### **Public Document Pack**

# PLANNING & DEVELOPMENT COMMITTEE MEETING OF THE WITNEY TOWN COUNCIL

#### Held on Tuesday, 16 September 2025

#### At 6.00 pm in the Gallery Room, The Corn Exchange, Witney

#### Present:

Councillor D Temple (Chair)

Councillors: G Meadows T Ashby (In place of J Doughty)

R Smith J Treloar (In place of G Doughty)

Officers: Adam Clapton Deputy Town Clerk

Derek Mackenzie Senior Administrative Officer &

Committee Clerk

Cara Murray Admin Support Assistant -

**Communities & Planning** 

Others: None

#### P532 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor J Aitman.

Apologies for absence were also received from Councillors G Doughty, and J Doughty, Councillors J Treloar and T Ashby attended as substitutes respectively.

#### P533 **ELECTION OF CHAIR**

Due to the absence of the Chair and Vice-Chair the Deputy Town Clerk called for nominations for a Chair for the meeting.

It was proposed by Cllr D Temple and seconded by Cllr J Treloar that Cllr D Temple be elected. There being no other nominations it was:

#### **Resolved:**

That, Councillor Dean Temple be elected Chair of the meeting.

#### P534 **DECLARATIONS OF INTEREST**

There were no declarations of interest from Members or officers.

#### P535 MINUTES

The minutes of the Planning & Development Committee meetings held on 15 July, 5 August, and 26 August 2025 were received.

#### **Resolved:**

That, the minutes of the Planning & Development Committee meetings held on 15 July, 5 August and 26 August 2025 be approved as correct records of the meetings and be signed by the Chair.

#### P536 **PUBLIC PARTICIPATION**

There was no public participation.

#### P537 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.

#### P538 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. Members discussed the current practice of officers marking certain planning applications as "contrary" where planning conditions have been added, in order to ensure these applications were highlighted for the Committees attention. It was noted that this approach had been used to support transparency and to facilitate informed consideration by the Committee.

Members agreed that while the intention behind the practice was understood, the presentation of planning decisions could benefit from further clarity. Officers were, therefore asked to review the format in order to ensure accurate presentation.

#### **Resolved:**

- 1. That, the list circulated advising of WODC planning decisions be noted and
- 2. That, Officers review the presentation of the report of planning decisions.

## P539 NOTIFICATION OF PLANNING APPEAL DECISION - 1 SYCAMORE CLOSE, WITNEY - APP/D3125/D/25/3370522

The Committee received and considered correspondence concerning the appeal decision APP/D3125/D/25/3370522 for 1 Sycamore Close, Witney.

#### **Resolved:**

That, the appeal decision be noted.

The meeting closed at: 6.19 pm

Chair

### Minute Item P537

#### **Witney Town Council**

#### Planning Minutes - 16th September 2025

537

537- 1 WTC/101/25 Plot Ref :-25/01896/FUL Type :- FULL

Applicant Name:- . Date Received:- 01/09/2025

Location :- 34 COMPTON WAY Date Returned :- 17/09/2025

COMPTON WAY

Proposal: Insertion of doorway and window into rear wall of existing garage.

Observations: Witney Town Council has no objections regarding this application.

537- 2 WTC/102/25 Plot Ref :-25/01949/HHD Type :- HOUSEHOLDE

Applicant Name :- . Date Received :- 01/09/2025

Location :- 1 WOODSTOCK ROAD Date Returned :- 17/09/2025

WOODSTOCK ROAD

Proposal: Erection of single storey rear extension.

Observations: Witney Town Council has no objections regarding this application.

537- 3 WTC/103/25 Plot Ref :-25/01956/HHD Type :- HOUSEHOLDE

Applicant Name :- . Date Received :- 01/09/2025

Location :- 35 OXLEASE Date Returned :- 17/09/2025

OXLEASE

Proposal: Erection of first floor side extension.

Observations: Witney Town Council has no objections regarding this application.

537- 4 WTC/104/25 Plot Ref :-25/01965/FUL Type :- FULL

Applicant Name :- . Date Received :- 01/09/2025

Location :- 114 CORN STREET Date Returned :- 17/09/2025

CORN STREET

Proposal: Installation of an external flue (retrospective).

Observations: Witney Town Council has no objections regarding this application.

537- 5 WTC/105/25 Plot Ref :-25/01998/LBC Type :- LISTED BUI

Applicant Name :- . Date Received :- 01/09/2025

Location :- 68 CORN STREET Date Returned :- 17/09/2025

CORN STREET

Proposal: Replacement windows.

Observations: Witney Town Council has no objections regarding this application.

į	537- 6	WTC/106/25	Plot Re	ef:-25/02024/		Type :-	HOUSEHOLDE
		Applicant Name :- Location :-	82 BURWELL DRIVE BURWELL DRIVE			ate Received :- ate Returned :-	01/09/2025 17/09/2025
		Proposal:	Erection of single-storey front extension, garage conversion and garden room/store outbuilding.  While Witney Town Council does not object to this application in terms of material concerns, it notes the loss of permeable drainage and would ask that mitigating measures are considered to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.				
		Observations :					
į	537- 7	WTC/107/25	Plot Re	ef :-25/01989/	'FUL	Type :-	FULL
		Applicant Name :-			Da	ate Received :-	02/09/2025
		Location :-	46 MARKET SQUARE MARKET SQUARE		Da	ate Returned :-	17/09/2025
		Proposal :	Conversion of the existin erection of a two storey				
		Observations:	Witney Town Council does not object to this application in principle. Members are supportive of the introduction of residential use in this location as they fee would be a positive contribution to the area.				
į	537- 8	WTC/108/25	Plot Re	ef :-25/01990/	LBC	Type :-	LISTED BUI
		Applicant Name :-			Da	ate Received :-	02/09/2025
		Location :-	46 MARKET SQUARE MARKET SQUARE		Da	ate Returned :-	17/09/2025
		Proposal :	Internal and external alte dwelling with works to ind storey glazed link.				
		Observations:	Witney Town Council doc are supportive of the intro would be a positive contr status, Members request opinion of the Conservati	oduction of re libution to the that Witney	esidenti e area. I Town C	al use in this loca However, given t Council be re-con	ation as they feel in the listed building
		The Meeting closed at: 6:19pm					
		Signed :		Chairman	Date:		
		On behalf of :-	Witney Town Co	ouncil			