

Planning & Development Committee Meeting of Witney Town Council



Tuesday, 15th September, 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 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 attend the meeting please follow this link

Join: <https://teams.microsoft.com/meet/357101302083416?p=qV2Yky6PL1zTlnDDwl>

Meeting ID: 357 101 302 083 416

Passcode: gL9jN7pS

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 - 5)

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

5. **Notification of Planning Appeal - 2 Viner Close, Witney** (Pages 6 - 7)

To receive a notification of Planning Appeal 26/00025/APPEAL. Original application number 26/01226/HHD.

The appeal will be proceeding under the Part 1 process, there is no opportunity for Witney Town Council to submit comments.

6. **Application for Renewal of Pavement Licence - Huffkins, 35 High Street** (Pages 8 - 10)

To receive and consider a Pavement Licence Application for Huffkins, 35 High Street under the Business and Planning Act 2020.

7. **OCC Consultation - Witan Way Zebra Crossing** (Pages 11 - 12)

To receive and consider a response to the consultation by Oxfordshire county Council regarding a Zebra crossing at Witan Way, Witney.

8. **West Oxfordshire Draft Local Plan 2043** (Pages 13 - 14)

To receive notification of the statutory consultation on the Draft West Oxfordshire Local Plan 2043.

Further information about the consultation, supporting documents and how to make a representation is available at www.westoxon.gov.uk/localplan2043



Town Clerk

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- 4 . 1 **26/112** Plot Ref :- 26/01924/HHD Type :-
 Applicant Name :- Date Received :- 18/08/2026
 Parish :- East Date Returned :-
 Location :- 67 Oxlease Agent
 Proposals :- Conversion of loft space to create additional living space
 Observations :-
-
- 4 . 2 **26/113** Plot Ref :- 26/01902/LBC Type :- LISTED BUI
 Applicant Name :- Date Received :- 19/08/2026
 Parish :- North Date Returned :-
 Location :- Witney House Agent
 17 West End
 Proposals :- Alterations to include installation of a single split-system air
 conditioning unit, comprising an internal wall-mounted unit at first
 floor level, an external condenser unit to the side of the dwelling,
 and associated pipework
 Observations :-
-
- 4 . 3 **26/114** Plot Ref :- 26/01981/HHD Type :- HOUSEHOL
 Applicant Name :- Date Received :- 21/08/2026
 Parish :- Central Date Returned :-
 Location :- 27 Dene Rise Agent
 Witney
 Proposals :- Erection of a single storey side extension
 Observations :-
-
- 4 . 4 **26/115** Plot Ref :- 26/02030/FUL Type :- FULL
 Applicant Name :- Date Received :- 27/08/2026
 Parish :- South Date Returned :-
 Location :- 8 Market Square Agent
 Witney
 Proposals :- Alterations to shop front and associated works
 Observations :-
-

4 . 5	26/116	Plot Ref :- 26/02031/LBC	Type :- LISTED BUI
	Applicant Name :- .		Date Received :- 27/08/2026
	Parish :- South		Date Returned :-
	Location :- 8 Market Square	Agent	
	Witney		
	Proposals :-	Internal and external alterations to replace shop front along with internal alterations to change ground floor layout	
	Observations :-		
4 . 6	26/117	Plot Ref :- 26/01995/LBC	Type :- LISTED BUI
	Applicant Name :- .		Date Received :- 28/08/2026
	Parish :- Central		Date Returned :-
	Location :- 18 Woodford Mill	Agent	
	Witney		
	Proposals :-	Replacement of existing timber windows with Rationel FORMAPLUS aluminium-clad timber windows	
	Observations :-		
4 . 7	26/118	Plot Ref :- 26/02042/LBC	Type :- LISTED BUI
	Applicant Name :- .		Date Received :- 01/09/2026
	Parish :- South		Date Returned :-
	Location :- 6 Station Lane	Agent	
	Witney		
	Proposals :-	Internal alterations to install a toilet into first floor bedroom	
	Observations :-		
4 . 8	26/119	Plot Ref :- 26/00776/S73	Type :- VARIATION
	Applicant Name :- .		Date Received :- 07/09/2026
	Parish :- North		Date Returned :-
	Location :- Scrap Yard Rear of 58	Agent	
	West End		
	West End		
	Witney		
	Proposals :-	Variation of conditions 1, 6 (cycle parking details), 17 (drainage) and 18 (surface water drainage scheme) of planning permission 26/00478/S73 to allow changes to internal layout (Plots 1 - 5), reconfiguration of garden boundaries (Plots 6 - 9) and changes to parking layout. External alterations to windows, doors and external amenity space of plot 5 (amended description and plans)	
	Observations :-		

Date: 28th August 2026
Our ref: 26/00025/APPEAL
Please ask for: Chris Wood
Telephone: 01993 861677
Email: chris.wood@westoxon.gov.uk

Dear Sir/Madam

**TOWN AND COUNTRY PLANNING ACT 1990
APPEAL UNDER S78(1) RELATING TO WRITTEN REPRESENTATIONS (PART 1)
PROCEDURE**

Notification of Planning Appeal

Site Address: 2 Viner Close Witney Oxfordshire
Description of Development: Erection of two storey front extension.
Original Application Number: 26/01226/HHD
Appellant's name: Mrs Amy Crockford
Appeal Reference: 6014990
Appeal Start Date: 21.08.2026

Mrs Amy Crockford has appealed to the Secretary of State against the Council's refusal of planning permission for the development described above.

The Planning Inspectorate has asked us to notify you of this appeal and let you know that, if the appellant is successful, planning permission could be granted.

The appeal will be determined on the basis of **written representations**. The procedure to be followed is set out in Part 1 of the Town and Country Planning (Appeals) (Written Representations Procedure) (England) Regulations 2009 (as amended).

As this appeal is proceeding under the Part 1 process, there is no opportunity for you to submit comments. However, we have forwarded all the representations made to us on the application to the Planning Inspectorate and the appellant. These will be considered by the Inspector when determining the appeal.

If you wish to withdraw any representations you made on the original application, you must make this request to the Planning Inspectorate by 18th September 2026. **You can do this by either contacting their customer service team on 0303 444 5000 or by completing their online customer contact form at <https://contact-us.planninginspectorate.gov.uk/hc/en-gb/requests/new> using reference number 6014990.**

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

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

by searching under the appeal reference 6014990.

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

When made, the decision will be published online at:

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

Yours sincerely

Chris Wood

Senior Planning Officer (Appeals)
Planning and Strategic Housing

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 Parish Council

Your Ref: W/26/00931/PAVLIC

Date: 8th September 2026

Dear Parish Clerk,

BUSINESS AND PLANNING ACT 2020 APPLICATION FOR PAVEMENT LICENCE

We have received an application for **Huffkins 35 High Street Witney Oxfordshire OX28 6HP** 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 **22nd September 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

Application Form

Client: West Oxfordshire District Council

Subject: Pavement Licensing

Date Logged: 07/09/2026

Case Origin: Form

Case Detail: Application Type: Renewal

Reference Number: W/24/00993/PAVLIC

Submission date: 07/09/2026, 11:57

Licence cost: [REDACTED]

Applicant Address out of district: No

Declaration Checked: Yes

Timings: Everyday 08:00 to 18:00

Customer Details

Name: [REDACTED]

Address: HUFFKINS, 98 HIGH STREET, BURFORD, OX18 4QF (UPRN: 100121316165)

Contact: [REDACTED]

Email: [REDACTED]

OXFORDSHIRE COUNTY COUNCIL WITNEY: WITAN WAY – PROPOSED ZEBRA CROSSING

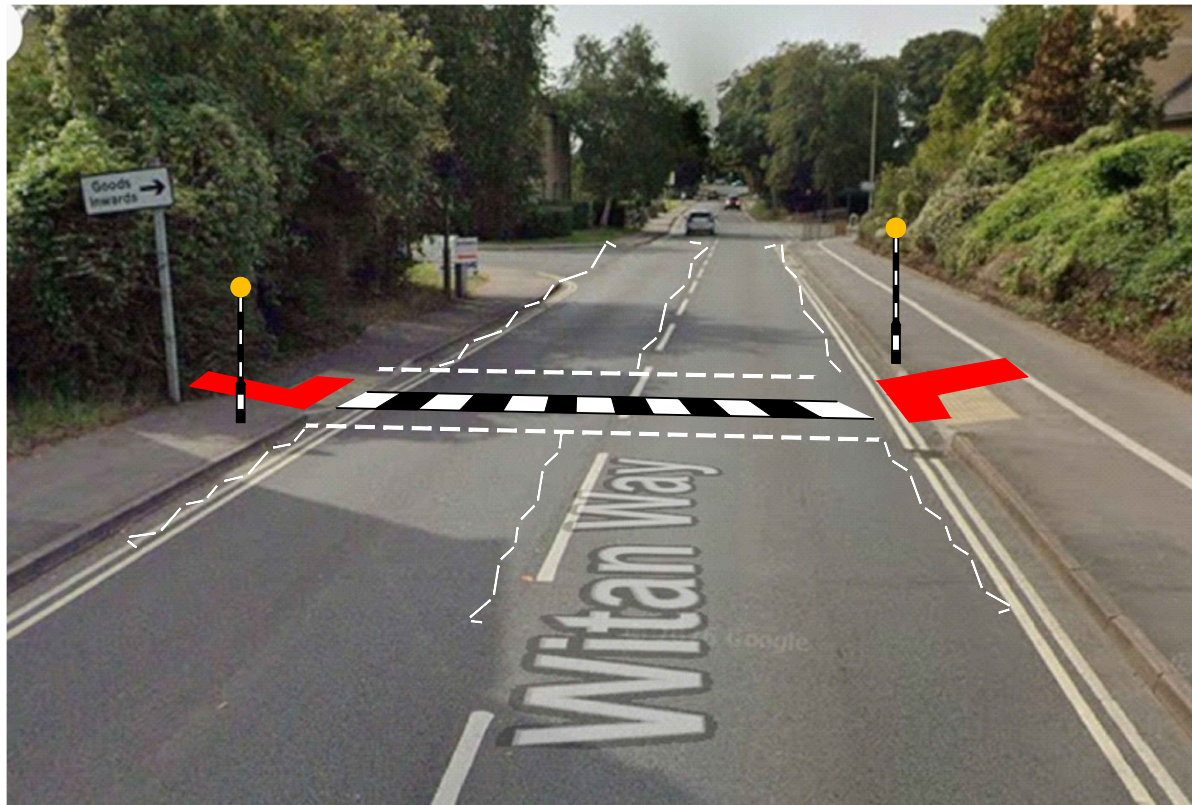
NOTICE IS HEREBY GIVEN that Oxfordshire County Council under the Road Traffic Regulation Act 1984 & the Highways Act 1980 proposes to construct a new **Zebra Crossing** (for use by pedestrians only) on Witan Way, in Witney. The crossing will be located approx.25 metres west of its junction with Avenue Four (Station Lane Industrial Estate) – and is being put forward to help improve pedestrian safety in the area.

Improvements to existing street lighting provision will also be assessed and delivered where appropriate, whilst the proposals remain subject to completion of the detailed design process if approved.

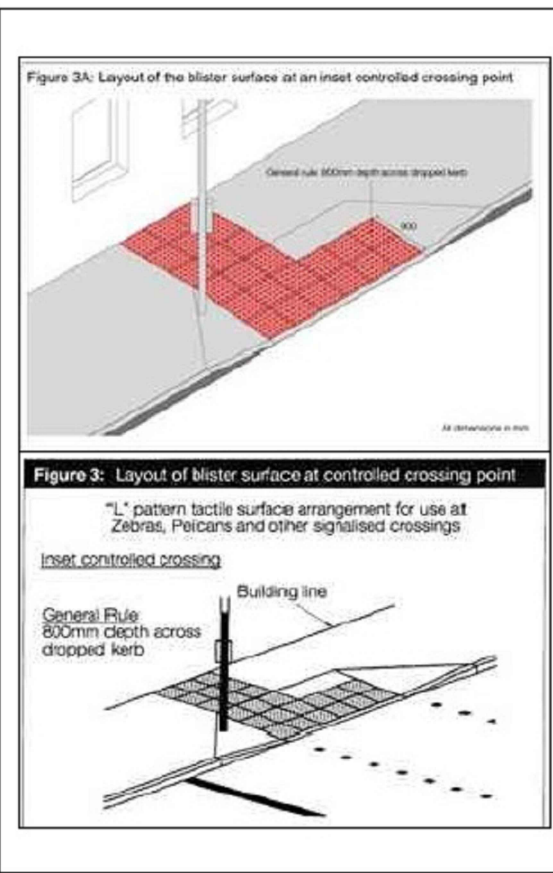
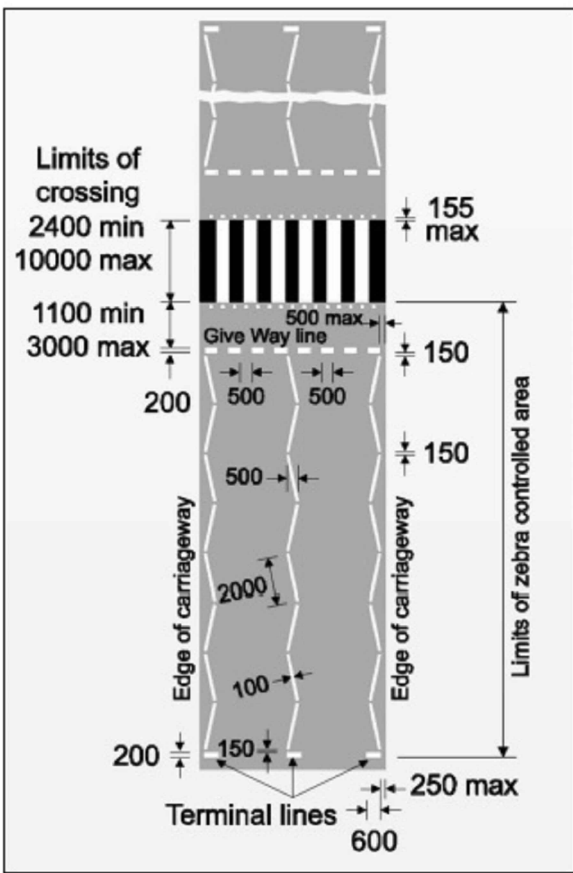
Documents giving more details of the proposals are available for public inspection online by visiting <https://letstalk.oxfordshire.gov.uk> Hard copies may also be made available on request.

Objections to the proposals and other representations specifying the grounds on which they are made may be sent in writing to the address below (or via the web address above) no later than **09 October 2026**. The County 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 Team (Ref: CM/12.6.410/N0356) for the Director of Environment & Highways, Oxfordshire County Council, County Hall, New Road, Oxford, OX1 1ND (Email: christian.mauz@oxfordshire.gov.uk)



Proposed Zebra crossing in Witan Way – Witney



Standard detail for proposed road marking + tactile paving



Drawing No.

Revision

NOTE

Proposed Zebra Crossing.
New red tactile paving.
New illuminated Belisha Beacons.
Install new "Zig Zag" road markings.
Need to assess street lighting levels and
Install Corduroy Paving and giveaway across -
Cycle track at the approach to Ped. crossing

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Rev.	Date	Purpose of revision	Drawn	Checked	Approved

Oxfordshire
County Council

Owen Jenkins
Director of
Communities Operations
Oxfordshire County Council
County Hall
New Road
Oxford
OX1 1ND
Tel: 0845 310 1111

Project title

Witney
Witan Way near Ave. Four

Drawing title

Proposed
Zebra Crossing

Drawing Status

Scale @ A3	Drawn by	Checked by	Approved by
NTS	BB		
	Date drawn July 2026	Date checked	Date approved

Oxfordshire Project No. & File Ref

Drawing No.

Revision

Appendix



West Oxfordshire District Council has today launched the statutory consultation on the Draft West Oxfordshire Local Plan 2043.

The consultation will run until 9 October 2026 and is open to all local residents, businesses, community organisations and other interested stakeholders.

The Draft Local Plan sets out:

- The Council's proposed planning policies for West Oxfordshire to 2043.
- The proposed strategy for accommodating future housing, employment and infrastructure needs.
- Proposed site allocations for housing, employment and other forms of development.
- Policies to help address climate change, support nature recovery, improve infrastructure, strengthen the local economy and protect the character of West Oxfordshire's towns, villages and countryside.

Unlike earlier consultation stages, which sought views on emerging ideas, policies and potential development locations, this consultation relates to the Council's proposed submission version of the Local Plan.

This is the final stage of public consultation before the Local Plan is submitted for independent examination. At this stage, comments should focus on whether the Plan is legally compliant and whether it is considered sound.

To make it as easy as possible to have your say, we encourage everyone to submit their comments using our online consultation platform:

www.westoxon.gov.uk/localplan2043

Alternatively, representations can be submitted by:

Email: planning.consultation@westoxon.gov.uk

Post: Planning Policy Team, Council Offices, Woodgreen, Witney, OX28 1NB

Paper copies of the Draft Local Plan and supporting documents are available to view at the Council Offices and at deposit locations across the district.

Come along to one of our drop-in events

If you'd like to find out more or speak to members of the Planning Policy team, we're holding a series of drop-in events during the consultation:

- Tuesday 1 September 2026 at Corn Exchange; Witney from 4-7pm
- Wednesday 9 September 2026 at Town Hall; Carterton from 4.30-7.30pm
- Thursday 10 September 2026 at Town Hall; Chipping Norton from 4-7pm

Can't make our events?

Our virtual consultation room provides an alternative way to explore the draft Local Plan, view information on the proposals, ask questions, and submit your comments at a time that suits you.

Further information about the consultation, supporting documents and how to make a representation is available at:

www.westoxon.gov.uk/localplan2043

If you have any questions, please contact the Planning Policy Team at planning.consultation@westoxon.gov.uk.