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PLANNING & DEVELOPMENT COMMITTEE MEETING OF THE WITNEY TOWN COUNCIL

Held on Tuesday, 25 August 2026

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

Present:

Councillor G Doughty (Chair)

Councillors:	J Aitman	J Treloar
	G Meadows	J Doughty (In place of D Temple)
Officers:	Adam Clapton	Deputy Town Clerk
	Derek Mackenzie	Senior Administrative Officer & Committee Clerk
	Janine Sparrowhawk	Administration Asst - Communities & Planning
Others:	None.	

P401 APOLOGIES FOR ABSENCE

Apologies for absence was received from Councillors R Smith & D Temple, Councillor J Doughty attended as a substitute for the latter.

P402 DECLARATIONS OF INTEREST

There were no declarations of interest from Members.

Later in the meeting when consideration was given to application 26/02042/LBC – 6 Station Lane, Witney Cllr G Meadows declared a non-pecuniary interest due to her position as an appointed trustee of the applicant, Witney Town Charity.

P403 PUBLIC PARTICIPATION

There was no public participation.

P404 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.

P405 **WITNEY TRAFFIC ADVISORY COMMITTEE MINUTES**

The Committee received the minutes of the Witney Traffic Advisory Committee held on 30 June 2026

Resolved:

That, the minutes of the Witney Traffic Advisory Committee held on 30 June 2026 be noted.

P406 **APPLICATION FOR RENEWAL OF PAVEMENT LICENCE - PART & PARCEL, 2-4 MARKET SQUARE, WITNEY**

The Committee noted the Pavement Licence Application for Part & Parcel, 2-4 Market Square under the Business and Planning Act 2020.

Given the short statutory timescale for Witney Town Council to respond, by prior agreement, documents were circulated electronically to members of this Committee.

Resolved:

That, a no objection response was forwarded to the licencing team at West Oxfordshire District Council on 17 August 2026.

P407 **APPLICATION FOR RENEWAL OF PAVEMENT LICENCE - GAIL'S, 17 MARKET SQUARE, WITNEY**

The Committee noted the Pavement Licence Application for Gail's, 17 Market Square under the Business and Planning Act 2020.

Given the short statutory timescale for Witney Town Council to respond, by prior agreement, documents were circulated electronically to members of this Committee.

A Member noted an apparent discrepancy in the operating hours stated within the application, which referred to Monday to Sunday, 07:00 to 09:00 hours. Officers advised that this had been queried with the Licensing Authority, which confirmed that the application sought permission for trading between 07:00 and 19:00 hours, seven days a week.

Resolved:

That, a no objection response was forwarded to the licencing team at West Oxfordshire District Council on 21 August 2026.

P408 **WEST OXFORDSHIRE DISTRICT COUNCIL - LOCAL DEVELOPMENT SCHEME (LDS) UPDATE JULY 2026**

The Committee received the update from West Oxfordshire District Council regarding the Local Development Scheme (LDS).

In response to a question regarding the receipt of any Community Infrastructure Levy (CIL) funding, it was confirmed that no such funding had been received by the Town Council.

The Committee noted that the report was provided for information and outlined the anticipated timetable for the progression of the Local Plan. Members were advised that a further

consultation on the emerging Local Plan 2043 was expected imminently, although publication had been delayed from the previously anticipated June date and was now indicated for August 2026. Any further consultation would be brought before the Committee at a future meeting for consideration.

The Committee considered whether a response to the Local Development Scheme update was required and agreed that no formal response was necessary at this stage.

Resolved:

That the update be noted.

The meeting closed at: 6.18 pm

Chair

404- 5	26/105	Plot Ref :-26/01835/FUL	Type :-	FULL
	Applicant Name :- .		Date Received :-	07/08/2026
	Location :- 2 Witan Park Industrial Estate OX28 4FH		Date Returned :-	26/08/2026
	Proposal :	Reconfiguration of the front elevation to change existing doors to windows and relocation of the principle entrance. Installation of a new entrance canopy and redecoration of the existing windows (retrospective)		
	Observations :	Witney Town Council has no objection to this application.		
404- 6	26/106	Plot Ref :-26/01618/HHD	Type :-	HOUSEHOLDE
	Applicant Name :- .		Date Received :-	12/08/2026
	Location :- 86 Quarry Road OX28 1JT		Date Returned :-	26/08/2026
	Proposal :	Erection of single storey front and side extension.		
	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 measurers 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.		
404- 7	26/107	Plot Ref :-26/01861/FUL	Type :-	FULL
	Applicant Name :- .		Date Received :-	10/08/2026
	Location :- 8 Market Square OX28 6BB		Date Returned :-	26/08/2026
	Proposal :	Change of use of the ground floor from Sui Generis (wine/cocktail bar/public house) to Class E (retail).		
	Observations :	Witney Town Council has no objection to this application. Members welcome the change of use of the vacant premises to a retail unit.		
404- 8	26/108	Plot Ref :-26/01717/HHD	Type :-	HOUSEHOLDE
	Applicant Name :- .		Date Received :-	12/08/2026
	Location :- 104 Woodstock Road OX28 1DY		Date Returned :-	26/08/2026
	Proposal :	Erection of first floor side extension		
	Observations :	Witney Town Council has no objection to this application.		
404- 9	26/109	Plot Ref :-26/01732/FUL	Type :-	FULL
	Applicant Name :- .		Date Received :-	14/08/2026
	Location :- Almshouses 5-15 Newland		Date Returned :-	26/08/2026
	Proposal :	Erection of a rear first floor dormer window extension to each cottage to provide additional living space, with alterations to the rear roof, and associated works		
	Observations :	Witney Town Council has no objection to this application. Members welcome the additional living space to these Almshouses.		

Type :- LISTED BUI

Date Received :- 14/08/2026

Date Returned :- 26/08/2026

Proposal : Internal and external alterations to include erection of rear first floor dormer window extensions to each cottage to provide additional living space, alterations to the rear roof, and alterations to internal layout. Rebuilding of the front boundary wall.

Observations : Witney Town Council has no objection to this application. Members welcome the additional living space to these Almshouses.

Type :- HOUSEHOLDE

Date Received :- 17/08/2026

Date Returned :- 26/08/2026

Proposal : Conversion of existing building to create 3 no dwelling houses together with alterations and associated works including formation of parking and private gardens. Non-compliance with conditions 8, 9 & 10 of 25/02265/FUL to allow some alterations to convert the building to commence without the required details to be submitted and approved by the Local Planning Authority (retrospective).

Observations : Witney Town Council has no objection to this application.

The Meeting closed at : 6:18pm

Signed : Chairman Date:

On behalf of :- Witney Town Council