

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

Held on Tuesday, 6 October 2026

At 6.20 pm in the Virtual Meeting via MS Teams - Virtual Meeting

Present:

Councillor G Doughty (Chair)

Councillors:	J Aitman	R Smith
Officers:	Adam Clapton Derek Mackenzie Janine Sparrowhawk	Deputy Town Clerk Senior Administrative Officer & Committee Clerk Administration Asst - Communities & Planning
Others:	Councillor Owen Collins Councillor Duncan Enright	

The Chair advised that the meeting was inquorate, as insufficient Members were physically present to satisfy the quorum requirements for a full meeting of the Committee under the Council's Standing Orders. Whilst two Members attended remotely, bringing the total attendance to the number required, remote attendance could not be counted towards the quorum when making formal resolutions in accordance with relevant legislation.

In view of the statutory consultation deadlines applicable to the planning applications, those present agreed to proceed in an advisory capacity only, consistent with the arrangements adopted for other virtual meetings of the Committee. Any comments or recommendations arising from the discussions would be referred to the next quorate in-person meeting of the Committee for ratification. The advisory minutes and consultation responses submitted on behalf of the Council would also be reported to Full Council for information.

P490 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor G Meadows.

P491 DECLARATIONS OF INTEREST

Councillors J Aitman, O Collins, D Enright and R Smith declared a personal, non-prejudicial interest in Planning Application 26/02206/HHD due to knowing the applicant.

Councillor D Enright further declared that he undertook work with The Community Communication Partnership (CCP). In this role Councillor Enright noted that he did not undertake any work in Oxfordshire and would declare any direct conflict should they arise.

There were no other declarations from Members.

P492 **MINUTES**

The minutes of the Committee meetings held on 23 June, 14 July, 4 & 25 August and 15 September were not considered due to the meeting being inquorate.

Recommended:

That, the minutes of the Committee meetings held on 23 June, 14 July, 4 & 25 August and 15 September be presented to the meeting of the Committee on 17 November.

P493 **PUBLIC PARTICIPATION**

There was no public participation.

P494 **PLANNING APPLICATIONS**

The Committee received and considered a schedule of planning applications from West Oxfordshire District Council.

Recommended:

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

P495 **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.

Recommended:

That, the list circulated advising of WODC planning decisions be noted.

P496 **NOTIFICATION OF PLANNING APPEAL - 5A WEST END, WITNEY**

The Committee received notification of Planning Appeal 26/00028/APPEAL in respect of 5a West End, Witney

Resolved:

That, the Planning Appeal be noted.

P497 **OXFORDSHIRE COUNTY COUNCIL CONSULTATION - SPRING MEADOW PROPOSED ONE-WAY TRAFFIC RESTRICTION**

The Committee considered proposals to formalise a one-way traffic arrangement at Spring Meadow, Witney.

Members agreed that the proposal reflected the established use of the estate and would improve road safety. The Committee expressed support for the formalisation and welcomed the consultation exercise.

The following submission was agreed.

Witney Town Council support the formalisation of the One-Way Traffic Restriction. Members welcome the proposal, recognising that it will formalise the traffic flow arrangements within the residential development and help to provide a clearer and safer environment for residents, pedestrians, cyclists and motorists. The Council supports measures that contribute to improved road safety and the efficient movement of traffic within the development.

Recommended:

That, the above submission be made to support the one-way traffic restriction at Spring Meadows.

P498 **WEST OXFORDSHIRE DRAFT LOCAL PLAN 2043**

The Committee discussed the Town Council's response to the draft Local Plan 2043, noting this was the last opportunity to provide comments.

Members highlighted a number of key issues that should be reflected in the Council's response, including:

- Increased provision of youth facilities and services.
- Allotments and additional allotment provision to meet growing demand.
- Clear definition and specification of strategic transport infrastructure, including the Northern Distributor Road and West End Link Road.
- Delivery of the West End Link Road alongside, or in advance of, future growth.
- Additional sports, leisure and community facilities, including a replacement leisure centre, football pitches and other outdoor sports provision.
- Appropriate healthcare infrastructure and primary care capacity to support future population growth.
- Reference to the Council's Infrastructure Funding Statement as a supporting evidence base.
- Protection and safeguarding of land and opportunities associated with future rail connectivity.
- Greater emphasis on public art, culture and heritage.
- Recognition of public houses and similar venues as important community assets contributing to community wellbeing and social cohesion.
- Sustainable drainage measures, rain gardens, green canopies, tree planting and wider flood mitigation measures.
- Improved arts, exhibition and community spaces.
- Support for the vitality and viability of Witney town centre through cultural, community and public spaces.
- Ensuring that infrastructure and community facilities are planned and delivered alongside development so that growth is supported by the necessary services and amenities.

Recommended:

1. That, Officers prepare a draft consultation response reflecting the comments made by the Committee, and circulate it to the Chair and Leader prior to submission and;
That, the agreed consultation response be submitted to WODC and presented to Full Council on 12 October 2026 for noting.

P499 **WING - WEST END LINK ROAD**

The Committee received an update from both the Chair and Leader of the Council regarding concerns raised by the Witney Infrastructure Neighbourhood Group (WING) in relation to the North Witney development proposals; this being Oxfordshire County Council's stance on the omission of the West End Link Road and the adequacy of the proposed Northern Distributor Road.

Members expressed support for the approach being taken by WING and agreed that their concerns aligned with those of Witney Town Council regarding future infrastructure provision.

It was unanimously agreed that a letter of support be submitted highlighting the need for the West End Link Road and greater designation of the Northern Distributor Road.

The Committee also received an update from the Committee Clerk regarding a proposed councillor briefing with Oxfordshire County Council on the West End Link Road and noted that the date would be circulated to members.

Recommended:

That, a letter of support be prepared, following ratification by Full Council.

P500 **INFRASTRUCTURE FUNDING STATEMENT**

The Committee considered the draft Infrastructure Funding Statement and welcomed the work undertaken by officers in preparing the document.

Members agreed that it provided a comprehensive basis for future Section 106 and infrastructure funding requests and discussed a number of potential refinements. These included strengthening references to youth provision and the development of youth hubs, recognising the aspiration for a running track within the town, retaining support for basketball and other multi-use games facilities, and reflecting the need for ongoing improvements to cemetery buildings and infrastructure.

Officers emphasised the importance of retaining sufficient flexibility within project descriptions to ensure the Council was well positioned to maximise future funding opportunities as priorities and funding streams evolve.

Recommended:

1. That the draft Infrastructure Funding Statement be approved in principle, subject to further officer refinement and the completion of estimated funding figures,
2. That, the document remains under review with referral to Full Council for wider member consideration.

The meeting closed at: 7.09 pm

Chair