

Planning & Development Committee Meeting of Witney Town Council



Tuesday, 14th July, 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 as a **Virtual Meeting via MS Teams** for the transaction of the business stated in the agenda below.

Admission to Meetings

All Council meetings are open to the public and press unless otherwise stated.

Numbers of the public will be limited, with priority given to those who have registered to speak on an item on the agenda. Any member of the public wishing to attend the meeting should contact the Committee Clerk derek.mackenzie@witney-tc.gov.uk in advance.

Recording of Meetings

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

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

To view the meeting please follow this link [Planning & Development Committee Meeting Link 14.07.2026](#)

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. **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.

4. **Planning Applications** (Pages 4 - 6)

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

5. **Application for (Renewal of/New) Pavement Licence - Roots & Stone, 53 High Street, Witney** (Pages 7 - 13)

To receive and consider a Pavement Licence Application for Roots & Stone, 53 High Street, Witney under the Business and Planning Act 2020.

6. **Application for a New Premises Licence - 888 Drip & Vape, 62 Corn Street, Witney** (Pages 14 - 34)

To consider application W/26/00652/PRMA for a New Premises Licence at 888 Drip & Vape, 62 Corn Street, Witney, under the Licensing Act 2003.

7. **Notification of Planning Appeal 17 Springfield Oval, Witney - Outbuilding One** (Pages 35 - 42)

To receive notifications of the following Planning Appeals relating to Outbuilding One at 17 Springfield Oval, Witney (WODC Ref: 25/00137/PENF).

26/00016/APPEAL

26/00017/APPEAL

The appellant is different on each appeal however WODC have advised that the Planning Inspectorate has linked these two appeals and advises that comments for both appeals can be logged under the 6008755 reference on their portal.

8. **Notification of Planning Appeal 17 Springfield Oval, Witney - Outbuilding Two** (Pages 43 - 50)

To receive notifications of the following Planning Appeals relating to Outbuilding Two at 17 Springfield Oval, Witney (WODC Ref: 25/00137/PENF).

26/00018/APPEAL

26/00019/APPEAL

The appellant is different on each appeal however WODC have advised that the Planning Inspectorate has linked these two appeals and advises that comments for both appeals can be logged under the 6008757 reference on their portal.

9. **Quiet Lanes** (Pages 51 - 55)

To consider the response of Oxfordshire County Council to the expression of interest in establishment of a Quiet Lane at Church Green, Witney.

10. **Electric Vehicle charging only parking spaces** (Pages 56 - 63)

To receive and consider details of OCC's consultation for charging only parking bays. Details of the proposal for Witney are included.

Full details of the proposal covering other areas of Oxfordshire can be found at [Letstalk:- Proposed Electric Vehicle charging only parking spaces](#)



Town Clerk

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4 . 1 **26/077** Plot Ref :- 24/00482/OUT Type :- OUTLINE
 Applicant Name :- Date Received :- 13/06/2026
 Parish :- N/A Date Returned :-
 Location :- North Witney SDA Agent
 Proposals :- Outline planning application for a residential-led mixed-use development (Use Class C3 / C2), a 2.2ha primary school (Use Class F1), and up to 400m2 community use and/or co-working hub and/or shop (Use Class E and F2) and Northern Distributor Road with creation of new vehicular access off Woodstock Road, New Yatt Road and Hailey Road and provision of public open space with associated infrastructure and earthworks. (All matters reserved except accessibility to the site, for vehicles in terms of the positioning and treatment of access to the site)

Observations :-

4 . 2 **26/078** Plot Ref :- 26/01287/FUL Type :- FULL
 Applicant Name :- Date Received :- 15/06/2026
 Parish :- West Date Returned :-
 Location :- 10 Tungsten Park Agent
 Proposals :- Erection of an external remote cooling plant enclosure to accompany the installation of an internal tornado environmental chamber.

Observations :-

4 . 3 **26/079** Plot Ref :- 26/01398/HHD Type :- HOUSEHOL
 Applicant Name :- Date Received :- 15/06/2026
 Parish :- West Date Returned :-
 Location :- 8 Birdlip Close Agent
 Proposals :- Conversion of garage to additional living space, and associated works

Observations :-

4 . 4	26/080	Plot Ref :- 26/01271/ADV	Type :- ADVERTISIN
	Applicant Name :- .	Date Received :- 16/06/2026	
	Parish :- South	Date Returned :-	
	Location :- 11 Market Square	Agent	
	Proposals :-	Erection of non illuminated fascia signage and one hanging sign	
	Observations :-		
4 . 5	26/081	Plot Ref :- 26/01487/HHD	Type :- HOUSEHOL
	Applicant Name :- .	Date Received :- 22/06/2026	
	Parish :- West	Date Returned :-	
	Location :- 1 Robinson Lane	Agent	
	Proposals :-	Erection of a single storey side extension, loft conversion with insertion of windows in gables, and associated works	
	Observations :-		
4 . 6	26/082	Plot Ref :- 26/01437/HHD	Type :- HOUSEHOL
	Applicant Name :- .	Date Received :- 23/06/2026	
	Parish :- South	Date Returned :-	
	Location :- 15 Church Green	Agent	
	Proposals :-	Installation of solar panels on first floor roof.	
	Observations :-		
4 . 7	26/083	Plot Ref :- 26/01440/LBC	Type :- LISTED BUI
	Applicant Name :- .	Date Received :- 23/06/2026	
	Parish :- South	Date Returned :-	
	Location :- 15 Church Green	Agent	
	Proposals :-	Internal and external works to install solar panels on first floor roof.	
	Observations :-		
4 . 8	26/084	Plot Ref :- 26/01490/HHD	Type :- HOUSEHOL
	Applicant Name :- .	Date Received :- 01/07/2026	
	Parish :- East	Date Returned :-	
	Location :- 10 Northfield Farm Lane	Agent	
	Proposals :-	Erection of a single storey side extension.	
	Observations :-		
4 . 9	26/085	Plot Ref :- 26/01565/ADV	Type :- ADVERTISIN
	Applicant Name :- .	Date Received :- 03/07/2026	
	Parish :- Central	Date Returned :-	
	Location :- 52 High Street	Agent	
	Proposals :-	Installation of externally illuminated fascia sign together with window graphics, applied internally and externally to existing glazing and non-illuminated signage and two internal poster frames to front elevation	
	Observations :-		

4 . 10 **26/086** Plot Ref :- 26/01555/HHD Type :- HOUSEHOL
Applicant Name :- . Date Received :- 06/07/2026
Parish :- West Date Returned :-
Location :- 28 Lyneham Close Agent
Proposals :- Conversion of storage area of loft to create second floor bathroom, including insertion of two rooflights in side (East) elevation, raise ceiling in main area of the loft to increase head height in existing bedroom together with changes to layout to form dressing area, and replacement of timber windows in existing rear dormers.

Observations :-

4 . 11 **26/087** Plot Ref :- 26/01556/LBC Type :- LISTED BUI
Applicant Name :- . Date Received :- 06/07/2026
Parish :- West Date Returned :-
Location :- 28 Lyneham Close Agent
Proposals :- | Internal and external alterations to convert storage area of loft to create second floor bathroom, including insertion of two rooflights in side (East) elevation, raise ceiling in main area of the loft to increase head height in existing bedroom together with changes to layout to form dressing area, and replacement of timber windows in existing rear dormers. Associated works.

Observations :-

Reply to : Licensing Team
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/26/00702/PAVLIC

Date: 3rd July 2026

Dear Town Clerk,

**BUSINESS AND PLANNING ACT 2020
APPLICATION FOR PAVEMENT LICENCE**

We have received an application for **Roots And Stone 53 High Street Witney Oxfordshire OX28 6JA** under the Business and Planning Act 2020.

The application form and supporting docs are attached to this email. If you would like to make formal representation please email ERS@westoxon.gov.uk, the closing date is **17th July 2026**.

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

Applicant Address (outside of the district): No

Trading Name: Roots & Stone

Business Premises Mailing Address: OXFORD & WITNEY FACTORS (2018) LTD, 53 HIGH STREET, WITNEY, OX28 6JA

Premises Telephone Number: 07825553743

Business Premises use: Other use for the sale of food or drink for consumption on or off the premises

Description of the area: The application relates to an area of public highway directly in front of the premises at 53 High Street, Witney. The proposed pavement licence area is rectangular in shape and measures approximately 2.95 metres in width along the frontage and 5.64 metres in depth from the building line, providing a total area of approximately 16.6 square metres.

The area will be used for outdoor customer seating and will accommodate up to eight tables with associated chairs. The proposed seating area will be a non-smoking area. The location and dimensions of the proposed licensed area are shown on the attached plan.

Monday start time: 00:00

Monday end time: 00:00

Tuesday start time: 08:00

Tuesday end time: 16:00

Wednesday start time: 08:00

Wednesday end time: 16:00

Thursday start time: 08:00

Thursday end time: 16:00

Friday start time: 08:00

Friday end time: 04:00

Saturday start time: 08:00

Saturday end time: 16:00

Sunday start time: 00:00

Sunday end time: 00:00

Furniture purpose: For the purpose of consuming food or drink supplied from, or in connection with relevant use of, the premises

Furniture description: We are looking at having up to eight tables of 2.

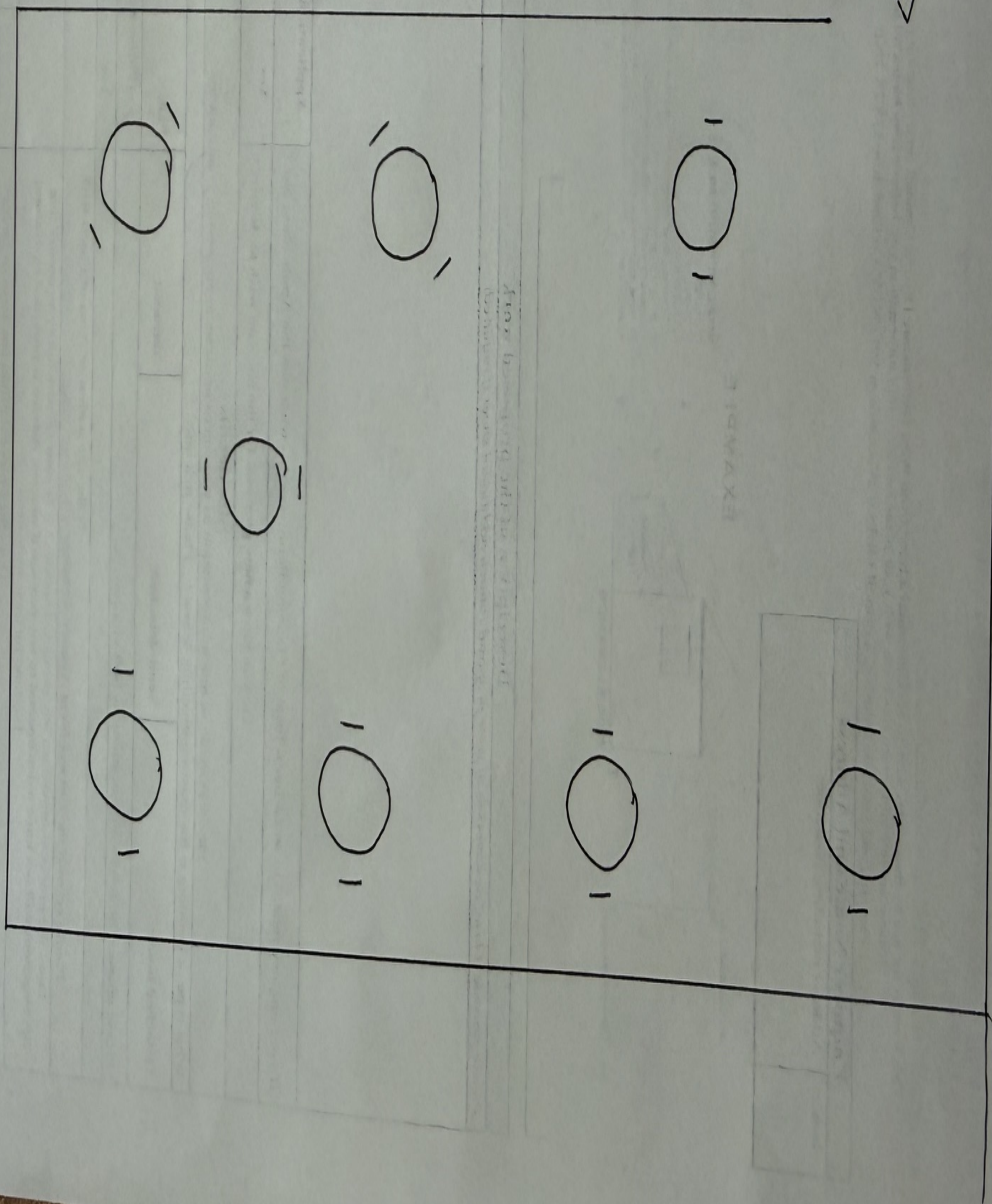
In a bistro rattan style.

Do you intend to alter the building: No

Alteration details (if applicable):

Declaration Checked: Yes





Access
+
egress

front
door

Property
53 High Street



**PROPOSED
PAVEMENT LICENCE
AREA**

Width along frontage:
2.95m (116")

Depth from building ground:
5.64m (222")

Total Area: 16.6m²

KEY:

— Proposed Pavement
Licence Area

Gap to left
property
boundary

1.19m
(47")

Proposed seating area
width along frontage
2.95m (116")

Gap to right
neighbouring
property

1.98m
(78")

Depth
from
building
ground
5.64m
(222")

From boundary of proposed
seating area to kerbside of road
5.2 metres





Reply to : Licensing Team
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/26/00650/PRMA

Date: 19th June 2026

Dear Town Clerk,

LICENSING ACT 2003

Application for New Premises Licence

We have received an application from **Gurmare Singh Khalsa at 62 Corn Street Witney Oxfordshire OX28 6BS** 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 **17th 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

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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

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

Gurmare Singh

* Family name

Khalsa

* E-mail

Main telephone number

Include country code.

Other telephone number

☒ Indicate here if the applicant would prefer not to be contacted by telephone

Is the applicant:

- ☐ 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 the applicant is applying so the applicant can be employed, or for some other personal reason, such as following a hobby.

Continued from previous page...

Address

* Building number or name	
* Street	
District	
* City or town	
County or administrative area	
* Postcode	
* Country	United Kingdom

Agent Details

* First name	Manpreet Singh
* Family name	Kapoor
* E-mail	info@personallicencecourses.com
Main telephone number	020 8606 0558
Other telephone number	

Include country code.

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

Are you:

- ☒ An agent that is a business or organisation, including a sole trader
- ☐ A private individual acting as an agent

A sole trader is a business owned by one person without any special legal structure.

Agent Business

Is your business registered in the UK with Companies House? ☒ Yes ☐ No

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

Registration number	10291684
Business name	Personal Licence Courses UK Ltd
VAT number	-
Legal status	Private Limited Company
Your position in the business	Employee
Home country	United Kingdom

If your business is registered, use its registered name.

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

The country where the headquarters of your business is located.

Continued from previous page...

Agent Registered Address

Address registered with Companies House.

Building number or name	145
Street	Station Road
District	
City or town	West Drayton
County or administrative area	
Postcode	UB7 7ND
Country	United Kingdom

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PREMISES DETAILS

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 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.

Premises Address

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	888 Vape/Drip & Off Licence
Street	62 Corn Street
District	
City or town	Witney
County or administrative area	
Postcode	OX28 6BS
Country	United Kingdom

Further Details

Telephone number	
Non-domestic rateable value of premises (£)	23,750

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APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- ☒ An individual or individuals
- ☐ A limited company / limited liability partnership
- ☐ A partnership (other than limited liability)
- ☐ An unincorporated association
- ☐ Other (for example a statutory corporation)
- ☐ A recognised club
- ☐ A charity
- ☐ The proprietor of an educational establishment
- ☐ A health service body
- ☐ A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- ☐ A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- ☐ The chief officer of police of a police force in England and Wales

Confirm The Following

- ☒ I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities
- ☐ I am making the application pursuant to a statutory function
- ☐ I am making the application pursuant to a function discharged by virtue of His Majesty's prerogative

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INDIVIDUAL APPLICANT DETAILS

Applicant Name

Is the name the same as (or similar to) the details given in section one?

- ☒ Yes ☐ No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

First name

Gurmare Singh

Family name

Khalsa

Is the applicant 18 years of age or older?

- ☒ Yes ☐ No

Continued from previous page...

Current Residential Address

Is the address the same as (or similar to) the address given in section one?

☒ Yes ☐ No

If “Yes” is selected you can re-use the details from section one, or amend them as required. Select “No” to enter a completely new set of details.

Building number or name		
Street		
District		
City or town		
County or administrative area		
Postcode		
Country	United Kingdom	

Applicant Contact Details

Are the contact details the same as (or similar to) those given in section one?

☒ Yes ☐ No

If “Yes” is selected you can re-use the details from section one, or amend them as required. Select “No” to enter a completely new set of details.

E-mail		
Telephone number		
Other telephone number		
* Date of birth		
	dd	mm yyyy
* Nationality	British	
Right to work share code		

[Documents that demonstrate entitlement to work in the UK](#)
[Right to work share code if not submitting scanned documents](#)

Add another applicant

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OPERATING SCHEDULE

When do you want the premises licence to start?

	/		/	
dd		mm		yyyy

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

	/		/	
dd		mm		yyyy

Provide a general description of the premises

Continued from previous page...

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.

Vape, Mobile Accessories, Fashion Accessories, Smoking Accessories, Confectionery, Soft Drinks and Off Licence

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

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PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

☐ Yes ☒ No

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PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

☐ Yes ☒ No

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PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

☐ Yes ☒ No

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PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

☐ Yes ☒ No

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PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be providing live music?

☐ Yes ☒ No

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PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Continued from previous page...

Will you be providing recorded music?

☐ Yes ☒ No

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PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

☐ Yes ☒ No

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PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing anything similar to live music, recorded music or performances of dance?

☐ Yes ☒ No

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LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

☐ Yes ☒ No

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SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

Continued from previous page...

FRIDAY

Start

End

Start

End

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 in the column on the left, 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

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

Name

First name

Family name

Date of birth

dd mm yyyy

Continued from previous page...

Enter the contact's address

Building number or name

Street

District

City or town

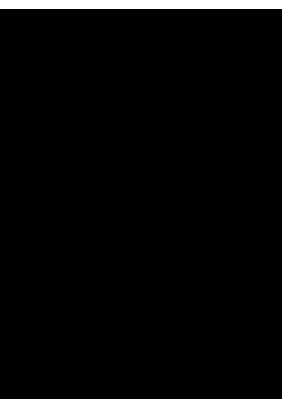
County or administrative area

Postcode

Country

Personal Licence number
(if known)

Issuing licensing authority
(if known)



United Kingdom

H04578

London Borough of Hounslow

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- ☐ Electronically, by the proposed designated premises supervisor
- ☒ As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

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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

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 etc gambling machines etc.

None

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HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

Continued from previous page...

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 in the column on the left, 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

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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)

Continued from previous page...

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

1. Strict implementation of challenge 25 policy
2. CCTV to be installed and 31 days recoding system
3. All staff to be trained in responsible alcohol retailing

b) The prevention of crime and disorder

1. CCTV shall be installed to Home Office Guidance standards and maintained in a good working condition and recordings shall be kept for 31 days and shall be made available to police and authorised Officers from the council.
2. The CCTV system shall be capable of obtaining clear facial recognition images and a clear head and shoulders image of every person entering or leaving the premises.
3. The CCTV system shall display on any recordings, the correct date and time of the recording.
4. A member of staff trained in the use of the CCTV system shall be available at the premise at all times that the premises are open to the public.
5. A CCTV camera shall be installed to cover the entrance of the premises and further cameras installed to cover the internal area and servery counter.
6. An incident log shall be kept at the premises, and made available for inspection on request to an authorised officer of the council or the Police, which will record the following:
 - (a) all crimes reported to the venue
 - (b) all ejections of patrons
 - (c) any complaints received
 - (d) any incidents of disorder
 - (e) any faults in the CCTV system
 - (f) any refusal of the sale of alcohol
 - (g) any visit by a relevant authority or emergency service.
7. Staff training must be documented and based on legislation and operating procedures. All training shall be signed and dated, and a copy of such records will be available for inspection by Police and local authority enforcement officers.
8. All staff employed at the premises will have UK right to work status checked, once passed that stage they shall be offered employment.
9. All alcohol shall be purchased from AWRS registered cash & carry and wholesalers
10. There shall be no self service of spirits on the premises

c) Public safety

1. Fire exit signs displayed
2. CCTV working at all times

d) The prevention of public nuisance

1. Notice displayed asking customers to leave quietly from premises also customers will be told in person to leave quietly and not to disturb the local neighbourhood

Continued from previous page...

2. Strict policy in place to tell all staff not to serve alcohol to drunks at all
3. Appropriate signage will be displayed, in prominent position informing customers they are being recorded on CCTV

e) The protection of children from harm

1. A challenge 25 policy will be in force, where any person looking under the age of 25 shall be asked to prove their age when attempting to purchase alcohol and signs to this effect will be displayed at the premises. Challenge 25 posters displayed where alcohol is sold.
2. The only acceptable ID will be those with photographic identification documents, including passport, photo-card, driving license or proof of age card bearing the PASS hologram.
3. A refusal book shall be kept at the premises and updated as and when required, and made available for inspection on request to an Licensing Officer, Police or other responsible authority.
4. A sign stating "No proof of age – No sale" shall be displayed at the point of sale.

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NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

Continued from previous page...

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 in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

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 birth or adoption certificate issued 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 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.

Continued from previous page...

- 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 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, 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.

Continued from previous page...

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.

Home Office online right to work checking service

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

Section 20 of 21

NOTES ON REGULATED ENTERTAINMENT

Continued from previous page...

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 21 of 21

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.

Premises Licence 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 you are required to pay a higher fee

Band D - £87001 to £125000 £900.00

Band E - £125001 and over £1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event 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

Continued from previous page...

[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)

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

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

Manpreet S Kapoor

* Capacity

Agent

* Date

19

06

2026

ddmmyyyy

Add another signatory

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/apply-1> to upload this file and continue with your application.

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

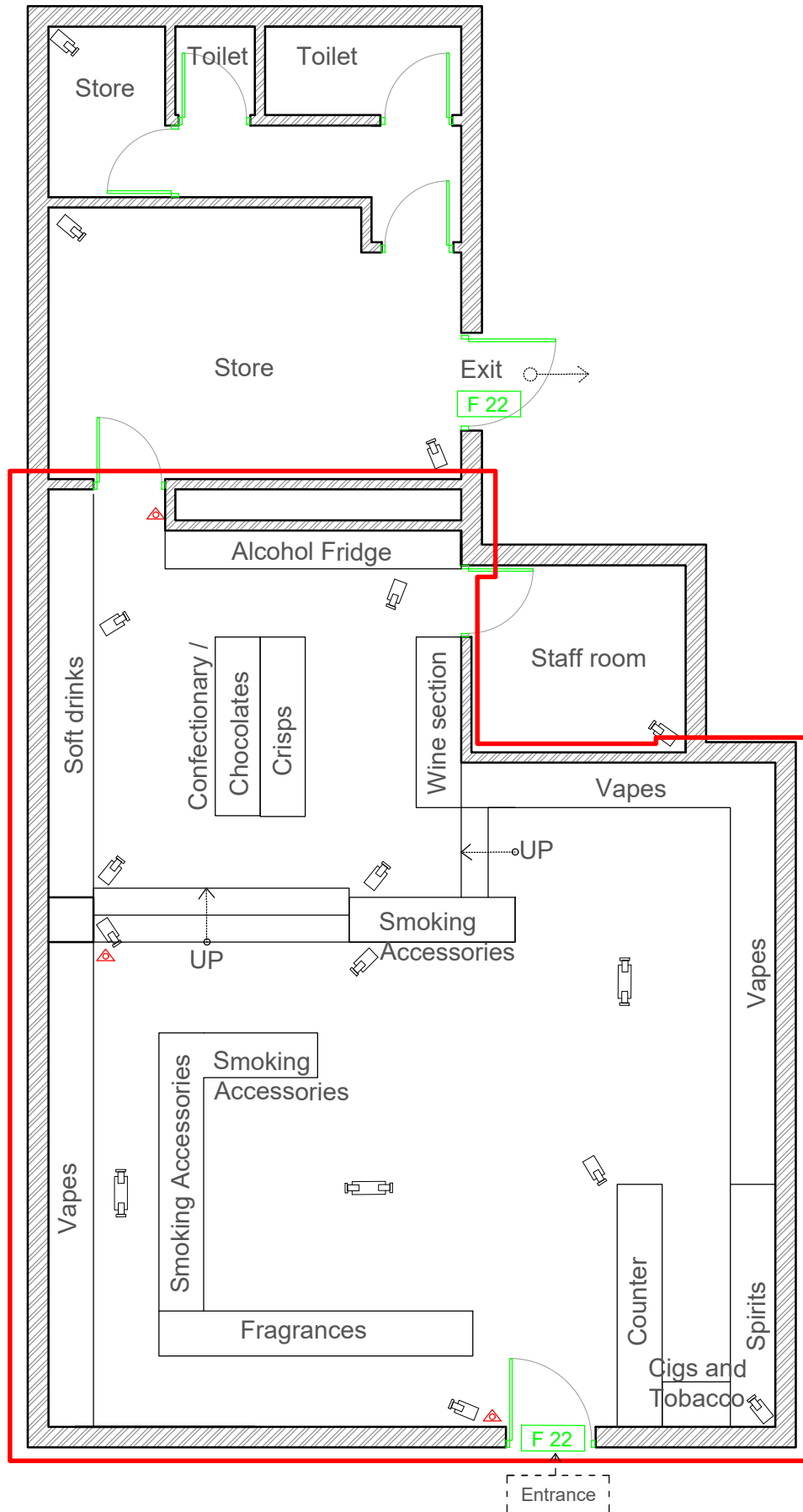
IT IS AN OFFENCE LIABLE TO SUMMARY CONVICTION TO A FINE OF ANY AMOUNT UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

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

OFFICE USE ONLY

Applicant reference number	
Fee paid	
Payment provider reference	
ELMS Payment Reference	
Payment status	
Payment authorisation code	
Payment authorisation date	
Date and time submitted	
Approval deadline	
Error message	
Is Digitally signed	☐

PROPOSED LICENCE PLAN



Property Address:

62 Corn St,
Witney
OX28 6BS

Drawing No. AC302

Date: 15/06/26

Key

Scale : 1:75

Paper : A4



Fire Extinguisher



Fire Exit Signs



CCTV Cameras



Licensable Area

Date:	1st July 2026
My ref:	25/00137/PENF
Ask for:	Chris Wood
Telephone:	01993 861677
E-mail:	chris.wood@westoxon.gov.uk

Dear Sir/Madam

Appeal against Enforcement Notice 2026/3 - Material Change of Use

Appeal Reference: 6008755

Site Address: 17 Springfield Oval Witney Oxfordshire

Alleged Breach: Without planning permission the material change of use of Outbuilding 1 to a single dwellinghouse.

Appellant's Name: Michael Alan Haines

LPA Appeal Ref: 26/00016/APPEAL

Appeal Start Date: 17th June 2026

An appeal has been made to the Secretary of State against the enforcement notice issued by the West Oxfordshire District Council on 25th March 2026. The notice will not take effect until the appeal has been determined and only if the decision is to dismiss the appeal.

This appeal is being dealt with by an exchange of written statements between Michael Alan Haines and the Council and will be decided by an Inspector appointed by the Secretary of State. The procedure to be followed is set out in the Town and Country Planning (Enforcement) (Written Representations Procedure) (England) Regulations 2002.

The reasons for issuing the notice:-

The subdivision of the residential planning unit at 17 Springfield Oval constitutes overdevelopment of the land. The position of this building does not comprise good design, having a poor relationship with the principal dwelling which results in a cramped and uncomfortable layout.

The sub-division of the garden serving the principal dwelling has resulted in significant loss of private amenity space to the detriment of the quality of life of its occupants.

The occupants of Outbuilding I are likely to experience adverse impacts including loss of privacy and light due to overlooking from the principal dwelling whose proximity is such as to be overbearing. These effects are exacerbated by the close-boarded fence that has been erected to sub-divide the plot which is itself overbearing and diminishes the level of sunlight available to that property. Outbuilding I is not provided with any private outdoor amenity area.

The increased activity likely to arise from subdivision of the residential planning unit in this location, including a higher frequency of comings and goings from the side access, is likely to be detrimental to the amenity of occupants of the neighbouring dwellings, nos. 16 and 18.

There is insufficient parking provision with the parking area of the principal dwelling now shared between three independent dwellings. This is considered likely to result in adverse impacts to the safety and convenience of the lawful dwellings within Springfield Oval, where there is limited off-street parking.

For these reasons the development is contrary to policies OS2, OS4, H6, T4 of the West Oxfordshire Local Plan 2031, paragraphs 135, 139 of the NPPF, and the West Oxfordshire Design Guide.

The enforcement notice requires the following steps to be taken:-

Within 8 weeks of the date of this notice:

- i) Cease the use of Outbuilding I as a separate dwelling;**
- ii) Remove the close-boarded fence dividing the garden.**

The appeal has been made on the following grounds:-

- (d) That, at the time the enforcement notice was issued, it was too late to take enforcement action against the matters stated in the notice.
- (f) The steps required to comply with the requirements of the notice are excessive and lesser steps would overcome the objections.
- (g) That the time given to comply with the notice is too short.

These are grounds from the Section 174(2) of the Town and Country Planning Act 1990 (As Amended).

If you wish to make comments, you can do so online at

<https://acp.planninginspectorate.gov.uk> . If you do not have access to the internet, please send **three copies** of your comments to:-

Team EI
The Planning Inspectorate
c/o QUADIENT
69 Buckingham Avenue
Slough
SL1 4PN

You **must quote reference 6008755** and your **representations must be received by 29th July 2026** (which is six weeks after the start date of the appeal). 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.

If you submit comments and then subsequently wish to withdraw them, you should make this request to the Planning Inspectorate by the date above.

If you would like to see a copy of the Enforcement Notice and/or the appellant's reasons for appealing, please contact us at Planning.Appeals@westoxon.gov.uk .

The Planning Inspectorate has published a Guide to taking part in Enforcement Appeals which is available online:

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

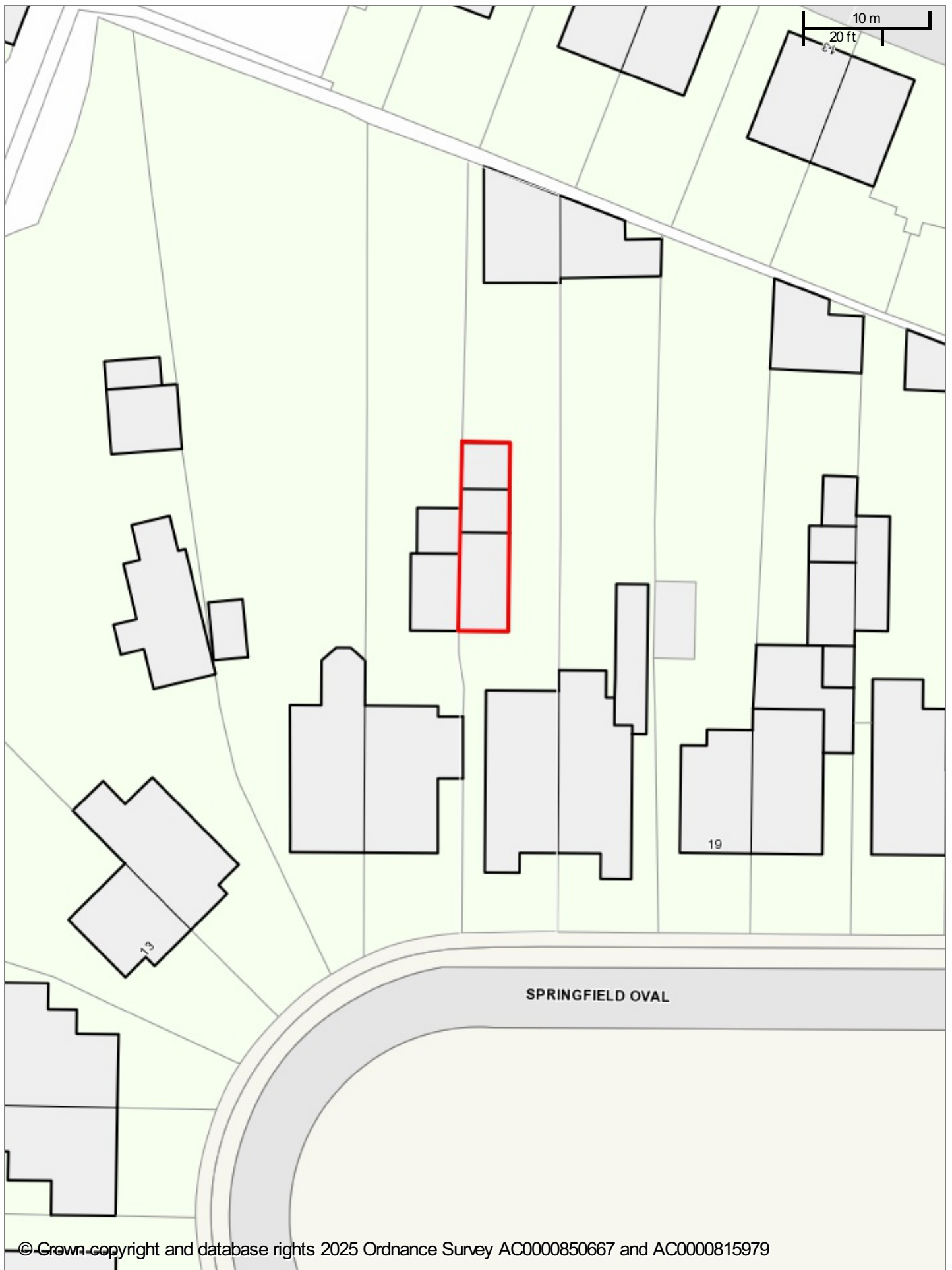
When made, the decision will be published online at <https://acp.planninginspectorate.gov.uk>

If you are not the owner of the property you occupy, would you please pass this letter on to your landlord or his or her agent.

Yours sincerely

Chris Wood

Chris Wood
Senior Planning Officer (Appeals)
West Oxfordshire District Council



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Outbuilding 1 at 17 Springfield Oval, OX28 6EG

Scale: 1:400

Printed on: 17/3/2026 at 9:12 AM



Date:	1st July 2026
My ref:	25/00137/PENF
Ask for:	Chris Wood
Telephone:	01993 861677
E-mail:	chris.wood@westoxon.gov.uk

Dear Sir/Madam

Appeal against Enforcement Notice 2026/3 - Material Change of Use

Appeal Reference: 6008756

Site Address: 17 Springfield Oval Witney Oxfordshire

Alleged Breach: Without planning permission the material change of use of Outbuilding 1 to a single dwellinghouse.

Appellant's Name: Susannah Haines

LPA Appeal Ref: 26/00017/APPEAL

Appeal Start Date: 17th June 2026

An appeal has been made to the Secretary of State against the enforcement notice issued by the West Oxfordshire District Council on 25th March 2026. The notice will not take effect until the appeal has been determined and only if the decision is to dismiss the appeal.

This appeal is being dealt with by an exchange of written statements between **Susannah Haines** and the Council and will be decided by an Inspector appointed by the Secretary of State. The procedure to be followed is set out in the Town and Country Planning (Enforcement) (Written Representations Procedure) (England) Regulations 2002.

The reasons for issuing the notice:-

The subdivision of the residential planning unit at 17 Springfield Oval constitutes overdevelopment of the land. The position of this building does not comprise good design, having a poor relationship with the principal dwelling which results in a cramped and uncomfortable layout.

The sub-division of the garden serving the principal dwelling has resulted in significant loss of private amenity space to the detriment of the quality of life of its occupants.

The occupants of Outbuilding 1 are likely to experience adverse impacts including loss of privacy and light due to overlooking from the principal dwelling whose proximity is such as to be overbearing. These effects are exacerbated by the close-boarded fence that has been erected to sub-divide the plot which is itself overbearing and diminishes the level of sunlight available to that property. Outbuilding 1 is not provided with any private outdoor amenity area.

The increased activity likely to arise from subdivision of the residential planning unit in this location, including a higher frequency of comings and goings from the side access, is likely to be detrimental to the amenity of occupants of the neighbouring dwellings, nos. 16 and 18.

There is insufficient parking provision with the parking area of the principal dwelling now shared between three independent dwellings. This is considered likely to result in adverse impacts to the safety and convenience of the lawful dwellings within Springfield Oval, where there is limited off-street parking.

For these reasons the development is contrary to policies OS2, OS4, H6, T4 of the West Oxfordshire Local Plan 2031, paragraphs 135, 139 of the NPPF, and the West Oxfordshire Design Guide.

The enforcement notice requires the following steps to be taken:-

Within 8 weeks of the date of this notice:

- i) Cease the use of Outbuilding 1 as a separate dwelling;**
- ii) Remove the close-boarded fence dividing the garden.**

The appeal has been made on the following grounds:-

- (d) That, at the time the enforcement notice was issued, it was too late to take enforcement action against the matters stated in the notice.
- (f) The steps required to comply with the requirements of the notice are excessive and lesser steps would overcome the objections.
- (g) That the time given to comply with the notice is too short.

These are grounds from the Section 174(2) of the Town and Country Planning Act 1990 (As Amended).

If you wish to make comments, you can do so online at

<https://acp.planninginspectorate.gov.uk> . If you do not have access to the internet, please send **three copies** of your comments to:-

Team EI
The Planning Inspectorate
c/o QUADIENT
69 Buckingham Avenue
Slough
SL1 4PN

You **must quote reference 6008756** and your **representations must be received by 29th July 2026** (which is six weeks after the start date of the appeal). 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.

If you submit comments and then subsequently wish to withdraw them, you should make this request to the Planning Inspectorate by the date above.

If you would like to see a copy of the Enforcement Notice and/or the appellant's reasons for appealing, please contact us at Planning.Appeals@westoxon.gov.uk .

The Planning Inspectorate has published a Guide to taking part in Enforcement Appeals which is available online:

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

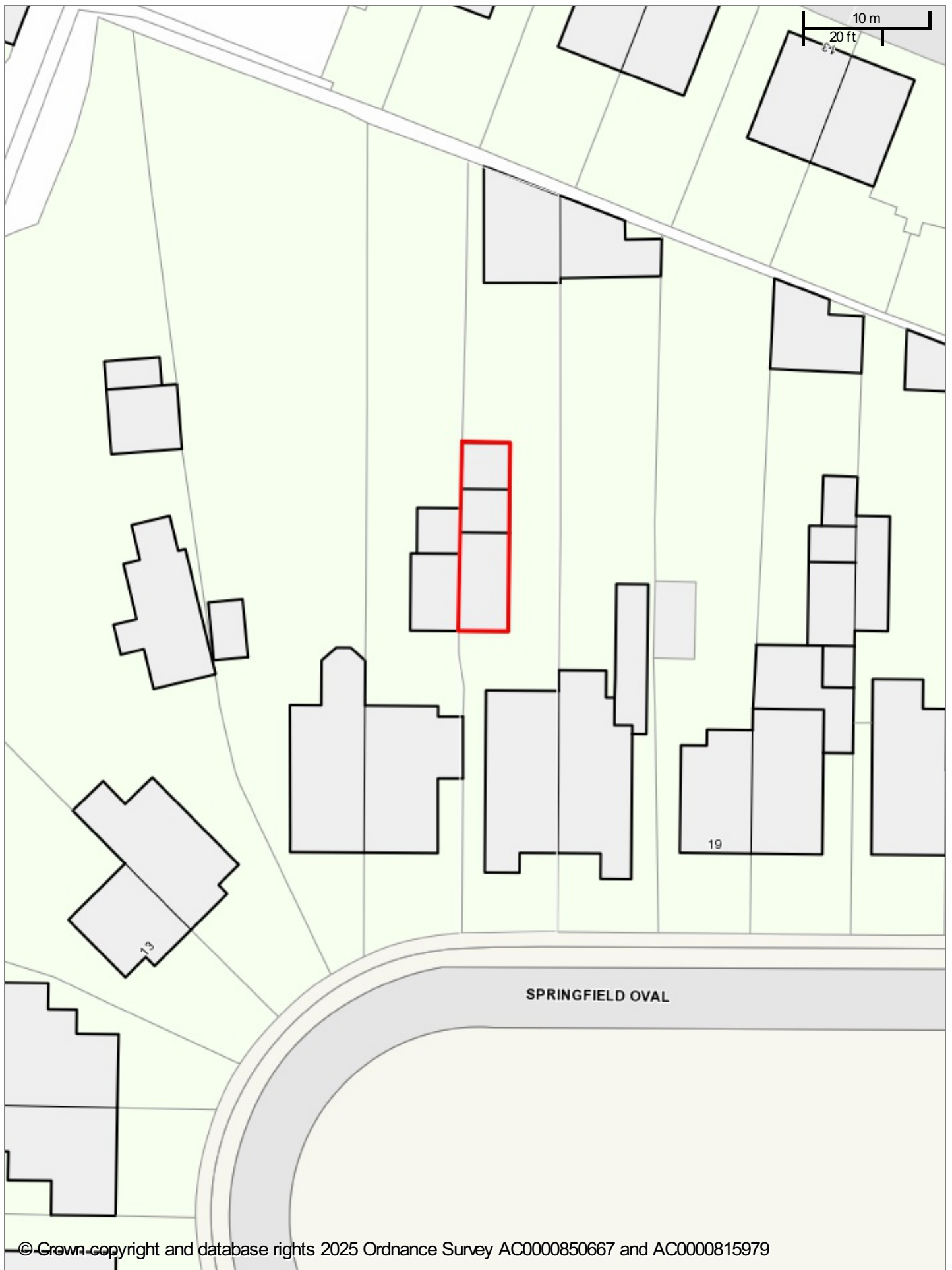
When made, the decision will be published online at <https://acp.planninginspectorate.gov.uk>

If you are not the owner of the property you occupy, would you please pass this letter on to your landlord or his or her agent.

Yours sincerely

Chris Wood

Chris Wood
Senior Planning Officer (Appeals)
West Oxfordshire District Council



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Outbuilding 1 at 17 Springfield Oval, OX28 6EG

Scale: 1:400

Printed on: 17/3/2026 at 9:12 AM



Date:	2nd July 2026
My ref:	25/00137/PENF
Ask for:	Chris Wood
Telephone:	01993 861677
E-mail:	chris.wood@westoxon.gov.uk

Dear Sir/Madam

**TOWN AND COUNTRY PLANNING ACT 1990
APPEAL UNDER SECTION 174**

Appeal against Enforcement Notice 2026/4 - Material Change of Use

Appeal Reference: 6008757

Site Address: 17 Springfield Oval Witney Oxfordshire

Alleged Breach: Without planning permission the material change of use of Outbuilding 2 to a single dwellinghouse.

Appellant's Name: Susannah Haines

LPA Appeal Ref: 26/00018/APPEAL

Appeal Start Date: 18th June 2026

An appeal has been made to the Secretary of State against the enforcement notice issued by the West Oxfordshire District Council on 25th March 2026. The notice will not take effect until the appeal has been determined and only if the decision is to dismiss the appeal.

This appeal is being dealt with by an exchange of written statements between Susannah Haines and the Council and will be decided by an Inspector appointed by the Secretary of State. The procedure to be followed is set out in the Town and Country Planning (Enforcement) (Written Representations Procedure) (England) Regulations 2002.

The reasons for issuing the notice:-

The position of this building does not comprise good design, having a poor relationship with the principal dwelling which results in a significant loss of private amenity space for the principal dwelling to the detriment of the quality of life of its occupants. Outbuilding 2 is not provided with any private outdoor amenity space as there is a second unlawful dwelling in the garden.

The occupants of Outbuilding 2 are also likely to experience adverse impacts from overlooking from the principal dwelling.

The increased activity likely to arise from subdivision of the residential planning unit in this location, including a higher frequency of comings and goings from the side access, is likely to be detrimental to the amenity of occupants of the neighbouring dwellings, nos. 16 and 18.

There is insufficient parking provision with the parking area of the principal dwelling now shared between three independent dwellings. This is considered likely to result in adverse impacts to the safety and convenience of the lawful dwellings within Springfield Oval, where there is limited off-street parking.

For these reasons the development is contrary to policies OS2, OS4, H6, T4 of the West Oxfordshire Local Plan 2031, paragraphs 135, 139 of the NPPF, and the West Oxfordshire Design Guide.

The enforcement notice requires the following steps to be taken:-

Within 8 weeks of the date of this notice:

- i) Cease the use of Outbuilding 2 as a separate dwelling;**
- ii) Remove the close-boarded fence dividing the garden.**

The appeal has been made on the following grounds:-

- (d) That, at the time the enforcement notice was issued, it was too late to take enforcement action against the matters stated in the notice.
- (f) The steps required to comply with the requirements of the notice are excessive and lesser steps would overcome the objections.
- (g) That the time given to comply with the notice is too short.

These are grounds from the Section 174(2) of the Town and Country Planning Act 1990 (As Amended).

If you wish to make comments, you can do so online at

<https://appeal-planning-decision.service.gov.uk/comment-planning-appeal/enter-appeal-reference> . If you do not have access to the internet, you can send your comments to:

Team EI
The Planning Inspectorate
c/o QUADIENT
69 Buckingham Avenue
Slough
SL1 4PN

You must quote reference 6008757 and your representations must be received by 30th July 2026 (which is six weeks after the start date of the appeal). 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.**

We will only use your personal information gathered for the specific purposes of your application. We will not give information about you to anyone else or use information about you for any other purpose, unless the law allows us to. Further privacy information can be found on www.westoxon.gov.uk/support/privacy-and-data/service-privacy-notices/planning-enforcement-privacy-notice/

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.

If you submit comments and then subsequently wish to withdraw them, you should make this request to the Planning Inspectorate by the date above.

If you would like to see a copy of the Enforcement Notice and/or the appellant's reasons for appealing, please contact us at Planning.Appeals@westoxon.gov.uk .

The Planning Inspectorate has published a Guide to taking part in Enforcement Appeals which is available online:
<https://www.gov.uk/government/collections/taking-part-in-a-planning-listed-building-or-enforcement-appeal>

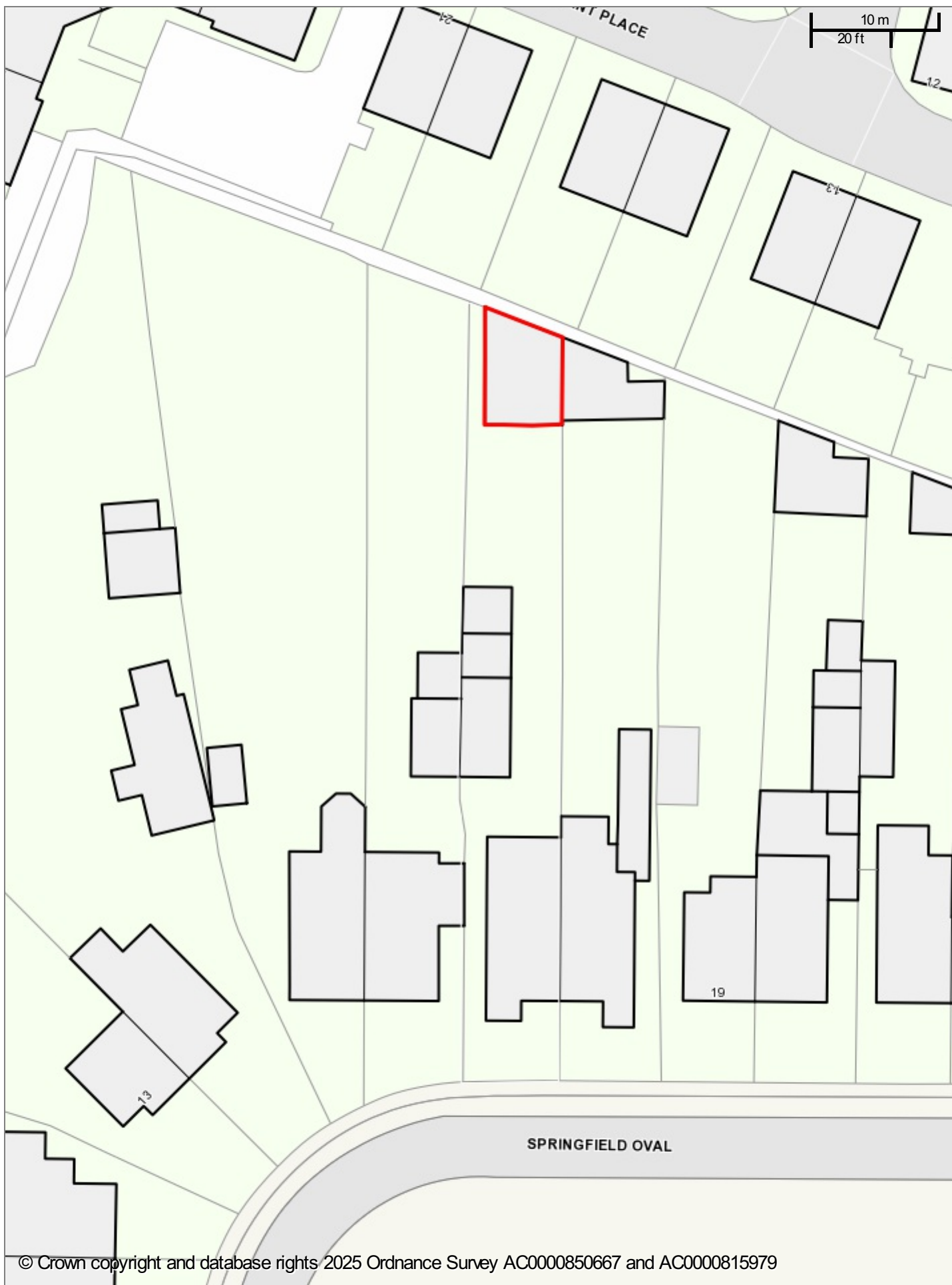
When made, the decision will be published online at:
<https://appeal-planning-decision.service.gov.uk/comment-planning-appeal/enter-appeal-reference>

If you are not the owner of the property you occupy, would you please pass this letter on to your landlord or his or her agent.

Yours sincerely

Chris Wood

Chris Wood
Senior Planning Officer (Appeals)
West Oxfordshire District Council



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Outbuilding 2 at 17 Springfield Oval, OX28 6EG

Scale: 1:400

Printed on: 17/3/2026 at 9:10 AM



Date: 2nd July 2026
My ref: 25/00137/PENF
Ask for: Chris Wood
Telephone: 01993 861677
E-mail: chris.wood@westoxon.gov.uk

Dear Sir/Madam

**TOWN AND COUNTRY PLANNING ACT 1990
APPEAL UNDER SECTION 174**

Appeal against Enforcement Notice 2026/4 - Material Change of Use

Appeal Reference: 6008758

Site Address: 17 Springfield Oval Witney Oxfordshire

Alleged Breach: Without planning permission the material change of use of Outbuilding 2 to a single dwellinghouse.

Appellant's Name: Michael Alan Haines

LPA Appeal Ref: 26/00019/APPEAL

Appeal Start Date: 18th June 2026

An appeal has been made to the Secretary of State against the enforcement notice issued by the West Oxfordshire District Council on 25th March 2026. The notice will not take effect until the appeal has been determined and only if the decision is to dismiss the appeal.

This appeal is being dealt with by an exchange of written statements between Michael Alan Haines and the Council and will be decided by an Inspector appointed by the Secretary of State. The procedure to be followed is set out in the Town and Country Planning (Enforcement) (Written Representations Procedure) (England) Regulations 2002.

The reasons for issuing the notice:-

The position of this building does not comprise good design, having a poor relationship with the principal dwelling which results in a significant loss of private amenity space for the principal dwelling to the detriment of the quality of life of its occupants. Outbuilding 2 is not provided with any private outdoor amenity space as there is a second unlawful dwelling in the garden.

The occupants of Outbuilding 2 are also likely to experience adverse impacts from overlooking from the principal dwelling.

The increased activity likely to arise from subdivision of the residential planning unit in this location, including a higher frequency of comings and goings from the side access, is likely to be detrimental to the amenity of occupants of the neighbouring dwellings, nos. 16 and 18.

There is insufficient parking provision with the parking area of the principal dwelling now shared between three independent dwellings. This is considered likely to result in adverse impacts to the safety and convenience of the lawful dwellings within Springfield Oval, where there is limited off-street parking.

For these reasons the development is contrary to policies OS2, OS4, H6, T4 of the West Oxfordshire Local Plan 2031, paragraphs 135, 139 of the NPPF, and the West Oxfordshire Design Guide.

The enforcement notice requires the following steps to be taken:-

Within 8 weeks of the date of this notice:

- i) Cease the use of Outbuilding 2 as a separate dwelling;**
- ii) Remove the close-boarded fence dividing the garden.**

The appeal has been made on the following grounds:-

- (d) That, at the time the enforcement notice was issued, it was too late to take enforcement action against the matters stated in the notice.
- (f) The steps required to comply with the requirements of the notice are excessive and lesser steps would overcome the objections.
- (g) That the time given to comply with the notice is too short.

These are grounds from the Section 174(2) of the Town and Country Planning Act 1990 (As Amended).

If you wish to make comments, you can do so online at

<https://appeal-planning-decision.service.gov.uk/comment-planning-appeal/enter-appeal-reference> . If you do not have access to the internet, you can send your comments to:

Team EI
The Planning Inspectorate
c/o QUADIENT
69 Buckingham Avenue
Slough
SL1 4PN

You must quote reference 6008758 and your representations must be received by 30th July 2026 (which is six weeks after the start date of the appeal). 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.**

We will only use your personal information gathered for the specific purposes of your application. We will not give information about you to anyone else or use information about you for any other purpose, unless the law allows us to. Further privacy information can be found on www.westoxon.gov.uk/support/privacy-and-data/service-privacy-notices/planning-enforcement-privacy-notice/

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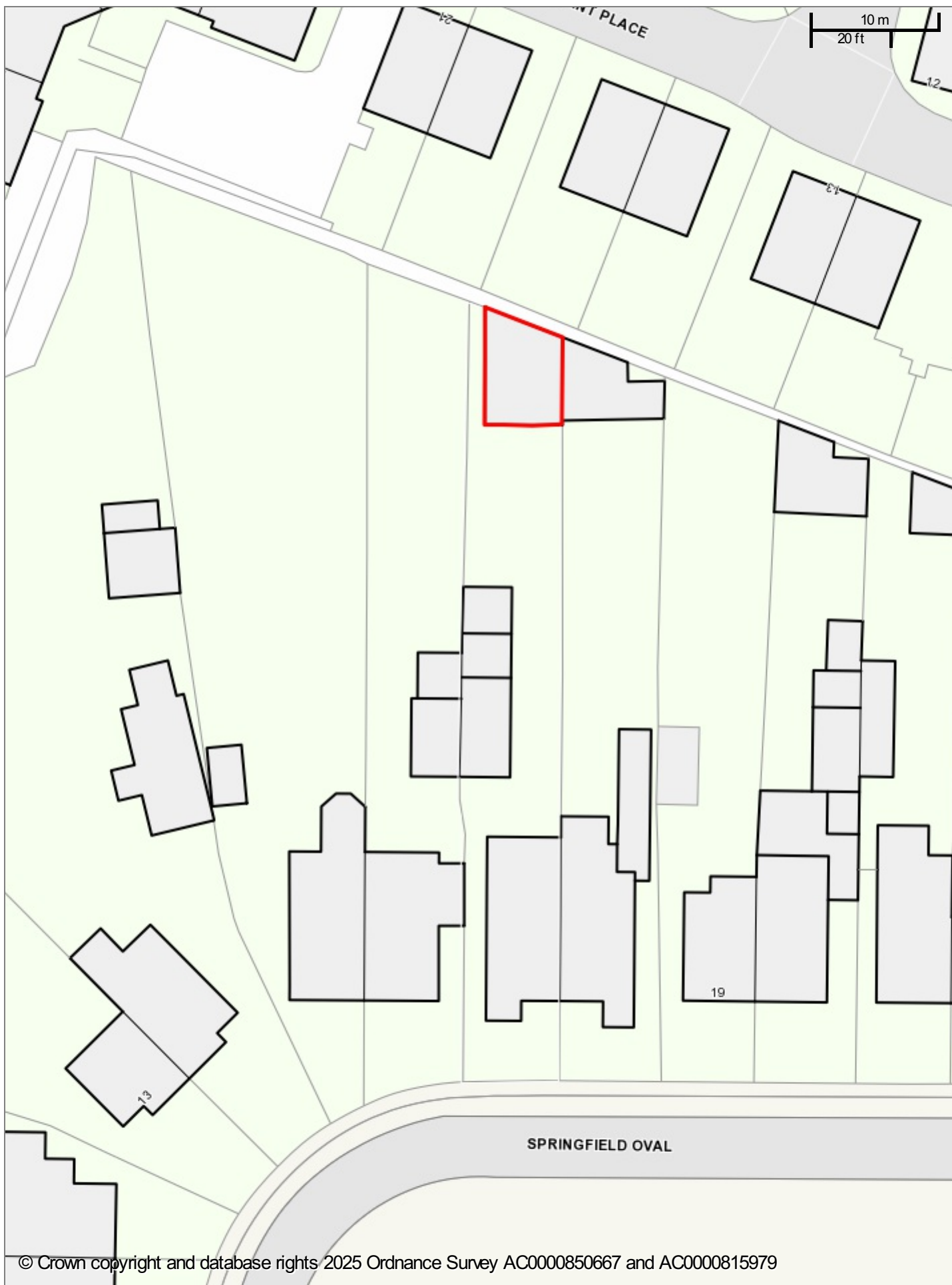
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Yours sincerely

Chris Wood

Chris Wood
Senior Planning Officer (Appeals)
West Oxfordshire District Council



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Outbuilding 2 at 17 Springfield Oval, OX28 6EG

Scale: 1:400

Printed on: 17/3/2026 at 9:10 AM



On Behalf Of Quietlanes<Quietlanes@oxfordshire.gov.uk>

Sent: 07 July 2026 11:31

To: Derek Mackenzie <derek.mackenzie@witney-tc.gov.uk>; Quietlanes <Quietlanes@oxfordshire.gov.uk>

Subject: RE: Witney Town Council - Expression of Interest

Thank you for contacting the quiet lanes team, we would gladly consider your application to join into the pilot programme.

In order to formalise the request, Parish and town councils 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.

Before you proceed, I'd like to clarify a couple of points,

1. The Oxfordshire quiet lanes policy goes a step further than the national guidance and is seeking to deliver full modal filtering on selected minor lanes – this means **all** motor traffic would be prohibited – local and non-local - from passing the gate point, supported by signage. Where the gate is placed would be determined through the informal engagement stage with local residents and businesses.

Access would be maintained for residents and business through alternative routes, which may result in marginally extended journeys for some. This is the key trade-off for any quiet lane scheme.

2. Also worth noting, we have experienced some applications that are received without a demonstration of local support, have resulted in a couple of applications being withdrawn.

We ask that evidence of local support is collected and provided alongside the application should you wish to proceed – this can be a copy of meeting minutes where this application was discussed.

What happens next

Once we receive the completed application (**Appendix A**), we will review the proposal to confirm that it is technically feasible. If it is, we will then undertake further engagement with the Parish Council, local community, and local businesses to further develop the proposal.

I hope this helps and happy to discuss further as necessary.

Kind regards,

The Quiet Lanes Team



County Hall | New Road | Oxford | OX1 1ND

www.oxfordshire.gov.uk

Quiet Lane Scheme - Parish Council Application

Parish Council			
Primary contact (name & role)			
Email / phone			
County Councillor			
Road name(s)			
Approximate length			
Location plan attached	☐ Yes ☐ No		
Why is this scheme being proposed?			
Typical traffic levels	☐ Very busy ☐ Moderately busy ☐ Light traffic ☐ Very light traffic		
Typical vehicle speeds	☐ >40 mph ☐ 35–40 mph ☐ 25–35 mph ☐ <25 mph		
Safety concerns	☐ Collisions ☐ Near misses ☐ Some concerns ☐ None		
Use by walkers / cyclists / horse riders	☐ Rarely ☐ Occasionally ☐ Regularly ☐ Important route ☐ links to PROW		
Alternative routes for through traffic	☐ None ☐ Indirect ☐ Practical ☐ Clear A/B road alternative		
Parish Council position	☐ Supportive ☐ Actively championing		
Supporting evidence	☐ Map ☐ Photos ☐ PC minutes ☐ Speed data ☐ Cllr support		
Declaration	☐ Reflects local concerns ☐ Information is accurate ☐ Final decision rests with OCC		
Signed (name & PC role)		Date	

Witney Town Council

Town Hall, Market Square, OX28 6AG

info@witney-tc.go.vuk

Quiet Lane Proposal

SCALE :
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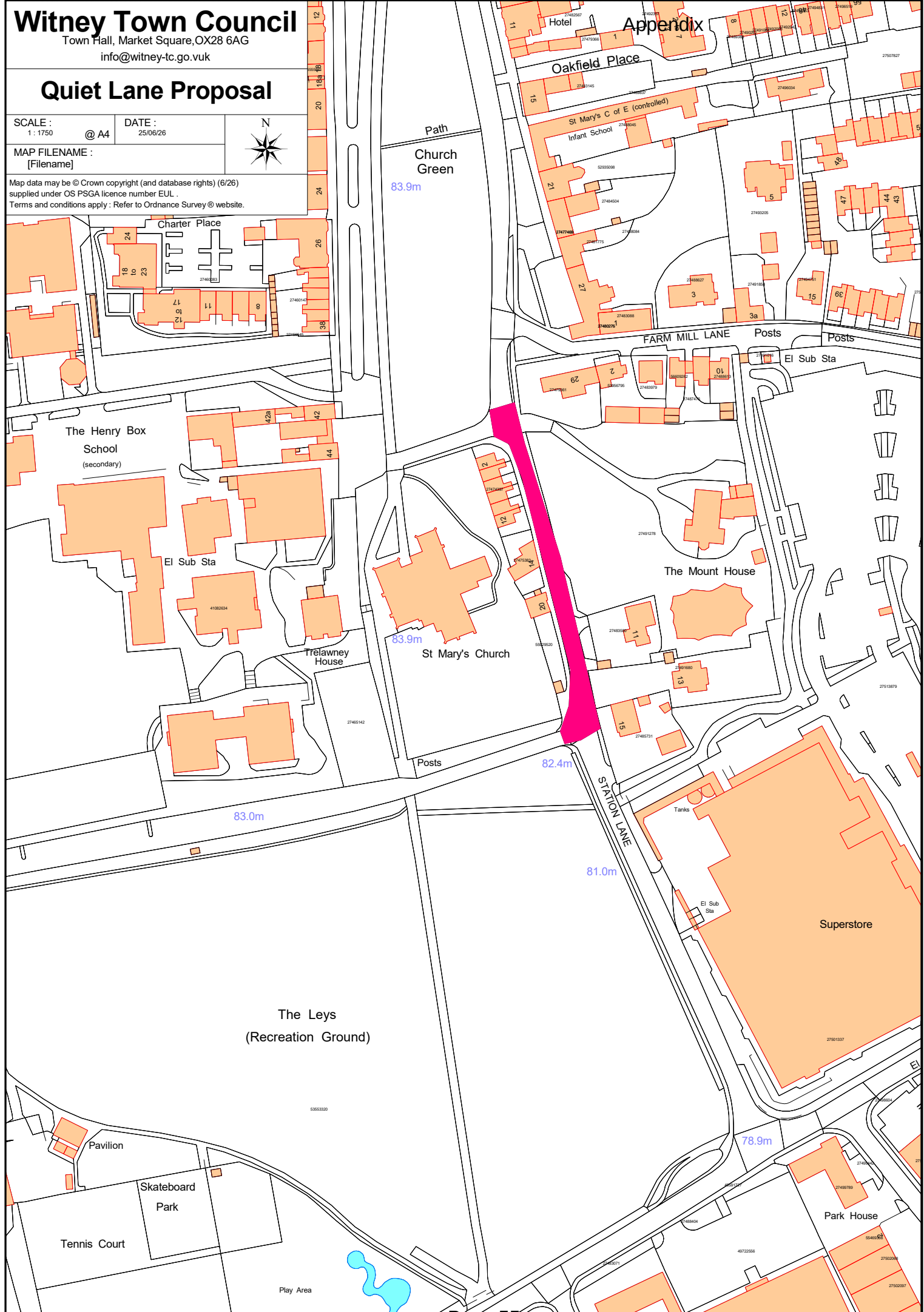
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DATE :
25/06/26

MAP FILENAME :
[Filename]



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Terms and conditions apply : Refer to Ordnance Survey® website.



From: Mauz, Christian - Oxfordshire County Council

Sent: 08 July 2026 09:05

Subject: CONSULTATION – Oxfordshire (Countywide) – Proposed Electric Vehicle Charging Only Parking Spaces (July 26)

Importance: High

RE: CONSULTATION – Oxfordshire (Countywide) – Proposed Electric Vehicle Charging Only Parking Spaces (July 26)

We are writing to seek your views on the proposal to introduce new dedicated Electric Vehicle (EV) charging only parking places throughout Oxfordshire (see Public Notice for full list) as part of a county-wide local EV infrastructure programme – which aims to use a combination of central government grant funding and investment from charge-point operators to provide EV charging solutions to give Oxfordshire residents the confidence to make the switch to driving electric vehicles. Information on the wider Local EV Infrastructure (LEVI) funded project can be found at the following links:

- March 2024 - [Oxfordshire awarded £3.6 million to triple public electric vehicle charging provision by 2025](#)
- June 2026 - [Oxfordshire moves forward with programme to support residents without private parking to switch to EVs.](#)

Public EV charger deployment is being prioritised in areas where a high proportion of residents lack off-street parking, and follows an in-depth site location process involving longlisting via data analysis, assessing off-street opportunities, consultation with Town & Parish Councils, and informal consultation with residents, followed by shortlisting through internal expert assessment, further stakeholder engagement, and tender process. These initial locations comprise the first group of sites out of a much wider programme, with more planned to come forward for public consultation in the future. In light of this please find the following consultation documents attached:

- Public Notice,
- Statement of Reasons,
- Consultation Plans
- Draft Traffic Regulation Orders – *(can be found via the link below)*

The proposed Traffic Regulation Orders are scheduled to be advertised in the Witney Gazette newspaper today; Wednesday 08th July 2026, in the Oxford Times & Banbury Guardian tomorrow; Thursday 09th July, and in the Henley Standard on Friday 10th July. Details are also available to view on the Councils consultation portal at the following link:

https://letstalk.oxfordshire.gov.uk/oxfordshire_electricvehiclecharging_july2026

As stated on the notice, any objections or other representations on the proposals should be submitted by **Friday 07th August 2026**.

Parish & Town councils and local Cllrs (County, District, Parish etc..) are all encouraged to use the information contained within & attached to this email to publicise the proposals locally amongst their residents as necessary.

Kind Regards,

Christian

(Mr) Christian Mauz
Senior Officer (TRO and Schemes)
Network Management | Environment & Highways
Oxfordshire County Council | County Hall | New Road | Oxford | OX1 1ND

To report a problem: <https://fixmystreet.oxfordshire.gov.uk>

For general highway enquiries: 0345 310 1111

For urgent 'out of hours' highways issues: 01223 849731

The Forward Plan of Cabinet Member Decisions meetings can be viewed [here](#)
For how Oxfordshire County Council manages your personal information please see our [Privacy Notice](#)

Oxfordshire County Council has **Zero Tolerance** for racism, discrimination, harassment or abuse. This behaviour will always be challenged and reported.

This email, including attachments, may contain confidential information. If you have received it in error, please notify the sender by reply and delete it immediately. Views expressed by the sender may not be those of Oxfordshire County Council. Council emails are subject to the Freedom of Information Act 2000. [email disclaimer](#). For information about how Oxfordshire County Council manages your personal information please see our [Privacy Notice](#).



OXFORDSHIRE COUNTY COUNCIL

- 1. (OXFORD CITY - VARIOUS ROADS) (MAP BASED) (PROHIBITION AND RESTRICTION OF WAITING AND PERMITTED PARKING) (VARIATION No.*)" ORDER 20****
- 2. (VARIOUS ROADS - CHERWELL DISTRICT) (MAP BASED) (PROHIBITION AND RESTRICTION OF WAITING AND PERMITTED PARKING) (VARIATION No.*)" ORDER 20****
- 3. (VARIOUS ROADS – SOUTH OXFORDSHIRE) (MAP BASED) (PROHIBITION AND RESTRICTION OF WAITING AND PERMITTED PARKING) (VARIATION No.*)" ORDER 20****
- 4. (WEST OXFORDSHIRE - VARIOUS ROADS) (MAP BASED) (PROHIBITION AND RESTRICTION OF WAITING AND PERMITTED PARKING) (VARIATION No.*)" ORDER 20****
- 5. (VARIOUS ROADS - THE VALE OF WHITE HORSE DISTRICT) (MAP BASED) (PROHIBITION AND RESTRICTION OF WAITING AND PERMITTED PARKING) (VARIATION No.*)" ORDER 20****

STATEMENT OF REASONS

Over the next two years a county-wide local Electric Vehicle (EV) infrastructure programme – which aims to use a combination of central government grant funding and investment from charge-point operators – seeks to provide EV charging solutions to give Oxfordshire residents the confidence to make the switch to driving electric vehicles ahead of the Zero Emissions Vehicles mandate which will currently means no new petrol or diesel cars can be sold after 2030.

Oxfordshire residents will benefit from the largest installation of public electric vehicle (EV) charging points ever seen in the county following the award of two charge point operator (CPO) contracts, with 'Connected Kerb' and 'EZ-Charge' having been chosen to provide more than 1,500 public EV charging sockets (doubling the number currently available). Connected Kerb has been selected to install and operate on-street EV chargers on the highway (as well as Oxfordshire County Council-run park and ride sites and other car parks), whilst EZ-Charge has been chosen to install and operate EV charging hubs in district and city council car parks throughout Oxfordshire.

These two companies will work together with Oxfordshire's councils to create a reliable, easy-to-use, contactless EV charging network spanning the county. This will give more people the opportunity to switch to an EV – regardless of where they live or their parking situation – to improve Oxfordshire's environment and air quality.

The public EV chargers in this programme are aimed in particular at providing convenient primary charging locations for the estimated 30% of Oxfordshire residents who don't have a driveway or private off-street parking. Of the 1,500 new public chargers that are planned to be installed across Oxfordshire between now and mid-

2028, around 500 of these will be on-street chargers installed on the OCC public highway.

Public EV charger deployment is being prioritised in areas where a high proportion of residents lack off-street parking, and follows an in-depth site location process involving longlisting via data analysis, assessing off-street opportunities, consultation with Town & Parish Councils, and informal consultation with residents, followed by shortlisting through internal expert assessment, further stakeholder engagement, and tender process.

The County Council continues its responsibility to consider the provision of convenient and ¹ safe movement of motor vehicles and other traffic, ensuring that danger is minimised ² whilst facilitating the effective and safe passage of traffic.

Detailed documents accompany this form.

Dated: 08th July 2026.

Traffic Regulation Order & Schemes for the
Director of Environment & Highways
County Hall
New Road
Oxford
OX1 1ND

¹ Sections 1 (1) (c) & 122 Road Traffic Regulation Act 1984

² Sections 1 (1) (f) & 122 Road Traffic Regulation Act 1984

OXFORDSHIRE COUNTY COUNCIL

- 1. (OXFORD CITY - VARIOUS ROADS) (MAP BASED) (PROHIBITION AND RESTRICTION OF WAITING AND PERMITTED PARKING)
(VARIATION No.*) ORDER 20****
- 2. (VARIOUS ROADS - CHERWELL DISTRICT) (MAP BASED) (PROHIBITION AND RESTRICTION OF WAITING AND PERMITTED PARKING)
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(VARIATION No.*) ORDER 20****
- 4. (WEST OXFORDSHIRE - VARIOUS ROADS) (MAP BASED) (PROHIBITION AND RESTRICTION OF WAITING AND PERMITTED PARKING)
(VARIATION No.*) ORDER 20****
- 5. (VARIOUS ROADS - THE VALE OF WHITE HORSE DISTRICT) (MAP BASED) (PROHIBITION AND RESTRICTION OF WAITING AND PERMITTED PARKING)
(VARIATION No.*) ORDER 20****

NOTICE is given that Oxfordshire County Council proposes to make the above orders under the Road Traffic Regulation Act 1984 and all enabling powers. The effect of the Order is to introduce new dedicated Electric Vehicle (EV) charging only parking places throughout Oxfordshire as follows:

Oxford City:

1. Binsey Lane (West side) – four new ‘Electric Vehicle (EV) Charging Only’ parking bays for use by WO Permit Holders only Mon-Sat 8am-6.30pm, and other EV’s outside these times, replacing the existing ‘Shared-use’ parking bay (Mon-Sat 8am-6.30pm, two hours limited waiting or permit holders) adjacent to No.94 Botley Road,
2. Cowley Road (East side) – four new ‘Electric Vehicle (EV) Charging Only’ at all times parking bays, replacing part of the existing unrestricted parking bay adjacent to Nos.305-299,
3. Cuddesdon Way (North side) – six new ‘Electric Vehicle (EV) Charging Only’ at all times parking bays in the layby adjacent to Nos.101-131, replacing the currently unrestricted parking,
4. Hockmore Street (East side) – four new ‘Electric Vehicle (EV) Charging Only’ parking bays for use by CS Permit Holders only Mon-Sat 8am-6.30pm, and other EV’s outside these times, replacing part of the existing ‘Shared-use’ parking bay (Mon-Sat 8am-6.30pm, one hour limited waiting or permit holders) opposite Nos.1-7,
5. Kings Cross Road (East side) – four new ‘Electric Vehicle (EV) Charging Only’ parking bays for use by SM Permit Holders only Mon-Fri 10am-4pm, and other EV’s outside these times, replacing part of the existing ‘Permit holders only’ (Mon-Fri 10am-4pm) parking adjacent to No.68 Hamilton Road,
6. Latimer Road (East side) – six new ‘Electric Vehicle (EV) Charging Only’ parking bays for use by HB Permit Holders only Mon-Fri 8am-7pm & Sat 2pm-4pm, and other EV’s outside these times, replacing part of the existing ‘Permit holders only’ (Mon-Fri 8am-7pm & Sat 2pm-4pm) parking adjacent to No.21,
7. Salter Close (South side) – four new ‘Electric Vehicle (EV) Charging Only’ parking bays for use by SO Permit Holders only at all times, replacing the existing ‘Permit holders only’ parking bay adjacent to No.28 Whitehouse Road,

8. Water Eaton Road (East side) – four new ‘Electric Vehicle (EV) Charging Only’ parking bays, for use Mon-Fri 8am-6.30pm by NS Permit Holders or for non-permit holders 2 hours with no return in 2 hours, and other EV’s outside these times, replacing the existing ‘Shared-use’ parking bay (Mon-Fri 8am-6.30pm, two hours limited waiting or permit holders) adjacent to Nos.1-25 Meadow View.

Cherwell:

9. Deddington: Bull Ring (East side) – six new ‘Electric Vehicle (EV) Charging Only’ at all times parking bays adjacent to Castle House, replacing the currently unrestricted parking,
10. Kidlington: The Phelps (North side) – four new ‘Electric Vehicle (EV) Charging Only’ at all times parking bays in the layby adjacent to Nos.11-19, replacing the currently unrestricted parking.

South Oxfordshire:

11. Berinsfield: Green Furlong (East side) – six new ‘Electric Vehicle (EV) Charging Only’ at all times parking bays in the layby adjacent to the Community Centre, replacing the currently unrestricted parking,
12. Henley-on-Thames: Clements Road (West side) – six new ‘Electric Vehicle (EV) Charging Only’ at all times parking bays in the layby adjacent to No.2 & No.36 Crisp Road, replacing the currently unrestricted parking.

Vale of White Horse:

13. Shrivenham: High Street (North side) – six new ‘Electric Vehicle (EV) Charging Only’ parking bays for use by SH Permit Holders only Mon-Fri 8am-5pm for 3 hours, and then other EV’s outside these times, replacing the existing ‘Shared-use’ parking bay (Mon-Fri 8am-5pm, three hour limited waiting or permit holders) adjacent to Nos.26-30.

West Oxfordshire:

14. Bampton: Market Square (South side) – seven new ‘Electric Vehicle (EV) Charging Only’ at all times parking bays in the layby adjacent to the Bampton Parish Council offices, replacing the currently unrestricted parking,
15. Burford: Barns Lane (South side) – four new ‘Electric Vehicle (EV) Charging Only’ at all times parking bays in the layby adjacent to the A40/A361 roundabout, replacing the currently unrestricted parking,
16. Carterton: Hill View (North side) – six new ‘Electric Vehicle (EV) Charging Only’ at all times parking bays in the layby adjacent to Nos.55 & 73, replacing the currently unrestricted parking,
17. Eynsham: Mill Street (West side) – four new ‘Electric Vehicle (EV) Charging Only’ at all times parking bays adjacent to Nos.9-11, replacing the currently unrestricted parking,
18. Witney: Church Green (West side) – six new ‘Electric Vehicle (EV) Charging Only’ parking bays, for use on all days 6am-10pm by WY Permit Holders or for non-permit holders 4 hours with no return in 1 hour, and other EV’s outside these times, replacing part of the existing ‘Shared-use’ parking bay (All days 6am-10pm, four hours limited waiting or permit holders) next to the Green adjacent to Nos.26-38.

The Oxfordshire County Council (Oxford City - Various Roads) (Map Based) (Prohibition and Restriction of Waiting and Permitted Parking) Order 2026, the Oxfordshire County Council (Various Roads – Cherwell District) (Map Based) (Prohibition and Restriction of Waiting and Permitted Parking) Order 2021, the Oxfordshire County Council (Various Roads - South Oxfordshire) (Map Based) (Prohibition and Restriction of Waiting And Permitted Parking) Order 2021, the Oxfordshire County Council (West Oxfordshire - Various Roads) (Map Based) (Prohibition and Restriction of Waiting and Permitted Parking) Order 2025, and the Oxfordshire County Council (Various Roads - the Vale of White Horse District) (Map Based) (Prohibition and Restriction of Waiting and Permitted Parking) Order 2026 will be further amended as necessary, updating the following Map Tiles in the process:

District	Map Tiles
Oxford City	EK65, EL65, ET71, EY65, EY69, FC71, FE74, FF74, EV62
Cherwell	BT56, DX60
South Oxfordshire	GA76, HP112
Vale of White Horse	GX12
West Oxfordshire	EE15, EL35, EL50, ER20, FE27

Documents giving more details of the proposals are available for public inspection online by visiting: <https://letstalk.oxfordshire.gov.uk> Hard copies may also be made available on request.

Objections to the proposals and other representations specifying the grounds on which they are made may be sent in writing to the address below by the end of **07 August 2026**. The Council will consider objections and representations received in response to this Notice. They may be disseminated widely for these purposes and made available to the public.

Traffic Regulation Order & Schemes (Ref: CM/12.6/P0426) for the Director of Environment & Highways, Oxfordshire County Council, County Hall, New Road, Oxford, OX1 1ND. (Email: christian.mauz@oxfordshire.gov.uk)

Parking Spaces outside Church Green, Cogges, Witney, OX28 4AW

W3W: noisy.proven.votes

6 bays in the highlighted area

Proposed TRO – **Electric Vehicle (EV) charging only**

**Limited waiting 6am-10pm 4 hours, no return within 1 hour/Permit holders WY only
6am-10pm**

