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## **PLANNING & DEVELOPMENT COMMITTEE MEETING OF THE WITNEY TOWN COUNCIL**

**Held on Tuesday, 28 October 2025**

**At 6.00 pm in the Virtual Meeting via MS Teams - Virtual Meeting**

### **Present:**

Councillor G Doughty (Chair)

|              |                 |                                                     |
|--------------|-----------------|-----------------------------------------------------|
| Councillors: | J Doughty       | D Temple                                            |
|              | G Meadows       | R Crouch                                            |
|              | R Smith         | S Simpson                                           |
| Officers:    | Sharon Groth    | Town Clerk                                          |
|              | Derek Mackenzie | Senior Administrative Officer &<br>Committee Clerk  |
|              | Cara Murray     | Admin Support Assistant -<br>Communities & Planning |
| Others:      | None.           |                                                     |

### **P606 APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor J Aitman.

*Cllr R Smith Joined the meeting at 6:05pm*

### **P607 DECLARATIONS OF INTEREST**

There were no declarations of interest from Members or officers.

### **P608 PUBLIC PARTICIPATION**

There was no public participation.

### **P609 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.

*Cllr R Crouch joined the meeting at 6:11pm*

*During the following item Cllr S Simpson joined the meeting at 6:23pm*

**P610 PLANNING APPLICATION 25/02184/FUL - OXFORD WITNEY HOTEL**

The Committee received and considered an application located in the neighbouring parish of Ducklington, adjacent to Witney parish boundary and its facilities.

**Resolved:**

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

*Cllr R Smith left the meeting at 6:31pm*

**P611 APPLICATION FOR A NEW PREMISES LICENCE - SCARLETT RIVER BREWING COMPANY, 6 MARRIOTTS WALK**

The Committee received and considered the application for a Premises Licence for Scarlett River Brewing Company, 6 Marriotts Walk.

Members agreed on the following response for submission:

*Witney Town Council has no objection to this application and welcomes the addition of an independent local brewery to Witney, recognising its potential contribution to the town's local economy and community.*

**Resolved:**

That, the above submission be made to West Oxfordshire District Council.

**P612 ADDRESS MANAGEMENT - CAR PARK REAR OF WEST END/FARMERS CLOSE**

The Committee received and considered correspondence from the Address Management Officer at West Oxfordshire District Council regarding a road naming request for the car park to the rear of West End/Farmers Close.

Members discussed the proposed name, *Millstream Mews*, and expressed their support for the suggestion. No alternative names were put forward.

**Resolved:**

That, Members raised no objection to the proposed street name "*Millstream Mews*", and that this response be forwarded to the Address Management Officer at West Oxfordshire District Council for onward forwarding to the developers.

**P613 SALT CROSS AREA ACTION PLAN (AAP) POLICY 2 - MAIN MODIFICATIONS CONSULTATION**

Members received and considered a response to the notification from West Oxfordshire District Council of the public consultation on the proposed Main Modifications to Policy 2 – Net Zero Carbon Development of the Salt Cross Area Plan (AAP).

Members agreed on the following response for submission:

*Witney Town Council welcome the amendments to the Salt Cross Area Action Plan.  
Members praise the advancements to move away from the reliance on fossil fuels and to provide  
Net Zero housing within the local area.*

*The Council further see this new village scheme as a blank canvas on which to seize the  
opportunity to place Climate Action at the forefront of both WTC & WODC's climate emergency  
declarations.*

**Resolved:**

That, the above submission be made to West Oxfordshire District Council.

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The meeting closed at: 6.46 pm

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Chair



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|--------|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------|
| 609- 6 | WTC/121/25        | Plot Ref :-25/02364/HHD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Type :-          | HOUSEHOLDE |
|        | Applicant Name :- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Date Received :- | 15/10/2025 |
|        | Location :-       | 42 STANWAY CLOSE<br>STANWAY CLOSE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Date Returned :- | 29/10/2025 |
|        | Proposal :        | Erection of front porch and conversion of detached garage to create home office and gym.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                  |            |
|        | Observations :    | Witney Town Council does not object to this application; however, Members note the removal of trees within the site and the proposed expansion of the patio area to the rear and side of the property, which will result in a loss of permeable drainage. Members request that appropriate sustainable drainage measures are incorporated to decrease the possibility of surface water flooding, in accordance with Policy EH7 of the West Oxfordshire Local Plan 2031. Members also request that replacement trees are planted in suitable locations to compensate for those removed. |                  |            |

The Meeting closed at : 6:46pm

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Signed : \_\_\_\_\_ Chairman Date: \_\_\_\_\_

On behalf of :- Witney Town Council

## Consultee Comments for Planning Application 25/02184/FUL

### Application Summary

**Application Number:** 25/02184/FUL

**Address:** Oxford Witney Hotel Ducklington Lane Witney Oxfordshire OX28 4EX

**Proposal:** Part internal reconfiguration of ground floor accommodation within the existing footprint and roofline to include 14 additional guest suites (inclusive), relocated main reception and health suite. Associated accessible external access and landscaping to replace the current entryway and courtyard.

**Case Officer:** James Nelson

### Consultee Details

Name: Mrs S Groth

Address: Witney Town Council, Town Hall, Market Square Witney, Oxfordshire OX28 6AG

Email: info@witney-tc.gov.uk

On Behalf Of: Parish Council

### Comments:

Witney Town Council raises no objection to the application on material planning grounds. However, the Council respectfully requests that the following comments and considerations be taken into account by Officers.

### Support for Reversion to Hotel Use

The Town Council welcomes and supports the proposal to return the premises from its current use under government contract to a traditional hotel operation. Members recognise the positive contribution this will make in supporting tourism and business visitors to the town.

### Loss of Leisure Facilities and Arts, Heritage & Leisure Provision

The Council notes with concern the proposed removal of the existing fitness suite and swimming pool, which have historically provided valuable leisure and recreational amenities for local residents. As specific details of any relocated or replacement health facilities have not been provided, the Council requests that alternative leisure provision, such as rural exercise equipment, be secured through a suitable community contribution or planning obligation.

While it is acknowledged that the proposed development would enhance the hotel's accommodation offering, the removal of the existing leisure facilities results in the permanent loss of amenities that have previously supported community use as well as hotel guests. The replacement facilities proposed within the hotel will be for the benefit of guests only and will not mitigate the loss of publicly accessible leisure provision, albeit on a paid membership basis.

Given Witney's role as the main service centre for the surrounding rural area, it is appropriate that developments within its catchment contribute to the enhancement of community infrastructure serving a wider population. In accordance with Policies OS5 (Supporting Infrastructure) and EH5 (Sport, recreation and children's play) of the West Oxfordshire Local Plan 2031, and with reference to paragraphs 96(c) and 98 of the National Planning Policy Framework (NPPF), which promote healthy, inclusive communities and the

protection of community facilities, Witney Town Council requests that a proportionate Section 106 financial contribution be secured towards Arts, Heritage, and Leisure provision within Witney.

Such a contribution would appropriately mitigate the loss of the hotel's community-accessible leisure facilities and support the continued enhancement of arts, cultural, and recreational opportunities available to residents within the town and surrounding settlements, as well as hotel guests who will benefit from these amenities.

In line with previous Section 106 contributions secured within Witney, such funding could be directed towards:

- Alternative leisure provision, such as rural exercise equipment be secured through a suitable community contribution or planning obligation. **£15,000**
- Improvements to the adjacent Witney Lake and Country Park, supporting outdoor leisure, nature access, and wellbeing initiatives. **£7,500**
- Enhancements to The Leys Recreation Ground, improving sports, play, and open-space provision; and/or **£7,500**
- Investment in the Corn Exchange, strengthening Witney's arts and heritage offer through building improvements and expanded community use. **£5,750**

Witney Town Council therefore make a S106 request of **£35,750**

### **Environmental Sustainability**

The Town Council encourages the applicant to strengthen the environmental credentials of the scheme. In particular, consideration should be given to incorporating measures such as solar panels, electric vehicle charging points, and secure cycle parking, in line with the Council's and district's shared ambition for carbon reduction and sustainable development in accordance with policy OS3 of the West Oxfordshire Local Plan 2031

### **Environment and Flooding**

The Council welcomes the proposed relocation of the main entrance to improve accessibility for all users and the enhancement of the courtyard landscaping. However, Members also request that attention be given to the maintenance of the existing land to the rear of the hotel, specifically the ditch bordering the adjacent allotments. In accordance with policy OS3 of the West Oxfordshire Local Plan 2031, Improved upkeep of this area could help mitigate flooding incidents that allotment holders experience during periods of heavy rainfall.