

# Planning & Development Committee Meeting of Witney Town Council



**Tuesday, 25th August, 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 **Virtual Meeting via MS Teams - Virtual Meeting** 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.

Any member of the public wishing to attend the meeting should contact the Committee Clerk [derek.mackenzie@witney-tc.gov.uk](mailto:derek.mackenzie@witney-tc.gov.uk) in advance. Priority will be given to those who have registered to speak on an item on the agenda.

## **Commitment to Civility and Respect**

This meeting will be conducted in accordance with Witney Town Council's commitment to the Civility and Respect Pledge. Councillors, officers and members of the public are expected to treat one another with courtesy, dignity, and respect, ensuring that debate remains professional, objective and focused on the business being discussed. Personal criticism, intimidation, or behaviour that could undermine the wellbeing of those present is inconsistent with the standards expected of the Council.

## **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 25.08.26](#)

## **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](mailto: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. **Witney Traffic Advisory Committee Minutes** (Pages 7 - 14)

To receive the minutes of the Witney Traffic Advisory Committee meeting held on 30 June 2026.

6. **Application for renewal of Pavement Licence - Part & Parcel, 2-4 Market Square, Witney** (Pages 15 - 16)

To note the Pavement Licence Renewal Application for Part & Parcel, 2-4 Market Square under the Business and Planning Act 2020.

Given the short statutory timescale for Witney Town Council to respond, by prior agreement of West Oxfordshire District Council, documents were circulated electronically for the consideration of members of this Committee and the responses collated.

Witney Town Council submitted a no objection response to West Oxfordshire District Council on 17 August 2026.

7. **Application for renewal of pavement licence - Gail's, 17 Market Square, Witney** (Pages 17 - 18)

To note the Pavement Licence Renewal Application for Gail's, 17 Market Square under the Business and Planning Act 2020.

Given the short statutory timescale for Witney Town Council to respond, by prior agreement of West Oxfordshire District Council, documents were circulated electronically for the consideration of members of this Committee and the responses collated.

The submission by Witney Town Council will be noted verbally at the meeting.

8. **West Oxfordshire District Council - Local Development Scheme (LDS) Update July 2026** (Pages 19 - 31)

To receive an update and timeline on the WODC LDS Scheme for information.



Town Clerk

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**Town Clerk**

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