :- 107 High Street Date Returned :- 13/05/2026
Proposal : Removal of condition 1 of 10/1077/P/S73 which restricts occupancy, and variation of condition 2 of W2000/0406 to allow for additional parking facilities
Observations : Witney Town Council has no objections regarding this application.

239- 7 26/053 Plot Ref :- 26/00849/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 27/04/2026
Location :- 37 Burford Road Date Returned :- 13/05/2026
Proposal : Erection of first floor extension over existing garage and single storey 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.

239- 8 26/054 Plot Ref :-26/00997/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 28/04/2026
Location :- 24 Mary Ellis Way Date Returned :- 13/05/2026
Proposal : Erection of single storey 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.

239- 9 26/055 Plot Ref :-26/01011/ADV Type :- ADVERTISIN
Applicant Name :- . Date Received :- 29/04/2026
Location :- Witney Service Station Date Returned :- 13/05/2026
Welch Way
Proposal : Erection of D6 digital internally illuminated advertisement display.
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

239- 10 26/056 Plot Ref :-26/01026/HHD Type :- HOUSEHOLDE

Applicant Name :- . Date Received :- 30/04/2026

Location :- 62 Burwell Meadow Date Returned :- 13/05/2026

Proposal : Erection of two storey extention, extention of single storey rear extention to replace conservatory, 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.

The Meeting closed at : 6:31pm

Signed : _____ Chairman Date: _____

On behalf of :- Witney Town Council

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

Held on Tuesday, 2 June 2026

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

Present:

Councillor G Doughty (Chair)

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

P274 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor D Temple prior to the meeting; however, due to the late receipt, it was not reported during the meeting.

P275 DECLARATIONS OF INTEREST

There were no declarations of interest from Members or officers.

P276 PUBLIC PARTICIPATION

There was no public participation.

Cllr J Treloar joined the meeting at 6:04pm.

P277 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.

P278 **NOTIFICATION OF PLANNING APPEAL - 46A MARKET SQUARE, WITNEY**

The Committee received notification of Planning Appeal 26/00013/APPEAL in respect of 46a Market Square, Witney.

Resolved:

That the notification of the Planning Appeal be noted.

P279 **NOTIFICATION OF PLANNING APPEAL - 46A MARKET SQUARE, WITNEY**

The Committee received notification of Planning Appeal 26/00013/APPEAL in respect of 46a Market Square, Witney.

Resolved:

That the notification of the Planning Appeal be noted.

P280 **A40 BARNARD GATE JUNCTIONS - EXPERIMENTAL TRO**

The Committee received notification of the introduction of the Experimental Traffic Regulation Order for the Barnard Gate A40 no right turn restrictions.

Resolved:

That the notification be noted.

P281 **APPLICATION FOR A NEW PREMISES LICENCE - MCDONALDS, DUCKLINGTON LANE - W/26/00532/PRMA**

The Committee received and considered the application from McDonalds Restaurant, Ducklington Lane, Witney for a new premises licence under the Licencing Act 2003.

It was agreed that the following submission be made.

Witney Town Council has no objection to this application.

Members nevertheless wish to raise concerns regarding the potential for public nuisance arising from the proposed 24-hour operation. In particular, consideration should be given to the possible impacts of late-night activity, including noise, anti-social behaviour, and littering in the surrounding area.

The Council encourages the applicant and the Licensing Authority to ensure that appropriate measures are in place, and that the premises are subject to ongoing monitoring and review, to mitigate any such impacts should they arise.

These observations are made in relation to the licensing objectives set out in the Licensing Act 2003, specifically the prevention of public nuisance and the prevention of crime and disorder.

Resolved:

That, the Council makes the above submission to this application.

The meeting closed at: 6.21 pm

Chair

Witney Town Council

Planning Minutes - 2 June 2026

Committee Members Present :-

277

277- 1 26/057 Plot Ref :-26/01040/FUL Type :- FULL
 Applicant Name :- . Date Received :- 07/05/2026
 Location :- 11 Market Square Date Returned :- 03/06/2026
 Proposal : Installation of new shopfront and associated works.
 Observations : Witney Town Council has no objections to this application. Members consider that the proposal will enhance the appearance of the premises and make a positive contribution to the surrounding area. The Council also welcomes the introduction of a new business to the town, recognising the benefits this brings to the local economy and vitality of the area.

277- 2 26/058 Plot Ref :-26/01041/LBC Type :- LISTED BUI
 Applicant Name :- . Date Received :- 07/05/2026
 Location :- 11 Market Square Date Returned :- 03/06/2026
 Proposal : Removal of existing shopfront and existing internal wall. Installation of new shopfront and non-illuminated signs.
 Observations : Witney Town Council has no objections to this application. Members consider that the proposal will enhance the appearance of the premises and make a positive contribution to the surrounding area. The Council also welcomes the introduction of a new business to the town, recognising the benefits this brings to the local economy and vitality of the area.

277- 3 26/059 Plot Ref :-26/01056/HHD Type :- HOUSEHOLDE
 Applicant Name :- . Date Received :- 07/05/2026
 Location :- 3 Brook Lane Date Returned :- 03/06/2026
 Proposal : Erection of single storey rear extension to replace conservatory
 Observations : Witney Town Council has no objections regarding this application.

277- 4 26/060 Plot Ref :-26/00987/FUL Type :- FULL
 Applicant Name :- . Date Received :- 07/05/2026
 Location :- Unit 8 Nimrod De Havilland Way Date Returned :- 03/06/2026
 Proposal : Installation of windows to front and rear elevations.
 Observations : Witney Town Council has no objections to this application.
 Members welcome the introduction of additional windows, recognising the benefit of increased natural daylight for workers within an industrial environment.
 The Council considers that such improvements help to create a healthier and more supportive workplace environment, contributing positively to employee welfare and satisfaction.

This aligns with the National Planning Policy Framework, which seeks to achieve healthy, inclusive places that promote wellbeing, and support development that provides a high standard of amenity for existing and future users.

277- 5	26/061	Plot Ref :-26/00897/FUL	Type :-	FULL
	Applicant Name :-	.	Date Received :-	07/05/2026
	Location :-	Scrap Yard Rear Of 58 West End	Date Returned :-	03/06/2026
	Proposal :	Change of use of land to enlarge the domestic garden of plot 10		
	Observations :	Witney Town Council has no objections regarding this application		

277- 6	26/062	Plot Ref :-26/01091/HHD	Type :-	HOUSEHOLDE
	Applicant Name :-	.	Date Received :-	12/05/2026
	Location :-	178 Manor Road	Date Returned :-	03/06/2026
	Proposal :	Erection of single storey front extension.		
	Observations :	Witney Town Council has no objections regarding this application		

277- 7	26/063	Plot Ref :-26/01075/HHD	Type :-	HOUSEHOLDE
	Applicant Name :-	.	Date Received :-	12/05/2026
	Location :-	4 Saxon Way	Date Returned :-	03/06/2026
	Proposal :	Erection of a single storey rear extension, addition of an open front porch, conversion of detached rear garage to gym, addition of cladding to outbuilding, 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.		

277- 8	26/064	Plot Ref :-26/00944/HHD	Type :-	HOUSEHOLDE
	Applicant Name :-	.	Date Received :-	13/05/2026
	Location :-	11 Crawley Road	Date Returned :-	03/06/2026
	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 objections regarding this application.		

277- 9	26/065	Plot Ref :-26/00876/LBC	Type :-	LISTED BUI
	Applicant Name :-	.	Date Received :-	14/05/2026
	Location :-	Archway Between 75 And 77 High	Date Returned :-	03/06/2026
	Proposal :	Internal and external alterations to include repairs to the beam structure, external gate, and front wall of the archway, as well as the addition of insulation to the room above the archway		
	Observations :	Witney Town Council has no objections to this application.		

Members welcome the proposed alterations, which are considered to enhance and support the retention of a part of a key heritage structure on the High Street. The building occupies a prominent and important position, forming part of the entranceway to the Witney Museum, and its preservation and improvement are therefore strongly supported.

The Council considers that the proposals will reinforce the historic character of the area. This approach is consistent with the National Planning Policy Framework Section 16: Conserving and Enhancing the Historic Environment.

The Meeting closed at : 6:21pm

Signed : _____ Chairman Date: _____

On behalf of :- Witney Town Council

6 . 6	26/071	Plot Ref :- 26/00776/S73	Type :- VARIATION
	Applicant Name :- .		Date Received :- 02/06/2026
	Parish :- North		Date Returned :-
	Location :- Scrap Yard Rear Of 58	Agent	
		West End	
	Proposals :-	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 :-		
6 . 7	26/072	Plot Ref :- 26/01286/HHD	Type :- HOUSEHOL
	Applicant Name :- .		Date Received :- 03/06/2026
	Parish :- West		Date Returned :-
	Location :- 35 Spring Meadow	Agent	
	Proposals :-	Single storey rear/side extension to existing dwelling	
	Observations :-		
6 . 8	26/073	Plot Ref :- 26/01274/LBC	Type :- LISTED BUI
	Applicant Name :- .		Date Received :- 08/06/2026
	Parish :- North		Date Returned :-
	Location :- 31 West End	Agent	
	Proposals :-	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 :-		
6 . 9	26/074	Plot Ref :- 26/01273/FUL	Type :- FULL
	Applicant Name :- .		Date Received :- 08/06/2026
	Parish :- North		Date Returned :-
	Location :- 31 West End	Agent	
	Proposals :-	Conversion of dwelling into two separate dwellings and associated works	
	Observations :-		
6 . 10	26/075	Plot Ref :- 26/01320/HHD	Type :- HOUSEHOL
	Applicant Name :- .		Date Received :- 08/06/2026
	Parish :- East		Date Returned :-
	Location :- 71 Oxford Hill	Agent	
	Proposals :-	Demolition of existing single storey extension and erection of new two storey rear extension together with the insertion of additional windows , one in exisiting first floor side elevation and one in side elevation of entrance porch.	
	Observations :-		

6 . 11

26/076

Plot Ref :- 26/01382/FUL Type :- FULL

Applicant Name :- .

Date Received :- 11/06/2026

Parish :- South

Date Returned :-

Location :- 23 Burwell Meadow Agent

Proposals :- Conversion of existing C3 Dwelling House into 7 Bedroom HMO
(Sui Generis). (Retropsective).

Observations :-

Minute Ref 7

Tue 23 June 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 26/037	Approved	The Surgery
E 26/038	Approved	69B Newland
E 26/039	Approved	24 Park Road
E 26/044	Approved	2 Willowbank
E 26/045	Approved	31 Sherbourne Road
E 26/049	Approved	4 Tetbury Drive
E 26/051	Approved	19 Stanton Close
E 26/054	Approved	24 Mary Ellis Way
E 26/055	Approved with Conditions	Witney Service Station
E 26/059	Approved	3 Brook Lane
E 26/060	Approved with Conditions	Unit 8 Nimrod De Havilland Way
T/019/11	Approved	52 Woodgreen
E WTC/005/26	Approved	6 Aerodrome Lane
E WTC/015/26	Approved with Conditions	McDonalds - Ducklington Lane
E WTC/020/26	Approved	16 Church Green
E WTC/021/26	Approved	16 Church Green
E WTC/024/26	Approved	UNIT 4-5 WELCH WAY
E WTC/026/26	Approved	11 CHEDWORTH DRIVE
E WTC/028/26	Approved	6 AERODROME LANE
E WTC/032/26	Approved with Conditions	8-10 THE CRESCENT
WTC/034/26	Approved with Conditions	SCRAP YARD REAR OF 58 WEST END

NOTIFICATIONS OF PLANNING DECISIONS FROM West Oxfordshire District Council

Minute Ref 7

Tue 23 June 2026

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/036/26	Approved with Conditions	SCRAP YARD REAR OF 58 WEST END
E WTC/087/25	Approved with Conditions	BUILDING 3, WINDRUSH PARK ROAD

REFUSED PLANNING PERMISSIONS

E WTC/023/26	Refused	140 THORNEY LEYS
E WTC/030/26	Refused	10 HANGAR CLOSE

C WTC/033/26	Refused	178 MANOR ROAD
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District COMMENT The proposed front extension of the property, by reason of its scale, massing and design, fails to respect the existing character and appearance of the host dwelling and as such will appear as an incongruous addition, to the detriment of the visual character and appearance of the area. As such, the proposal is considered contrary to policies with Policies OS2, OS4 and H6 of the West Oxfordshire Local Plan 2031, the relevant paragraphs of the NPPF and the West Oxfordshire Design Guide 2016.

Local COMMENT 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.

PLANNING & DEVELOPMENT COMMITTEE



Agenda Item:	Terms of Reference
Meeting Date:	Tuesday, 22 nd June 2026
Contact Officer:	Deputy Town Clerk

The purpose of this report is for Members to review and recommend terms of reference for the Committee for the forthcoming municipal year.

Background

At the Annual Council Meeting (ACM) held on 6th May 2026, it was resolved that terms of reference for each Committee would be reviewed at each meeting in the current meeting cycle.

Current Situation

The current terms of reference for this Committee are:

- a) To receive planning applications and to comment on them in the name of the Council within the time limit set by statute. The Committee may decide, where time for consultation allows, to make a recommendation to the Council on any application considered to have a major impact on the town;
- b) To consider any planning decisions, appeals, planning briefs, and tree preservation orders, and recommend, if appropriate, any views that should be expressed by the Council, or any action that should be taken, in respect of these;
- c) To consider, and submit appropriate representations on behalf of the Council, in respect of applications for justices, gaming, public entertainment and pavement licences;
- d) To consider, and submit appropriate representations on behalf of the Council, in respect of street naming, highways and traffic regulation consultations unless deemed by the Proper Officer of significance to be referred to Full Council;
- e) To consider, and submit appropriate representations on behalf of the Council, in respect of consultations relevant to the sphere of planning and development including forward planning;
- f) To consider and submit appropriate representations on behalf of the Council concerning the potential impact of flooding in Witney, including requests for mitigation measures and comments on sustainable drainage solutions. Due to the serious nature of flooding events, any incidents will be referred to Full Council for further consideration, response, and escalation with other agencies;
- g) To consider the impact on the green environment and biodiversity of all planning applications and comment in the name of the Council accordingly;
- h) To promote sustainable and active travel in the future planning of the town;
- i) To receive and review the minutes of the Witney Traffic Advisory Committee and address any resulting actions relevant to the Town Council;
- j) The Membership of the Committee shall consist of 5 Members plus the Leader of the Council ex officio with voting rights;
- k) The quorum of the committee shall be 4 members

The Committee is asked if it would like to make any amendments to the terms for the forthcoming municipal year.

Corporate Strategy

The Council's Strategic Plan 2025–29 sets out the Council's long-term priorities and direction, supporting its mission to 'make Witney a great place to live, work and visit.' This report contributes to the delivery of the following strategic pillar of the plan:

1. A Forward Looking Town Council

Impact Assessments

The Town Council has a duty to consider the effects of its decisions, functions and activities on equality, biodiversity, and crime & disorder. Consideration should also be given to effects on the environment, given the Council's Climate Emergency declaration in 2019.

- a) Equality – no direct implications.
- b) Biodiversity – included in the text above.
- c) Crime & Disorder – the Council has a duty to consider the effects of crime and disorder on its functions. Members consider crime and disorder with their responses for planning and licencing.
- d) Environment & Climate Emergency – included in the text above.

Risk

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability. Without clear terms of reference, Council committees risk role confusion, weak accountability, legal challenges, inefficient decision-making, and poor alignment with Council objectives. Clear and regularly reviewed terms of reference are essential for accountable, transparent, and effective committee operations.

Social Value

Social value is the positive change the Council creates in the local community within which it operates.

Financial implications

- This Committee has no budgets.

Recommendations

Members are invited to note the report and;

1. Review the terms of reference; and
2. Consider any changes to the terms of reference; and
3. Recommend such changes be made to Full Council on 13th July 2026.

Reply to : Andrea Thomas
Tel : 01993 861000
Email: ers@westoxon.gov.uk

Council Offices
Woodgreen,
WITNEY,
Oxfordshire,
OX28 1NB
Tel: 01993 861000
www.westoxon.gov.uk



The Town Council

Your Ref: W/26/00570/PRMV

Date: 3rd June 2026

Dear Town Clerk,

LICENSING ACT 2003 **Application for Variation of Premises Licence**

We have received an application for **Smarts Take Away 50 Market Square Witney Oxfordshire OX28 6AL** under the Licensing Act 2003.

The addition of the following licensable activity -

Supply of Alcohol – On sales only

Monday to Wednesday 1100hrs to 2200hrs

Thursday 1100hrs to 2230hrs

Friday and Saturday 1100hrs to 2230hrs

Sunday 1230hrs to 2100hrs

There is no change to the opening hours for which the premises are currently licenced for to allow sales of hot food and drink (late night refreshment)

Monday to Wednesday 1000hrs to 2330hrs

Thursday to Saturday 1000hrs to 0230hrs

Sunday 1230hrs to 2100hrs

The application can be viewed through the online [Public Access Portal](#). If you would like to make formal representation, the closing date is **1st July 2026**

Please ensure that all email correspondence is sent to ers@westoxon.gov.uk

Yours faithfully

Licensing Team
Environmental and Regulatory Services

West Oxfordshire District Council may share information provided to it with other bodies responsible for auditing or administering public funds in order to prevent and detect fraud under Section 6 of the Audit Commission Act 1998



West Oxfordshire
Application to vary a premises licence
Licensing Act 2003

For help contact
ers.licensingandapplications@publicagroup.uk
 Telephone: 01993 861000

* required information

Section 1 of 18

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference

Not Currently In Use

This is the unique reference for this application generated by the system.

Your reference

W/20/00758/PRMT

You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

Yes No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name

Mustafa Kemal

* Family name

Dibek

* E-mail

[REDACTED]

Main telephone number

01993771056

Include country code.

Other telephone number

[REDACTED]

Indicate here if you would prefer not to be contacted by telephone

Are you:

- Applying as a business or organisation, including as a sole trader
 Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

Is your business registered in the UK with Companies House?

Yes No

Note: completing the Applicant Business section is optional in this form.

Is your business registered outside the UK?

Yes No

Business name

Smarts Fish and Chips Witney

If your business is registered, use its registered name.

VAT number

- 352665782

Put "none" if you are not registered for VAT.

Legal status

Private Limited Company

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

Business Address

If you have one, this should be your official address - that is an address required of you by law for receiving communications.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Section 2 of 18

APPLICATION DETAILS

This application cannot be used to vary the licence so as to extend the period for which the licence has effect or to vary substantially the premises to which it relates. If you wish to make that type of change to the premises licence, you should make a new premises licence application under section 17 of the Licensing Act 2003.

I/we, as named in section 1, being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in section 2 below.

* Premises Licence Number

Are you able to provide a postal address, OS map reference or description of the premises?

- Address OS map reference Description

Postal Address Of Premises

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Premises Contact Details

Telephone number

Continued from previous page...

Non-domestic rateable value of premises (£)

28,500

Section 3 of 18

VARIATION

Do you want the proposed variation to have effect as soon as possible?

Yes No

Do you want the proposed variation to have effect in relation to the introduction of the late night levy?

Yes No

You do not have to pay a fee if the only purpose of the variation for which you are applying is to avoid becoming liable to the late night levy.

If your proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, state the number expected to attend

Describe Briefly The Nature Of The Proposed Variation

Describe the premises. For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.

Smarts Fish and Chip, small independent fish and chips Takeaway and Restaurant

Ground floor restaurant main serving area with bar, kitchen.
Main Restaurant serving area indoor covers 10 Tables 34 to 36 people,
Restaurant operating hours - Monday to Wednesday 11:00 to 22:00
Thursday to Saturday - 11:00 to: 23:00
Sunday - 12:30 to 21:00

We would like to serve beer and wine as well in our small independent family run fish and chips restaurant , we will be supplying alcohol inside restaurant only. Not for takeaway, as nearly half of our customers are asking if we do serve wine, beer.
if we can serve alcohol this will help us to pay our gas and electric bills!

TO PROMOTE ALL FOUR LICENSING OBJECTIVES WE WILL KEEP:

Strong management controls and effective training of all staff so that they are aware of the premises licence and the requirements to meet the four licensing objectives with particular attention to:

- a--no selling of alcohol to underage people
- b-no drunk and disorderly behaviour on the premises area
- c-no violent and anti-social behaviour
- d- no any harm to children

CCTV systems, and strict Challenge 25 policies will remain in full force without alteration.

Section 4 of 18

PROVISION OF PLAYS

Continued from previous page...

[See guidance on regulated entertainment](#)

Will the schedule to provide plays be subject to change if this application to vary is successful?

- Yes No

Section 5 of 18

PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will the schedule to provide films be subject to change if this application to vary is successful?

- Yes No

Section 6 of 18

PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will the schedule to provide indoor sporting events be subject to change if this application to vary is successful?

- Yes No

Section 7 of 18

PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will the schedule to provide boxing or wrestling entertainments be subject to change if this application to vary is successful?

- Yes No

Section 8 of 18

PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will the schedule to provide live music be subject to change if this application to vary is successful?

- Yes No

Section 9 of 18

PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will the schedule to provide recorded music be subject to change if this application to vary is successful?

- Yes No

Section 10 of 18

PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will the schedule to provide performances of dance be subject to change if this application to vary is successful?

Section 11 of 18**PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE**[See guidance on regulated entertainment](#)

Will the schedule to provide anything similar to live music, recorded music or performances of dance be subject to change if this application to vary is successful?

 Yes No**Section 12 of 18****PROVISION OF LATE NIGHT REFRESHMENT**

Will the schedule to provide late night refreshment be subject to change if this application to vary is successful?

 Yes No**Section 13 of 18****SUPPLY OF ALCOHOL**

Will the schedule to supply alcohol be subject to change if this application to vary is successful?

 Yes No**Standard Days And Timings**

MONDAY

Start End Start End

Provide timings in 24 hour clock (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

Start End Start End

WEDNESDAY

Start End Start End

THURSDAY

Start End Start End

FRIDAY

Start End Start End

Continued from previous page...

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the sale of alcohol be for consumption?

- On the premises Off the premises Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

NONE

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

NONE

Section 14 of 18

ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children.

Provide information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

NONE

Section 15 of 18

HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

Continued from previous page...

MONDAY

Start

End

Start

End

Provide timings in 24 hour clock (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

State any seasonal variations.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

NONE

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

NONE

Continued from previous page...

Identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking.

NONE

- I have enclosed the premises licence
- I have enclosed the relevant part of the premises licence

Reasons why I have failed to enclose the premises licence or relevant part of premises licence.

Section 16 of 18

LICENSING OBJECTIVES

Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

Strong management controls and effective training of all staff so that they are aware of the premises license and the requirements to meet the four licensing objectives with particular attention to: a- no selling of alcohol to underage people b- no drunk and disorderly behavior on the premises area c- no violent and anti-social behavior d- no any harm to children - Clear "Challenge 25" information to prevent the supply of alcohol to under-age drinkers. - CCTV system installed with recording option available Ongoing staff training and qualifications, policies, and strategic partnerships with other agencies .

b) The prevention of crime and disorder

CCTV System installed to monitor entrances, exits, and other parts of the premises in order to address the prevention of crime objective. A clear and legible notice outside the premises indicating the normal hours under the terms of the premises licence during which licensable activities are permitted. Prevention and vigilance in illegal drug use in the premises.

c) Public safety

Training and implementation of underage ID checks. A log book or recording system shall be kept upon the premises in which shall be entered particulars of inspections made; The log book shall be kept available for inspection when required by persons authorized by the Licensing Act 2003 or associated legislation.

d) The prevention of public nuisance

Training and implementation of underage ID checks. A log book or recording system shall be kept upon the premises in which shall be entered particulars of inspections made; The log book shall be kept available for inspection when required by persons authorized by the Licensing Act 2003 or associated legislation.

e) The protection of children from harm

Continued from previous page...

Operate and follow the "Challenge 25" scheme Acceptable ID (a card bearing the PASS hologram, a photographic driving license or a passport) if they wish to buy alcohol. All the details provided in Training Record Book available the cafe. Log Book will be kept upon the premises all the time.

Section 17 of 18

NOTES ON REGULATED ENTERTAINMENT

In terms of specific **regulated entertainments** please note that:

- Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
 - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
 - o any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

Continued from previous page...

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

Section 18 of 18

PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Variation Fees are determined by the non-domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at http://www.voa.gov.uk/business_rates/index.htm

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £87000 £315.00

Band D - £87001 to £125000 £450.00*

Band E - £125001 and over £635.00*

*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then your are required to pay a higher fee

Band D - £87001 to £125000 £900.00

Band E - £125001 and over £1,905.00

If you own a large premise you are subject to additional fees based upon the number in attendance at any one time

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39999 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

* Fee amount (£)

190.00

DECLARATION

I/WE UNDERSTAND THAT IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

Ticking this box indicates you have read and understood the above declaration

Continued from previous page...

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name	<input type="text" value="Mustafa Kemal Dibek"/>
* Capacity	<input type="text" value="Director/ Manager / DPS"/>
* Date	<input type="text" value="03"/> / <input type="text" value="06"/> / <input type="text" value="2026"/> dd mm yyyy

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/west-oxfordshire/change-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

OFFICE USE ONLY

Applicant reference number	<input type="text" value="W/20/00758/PRMT"/>
Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
ELMS Payment Reference	<input type="text"/>
Payment status	<input type="text"/>
Payment authorisation code	<input type="text"/>
Payment authorisation date	<input type="text"/>
Date and time submitted	<input type="text"/>
Approval deadline	<input type="text"/>
Error message	<input type="text"/>
Is Digitally signed	<input type="checkbox"/>

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#) [15](#) [16](#) [17](#) [18](#) [Next >](#)

Reply to : Andrea Thomas
Tel : 01993 861000
Email: ers@westoxon.gov.uk

Council Offices
Woodgreen,
WITNEY,
Oxfordshire,
OX28 1NB
Tel: 01993 861000
www.westoxon.gov.uk



The Parish Council

Your Ref: W/26/00596/PRMA

Date: 12th June 2026

Dear Parish Clerk,

LICENSING ACT 2003
Application for New Premises Licence

We have received an application for **The Leys Witney Oxfordshire** under the Licensing Act 2003.

The application can be viewed through the online [Public Access Portal](#). If you would like to make formal representation, the closing date is **9th July 2026**

Please ensure that all email correspondence is sent to ers@westoxon.gov.uk

Yours faithfully

Licensing Team
Environmental and Regulatory Services

West Oxfordshire District Council may share information provided to it with other bodies responsible for auditing or administering public funds in order to prevent and detect fraud under Section 6 of the Audit Commission Act 1998

**Application for a premises licence to be granted
under the Licensing Act 2003**

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/We Courtside Hubs CIC

(Insert name(s) of applicant)

apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description			
<u>Courtside at The Leys</u> <u>The Leys Recreation Ground</u> <u>Station Lane</u>			
Post town	<u>Witney</u>	Postcode	<u>OX28 4AR</u>
Telephone number at premises (if any)		<u>01865 689754 (HQ)</u>	
Non-domestic rateable value of premises		<u>£ 8,400</u>	

Part 2 - Applicant details

Please state whether you are applying for a premises licence as Please tick as appropriate

- | | | |
|--|--------------------------|-----------------------------|
| a) an individual or individuals * | <input type="checkbox"/> | please complete section (A) |
| b) a person other than an individual * | | |
| i as a limited company/limited liability partnership | <u>Y</u> | please complete section (B) |
| ii as a partnership (other than limited liability) | <input type="checkbox"/> | please complete section (B) |
| iii as an unincorporated association or | <input type="checkbox"/> | please complete section (B) |
| iv other (for example a statutory corporation) | <input type="checkbox"/> | please complete section (B) |
| c) a recognised club | <input type="checkbox"/> | please complete section (B) |
| d) a charity | <input type="checkbox"/> | please complete section (B) |

- e) the proprietor of an educational establishment please complete section (B)
- f) a health service body please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England please complete section (B)
- h) the chief officer of police of a police force in England and Wales please complete section (B)

* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or Y

I am making the application pursuant to a

statutory function or

a function discharged by virtue of Her Majesty's prerogative

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr	Mrs	Miss	Ms	Other Title (for example, Rev)	
Surname			First names		
Date of birth ?		I am 18 years old or over		Please tick yes	
Nationality					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
Date of birth over		I am 18 years old or		<input type="checkbox"/>	Please tick yes
Nationality					
Current postal address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

(B) OTHER APPLICANTS

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

Name Courtside Hubs CIC
Address Unit 20 Wheatley Business Centre Old London Road Oxford OX33 1XW
Registered number (where applicable) 9833819
Description of applicant (for example, partnership, company, unincorporated association etc.) Community Interest Company
Telephone number (if any) 01865 689754

E-mail address (optional)

hello@courtside.uk

Part 3 Operating Schedule

When do you want the premises licence to start?

DD MM YYYY
0 1 0 7 2 0 2 6

If you wish the licence to be valid only for a limited period, when do you want it to end?

DD MM YYYY
[] [] [] [] [] [] [] []

Please give a general description of the premises (please read guidance note 1)

Courtside at The Leys is a Multi-Activity Hub. The aim of the Hub is to encourage and enable people to be active physically and/or socially. The Hub has a mix of amenities including a café providing hot & cold food and drink with indoor and outdoor seating, orders can be taken indoors over the counter or directly from the park at the hatch. There is an indoor studio which will be used to provide a wide range of physical and/or social activities. There are 5 customer toilets, 3 indoors and 2 accessible from the terrace.

Outdoors there is a free to use Multi-Activity Games Area (MUGA), 4 pickleball, 4 tennis, 3 padel (2 of which are covered) and 2 netball courts, there is also Shuffleboard and mini golf available.

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

n/a

What licensable activities do you intend to carry on from the premises?

(please see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

- a) plays (if ticking yes, fill in box A)
- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E)
- f) recorded music (if ticking yes, fill in box F)
- g) performances of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)

Provision of late night refreshment (if ticking yes, fill in box I)

Supply of alcohol (if ticking yes, fill in box J)

Y

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 7)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for performing plays</u> (please read guidance note 5)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 7)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 4)		
Tue					
Wed			State any seasonal variations for the exhibition of films (please read guidance note 5)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 7)			<u>Please give further details</u> (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 5)
Wed			
Thur			<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 6)
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)		Indoors	<input type="checkbox"/>				
					Outdoors	<input type="checkbox"/>				
					Both	<input type="checkbox"/>				
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)							
Mon										
Tue										
Wed							<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 5)			
Thur										
Fri							<u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 6)			
Sat										
Sun										

E

Live music Standard days and timings (please read guidance note 7)			<u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for the performance of live music</u> (please read guidance note 5)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat					
Sun					

F

Recorded music Standard days and timings (please read guidance note 7)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 5)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat					
Sun					

G

Performances of dance Standard days and timings (please read guidance note 7)			Indoors <input type="checkbox"/>	Outdoors <input type="checkbox"/>	Both <input type="checkbox"/>
Day	Start	Finish			
Mon			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 3)		
Tue					
Wed			<u>Please give further details here</u> (please read guidance note 4)		
Thur					
Fri			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 5)		
Sat					
Sun			<u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<u>Please give further details here</u> (please read guidance note 4)		
Wed					
Thur			<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 5)		
Fri					
Sat			<u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sun					

I

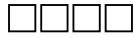
Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon					
Tue			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 5)		
Wed					
Thur			<u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u> (please read guidance note 6)		
Fri					
Sat					
Sun					

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption – please tick (please read guidance note 8)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 5)		
Mon	08:00	21:00			
Tue	08:00	21:00			
Wed	08:00	21:00			
Thur	08:00	21:00			
Fri	08:00	21:00			
Sat	08:00	21:00			
Sun	08:00	21:00			
			Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 6)		

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):

Name Vonnie Whalley	
Date of birth [REDACTED]	
Address [REDACTED]	
Postcode	[REDACTED]
Personal licence number (if known) PL/1287	
Issuing licensing authority (if known) WODC	



K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9).

n/a

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			State any seasonal variations (please read guidance note 5)
Day	Start	Finish	
Mon	08:00	21:30	Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 6)
Tue	08:00	21:30	
Wed	08:00	21:30	
Thur	08:00	21:30	
Fri	08:00	21:30	
Sat	08:00	21:30	
Sun	08:00	21:30	

M Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)

The premises operates as a Multi Activity Hub, welcoming families and individuals across a wide range of activities. The sale of alcohol is ancillary to the main purpose of the venue. The management is committed to upholding all four licensing objectives through a combination of trained staff, clear policies, robust age verification procedures, and proactive engagement with the local authority and responsible authorities. A written Premises Licence Policy will be maintained and reviewed regularly, and all staff will receive training on their legal obligations under the Licensing Act 2003.

b) The prevention of crime and disorder

- A designated premises supervisor (DPS) will be responsible for the day-to-day management of all alcohol sales and will ensure compliance with licence conditions at all times.
- All staff involved in the sale of alcohol will receive training on the Licensing Act 2003, including the recognition and refusal of service to intoxicated persons.
- A Challenge 25 policy will be implemented, requiring customers who appear under 25 to produce valid photographic ID (passport, driving licence, or PASS-accredited card) before purchasing alcohol.
- Alcohol will only be sold for on-site consumption, reducing the risk of alcohol-related disorder in the surrounding area.
- CCTV will be maintained in operation at all times the premises is open, with footage retained for a minimum of 31 days and made available to police or authorised officers on request.
- Any incidents of crime or disorder will be recorded in an incident log and reported to the police where appropriate.

c) Public safety

- The premises will maintain a safe environment for all visitors, including children and families who regularly attend the hub.
- Maximum occupancy limits will be observed and clearly displayed.
- Staff will be trained to identify signs of intoxication and will refuse further service where appropriate, encouraging the safe enjoyment of the venue.
- Alcohol service will cease at 21:00, well within a reasonable hour, minimising any risk associated with late-night drinking.
- First aid provision will be maintained on site in line with the activities offered at the hub.
- Risk assessments will be conducted and reviewed regularly to ensure the safety of both staff and customers.

d) The prevention of public nuisance

- Operating hours for alcohol sales (08:00–21:00) are modest and designed to minimise any impact on the surrounding area.
- As alcohol is consumed on-site only, there is no expectation of customers leaving with open containers or congregating outside.
- Staff will manage customer behaviour within the premises and will politely but firmly address any conduct likely to cause nuisance to others.
- Noise from the premises will be managed to avoid disturbance to nearby residents or businesses.
- Signage will be displayed asking customers to leave the premises quietly and considerately.

e) The protection of children from harm

- Given that children are regularly present at the hub, the protection of children is a particular priority for the management.
- A strict Challenge 25 policy will be enforced at all points of sale.
- Alcohol will not be sold or supplied to anyone under the age of 18, and staff will be trained to identify and refuse underage sales.
- No irresponsible drinks promotions will be offered that could encourage excessive consumption.
- Staff will be vigilant regarding the welfare of children on site and will follow safeguarding procedures where any concern arises.
- The DPS will ensure that all alcohol-related policies are communicated to staff during induction and through regular refresher training.

Checklist:

Please tick to indicate agreement

- I have made or enclosed payment of the fee.
- I have enclosed the plan of the premises.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.
- I understand that I must now advertise my application.
- I understand that if I do not comply with the above requirements my application will be rejected.
- [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom (please read note 15).

IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO

BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.

Part 4 – Signatures (please read guidance note 11)

Signature of applicant or applicant’s solicitor or other duly authorised agent (see guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

Declaration	<ul style="list-style-type: none"> • [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15). • The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)
Signature	N Elliott
Date	8 th June 2026
Capacity	Operations Director, Courtside Hubs CIC

For joint applications, signature of 2nd applicant or 2nd applicant’s solicitor or other authorised agent (please read guidance note 13). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14) Courtside at The Leys The Leys Recreation Ground Station Lane Witney			
Post town	Witney	Postcode	OX28 4AR
Telephone number (if any)	01865 689754		
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) nick.elliott@courtside.uk			

Notes for Guidance

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. In terms of specific regulated entertainments please note that:
 - Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
 - Films: no licence is required for ‘not-for-profit’ film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
 - Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
 - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
 - Live music: no licence permission is required for:
 - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the

relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.

- Recorded Music: no licence permission is required for:
 - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
 - Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
 - Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.
3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
 4. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
 5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
 6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
 7. Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.
 8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
 9. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.

10. Please list here steps you will take to promote all four licensing objectives together.
11. The application form must be signed.
12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
14. This is the address which we shall use to correspond with you about this application.

15. Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this by providing with this application copies or scanned copies of the following documents (which do not need to be certified).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official

document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

- A **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-

- evidence of the applicant’s own identity – such as a passport,
- evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
- evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
 - (i) working e.g. employment contract, wage slips, letter from the employer,
 - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
 - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
 - (iv) self-sufficient e.g. bank statements.

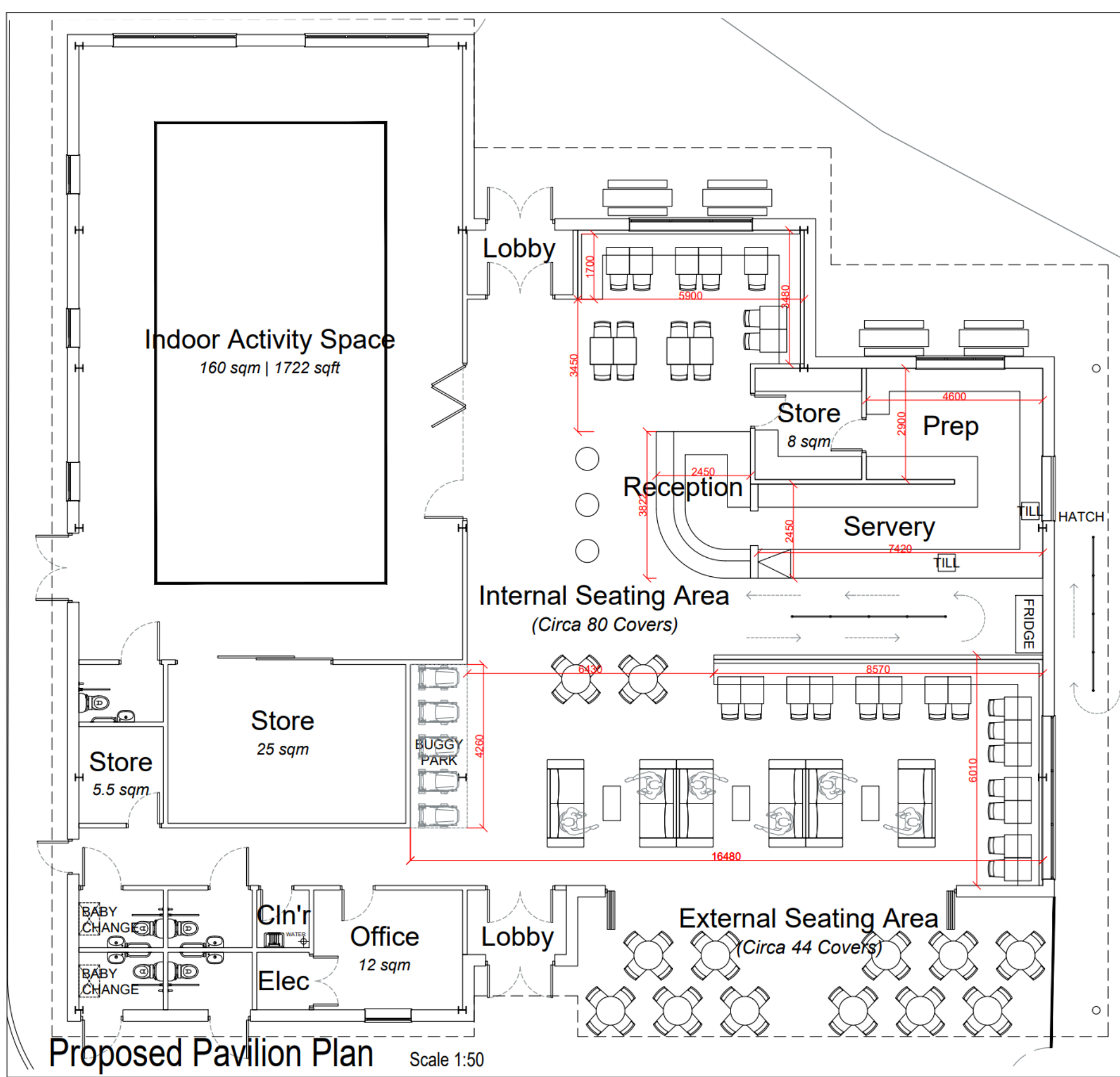
Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder’s personal details including nationality;
- (ii) any page containing the holder’s photograph;
- (iii) any page containing the holder’s signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

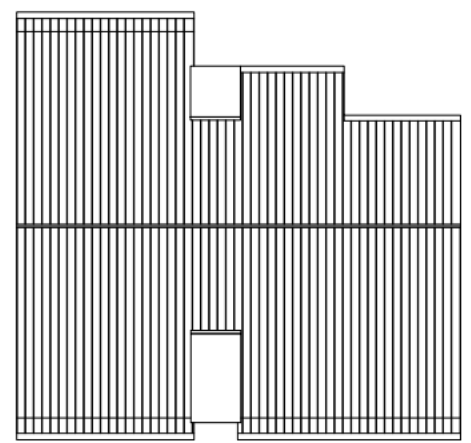
If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.



Proposed Pavilion Plan Scale 1:50

NOTE
 This drawing is to read in conjunction with all other Architects drawings and all Structural Engineers drawings details and calculations.
 It is the contractors responsibility to check all dimensions prior to fabrication or construction, any discrepancies to be reported to the Architect.



Proposed Roof Plan (NTS)

Revisions:

REV A: Amended following client feedback	12.04.23
REV B: Amended orientation	25.05.23
REV C: Amended scheme to SK03	01.06.23
REV D: Amended layout	04.07.23
REV E: Amended layout	07.07.23
REV F: Amended to client feedback	11.07.23
REV G: Added dimensions to key areas	11.07.23
REV H: Amended to client feedback	19.07.23
REV I: Amendments to roof plan	13.08.23
REV J: Mains water added to cleaner's store	25.08.23
REV K: Tender issue	08.09.23
REV L: Planning issue	12.09.23
REV M: Added PV array to roof plan	04.10.23
REV N: Dims added to seating area	24.11.23
REV O: Further dims added to north seating area	24.11.23

KIRKMAN
 ARCHITECTS

PO Box 929
 ALTRINGHAM, CHESHIRE
 WA15 5QL
 TEL: 07974 254060
 WWW.KIRKMANARCHITECTS.CO.UK

Project
 PROPOSED COURTSIDE HUB
 LEYS RECREATION GROUND, STATION LANE
 WITNEY, OX2B 4BX

Drawing
 PROPOSED PAVILION PLAN

Date: DECEMBER 2022 Drawn By: CM Scale: 1:50 @ A1

Drawing Status	Drawing No.	Rev No.
PLANNING	1633-11	0

Appendix



Service Lane Authorised
Vehicles Only

Bicycle
Racks

Sports Equipment

Storage and
Changing Rooms

Staff, Disabled and Mobility
Scooter Parking

Date: 5th June 2026
Our ref: 26/00015/APPEAL
Please ask for: Chris Wood
Telephone: 01993 861677
Email: chris.wood@westoxon.gov.uk

Dear Sir/Madam

**TOWN AND COUNTRY PLANNING ACT 1990
APPEAL UNDER SECTION 78
Notification of Planning Appeal**

Site Address: 10 Hangar Close Witney Oxfordshire

Description of Development: Change of use of amenity space to enlarge domestic garden, and erection of 1.8 metre fence (retrospective)

Original Application Number: 26/00373/FUL

Appellant's name: Mrs Rina Doyle

Appeal Reference: 6010073

Appeal Start Date: 27.05.2026

I refer to the above details. An appeal has been made to the Secretary of State against the decision of West Oxfordshire District Council to refuse planning permission for the development described.

The appeal will be determined on the basis of **written representations**. The procedure followed is set out in Part 2 of The Town and Country Planning (Appeals) (Written Representations Procedure) (England) Regulations 2009, as amended.

We have forwarded all the representations made to us on the original planning application to the Planning Inspectorate and to the Appellant. These will be considered by the Inspector when determining the appeal, unless they are subsequently withdrawn.

If you wish to make comments, or modify/withdraw your previous representation, you can do so online at:

<https://appeal-planning-decision.service.gov.uk/comment-planning-appeal/enter-appeal-reference>

In deciding whether to provide further comments, you are advised that the appellant may have submitted additional evidence that you have not previously seen. Your comments can address such matters.

If you do not have access to the internet, you can send your comments to the following address quoting reference number 6010073:

In writing : The Planning Inspectorate
C/o QUADIENT
69 Buckingham Avenue
Slough
SL1 4PN

All representations must be received by the Planning Inspectorate by 3rd July 2026. Any representations submitted after the deadline will not usually be considered and will be returned. The Planning Inspectorate does not acknowledge representations. **All representations must quote the appeal reference.**

Please note that any representations you submit to the Planning Inspectorate will be copied to the appellant and this local planning authority and will be considered by the Inspector when determining the appeal.

Please ensure that all comments/documents submitted are GDPR compliant.

If you wish to track the progress of the appeal you can do so via:

<https://appeal-planning-decision.service.gov.uk/comment-planning-appeal/enter-appeal-reference>

by searching under the appeal reference 6010073.

You can also view the appeal documents on the Council's website at www.westoxon.gov.uk/planning under the original application reference.

You can get a copy of one of the Planning Inspectorate's "Guide to taking part in planning appeals" booklets free of charge from GOV.UK at:

<https://www.gov.uk/government/collections/taking-part-in-a-planning-listed-building-or-enforcement-appeal>

When made, the decision will be published online at:

<https://appeal-planning-decision.service.gov.uk/comment-planning-appeal/enter-appeal-reference>

Yours sincerely

Chris Wood

Senior Planning Officer (Appeals)
Planning and Strategic Housing

On Behalf Of Quietlanes Quietlanes@oxfordshire.gov.uk

Sent: 05 June 2026 12:55

Subject: Oxfordshire quiet lanes pilot programme now open for expressions of interest

Dear town and parish councils,

We are pleased to announce that our new quiet lanes pilot programme is now open for expressions of interest. We would welcome and encourage your council to consider whether a quiet lane would benefit your community. They are not mandatory and will only be taken forward with support from parish councils and local county councillors, who we are also updating.

What are quiet lanes?

Quiet lanes aim to improve road safety and encourage active travel on suitable minor roads and lanes, particularly where they are used by walkers, cyclists, horse riders and local communities.

They use modal filters (for example bollards, planters, or gates) to remove through traffic, and complementary measures such as signs and speed limit reductions (typically 20 miles per hour).

Access is maintained for residents, landowners, and emergency services.

Oxfordshire has seen a variety of quiet lane initiatives over the years, and our new policy will help us to deliver appropriate schemes quickly, while still prioritising community feedback.

New quiet lanes will only be piloted where they are supported by parish and town councils and local county councillors, whose views will be instrumental during the design and delivery of the schemes.

To be considered for a quiet lane, the route must:

- be supported by parish and town councils and local county councillors
- have a suitable alternative route for motor vehicles available nearby
- function primarily for local access, and be not a strategic thoroughfare
- have an evidence-based need such as be experiencing inappropriate levels of through traffic or inappropriately high speeds
- be suitable and meet feasibility requirements.

[Read more about which routes are eligible for quiet lanes and how to apply](#) on the quiet lanes county web pages.

A modal filter will be a core requirement of a quiet lane, to be placed at either end of the road or somewhere in between two points. This is an enhancement to existing Department for Transport policy, going beyond traditional signage-based quiet lanes.

Due to complexity and funding constraints, we are not currently considering schemes that require the use of Automatic Number Plate Recognition technology to prevent

traffic entering or exiting the quiet lane although it might be something we consider in the future and in other complimentary standalone pilots where funding and infrastructure allow.

Testing a pilot

Following an agreement to test a pilot, any new quiet lanes will be introduced under an experimental traffic regulation order (ETRO). ETROs allow measures to be tested in practice, evidence to be collected and designs refined before any permanent decisions are made.

An ETRO must run for a minimum of 6 months and maximum of 18 months and include a statutory consultation, which the county council as the highways authority will run. Consultees will be invited to provide feedback on the specific pilot and on the wider quiet lanes policy.

Monitoring and evaluation findings will be considered alongside feedback from the public consultation when deciding whether to make a quiet lane permanent. This decision will be made at a county council cabinet member decision meeting where people can apply to speak. No decision will be made until a pilot is evaluated.

How to apply

Parish and town councils and the city council are invited to complete the attached application form and simple assessment matrix if they want to pilot a quiet lane. The form and matrix have been designed to be:

- easy to complete using local knowledge,
- proportionate (exact traffic data is not required),
- supported by simple evidence such as maps, photos, or meeting minutes.

Applications should focus on single roads or a clearly defined road section and explain the local issues the scheme is seeking to address.

Submitting your application

Please return completed applications by email to: Quietlanes@Oxfordshire.gov.uk

An online expression of interest form will be available soon on the [quiet lanes county web pages](#), where you can also contact the team and read more about the programme.

What happens next

As part of the current programme, we will pilot up to 10 sites and only a limited number of routes are likely to meet the necessary criteria. All applications will be assessed alongside other submissions by county council officers using the new criteria. Where deemed suitable they will be added to the programme for delivery.

Applying does not guarantee that your quiet lane will be delivered, but it ensures that locally supported proposals are properly considered and recorded to inform future programme development and the prioritisation of road safety mitigations.

Support and queries

If you have questions about the programme or the application process, please contact: Quietlanes@Oxfordshire.gov.uk

We welcome proposals and look forward to working collaboratively. Local insight is invaluable in identifying where quiet lane approaches can deliver the greatest benefit to improve safety, accessibility and better connect our towns and villages across Oxfordshire.

Yours sincerely,

Technical Lead – Place Shaping
Oxfordshire County Council