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PLANNING & DEVELOPMENT COMMITTEE MEETING OF THE WITNEY TOWN COUNCIL

Held on Tuesday, 9 December 2025

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

Present:

Councillor G Doughty (Chair)

Councillors:	J Doughty	R Smith
	G Meadows	D Temple

Officers:	Adam Clapton	Deputy Town Clerk
	Derek Mackenzie	Senior Administrative Officer & Committee Clerk

Others: None.

P729 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors J Aitman and S Simpson.

P730 DECLARATIONS OF INTEREST

There were no declarations of interest from Members or officers.

P731 PUBLIC PARTICIPATION

There was no public participation.

P732 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.

P733 25/02832/OUT - THE PADDOCK SHORES, GREEN WITNEY

The Committee received and considered the above planning application which fell outside the periphery of the town boundary.

Resolved:

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

P734 **APPLICATION FOR A NEW PREMISES LICENCE - SAINSBURYS, UNIT 4, 39 CENTENARY WAY, WITNEY**

Due to the short statutory timescale for Witney Town Council to respond and, with the express permission of the Chair an additional item was added to the meeting regarding the consideration of an application W/25/01361/PRMA for a New Premises Licence at Sainsburys, Unit 4, 39 Centenary Way, Witney under the Licensing Act 2003.

Members had no objection to the licencing application and welcomed the arrival of a new neighbourhood convenience store to the area.

Resolved:

That, a no objection response be forwarded to the licencing team at West Oxfordshire District Council

P735 **APPLICATION FOR MINOR VARIATION OF PREMISES LICENCE - PIZZA EXPRESS, 6 MARKET SQUARE, WITNEY**

Due to the short statutory timescale for Witney Town Council to respond and, with the express permission of the Chair an additional item was added to the meeting regarding the consideration of an application W/25/01374/PRMMV for a minor variation of a Premises Licence at Pizza Express, 6 Market Square, Witney under the Licensing Act 2003.

Members had no objection to the minor amendments.

Resolved:

That, a no objection response be forwarded to the licencing team at West Oxfordshire District Council

The meeting closed at: 6.37 pm

Chair

Witney Town Council

Planning Minutes - 9th December 2025

732

732- 1 WTC/130/25 Plot Ref :-25/02694/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 21/11/2025
Location :- 2 VINER CLOSE Date Returned :- 10/12/2025
VINER CLOSE

Proposal : Erection of a two storey side extension and single storey rear extension with associated works.

Observations : 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.

732- 2 WTC/131/25 Plot Ref :-25/02699/FUL Type :- FULL
Applicant Name :- . Date Received :- 21/11/2025
Location :- THE PLOUGH, 98 HIGH STREET Date Returned :- 10/12/2025
HIGH STREET

Proposal : Installation of reclaimed timber lintel to outbuilding doorway and reinstallation of stonework, architraves and door. (Part retrospective).

Observations : The extension hereby approved shall be used as accommodation ancillary to the existing dwelling and shall not be occupied separately or as a separate dwelling.

732- 3 WTC/132/25 Plot Ref :-25/02700/LBC Type :- LISTED BUI
Applicant Name :- . Date Received :- 21/11/2025
Location :- THE PLOUGH, 98 HIGH STREET Date Returned :- 10/12/2025
HIGH STREET

Proposal : Internal and external alterations to install reclaimed timber lintel to outbuilding doorway and reinstallation of stonework, architraves and door. (Part retrospective).

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

732- 4 WTC/133/25 Plot Ref :-25/02753/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 21/11/2025
Location :- 11 PENSCLOSE Date Returned :- 10/12/2025
PENSCLOSE

Proposal : Erection of 1.5 storey side extension with associated works.

Observations : 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

732- 5 WTC/134/25	Plot Ref :-25/02798/HHD	Type :-	HOUSEHOLDE
Applicant Name :- .		Date Received :-	21/11/2025
Location :- 36 ORCHARD WAY ORCHARD WAY		Date Returned :-	10/12/2025
Proposal : Erection of single-storey rear extension and 1.5 storey side extension, conversion of attic with box dormer to rear, demolition of existing rear extension and garage, and associated works.			
Observations : While Witney Town Council does not object to this application in terms of material concerns, However it Supports the comment of WODC's Flood Risk Management Officer.			
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.			

732- 6 WTC/135/25	Plot Ref :-25/02743/HHD	Type :-	HOUSEHOLDE
Applicant Name :- .		Date Received :-	21/11/2025
Location :- 4 WOODFORD MILL, MILL STREET MILL STREET		Date Returned :-	10/12/2025
Proposal : Installation of second-floor window on the west elevation.			
Observations : Witney Town Council has no objections regarding this application.			

732- 7 WTC/136/25	Plot Ref :-25/02760/FUL	Type :-	FULL
Applicant Name :- .		Date Received :-	25/11/2025
Location :- 29 HIGH STREET HIGH STREET		Date Returned :-	10/12/2025
Proposal : Change of use from bank to dental practice along with the infill of the opening used for the ATM with a window.			
Observations : Witney Town Council supports this application and welcomes the introduction of a new dentistry practice to the town which will bolster its social infrastructure and ensure that an empty High Street premise is utilised.			

732- 8 WTC/137/25	Plot Ref :-25/02532/FUL	Type :-	FULL
Applicant Name :- .		Date Received :-	27/11/2025
Location :- 113 WADARDS MEADOW WADARDS MEADOW		Date Returned :-	10/12/2025
Proposal : Installation of a home electric vehicle charge point on the front of the property and associated EV cable channel in the footway outside the property.			
Observations : Witney Town Council has no objections regarding this application. It welcomes and encourages the installation of measures that help to contribute to the reduction of the carbon impact of the Town.			

732- 9 WTC/138/25

Plot Ref :-25/02661/OUT

Type :- OUTLINE

Applicant Name :- .

Date Received :- 27/11/2025

Location :- 61 MIRFIELD ROAD
MIRFIELD ROAD

Date Returned :- 10/12/2025

Proposal : Outline application with all matters reserved for the erection of two self build 2 bedroom flats.

Observations : Witney Town Council look to object to the application as they feel they lack sufficient details in order to make an informed decision

Witney Town Council feels that the proposal may to over development and will contribute to a lack of green space within its residential setting,

732- 10 WTC/139/25

Plot Ref :-25/02838/HHD

Type :- HOUSEHOLD

Applicant Name :- .

Date Received :- 27/11/2025

Location :- 19A WOODLANDS ROAD
WOODLANDS ROAD

Date Returned :- 10/12/2025

Proposal : Erection of replacement conservatory and addition of front porch.

Observations : 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.

732- 11 WTC/140/25

Plot Ref :-25/02681/HHD

Type :- HOUSEHOLD

Applicant Name :- .

Date Received :- 27/11/2025

Location :- 168 WADARDS MEADOW
WADARDS MEADOW

Date Returned :- 10/12/2025

Proposal : Erection of a single storey front extension with associated works.

Observations : While Witney Town Council does not object to this application in terms of material concerns and welcomes the provision of accommodation suitable to the residents needs.

However 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.

The Meeting closed at : 6:37pm

Signed :

Chairman

Date:

On behalf of :-

Witney Town Council

Comments for Planning Application 25/02832/OUT

Application Summary

Application Number: 25/02832/OUT

Address: The Paddock Shores Green Witney Oxfordshire OX29 6UU

Proposal: Outline application with some matters reserved (apart from access and scale) for the demolition of existing dwelling house and construction of 70 room motel and restaurant diner for 65 people with drive-thru, plus car parking and associated works.

Case Officer: Mike Cassidy

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 welcomes the opportunity to comment on this outline application lying in the parish of South Leigh due to the impacts on Witney as its nearest service centre. The Council recognises that increased accommodation capacity would encourage tourism and enable more visitors to explore Witney's attractions, shops, arts and local heritage, but is mindful of transport and environmental concerns.

Active Travel and Sustainable Transport Contributions

The Town Council considers it essential that this development contributes meaningfully to sustainable transport infrastructure. In line with the Local Cycling and Walking Infrastructure Plan (LCWIP), the Council requests that developer funding (S106 or equivalent) be secured to:

- Improve active travel routes serving the site, such as a new shared use footway/cycleway on the southern side of Oxford Hill or the proposed new toucan crossing servicing Windrush Cemetery.
- Consideration should also be given to safe pedestrian and cycle links to Witney town centre and the wider network as well as the enhancement of wayfinding and accessibility for visitors arriving without private cars.
- In addition, the Council requests a financial contribution towards bus services so that both staff and guests have reliable access to the town centre, employment areas, and visitor destinations. This will help reduce car dependency, support local businesses, and integrate the development more effectively into the wider community.

Traffic, Access and Highway Safety

The Council recognises that a motel, restaurant and drive-thru will generate significant vehicle movements and therefore has concerns regarding traffic generation, queuing associated with the drive-thru (as experienced at other drive-thru facilities across the town), junction capacity, parking provision, and pedestrian safety around the site.

While these matters are fundamental to the assessment of the proposal, the Council places reliance on Oxfordshire County Council as the local highway authority to undertake a full and robust review of the access arrangements, Transport Assessment, and any necessary highway works or mitigation. The Council requests that any highway improvements identified by Oxfordshire County Council be secured through condition or s106 agreement and that provision is made for safe movement of pedestrians and cyclists across and between the site and adjacent routes.

Tourism, Local Economy & Arts

Witney Town Council welcomes the prospect that a modern motel could expand local accommodation options and increase footfall from tourists and business visitors. Appropriate connectivity and integration with existing transport and retail facilities will be essential to ensure that the economic benefits are realised within Witney rather than solely within the development itself.

For these reasons, the Town Council would also like to request a Section 106 contribution to public arts as patrons of the proposed establishment are highly likely to be attending events in the town, for example at Witney Corn Exchange (public Arts Centre) where additional funds would help secure a variety of entertainment.

Environmental Considerations and Rewilding Project

The Council notes the proximity of the Wychwood Forest Trust Gibbet's Hill rewilding project at and emphasises the need to fully consider and protect this important environmental asset. The following should be secured by condition or obligation where appropriate:

- Protection of biodiversity and avoidance of harmful impacts on habitats adjoining or linked to the rewilding site;
- Measures to minimise light pollution, particularly from external lighting, signage and drive-thru operations, using low-spill and directional lighting design; and
- Opportunities for ecological enhancement and habitat creation within the site, consistent with local biodiversity priorities.