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PLANNING & DEVELOPMENT COMMITTEE MEETING OF THE WITNEY TOWN COUNCIL

Held on Tuesday, 3 June 2025
At 6.00 pm in the Gallery Room, The Corn Exchange, Witney

Present:

Councillor G Doughty (Chair)

Councillors:	J Aitman	R Smith
	J Doughty	D Temple
	G Meadows	
Officers:	Adam Clapton	Deputy Town Clerk
	Derek Mackenzie	Senior Administrative Officer & Committee Clerk
	Cara Murray	Admin Support Assistant - Communities & Planning
Others:	None	

P311 APOLOGIES FOR ABSENCE

No apologies for absence were received.

P312 DECLARATIONS OF INTEREST

There were no declarations of interest from members or officers.

P313 MINUTES

The minutes of the Climate, Biodiversity & Planning Committee meeting held on 22 April and the new Planning & Development Committee meeting on 13 May 2025 were received.

Resolved:

That, the minutes of the Climate, Biodiversity & Planning Committee meeting held on 22 April and the new Planning & Development Committee meeting on 13 May 2025 be approved as a correct record of the meetings and be signed by the Chair.

P314 PUBLIC PARTICIPATION

There was no public participation.

P315 COMMITTEE TERMS OF REFERENCE

The committee received and considered the report of the Deputy Town Clerk regarding changes to the Committee Terms of Reference along with a verbal update confirming the remit of Committee.

Members were unanimous in agreement with the proposed changes, some of which had arisen due to the Council decision to establish a separate Climate & Biodiversity Committee.

Members asked that an amendment to be made to (e) so as to include consideration for water and therefore read as:

To consider the impact on the green and water environments, ecosystems and biodiversity of all planning applications and comment in the name of the Council accordingly.

Recommendation:

1. That, Objective (e) be amended to read as noted above and,
2. That, the amended Terms of Reference be presented for approval by Full Council on 23 June 2025.

P316 **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.

P317 **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.

P318 **APPLICATION FOR A NEW PREMISES LICENCE - SA SPAZA SUPPLIES UK LTD, 38B HIGH STREET, WITNEY**

The Committee received the application from SA Spaza Supplies UK Ltd, 38b High Street, Witney for a new premises licence.

The Committee had no objections to the licensing application. Members welcomed and were pleased to support the expansion to this new diverse small business.

Resolved:

That, the Council makes no objection to this application.

The meeting closed at: 6.15 pm

Chair

Witney Town Council

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316- 1 WTC/062/25 Plot Ref :-25/01012/FUL Type :- FULL
Applicant Name :- . Date Received :- 19/05/2025
Location :- 10 TUNGSTEN PARK Date Returned :- 04/06/2025
COLLETTS WAY
Proposal : Provision of 4 additional windows to north east elevation to match existing and installation of 3 additional air conditioning units to north west elevation (amended description)
Observations : Witney Town Council has no objections to this amended application.

316- 2 WTC/063/25 Plot Ref :-25/01232/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 22/05/2025
Location :- 29 BURWELL MEADOW Date Returned :- 04/06/2025
BURWELL MEADOW
Proposal : Erection of porch.
Observations : Witney Town Council does not object to this application; however, Members note the increased footprint and would ask that mitigating measures are considered to help decrease the possibility of surface water flooding, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.

The Meeting closed at : 6:15pm

Signed : _____ Chairman Date: _____

On behalf of :- Witney Town Council