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CLIMATE, BIODIVERSITY & PLANNING COMMITTEE MEETING OF THE WITNEY TOWN COUNCIL

Held on Tuesday, 11 February 2025

At 6.03 pm in the Gallery Room, The Corn Exchange, Witney

Present:

Councillor A Bailey (Chair)

Councillors:	G Meadows J Aitman S Simpson G Doughty	J Doughty R Smith J Treloar (In place of T Ashby)
Officers:	Adam Clapton Derek Mackenzie Cara Murray Carl Whitehead	Deputy Town Clerk Senior Administrative Officer & Committee Clerk Admin Support Assistant - Communities & Planning Biodiversity & Green Spaces Officer
Others:	None.	

P81 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor T Ashby, Councillor J Treloar attended as a substitute.

P82 DECLARATIONS OF INTEREST

All Members declared a personal, non-prejudicial interest in Planning Application 25/00002/FUL by virtue of the applicant being a Town Councillor.

Councillor J Treloar also declared a personal, non-prejudicial interest in Planning Application 25/00144/OUT as the landowner was a personal friend and he was also a user of the adjacent sports & leisure facility.

There were no other declarations from Members or Officers

Cllr R Smith joined the meeting at 6:05pm

P83 MINUTES

The minutes of the Climate, Biodiversity & Planning Committee meetings held on 26 November & 17 December 2024 along with the 7 January & 28 January 2025 were received.

Resolved:

That, the minutes of the Climate, Biodiversity & Planning Committee meetings held on 26 November & 17 December 2024 along with the 7 January & 28 January 2025 be approved as a correct record of the meetings and be signed by the Chair.

P84 **PUBLIC PARTICIPATION**

There was no public participation.

P85 **FINANCE REPORT**

The Committee received and considered the report of the Responsible Financial Officer (RFO) detailing income and expenditure for budgets which were the responsibility of the committee.

Recommended:

1. That, the report be noted and,
2. That, the management accounts of the Stronger Communities Committee for the period 30 November 2024 be approved.

Cllr J Treloar joined the meeting at 6:16pm

P86 **GREEN FLAG AWARD APPLICATION**

The Committee received the report of the Biodiversity & Green Spaces Officer (B&GSO) which provided an update on the progress to appoint the Lake & Country Park with Green Flag status.

Members were pleased to hear the application was proceeding. The B&GSO answered members questions regarding the impact on the application following the degradation of the lake water quality owing to the continued ingress of water from the River Windrush.

The Committee asked that consideration be given to promotion of the site should the application for Green Flag status be awarded. A proposal followed from Cllr S Simpson, seconded by Cllr G Meadows that a budget be set. Members were unanimous in agreement.

Members praised the B&GSO and his team and volunteers from the community for their hard work to improve the Lake & Country Park area as well as the other green spaces around Witney saying that their hard work was testament to the progress in being able to apply for the award.

Recommended:

1. That, the report and verbal update be noted and,
2. That, the application for Green Flag status be approved and,
3. That, a budget be set to promote the award at the site if successful.

P87 **OXFORDSHIRE FIRE & RESCUE SERVICE - USE OF COUNTRY PARK & LAKE**

The Committee received the report of the Biodiversity & Green Spaces Officer (B&GSO) along with a verbal update which gave additional detail of the request from Oxfordshire Fire & Rescue.

In response to a Member question, the B&GSO explained that he would advise the promotion of the use of the lake by the fire & rescue services be kept to a minimum as witnessing such use could send a mixed message with some residents believing that the Lake was safe to access. However, he was confident that should visitors to the Lake witness the training, the Fire & Rescue Service would utilise it as an opportunity to educate.

The B&GSO advised that the Memorandum of Agreement would be very clear to state the specific limitations such as the extent to which any Fire tenders and vehicles could access the Lake area so as not to cause damage to the surrounding footpaths and would also outline the occurrence and type of exercise to be carried out.

Members agreed that the memorandum of agreement be delegated to Officers with a view that training could commence ahead of the better weather, when the chance of an incident could increase.

A Member raised that the Council had an earmarked reserve of £10,000 to be used towards Water Safety and though it was agreed that the Lake was not a suitable location in which to provide practical education, the organisation Active Oxfordshire did provide water safety education using local swimming pools.

It was proposed by Cllr R Smith, seconded by Cllr J Treloar that the Council consider utilising the funds to provide water safety education for Witney children. All members were in agreement.

Recommended:

1. That, the report be noted and,
2. That, Officers work with pace with Oxfordshire Fire & Rescue Service to draw up a memorandum of agreement and,
3. That, Officers investigate the options to utilise the earmarked reserve to provide Water Safety training.

The B&GSO left the meeting at 6:33pm

P88 **PLANNING APPLICATIONS**

The Committee received and considered a schedule of planning applications from West Oxfordshire District Council.

Resolved:

That, the comments, as per the attached schedule be forwarded to West Oxfordshire District Council.

P89 **PLANNING DECISIONS**

The Committee received and considered a schedule of planning decisions received from West Oxfordshire District Council (WODC).

The Committee Clerk summarised the reasoning for the decisions that were contrary to the Committee's submission.

Resolved:

That, the list circulated advising of WODC planning decisions be noted.

P90 **NOTIFICATION OF PLANNING APPEAL DECISION - 75 OXLEASE - APP/D3125/D/24/3352870**

The Committee received and considered correspondence concerning the appeal decision APP/D3125/D/24/3352870 for 75 Oxlease, Witney.

Resolved:

That, the appeal decision be noted.

P91 **APPLICATION FOR A NEW PREMISES LICENCE - KESAN LTD, WITNEY KEBAB HOUSE, 19 CORN STREET WITNEY**

The Committee received the application from Kesan Ltd, Witney Kebab House, 19 Corn Street Witney for a new premises licence.

A Member raised their concerns in respect of the deliveries being made from the premises. The Committee agreed that the following submission be made.

Whilst Witney Town Council do not object to this licence application, Members expressed concerns regarding the delivery drivers and ask that consideration is given by officers to ensure all drivers are adequately insured and using fully licenced vehicles.

Resolved:

That, the Council submit the above response to the application.

P92 **APPLICATION FOR A NEW PREMISES LICENCE - THE EDGE DELI, ELMFIELD, NEW YATT ROAD**

The Committee received the application from The Edge Deli, Elmfield, New Yatt Road for a new premises licence.

Resolved:

That, the Council makes a no objection response to this application.

P93 **WITNEY TRAFFIC ADVISORY COMMITTEE MINUTES 21 JANUARY 2025**

The Committee received the minutes of the Witney Traffic Advisory Committee held on 21 January 2025.

A Member raised that action to address the white lining at Windrush Leisure Centre remained outstanding despite the request of this Committee (Minute: P686 relates). Officers advised they would follow up with Oxfordshire County Council to obtain an update on progress.

Resolved:

1. That, the minutes of the Witney Traffic Advisory Committee held 21 January 2025 be noted and,
2. That, the Officers speak with OCC to obtain an update on the outstanding white lining issue.

The meeting closed at: 7.32 pm

Chair

Witney Town Council

Planning Minutes - 11th February 2025

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88- 1 WTC/019/25 Plot Ref :-25/00068/HHD Type :- HOUSEHOLDE
 Applicant Name :- . Date Received :- 03/02/2025
 Location :- 18 GRANGERS PLACE Date Returned :- 12/02/2025
 GRANGERS PLACE
 Proposal : Insertion of small gable window at first floor and sunpipe on rear roof slope.
 Observations : Witney Town Council has no objections regarding this application.

88- 2 WTC/020/25 Plot Ref :-25/00002/FUL Type :- FULL
 Applicant Name :- . Date Received :- 03/02/2025
 Location :- 1 KINGSWALK COTTAGES Date Returned :- 12/02/2025
 KINGSWALK COTTAGES
 Proposal : Construction of double car port with ancillary accommodation and storage above.
 Observations : Witney Town Council objects to this application. Members raised concerns of the height of the proposed building and the close proximity to neighbouring properties. Members do not believe the development complies with policy OS4, and that the proposal could harm the use or enjoyment of land and buildings nearby, including a harmful loss of light to neighbouring properties. Further to this, with regards to policy EH10, Members raised concerns that the proposed structure detracts from and does not make a positive contribution to the character/appearance of this Conservation Area.

Members discussed the character and materials of existing properties in the area, and agreed the proposed development does not include the use of materials sympathetic to neighbouring properties, or that 'form a logical complement to the existing pattern of development and character of the area' - as per the general principles of OS2 of the West Oxfordshire Local Plan 2031. Concerns were also raised regarding the build materials not being of high quality, and in turn creating low-quality accommodation.

The Council also noted the need for sewage connection for the proposed accommodation and believe this would increase the strain on the local sewer network and commented on known local issues, particularly during heavy rainfall and subsequent high infiltration rates. Given the site location and associated flood risk, the Council stressed the importance of flood protection from both surface and potential sewage water for this site, and neighbouring properties, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.

88- 3 WTC/021/25 Plot Ref :-24/03283/FUL Type :- FULL
 Applicant Name :- . Date Received :- 03/02/2025
 Location :- BARCLAYS BANK 30-32 Date Returned :- 12/02/2025
 MARKET SQ
 MARKET SQUARE
 Proposal : Installation of three panoramic CCTV cameras to rear elevation, along with erection of section of fencing with push bar exit gate to 2nd floor and a metal

mesh covering over a redundant roof sky light.

Observations : Witney Town Council does not object in principle however, Members request re-consultation should the opinion of the Conservation/Heritage Officer not concur.

88- 4 WTC/022/25 Plot Ref :-24/03284/LBC Type :- LISTED BUI

Applicant Name :- . Date Received :- 03/02/2025

Location :- BARCLAYS BANK 30-32 Date Returned :- 12/02/2025
MARKET SQ
MARKET SQUARE

Proposal : External alterations to include the Installation of three panoramic CCTV cameras to rear elevation, along with erection of a section of fencing with push bar exit gate to 2nd floor and a metal mesh covering over a redundant roof sky light.

Observations : Witney Town Council does not object in principle however, Members request re-consultation should the opinion of the Conservation/Heritage Officer not concur.

88- 5 WTC/023/25 Plot Ref :-24/03269/ADV Type :- ADVERTISED

Applicant Name :- . Date Received :- 03/02/2025

Location :- UNIT 11B MARRIOTT'S WALK Date Returned :- 12/02/2025
MARRIOTT'S WALK

Proposal : Erection of a fascia sign and a projecting sign.

Observations : Witney Town Council has no objections to this application and noted that the design is in-keeping with the area. Members were also pleased to see an empty unit being occupied and welcomes new business to the area.

88- 6 WTC/024/25 Plot Ref :-25/00145/ADV Type :- ADVERTISED

Applicant Name :- . Date Received :- 03/02/2025

Location :- 9-11 HIGH STREET Date Returned :- 12/02/2025
HIGH STREET

Proposal : Erection of 3 non-illuminated fascia signs, internally illuminated fascia sign, internally illuminated projecting sign, a wall mounted ACM sign and window vinyls.

Observations : Witney Town Council has no objections to this application and believe the new signage would be an improvement to the street scene. However, Members would like to see provision for cyclists and ask cycle racks could be added to the exterior of the store. Witney Town Council recognises the need for modal shift towards active travel as set out in policy T3 of the West Oxfordshire Local Plan 2031 and asks that a contribution is sought to offer greater cycling connectivity to the area.

88- 7 WTC/025/25 Plot Ref :-25/00212/LBC Type :- LISTED BUI

Applicant Name :- . Date Received :- 03/02/2025

Location :- 40 WOODGREEN Date Returned :- 12/02/2025
WOODGREEN

Proposal : Replacement windows.

Observations : Witney Town Council does not object in principle however, Members request re-consultation should the opinion of the Conservation/Heritage Officer not concur.

Proposal : Replacement windows.

Observations : Witney Town Council does not object in principle however, Members request re-

consultation should the opinion of the Conservation/Heritage Officer not concur.

The Meeting closed at : 7:32pm

Signed : _____ Chairman Date: _____

On behalf of :- Witney Town Council