

Planning & Development Committee Meeting of Witney Town Council



Tuesday, 27th October, 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.

Join: <https://teams.microsoft.com/meet/3843524956681335?p=wPTWpBDyGMxIdDJxhw>

Meeting ID: 384 352 495 668 133 5

Passcode: RT9oY2vy

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

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. **Oxfordshire County Council Planning Permission - R3.0130/26** (Pages 7 - 8)

To consider the request for Change of Use from C2 Use Class (residential institution) to 2no 1 bed flats with shared care provision (Sui Generis) at April Cottage Ducklington Lane Witney.

Documents can be found at: [Planning application: R3.0130/26](#)

6. **Notification of Planning Appeal Land at Peashell Farm Downs Road Curbridge** (Pages 9 - 11)

To receive a notification of Planning Appeal 26/00030/APPEAL. Original application number 25/00144/OUT and consider the submission of additional, or modification of existing comments.

7. **Application for a New Premises Licence - Cup of Love Ltd 47 Market Square, Witney** (Pages 12 - 33)

To consider application W/26/00894/PRMA for a New Premises Licence at Cup of Love Ltd 47 Market Square Witney, under the Licensing Act 2003.

8. **Application for Pavement Licence - Greggs Unit 4 and 5 Welch Way Witney** (Pages 34 - 37)

To receive and consider a Pavement Licence Application for Greggs Unit 4 and 5 Welch Way Witney under the Business and Planning Act 2020.

9. **Witney Air Quality Management Area** (Pages 38 - 51)

To receive and consider correspondence from West Oxfordshire District Council and consider any response.

10. **Witney Traffic Advisory Committee Minutes** (Pages 52 - 58)

To receive the minutes of the Witney Traffic Advisory Committee meeting held 22 September 2026.



Town Clerk

4

4 . 1 **26/130** Plot Ref :- 26/02338/HHD Type :- HOUSEHOL
Applicant Name :- . Date Received :- 02/10/2026
Parish :- WEST Date Returned :-
Location :- 31 Raleigh Crescent Agent
Witney
Proposals :- Demolition of existing detached garage. Erection of two storey
side extension
Observations :-

4 . 2 **26/131** Plot Ref :- 26/02360/HHD Type :- HOUSEHOL
Applicant Name :- . Date Received :- 06/10/2026
Parish :- NORTH Date Returned :-
Location :- 50 New Yatt Road Agent
Witney
Proposals :- Erection of 2 storey rear and side extensions along with
modification to main roof, replacement windows and associated
works.
Observations :-

4 . 3 **26/132** Plot Ref :- 26/02381/HHD Type :- HOUSEHOL
Applicant Name :- . Date Received :- 13/10/2026
Parish :- NORTH Date Returned :-
Location :- 41 Crawley Road Agent
Witney
Proposals :- Extension of existing decking on lower ground level.
(Retrospective).
Observations :-

4 . 4 **26/133** Plot Ref :- 26/02318/LBC Type :- LISTED BUI
Applicant Name :- . Date Received :- 13/10/2026
Parish :- SOUTH Date Returned :-
Location :- 64 Corn Street Agent
Witney
Proposals :- External alterations to add an external door to an existing porch to
enclose the space.
Observations :-

4 . 5	26/134	Plot Ref :- 26/02317/FUL	Type :- FULL
	Applicant Name :- .	Date Received :- 13/10/2026	
	Parish :- SOUTH	Date Returned :-	
	Location :- 64 Corn Street	Agent	
	Witney		
	Proposals :-	External alterations to add an external door to an existing porch to enclose the space.	
	Observations :-		
4 . 6	26/135	Plot Ref :- 26/01708/FUL	Type :- FULL
	Applicant Name :- .	Date Received :- 19/10/2026	
	Parish :- CENTRAL	Date Returned :-	
	Location :- 64 High Street	Agent	
	Witney		
	Proposals :-	Part Conversion of a commercial retail shop to form 3.no flats, erection of a rear extension to form 2.no flats, and the erection of a detached unit to rear consisting 2no. flats, and associated landscaping works.	
	Observations :-		
4 . 7	26/136	Plot Ref :- 26/02484/LBC	Type :- LISTED BUI
	Applicant Name :- .	Date Received :- 19/10/2026	
	Parish :- CENTRAL	Date Returned :-	
	Location :- 64 High Street	Agent	
	Witney		
	Proposals :-	Part conversion of a commercial retail shop to form 3.no flats, and erection of a rear extension to form 2no. flats, as part of wider development of the site	
	Observations :-		
4 . 8	26/137	Plot Ref :- 26/02447/S73	Type :- VARIATION
	Applicant Name :- .	Date Received :- 19/10/2026	
	Parish :- SOUTH	Date Returned :-	
	Location :- McDonalds	Agent	
	Ducklington Lane		
	Witney		
	Proposals :-	Removal of conditions 3 and 4 of permission 25/03152/S73 to allow for the submission and approval of an odour risk assessment and the kitchen odour extraction and filtration system to be used during the 24-hour operation, along with the details of the arrangements to control on and off-site litter (retrospective)	
	Observations :-		
4 . 9	26/138	Plot Ref :- 26/02465/HHD	Type :- HOUSEHOL
	Applicant Name :- .	Date Received :- 21/10/2026	
	Parish :- NORTH	Date Returned :-	
	Location :- 37 Hailey Road	Agent	
	Witney		

Proposals :- Erection of a two storey and single storey rear extension to replace existing single storey rear extension, and associated works

Observations :-

Agenda Item 5



**OXFORDSHIRE
COUNTY COUNCIL**

Date:
OCC ref: R3.0130/26

Mrs Groth
Witney Town Council
Town Hall
Market Square
Witney
OX28 6AG

Economy and Place
County Hall
New Road
Oxford
OX1 1ND

Jason Sherwood
Head of Regulatory Planning and
Enforcement

Dear Mrs Groth

Planning application by Oxfordshire County Council, for planning permission: **Change of Use from C2 Use Class (residential institution) to 2no 1bed flats with shared care provision (Sui Generis) at April Cottage Ducklington Lane Witney Oxfordshire OX28 4TJ.**

The above application has been submitted to this council for determination.

You can view the application and comment online through the link below, using ref **R3.0130/26.**

Please note that the below link is unique to you and therefore should not be shared with anyone else. Members of the public are able to make comments on the application via the council's planning applications website as set out in the county council's publicity for the application.

I should be grateful for any observations you may wish to make on the application by 19 November 2026 you can comment online using the above link and reference. If you require more time, please contact me as soon as possible.

The application may be considered by the Planning and Regulation Committee if there are objections to it. However, if there are no objections or none that cannot be overcome the application may be delegated to the Head of Strategic Planning for decision.

I will notify you of the decision in due course. Details will be available online at the above link.

NOTE Consideration of the development may take place in public and representations may be published. The proposal may be considered by the Council's Planning & Regulation Committee (Only comments relating to planning issues will be taken into account when reaching a decision).

The Town and Country Planning Act 1990 as amended requires the determination of planning applications to be a public process. The Council will make information submitted in relation to planning applications available for public inspection and so it is not possible to

take into account in the determination of the application any comments which are submitted confidentially. If you wish to submit any comments regarding this application, your comments as well as your name and postal address may be disclosed to third parties including those who have submitted the planning application.

Oxfordshire County Council is a data controller for the purposes of the General Data Protection Regulation (Regulation (EU) 2016/679 of the European Parliament and of the Council dated 27th April 2016). For more details on how the Council will handle your personal information, please use the link below to access our Privacy Notice. Hard copies of this can also be provided on request:

www.oxfordshire.gov.uk/privacynoticedocument

Yours sincerely,

Joshua Ogunleye

Joshua Ogunleye
Planning Officer

Direct line: 07889974892

Email: Joshua.Ogunleye@Oxfordshire.gov.uk
www.oxfordshire.gov.uk

Date: 9th October 2026
Our ref: 26/00030/APPEAL
Please ask for: Chris Wood
Telephone: 01993 861677
Email: chris.wood@westoxon.gov.uk

Dear Sir/Madam

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

Site Address: Land At Peashell Farm Downs Road Curbridge

Description of Development: Outline planning permission (with all matters reserved except for access from existing Downs Road roundabout) for up to 370 dwellings (use class C3) including the provision of affordable homes, land to accommodate up to 400sqm of local retail within classes E, together with pedestrian and cycle connections, bridle routes and internal roads, open space, landscaping to include area for play, allotments, surface water drainage and other supporting infrastructure (including utilities) wand engineering works including groundworks; demolition of existing farm buildings and removal of structures.

Original Application Number: 25/00144/OUT

Appellant's name: Hallam Land

Appeal Reference: 6015862

Appeal Start Date: 02.10.2026

An appeal has been made against West Oxfordshire District Council's failure to give notice of its decision within the appropriate period for the planning application for the development described above.

The appeal will be determined on the basis of an **inquiry**. The procedure to be followed is set out in the Town and Country Planning Appeals (Determination by Inspectors) (Inquiry Procedure) (England) Rules 2000, as amended. I will write again to inform you of the inquiry details as soon as they are available.

For any group or organisation who wish to take an active part in the Inquiry, the opportunity is available to apply for what is known as Rule 6 status. Although unusual, there is also scope for interested individuals to take part on the same basis. Rule 6 status means that you would be able to present your evidence on a formal basis and cross examine the evidence of others. You can find guidance at the following link:
<https://www.gov.uk/government/publications/apply-for-rule-6-status-on-a-planning-appeal-or-called-in-application>

Arrangements for the Inquiry are currently being finalised by the Planning Inspectorate. These will include a pre-Inquiry conference call with the lead parties to deal with procedural and administrative matters, including how the evidence will be heard. As a Rule 6 party, it is anticipated that you would also be a part of that process. If, having read the above guidance, you wish to apply for Rule 6 status and/or have any related questions, you should contact the Planning Inspectorate immediately. If you are interested but are unable to access the guidance electronically, again, you should contact the Planning Inspectorate who will try and assist.

If, having read the above guidance, you wish to apply for Rule 6 status it is essential that you contact the Planning Inspectorate immediately.

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

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

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

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

If you do not have access to the internet, you can send your comments to the following address quoting reference number 6015862:

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

All representations must be received by the Planning Inspectorate by **6th November 2026**. Any representations submitted after the deadline will not usually be considered and will be returned. The Planning Inspectorate does not acknowledge representations. **All representations must quote the appeal reference.**

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

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

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

<https://appeal-planning-decision.service.gov.uk/comment-planning-appeal/enter-appeal-reference>
by searching under the appeal reference 6015862.

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

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

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

When made, the decision will be published online at:

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

Yours sincerely

Chris Wood

Senior Planning Officer (Appeals)
Planning and Strategic Housing

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/26/00894/PRMA

Date: 9th October 2026

Dear Town Clerk,

LICENSING ACT 2003

Application for New Premises Licence – Cup of Love Ltd

We have received an application for **Cup Of Love LTD 47 Market Square Witney Oxfordshire OX28 6AG** under the Licensing Act 2003.

All sales will take place at the till inside the premises, there will be no sales at the tables.

The application can be viewed through the online [Public Access Portal](#). If you would like to make formal representation, the closing date is **6th November 2026**

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

Yours faithfully

Licensing Team
Environmental and Regulatory Services

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



West Oxfordshire
Application for a premises licence
Licensing Act 2003

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

* required information

Section 1 of 21

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	CUP OF LOVE LTD	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	Katarzyna	
* Family name	Modras	
* E-mail	[REDACTED]	
Main telephone number	[REDACTED]	Include country code.
Other telephone number		
☐ Indicate here if you would prefer not to be contacted by telephone		

Are you:

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

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

Applicant Business

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

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

Registration number	16374629	
Business name	CUP OF LOVE LTD	If your business is registered, use its registered name.
VAT number	- none	Put "none" if you are not registered for VAT.
Legal status	Private Limited Company	

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Section 2 of 21

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

Street

District

City or town

County or administrative area

Postcode

Country

Further Details

Telephone number

Non-domestic rateable value of premises (£)

Section 3 of 21

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

Section 4 of 21

NON INDIVIDUAL APPLICANTS

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

Non Individual Applicant's Name

Name

Details

Registered number (where applicable)

Description of applicant (for example partnership, company, unincorporated association etc)

Continued from previous page...

Address

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

Contact Details

E-mail	
Telephone number	
Other telephone number	
* Date of birth	dd / mm / yyyy
* Nationality	

Documents that demonstrate entitlement to work in the UK

Add another applicant

Section 5 of 21

OPERATING SCHEDULE

When do you want the premises licence to start?	23 / 10 / 2026
	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

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.

We are small, independent coffee shop specializes in coffee, cakes, pastries , ice cream, milkshakes, panini and hot dogs.
Premises layout:
Ground floor entry-focuses primarily on service
Cozy (two rooms) upstairs seating with 8 tables in total and about 25 spaces
Outdoor seating-2 tables set up along the front exterior

Continued from previous page...

Licensible Activities: Sale of Alcohol (On&Off)

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

Section 6 of 21

PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

☐ Yes ☒ No

Section 7 of 21

PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

☐ Yes ☒ No

Section 8 of 21

PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

☐ Yes ☒ No

Section 9 of 21

PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

☐ Yes ☒ No

Section 10 of 21

PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be providing live music?

☐ Yes ☒ No

Section 11 of 21

PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

☐ Yes ☒ No

Section 12 of 21

PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Continued from previous page...

Will you be providing performances of dance?

☐ Yes ☒ No

Section 13 of 21

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

Section 14 of 21

LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

☐ Yes ☒ No

Section 15 of 21

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

FRIDAY

Start

End

Start

End

Continued from previous page...

SATURDAY

Start 09:00

End 21:00

Start

End

SUNDAY

Start 09:00

End 21:00

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.

N/A

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.

New Year Eve 09:00-01:00

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

Name

First name

Katarzyna

Family name

Modras

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)

W/26/00985/PERA

Issuing licensing authority
(if known)

Licensing Authority of West Oxfordshire
District Council

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'.

Section 16 of 21

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.

N/A

Section 17 of 21

HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

Continued from previous page...

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

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.

N/A

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.

N/A

Continued from previous page...

Section 18 of 21

LICENSING OBJECTIVES

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

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

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

At CUP OF LOVE, we are fully committed to upholding and promoting all four licensing objectives through the following operational steps:

Step 1: Provide comprehensive induction training for all staff members regarding the statutory licensing objectives

Step 2: Conduct ongoing and detailed risk assessment to proactively identify, manage, and mitigate potential hazards related to responsible alcohol service, guest management and general health and safety within the cafe.

Step 3: Ensure active oversight of the premises at all times by well-trained personnel equipped to managed incidents calmly, maintain safety, and deter any unlawful behavior.

Step 4: Implement and enforce clear Standard Operating Procedures for all daily cafe operations, licensed activities, and emergency protocols.

Step 5: Maintain regular updates on relevant local authority guidance and national legislative changes to ensure our business practices always remain fully compliant with current regulations.

b) The prevention of crime and disorder

To effectively promote the prevention of crime and disorder the strategy will begin with comprehensive security risk assessment tailored to our coffee shop layout and operating hours allowing potential disruptive behavior to be identified and mitigated early. Safeguarding the premises, a high-definition CCTV surveillance system will monitor key internal areas and external access point; footage will be recorded continuously, stored securely for at least 31 days , and made available to Thames Valley Police upon request.

Staff will play a central role in maintaining a safe environment . Team members will learn to recognize early signs of intoxication ,conflict, and anti-social conduct, applying formal de-escalation protocols and reporting significant incidents to local authorities when necessary. Additionally, staff will be trained to verify photo identification and detect fake IDs. This rigorous approach will underpin the enforcement of a strict Challenge 25 policy, which, combined with a routinely maintained incident and refusal logbook , will ensure alcohol sales remain tightly controlled and fully compliant with legal standards.

c) Public safety

To promote Public Safety :

-All fire protection systems- including alarms ,fire extinguishers , and emergency escape hardware -will undergo routine professional servicing, testing, and maintenance. We will maintain an ongoing schedule to guarantee that every system remains fully operational and compliant with safety codes.

-We will strictly manage our physical footprint to ensure guest comfort and prevent overcrowding at ll times. The maximum capacity will be carefully calculated and enforced, particularly during peak operating hours, to maintain clear footfall and safe movement throughout the cafe.

-Our team will undergo comprehensive training on emergency response and evacuation protocols. At least one certified first aider will be on duty during all operational hours, fully equipped with up-to-date and easily accessible first aid kit.

-To facilitate safe passage during an emergency,all designed escape routes and emergency exits will be kept completely clear of furniture, inventory, or any temporary obstructions. Illuminated exit signage and emergency lighting system will be maintained and routinely checked to ensure full visibility.

-Food hygiene standards will be followed according to EHO recruitments.

d) The prevention of public nuisance

CUP OF LOVE operates primarily as a cafe. Alcohol sales will remain ancillary to the main food and coffee shop offering.

-Noise levels will be regularly monitored by staff to ensure sound is contained within the premise boundary. Doors and windows will remain closed during late hours.

-No customers will be permitted to take drinks outside after 22:00. Clear signage will be prominently displayed at exit requesting that guests respect neighboring residents and leave quietly.

Continued from previous page...

-Disposal of glass bottles ,waste, and recycling into external bins will strictly take place between 08:00 and 20:00 to prevent disturbance during anti-social hours.
-All ventilation, extraction, and odour control equipment will be regularly services, maintained, and operated in accordance with manufacturer guidelines to prevent nuisance.

e) The protection of children from harm

To safeguard children from harm at CUP OF LOVE, we are committed to maintaining a safe, welcoming, and family-friendly environment at all times. The cafe will operate Challenge 25 policy,requiring valid photographic identification-such as a passport ,photocard driving licence, or PASS -approved card from anyone who appears under 25 before alcohol is served. Our team will receive comprehensive , regularly updated training to prevent underage sales, tackle proxy purchasing, and recognize signs of intoxication, with all records maintained in a on-site log. During high- isk times, evenings,or family-focused activities, we will actively manage access, establish designed child-friendly spaces , and enforce rigorous safeguarding measures to ensure young visitors are protected from exposure to excessive alcohol consumption or inappropriate behavior.

Section 19 of 21

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

ATTACHMENTS

AUTHORITY POSTAL ADDRESS

Continued from previous page...

Address

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

DECLARATION

[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)

"Are you an agent acting on

Add another signatory

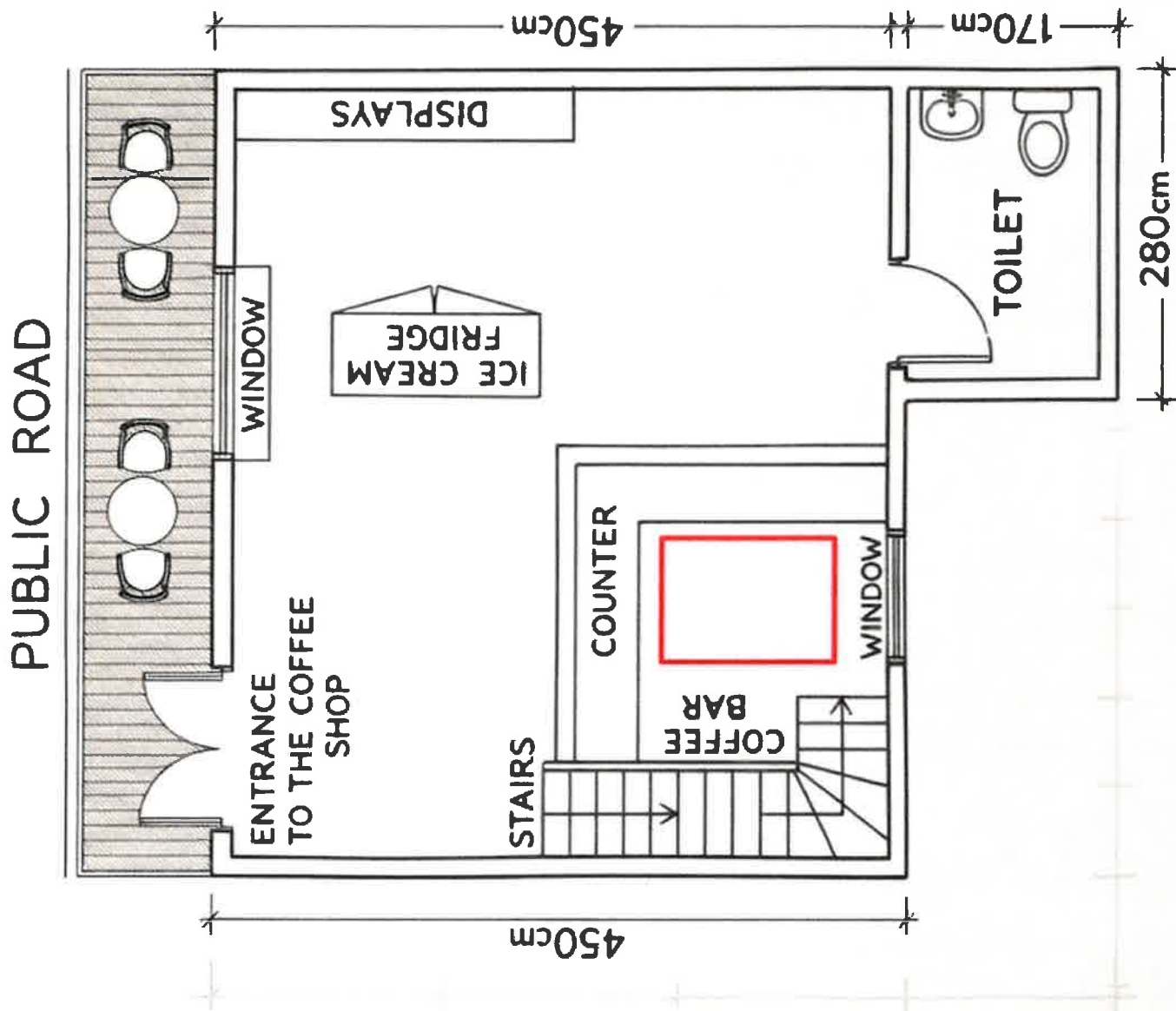
Once you're finished you need to do the following:

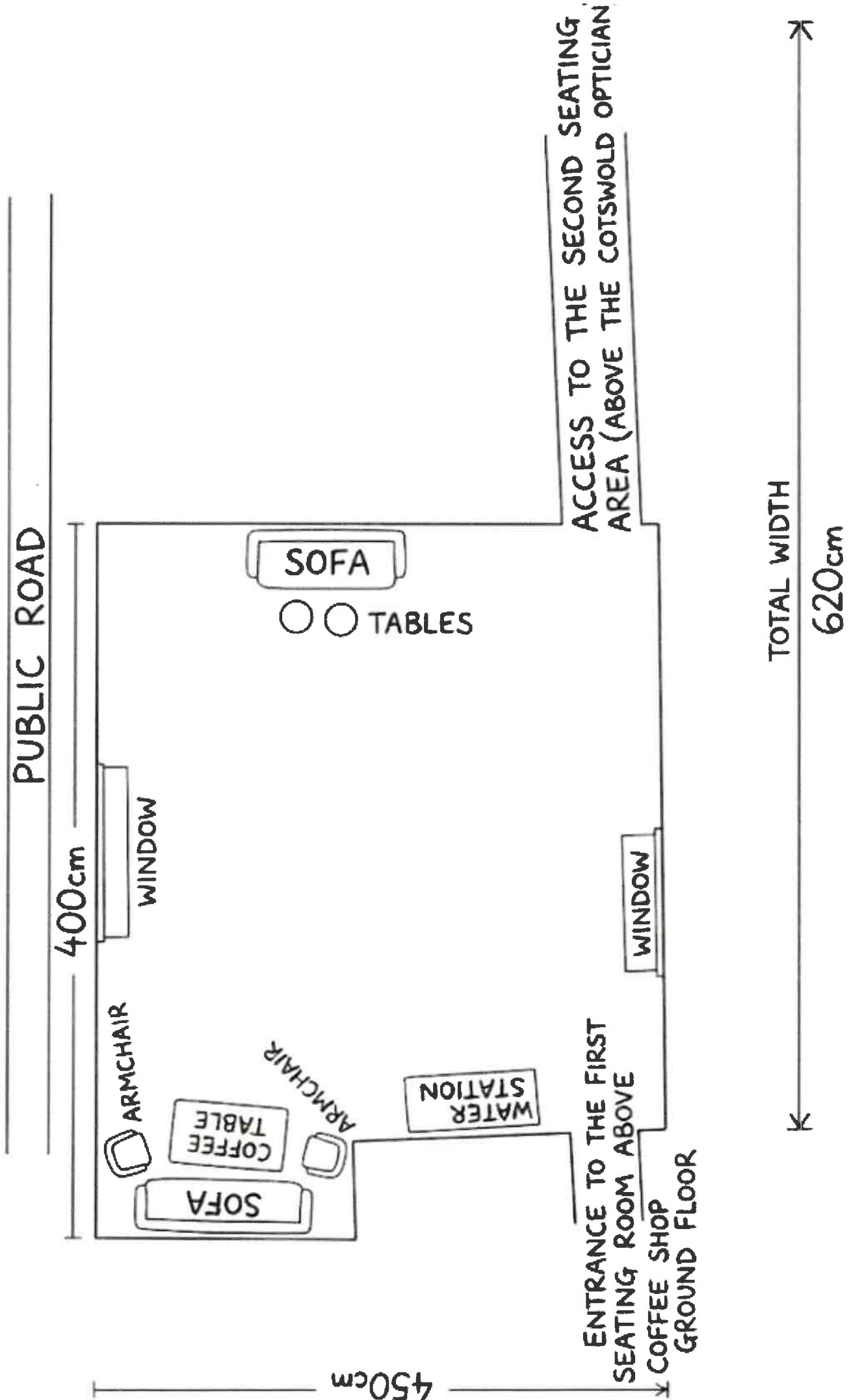
1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/west-oxfordshire/apply-1> to upload this file and continue with your application.

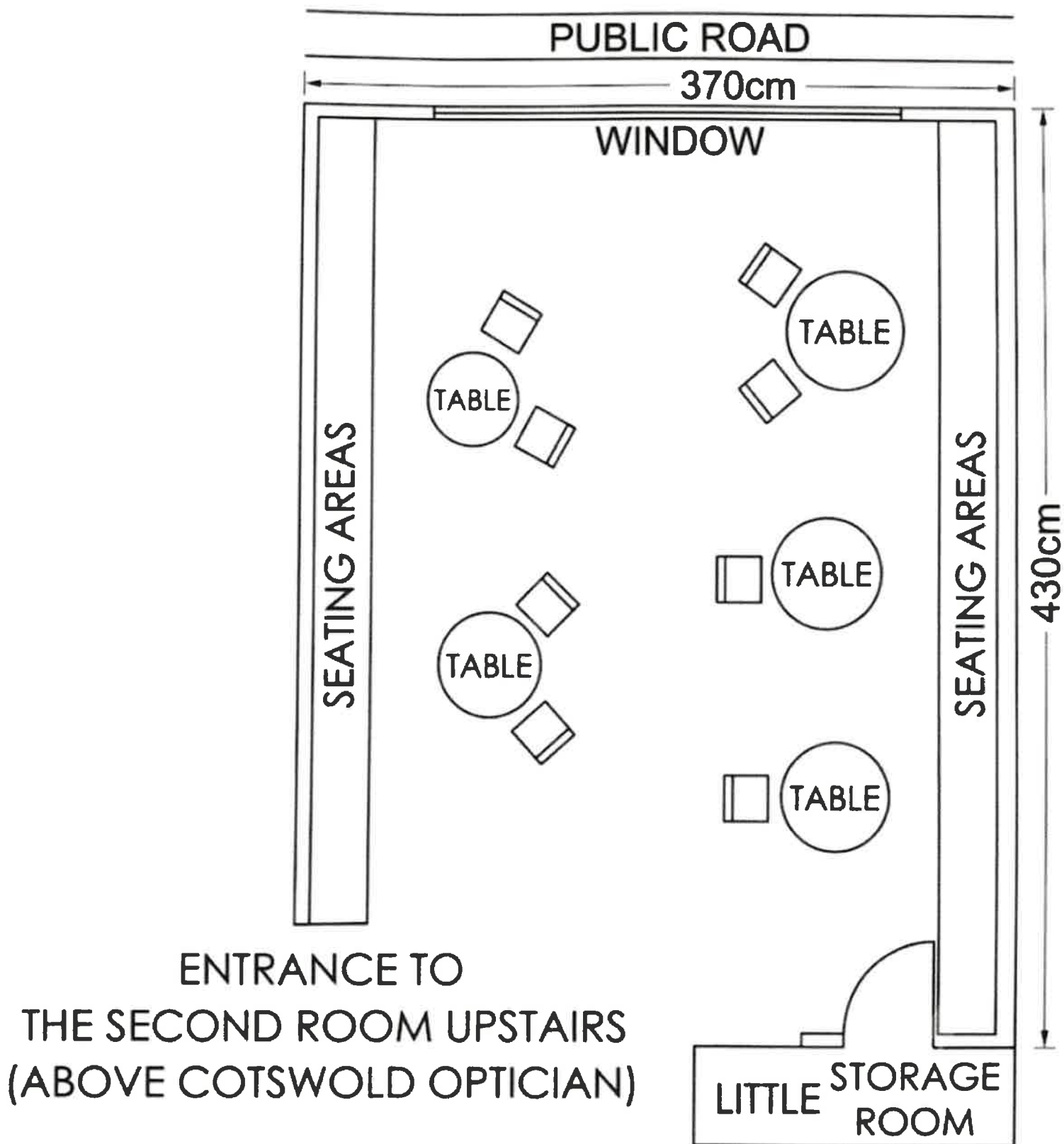
Don't forget to make sure you have all your supporting documentation to hand.

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









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/26/01104/PAVLIC

Date: 19th October 2026

Dear Parish Clerk,

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

We have received an application for **Greggs Unit 4 5 Welch Way Witney Oxfordshire OX28 6JH** 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 **2nd November 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

Renewal Application - Pavement Licensing

Client: West Oxfordshire District Council

Subject: Pavement Licensing

Date Logged: 19/10/2026

Case Origin: Form

Case Detail: Application Type: Renewal

Reference Number: W/24/01367/PAVLIC

Submission date: 19/10/2026, 10:51

Licence cost: £0.00

Applicant Address out of district: Yes - Greggs Innovate House Balliol Business Park Newcastle upon Tyne NE12 8EW

Declaration Checked: Yes

Timings

Monday to Saturday 06:30 – 17:30

Sunday – 09:00 – 16:00

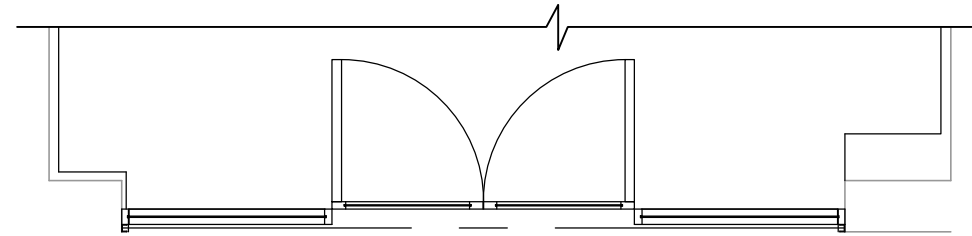
Customer Details

Name: [REDACTED]

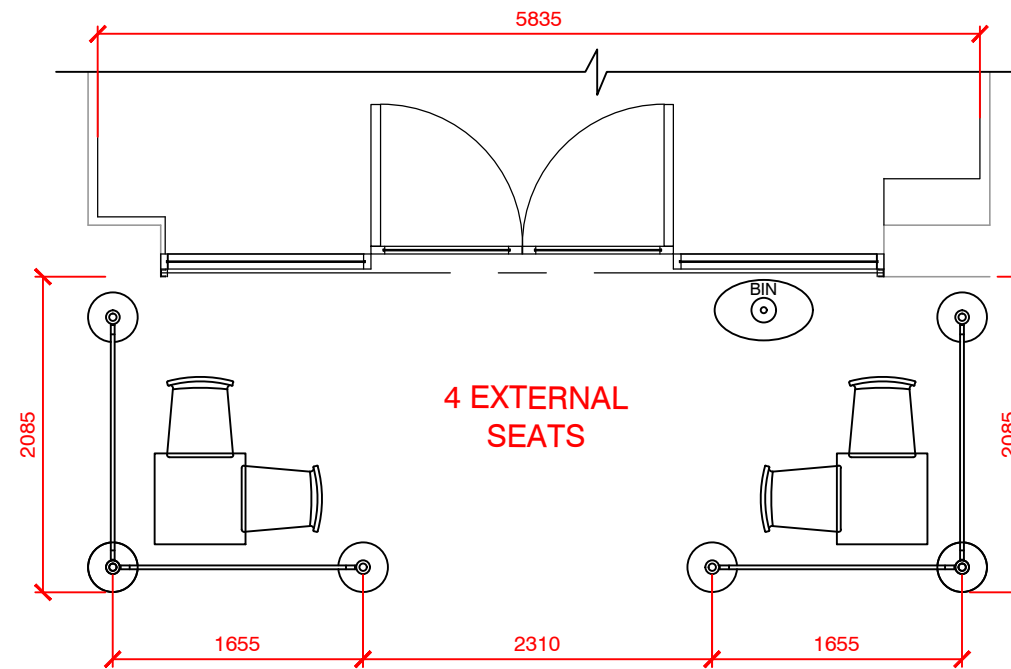
Address: (UPRN:)

Contact: [REDACTED]

Email: [REDACTED]

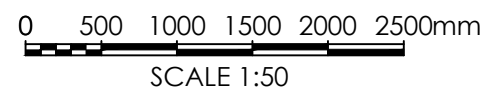


EXISTING FLOOR PLAN (1:50)



PROPOSED FLOOR PLAN (1:50)

GREGGS OUTDOOR SEATING SCALE 1:50 @ A3
U4 WELCH WAY WITNEY OX28 6JH





Tables tops are 600 x 600mm in size.
The tops are Melamine Sheet with transfer with African Hardwood and chipwood moulded and are 17mm in the middle and expand out to 35mm.



Dimensions	
Overall Height:	800mm
Overall Width:	440mm
Overall Depth:	530mm
Seat Height:	440mm
Arm Height:	n/a
Weight:	3.080kg
Material:	Polypropylene
	Anodized aluminium
Colour/Finish:	Black
	White
COM:	n/a
Stacking:	Yes
Feet:	
Adjustable:	n/a
Thread size:	
Rec. Top Size:	n/a
Outdoor?	Yes



Dimensions	
Overall Height:	712mm
Overall Width:	16 ft 600, 700, 800
Overall Depth:	16 ft 600, 700, 800
Seat Height:	n/a
Arm Height:	n/a
Weight:	
Material:	Aluminium
Colour/Finish:	Silver
	Grey
COM:	n/a
Stacking:	Yes
Feet:	
Adjustable:	
Thread size:	
Rec. Top Size:	600mm Square
	700mm Square
	800mm Square
Outdoor?	Yes

 WEST OXFORDSHIRE DISTRICT COUNCIL	WEST OXFORDSHIRE DISTRICT COUNCIL
Name and date of Committee	Executive 11 November 2026
Subject	Revocation of Witney and Chipping Norton Air Quality Management Areas
Wards affected	Witney North, Witney East, Witney Central, Chipping Norton
Accountable member	Cllr Alistair Wray - Executive Member for Environment Email: alistair.wray@westoxon.gov.uk
Accountable officer	Claire Locke - Executive Director Corporate Services Email: claire.locke@publicagroup.uk
Report author	Susan McPherson – Senior Officer Air Quality Email: susan.mcpherson@publicagroup.uk
Summary/Purpose	The purpose of this report is to gain approval from the Executive for the revocation of the Air Quality Management Areas (AQMA) in Witney and Chipping Norton. Both areas now meet with the revocation criteria set by the Department for Environment, Food and Rural Affairs (Defra).
Annexes	Annex A – AQMA Declaration Orders
Recommendation(s)	That the Executive resolves to: I. Approve the revocation of the Witney and Chipping Norton AQMAs upon the adoption of a new district wide Air Quality Strategy anticipated in 2027.
Corporate priorities	• Putting Residents First • A Good Quality of Life for All • A Better Environment for People and Wildlife • Responding to the Climate and Ecological Emergency • Working Together for West Oxfordshire
Key Decision	NO
Exempt	NO

Consultees/ Consultation	Witney Town Council and Chipping Norton Town Council for their information.
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1. EXECUTIVE SUMMARY

- 1.1** The Air Quality Management Areas (AQMA) in Witney and Chipping Norton were declared on 1st March 2005. The Declaration Orders are presented in Annex A. The full extent of the AQMA is shown in Figures 1 & 2. The AQMA was declared due to exceedances in the annual average concentrations of nitrogen dioxide (NO₂) above the UK objective of 40µg/m³.
- 1.2** It is likely that multiple factors have contributed to the improvements in air quality in the two AQMA. These are likely to be: the increase in the number of people working from home; improvements in combustion engine technology; uptake of low and ultra-low emission vehicles; and, the introduction of the 20mph speed limit.
- 1.3** Defra recommends revocation following a minimum of three consecutive years where the pollutant(s) of concern are below 90% of the relevant national objective (36µg/m³ for NO₂). Both the Witney and Chipping Norton AQMA have met these criteria, and Defra have requested the council now revokes these AQMA.

2. BACKGROUND

- 2.1** Under the Environment Act 1995, local authorities are required to monitor and improve air quality in their area. The legislation targets certain pollutants which may pose a health risk to humans should they enter the body, primarily by inhalation. These pollutants have been assigned objective concentrations which reduce the health risks to an acceptable level.
- 2.2** Where concentrations are found to be above the associated objective for three consecutive years the local authority must declare the area as an AQMA and, demonstrate it is applying measures to improve air quality. Pre 2005 monitoring showed concentrations above the national objective on Bridge Street in Witney and Horsefair in Chipping Norton. The Air Quality Management Area boundary was drawn up based on conclusions from a detailed assessment carried out in 2004. The resulting AQMA are shown in Figure 1 and Figure 2.
- 2.3** The AQMA were formally declared on the 1st March 2005. Copies of the Declaration Orders are attached at Annex A.

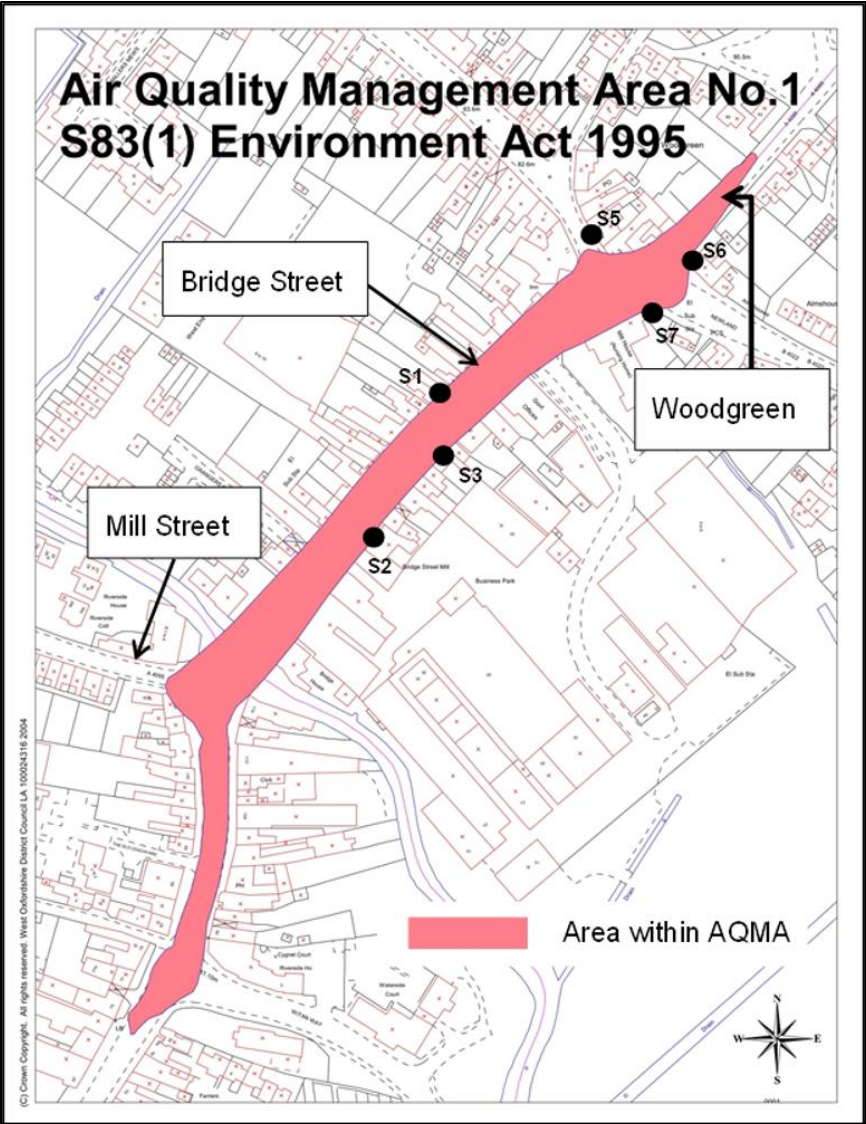


Figure 1 - Witney Air Quality Management Area

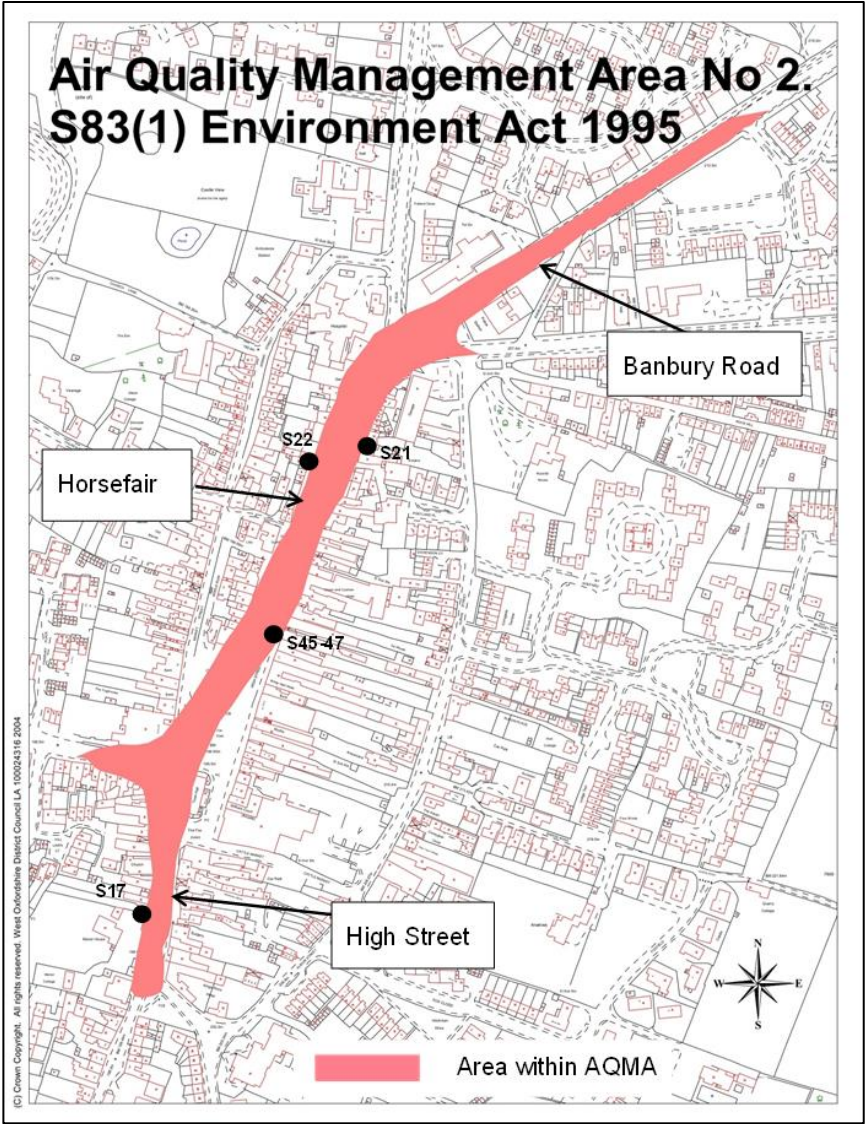


Figure 2 – Chipping Norton Air Quality Management Area

3. POLLUTION SOURCE AND MITIGATION

- 3.1** The primary, if not exclusive, source of NO₂ in both AQMAs is petrol/diesel vehicle exhaust gases which build up due to idling and stop start traffic. In Witney, Bridge Street was, until the recently opened Shores Green junction, the only viable route to cross the River Windrush for traffic travelling between Witney and destinations to the north and northeast of the town. Consequently, a large number of vehicles, both commercial and domestic, use this route daily, frequently causing congestion on and around Bridge Street, particularly at the roundabouts on the junctions with Mill Street and West End. Furthermore, the street canyon, created by the continuous row of buildings on each side of Bridge Street, is also thought to have intensified exhaust emissions.
- 3.2** In Chipping Norton, Horsefair and High Street form part of the A44 which links Oxford to towns such as Moreton-in-Marsh, Evesham and Leominster, terminating in Aberystwyth in West Wales. The A44 is classed as a Secondary Freight Priority Route and consequently is frequently used by freight as well as other vehicles travelling from the northwest to southeast of the district and vice versa. Congestion is caused by the sharp 90-degree turn at the junction of High Street (A44) and New Street (A44), the pedestrian crossing in High Street and the narrowing of the A44 as it becomes Horse Fair.
- 3.3** The Air Quality Action Plan (AQAP) adopted in 2024, listed a number of mitigation measures to reduce air pollution in the two AQMAs. Mitigation measures most effective at reducing pollution caused by vehicle emissions are those which will reduce the number of vehicles on the road or promote free flowing traffic. As roads, active travel routes and public transport in West Oxfordshire are managed by Oxfordshire County Council (OCC), most of the measure likely to have a significant impact on air quality in the AQMAs were OCC proposed actions to tackle congestion.
- 3.4** For Witney, these included: option appraisal for managing traffic within Witney town centre, including on Bridge Street; improvements at the Shores Green Junction on the A40, to the southeast of the town; improvements to Market Square; and, improvements to the active transport network, including the approval of the Witney Local Cycling, Walking and Infrastructure Plan. The improvements to the Shores Green Junction is one of the main measures likely to have a positive impact on air quality within the AQMA. The addition of on and off slip roads on the west side of this junction allows east bound vehicles to leave the A40 and west bound vehicles to join the A40 at this junction. This provides a more attractive route for travel between the A40 west of Witney and destinations to the north and northwest of the town, avoiding the need to travel through the town centre. This work was completed in the summer of 2026. However, it is unlikely that the impact of this modified junction, on air quality on Bridge Street, will be known until early 2028. Many of the other measures remain either as future projects, in development or in the early stages of implementation.
- 3.5** For Chipping Norton, measures in the AQAP included: options appraisal for the junction of High Street, New Street and West Street; approval of the Chipping Norton Local Cycling, Walking and Infrastructure Plan; development of a West Oxfordshire Travel Plan; and the

A44 Corridor Plan. These measures are mainly in the early stages of implementation or are in development.

3.6 Although the AQAP listed multiple measures to either directly or indirectly reduce air pollution within both the AQMAs, very few of these measures have been fully implemented to date. Consequently, the most likely reason for the reduction in air pollution in Witney and Chipping Norton are behavioural and technological changes which include:

- An increase in the number of people working from home following the Covid pandemic, reducing the need to travel.
- An increase in the number of virtual meetings, again, reducing the need to travel.
- Improvement in engine and exhaust technology reducing harmful emissions from petrol and diesel cars.
- Increased uptake of low and ultra-low emission vehicles.

4. REVOCATION

- 4.1** Defra's Local Air Quality Management Technical Guidance (TG22) states that "it is recommended that revocation of an AQMA should be considered following three consecutive years of annual mean NO₂ concentrations being lower than 36µg/m³ (i.e. not within 10% of the annual mean NO₂ objective due to uncertainties and yearly variations)".
- 4.2** Data from both AQMAs is presented in Figure 3 and Figure 4 below. The figures clearly show both AQMAs have been compliant for the required three consecutive years, with NO₂ concentrations showing a downward trend. Consequently, in accordance with the LAQM guidance, the council is expected to revoke these AQMAs.

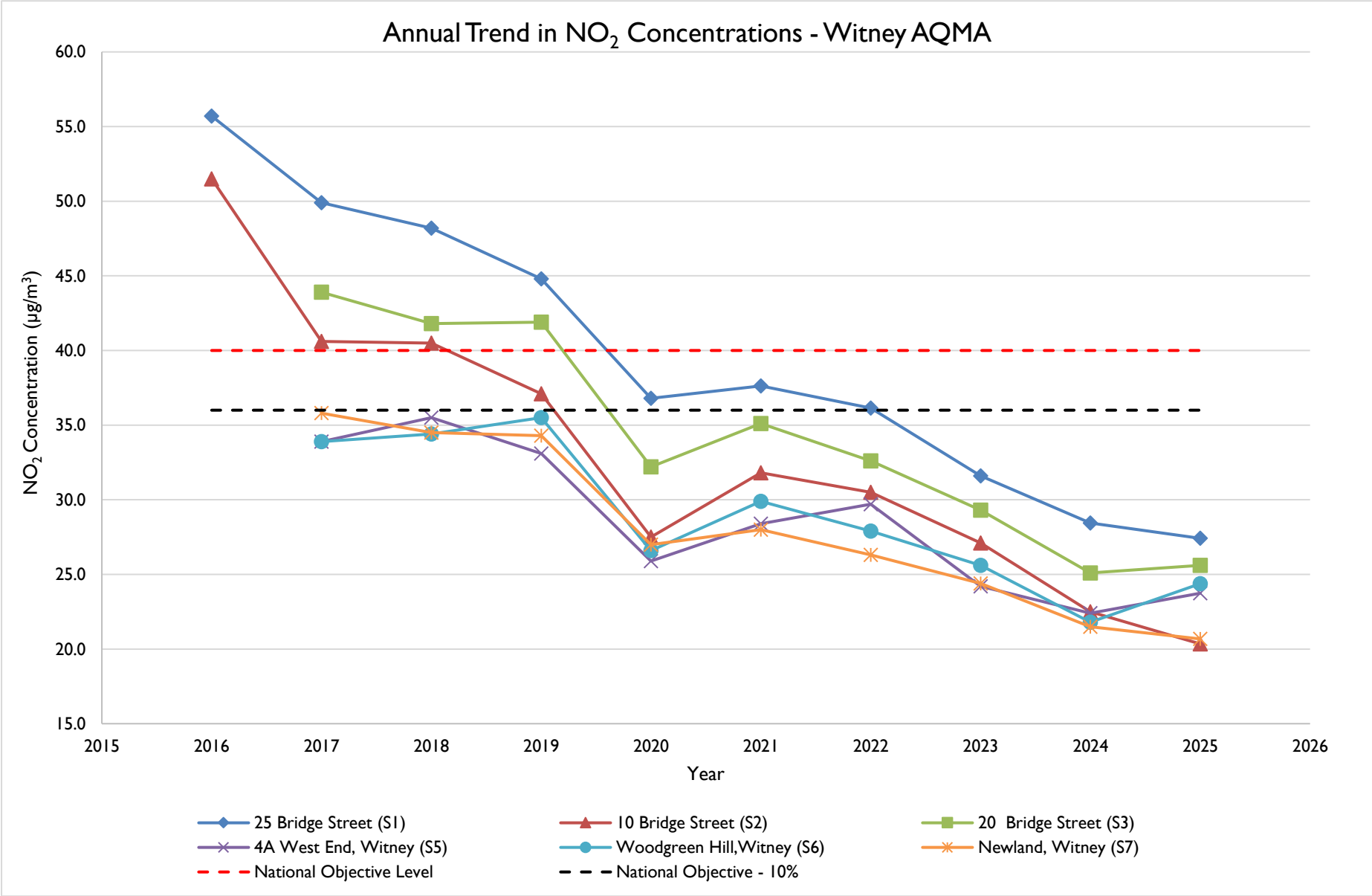


Figure 3 - Trends in NO₂ concentrations in Witney

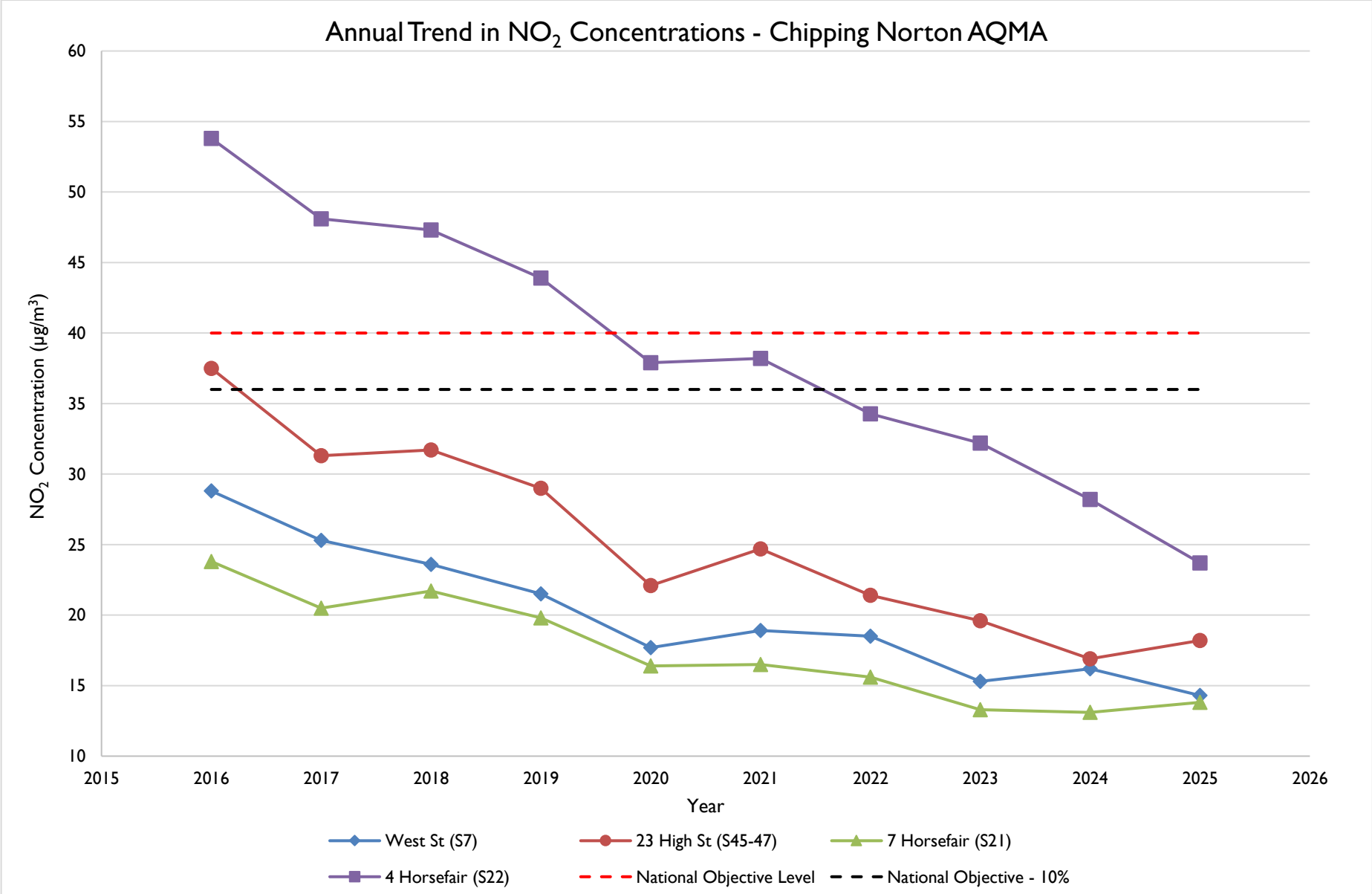


Figure 4 - Trends in NO₂ concentrations in Chipping Norton

5. AIR QUALITY STRATEGY

- 5.1** Following the successful revocation of the Witney and Chipping Norton AQMAs, the council is expected to adopt a district wide Air Quality Strategy. Unlike an Air Quality Action Plan, the strategy is not a legal requirement but is strongly encouraged to ensure air quality remains a priority.
- 5.2** West Oxfordshire is likely to see a significant level of housing development in the next 5 to 10 years, which may significantly increase vehicle numbers on the district's roads. A significant proportion of this development will be around Witney and the neighbouring towns of Carterton and Eynsham, with further development also around Chipping Norton. The magnitude of the potential development has raised understandable concerns regarding the associated impact on air quality. To ensure air quality remains a priority in Witney and Chipping Norton, and other areas where development may increase air pollution, it is proposed to begin work on the strategy as soon as possible, ensuring that it will be in place before the AQMAs are formally revoked. To enable this work to be completed in a timely manner, it is suggested a specialist air quality consultant is appointed to carry out this work. This is likely to cost around £8,000 to £14,000 depending on the level of complexity and detail within the strategy. There is an underspend value of £7,569 available from the Air Quality Action Plan budget, which can be put towards this cost. In addition, Finance have confirmed that there are sufficient reserves available to meet any shortfall.
- 5.3** The strategy will include the following:
- Overview of policies and strategies at district and county level which reduce air pollution
 - Information on pollutants and sources including source apportionment
 - Why continuing to reduce air pollution is important
 - Action areas, including planning, highways, industry, agriculture, domestic burning and public awareness
 - Raising awareness of indoor air pollution
 - Commitment to continuation of monitoring at current AQMA areas as well as other selected areas across the district

The process will include input from a Steering Group and a public consultation.

6. ALTERNATIVE OPTIONS

- 6.1** Not to revoke the AQMAs. This would go against the expectations of Defra as there is no benefit in retaining this status. It should be noted that Oxfordshire County Council are aware of the air quality improvements in both towns. Consequently, even if the AQMAs were to remain in place, it is unlikely that they would influence County decisions regarding traffic issues in these areas as resources would be targeted at areas that are still in breach of targets.
- 6.2** Revoke the AQMAs without an Air Quality Strategy. This may give perceptions that the council no longer considers air quality to be an important issue within the district.

7. CONCLUSIONS

- 7.1** To conclude, concentrations of NO₂ are now within the national health objective concentrations in either Witney or Chipping Norton, which is good news for the health of not only those who live in the affected areas, but also for the wider populations of both towns.
- 7.2** Compliance with the national objective, in accordance with TG22, has been demonstrated, and consequently the Council are in a position to revoke the AQMA in line with Defra advice.
- 7.3** Finalisation of the revocation (submission of the revocation orders to Defra) will be carried out once the new air quality strategy is adopted, which is expected to be within 12 months.

8. FINANCIAL IMPLICATIONS

- 8.1** There are no financial implications associated with this revocation. Funding to deliver the new district wide strategy has been identified by finance as part of the current budget process for 2027/28.

9. LEGAL IMPLICATIONS

- 9.1** The Council is meeting its statutory obligations for air quality management. There are no legal implications associated with this revocation.

10. RISK ASSESSMENT

- 10.1** There are no risk implications associated with this revocation.

11. EQUALITIES IMPACT

- 11.1** There are no equality implications associated with this revocation.

12. SUSTAINABILITY IMPLICATIONS

- 12.1** Revocation of the AQMA will not impact on the climate and ecological emergency. Conversely, this revocation demonstrates an improvement in air quality with positive implications for climate change.

13. BACKGROUND PAPERS

(END)



WEST OXFORDSHIRE
DISTRICT COUNCIL

**Environment Act 1995 Part IV Section 83(1)
Air Quality Management Area Order.**

West Oxfordshire District Council, in exercise of the powers conferred upon it by Section 83(1) of the Environment Act 1995, hereby makes the following Order.

This Order may be cited/referred to as the West Oxfordshire District Council Air Quality Management Area No 1 and shall come into effect on 1 March 2005.

The area shown on the attached map in red is to be designated as an air quality management area (the designated area). The designated area incorporates Bridge Street, Witney and the junctions with New Yatt Road, Newland, Mill Street and High Street. The map may be viewed at the Council Offices at Elmfield, New Yatt Road, Witney, the Town Centre Shop, Welch Way, Witney and the Guildhall, Chipping Norton.

This Area is designated in relation to a likely breach of the nitrogen dioxide (annual mean) objective as specified in the Air Quality Limit Value Regulations 2003 (as amended).

This order shall remain in force until it is varied or revoked by a subsequent order.

The Common Seal of
West Oxfordshire District Council
was hereunto affixed in the presence of:

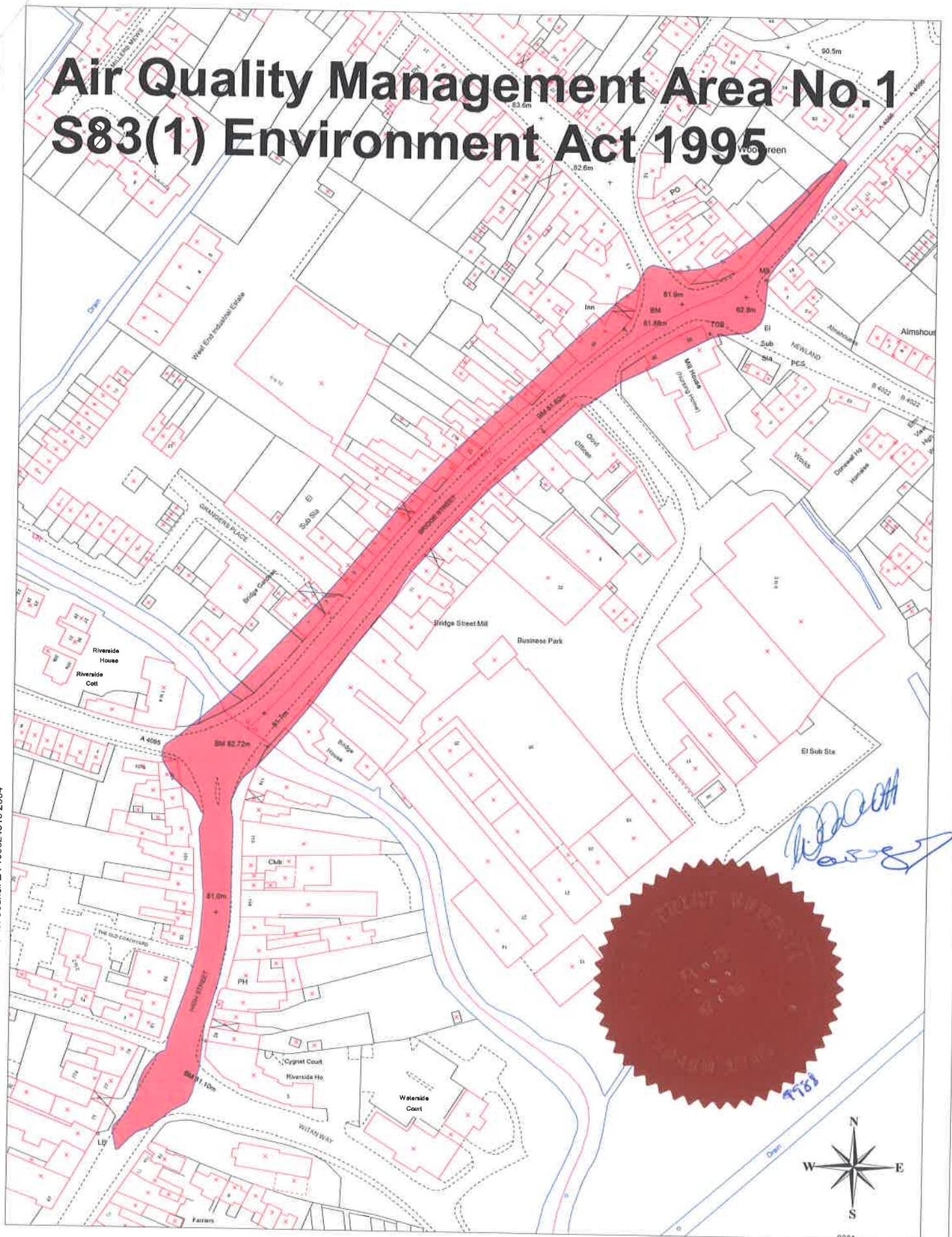
Head of Legal Services:

Chairman



This SEVENTH day of FEBRUARY 2005

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Tel: 01993 702941
Fax: 01993 770255
www.westoxon.gov.uk

Map Title:	Air Quality No.1 Witney
Department:	
Map No:	
Date: 17:01:05	Scale: 1:1800



WEST OXFORDSHIRE
DISTRICT COUNCIL

**Environment Act 1995 Part IV Section 83(1)
Air Quality Management Area Order.**

West Oxfordshire District Council, in exercise of the powers conferred upon it by Section 83(1) of the Environment Act 1995, hereby makes the following Order.

This Order may be cited/referred to as the West Oxfordshire District Council Air Quality Management Area No 2 and shall come into effect on 1 March 2005.

The area shown on the attached map in red is to be designated as an air quality management area (the designated area). The designated area incorporates Horse Fair, High Street, Market Place (A44) and West Street (part) in Chipping Norton, Oxfordshire. The map may be viewed at the Council Offices at Elmfield, New Yatt Road, Witney, the Town Centre Shop, Welch Way, Witney and the Guildhall, Chipping Norton.

This Area is designated in relation to a likely breach of the nitrogen dioxide (annual mean) objective as specified in the Air Quality Limit Value Regulations 2003 (as amended).

This order shall remain in force until it is varied or revoked by a subsequent order.

The Common Seal of
West Oxfordshire District Council
was hereunto affixed in the presence of:

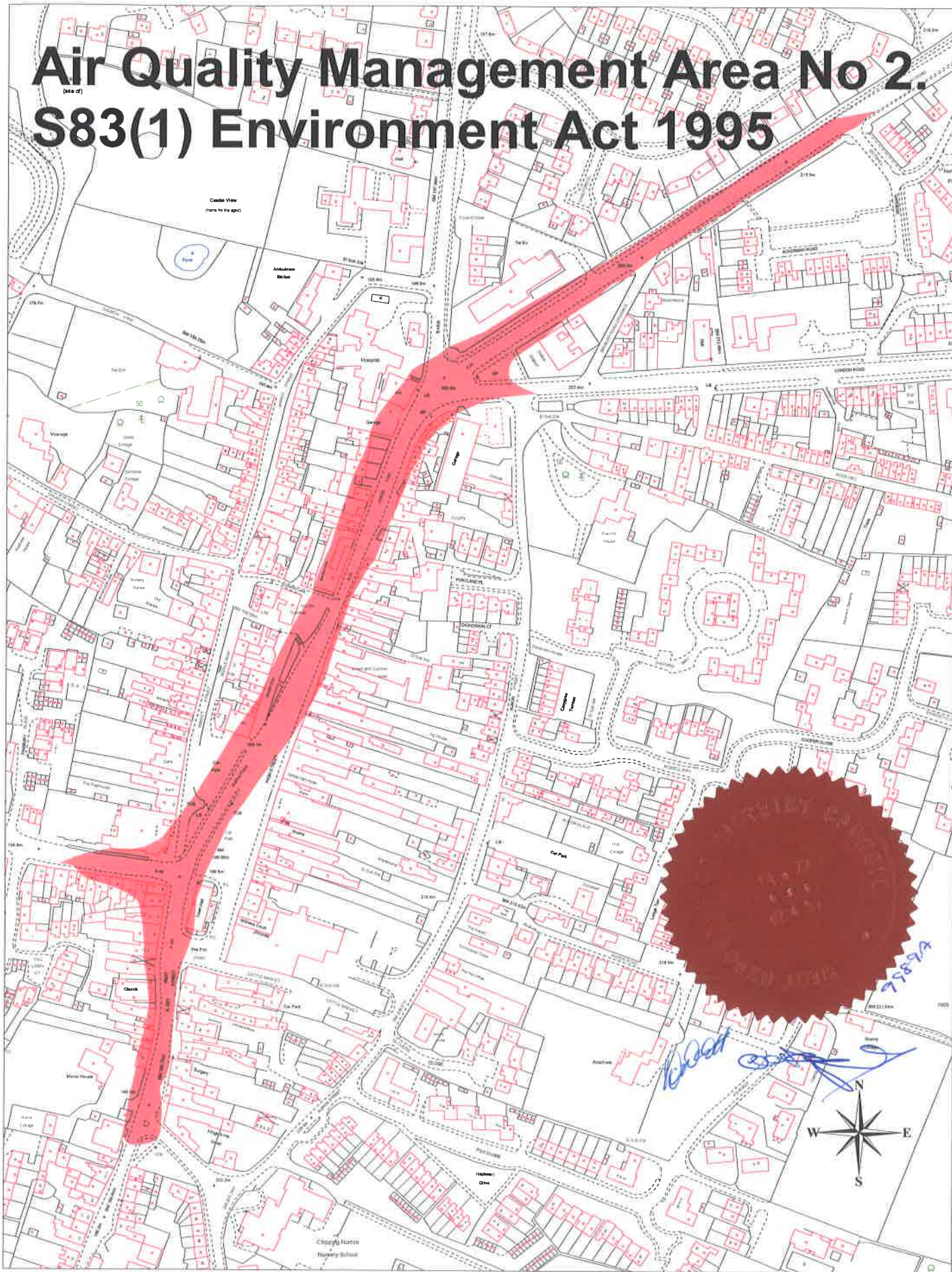
Head of Legal Services:

Chairman



This SEVENTH day of FEBRUARY 2005

Air Quality Management Area No 2. S83(1) Environment Act 1995



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West Oxfordshire District Council
Woodgreen
Wilney
Oxfordshire
OX28 1NB

Tel: 01993 702941
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www.westoxon.gov.uk

Map Title:

Air Quality Management Area No 2. Chipping Norton

Department:

Map No:

Date: 17:01:05

Scale: 1:3000

WITNEY TRAFFIC ADVISORY COMMITTEE MEETING

Held on Tuesday, 22 September 2026

At 3.00 pm in the Gallery Room, The Corn Exchange, Witney

Present:

Councillor D Enright (Chair)

Councillors:	S McCorroll	S Simpson
	A Prosser	R Smith
	T Ashby	T Bayliss
	J Robertshaw	D Miles
Officers:	Adam Clapton	Deputy Town Clerk
	Derek Mackenzie	Senior Administrative Officer & Committee Clerk
	Duncan Stewart	Oxfordshire County Council
	Danielle Chick	Oxfordshire County Council
	Annabelle Calder	Oxfordshire County Council
	Nassim Akhtar-Ali	Oxfordshire County Council
	Karl Chadwick	Oxfordshire County Council
Others:	Two members of the public.	
	Councillor David Edwards-Hughes	
	D Miles, Parish Transport Representative	
	R Steere, Witney Chamber of Commerce	

T45 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors A Coles(OCC) and J Aitman (WTC)

Apologies were also received from C Hulme (Thames Valley Police), A Lyon (West Oxfordshire Community Transport) & A Bullock (Witney Chamber of Commerce) who was substituted by R Steere.

T46 **ELECTION OF CHAIR**

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

It was proposed that Councillor D Enright continue as Chair. There being no other nominations it was:

Resolved:

That, Councillor D Enright be elected Chair of the Committee for the 2026/27 municipal year.

T47 **ELECTION OF VICE-CHAIR**

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

It was proposed that Councillor A Coles continue as Vice Chair. There being no other nominations it was:

Resolved:

That, Councillor A Coles be elected Vice Chair of the Committee for the 2026/27 municipal year.

T48 **PUBLIC PARTICIPATION**

There was no public participation.

T49 **MINUTES**

The minutes of the meeting held on 30 June 2026 were received and approved as a correct record.

T35(3) Members were pleased to hear from OCC Officers that the South Leigh Turn bus shelter had been reinstated.

Resolved:

That, the minutes of the meeting held on 30 June 2026 be approved and signed by the Chair as a correct record.

T50 **COMMITTEE TERMS OF REFERENCE**

The committee considered whether any changes were needed to the current Terms of Reference.

Members suggested that representation from Thames Travel be invited in place of Pulhams and that a Civility and Respect Pledge statement similar to that of Witney Town Council's be incorporated.

Resolved:

1. That, the Terms of Reference be approved subject to the replacement of Pulhams with Thames Travel as a representative organisation; and
- That, a Civility and Respect Pledge be incorporated.

Cllr R Smith joined the meeting at 3:12pm.

T51 **PLACE, PLANNING AND COORDINATION**

The Committee received updates from Oxfordshire County Council on a range of transport projects and initiatives.

Movement and Place Plan

Members were advised that consultation on the West Oxfordshire Lowlands Movement and Place Plan had closed and responses were being reviewed. The Committee noted that the West End Link Road had been removed from the emerging plan following cost and value for money assessments. Members welcomed the offer from OCC for a separate councillor briefing on the matter.

Access to Witney (Shores Green Junction)

The Committee noted that the junction was now fully operational and that traffic monitoring would continue over the coming months. Members welcomed the improvements delivered which included the resurfacing of the upper part of Oxford Hill however, they highlighted signage concerns at the Oxford Hill approach.

Deer Park & Madley Park Paths and Crossings

The Committee noted progress with procurement and project governance for the long-awaited delivery of the projects. Members were advised that final programme details were expected shortly, with the intention of commencing works as soon as possible.

King George's Field Path

The Committee welcomed completion of the path improvement scheme and noted that further investigation would be undertaken into reports of the initial surface water pooling.

Church Green Traffic Issues

The Committee noted the response from Oxfordshire County Council regarding speeding concerns and signage within the conservation area. Members discussed whether additional investigation may be warranted should further concerns be raised by residents.

Witney High Street Improvement Scheme

The Committee received a detailed update on progress with the High Street Improvement Scheme from the Programme Lead and noted that works remained on programme, with completion anticipated in early November 2026.

Members were advised that progress had continued across a number of workstreams, including drainage infrastructure, paving, utility diversions and preparation for the installation of street furniture and landscaping.

The Committee noted that a temporary full closure of part of the High Street was likely to be required to facilitate essential drainage works and that discussions were continuing regarding the timing of these works and the associated traffic management arrangements.

The representative from Witney Chamber of commerce led the discussions on the impact of the works on businesses, residents, public transport operators and visitors to the town centre. Particular emphasis was placed on the importance of clear and timely communication regarding changing traffic arrangements, road closures, pedestrian routes and bus stop locations.

Members welcomed reassurances that efforts were being made to maintain access to businesses throughout the construction period but expressed concern that some recent scheme amendments had not been widely communicated before becoming public. In response, the officer acknowledged the importance of continued engagement with local stakeholders and advised that further updates would be issued as the project progressed.

The Majority of the discussion focussed on the public realm aspects of the scheme. Members considered the news for revised planting proposals and opportunities to increase the amount of landscaping, greening and biodiversity within the completed streetscape. The Committee welcomed the intention to improve the appearance of the town centre while recognising the practical constraints associated with underground services, maintenance requirements and pedestrian movement however felt that greater planning could have helped elevate these issues or provided alternative solutions earlier and within the scope of the project.

The Committee also welcomed the co-ordination of carriageway resurfacing with the works and highlighted the importance of ensuring that the finished scheme delivered a coherent and high-quality environment throughout the High Street.

Members sought assurances regarding arrangements for major forthcoming events, including Remembrance Sunday and the Christmas Lights Switch on. Officers advised that planning was continuing with the relevant stakeholders to minimise disruption and ensure that key events could proceed safely.

The Committee further noted that temporary bus stops and shelters remained in operation during the works and discussed the importance of ensuring that these facilities remained accessible, adequately signed and that the bus stops were protected from inappropriate parking.

During the wider discussion on public transport, bus operators reported that service diversions associated with the High Street works had generally operated successfully and that close liaison with the project team was essential. The Committee welcomed this collaborative approach and thanked the operators for their efforts in maintaining services during the construction period.

In closing Members recognised that, although the works had inevitably caused disruption, the project represented a major investment in Witney town centre and there was broad support for ensuring that the final scheme delivered lasting improvements to accessibility, public realm quality, sustainability and the overall attractiveness of the High Street.

Resolved:

1. That, the update be noted and
 2. That, a councillor briefing be arranged in respect of the West End Link Road and
- That, ongoing engagement with businesses, residents, public transport operators and other stakeholders continue throughout the remainder of the High Street/Market Square project.

T52 CIVIL ENFORCEMENT

The Committee received an update on on-street parking enforcement within Witney.

Members highlighted concerns regarding vehicles parking close to temporary bus stops introduced as part of the High Street Improvement Scheme, noting the potential impact on bus operations and passenger access.

Officers agreed to raise these concerns with the enforcement contractor and request appropriate monitoring of affected locations.

Resolved:

That, concerns regarding parking at temporary bus stop locations be referred to the Civil Enforcement contractor for consideration and targeted enforcement where appropriate.

T53 COMMUNITY SPEEDWATCH UPDATE

The Committee received an update on Community Speedwatch activity in Witney.

Members were advised that Councillor Andrew Coles would be stepping down as Community Speedwatch Co-ordinator and that the last monitoring session had taken place in April 2026.

The Committee noted that, should the scheme remain inactive for a period of six months, the speed monitoring equipment would need to be returned to Thames Valley Police.

Members thanked Councillor Coles for his work in supporting the initiative and discussed the need to recruit additional volunteers to enable the scheme to continue.

Resolved:

1. That, Councillor Andrew Coles be thanked for his contribution to Community Speedwatch; and

That, opportunities to recruit additional volunteers be promoted through the Town Council's website and social media channels.

T54 PUBLIC TRANSPORT UPDATE

The Committee received updates from Stagecoach and the public transport representative.

Members were advised that the reopening of Botley Road had enabled significant revisions to local bus services, including the return of the S1 to its usual route and the introduction of the S1A, serving the Windrush Estate and providing a combined 15-minute frequency between Witney and Oxford. Representatives welcomed the improvements already delivered and noted that further benefits were expected once the High Street scheme had been completed.

It was highlighted that the revised timetable had also improved provision for the Range Road and Colwell Green areas, which were now served every 30 minutes. Members welcomed the positive improvements being seen across the local network.

A concern was raised regarding the reliability of on-board audio announcements. In response, Stagecoach acknowledged that some issues had been experienced but advised that these had been addressed and were believed to have now been resolved.

Resolved:

That, the update be noted.

T55 **OCC CONSULTATION - WITAN WAY ZEBRA CROSSING**

The Committee considered the proposed zebra crossing near to Station Lane's Avenue One.

Members discussed the proposed location, pedestrian desire lines and potential impacts on traffic movement. Overall support was expressed for the principle of the crossing however, due to the various nuanced opinions Members were encouraged to submit individual consultation responses.

Resolved:

That, the proposal be welcomed and individual members submit consultation responses as appropriate.

T56 **OCC REQUEST FOR FEEDBACK ON 20MPH SCHEMES**

The Committee welcomed the request for feedback on the 20mph Speed Limit Scheme.

Members acknowledged data indicating a reduction in accidents following the introduction of the scheme and welcomed this as an encouraging outcome. However, it was noted that some residents appeared to continue driving at speeds they considered appropriate regardless of the posted limit, leading to concerns regarding compliance and enforcement. Discussion focussed on the need for improved signage, particularly on routes into the town and in outlying areas such as Thorney Leys, where additional 30mph reminder signs were considered beneficial. Conversely, some members questioned the value of signage in short cul-de-sac locations where traffic speeds were already low.

The Committee discussed the impact of the blanket 20mph approach, with particular reference to public transport. Members noted that buses were required to adhere to all speed restrictions throughout their routes, whilst private motorists could often avoid some of the affected roads. It was reported that the average speed of the S1 service was around 17mph, creating challenges in maintaining competitive journey times with car users.

Members also considered the potential use of Vehicle Activated Signs (VAS) to improve driver awareness and compliance. It was suggested that the Town Council could consider such measures as part of future budget discussions and that funding opportunities may be available through Oxfordshire County Council members' discretionary funding allocations.

Whilst welcoming the reported reduction in accidents, members expressed the view that a more detailed review of the scheme's wider impacts would be beneficial, including consideration of concerns that lower speeds could result in traffic becoming more closely grouped in some locations, potentially affecting opportunities for pedestrians to cross the road.

It was agreed that the comments raised during the discussion should be submitted as the Committee's response to the review, whilst individual members would remain free to submit their own representations.

Resolved:

That, the comments of the Committee be forwarded as part of the consultation response.

T57 **CHURCH GREEN TRAFFIC ISSUES**

The Committee noted that the matters raised under this item had been addressed under the Place, Planning & Coordination item on the agenda.

T58 **KING GEORGES PATH**

The Committee noted that the matters raised under this item had been addressed under the Place, Planning & Coordination item on the agenda.

T59 **ITEMS RAISED AT THE MEETING**

Members were reminded of the consultation on the West Oxfordshire Local Plan 2043 and encouraged to submit comments where relevant to transport matters.

The Town Council also advised that works were being considered to address vegetation and visibility issues on the Curbridge Road roundabout near Richmond Village, and assistance with traffic management arrangements would be sought from Oxfordshire County Council

Resolved:

That, the updates be noted.

T60 **DATE OF THE NEXT MEETING(S)**

The next meeting of the Committee would be held on 12 January 2027.

The meeting closed at: 4.51 pm

Chair