



EYNSHAM PARISH COUNCIL

CLERK: Michelle Legg

Village Hall, 46 Back Lane, Eynsham, Witney, Oxfordshire OX29 4QW

Mobile: 07956901622, Email: epc.office@eynsham-pc.gov.uk

Website: www.eynsham-pc.gov.uk

Council Summons & Agenda

Wednesday 19th March 2025

To All Members of the Council

You are hereby summoned to attend the following meeting for the transaction of the business stated overleaf: -

Planning Committee
to be held on Tuesday 25th March 2025 at 6.45pm
at Eynsham Village Hall, Back Lane and remotely via **M.Team** 

Supporting documents will be made available online and by contacting council officers.

Only those who are physically in attendance are permitted by law to participate and your non-attendance will contribute to the vacation of office by failure to attend meetings¹. Please forward any apologies and reasons for absence to the Clerk/Deputy Clerk, as soon as they become known.

The public and press are welcome to attend².

The law³ allows the public proceedings of council meetings to be recorded which includes filming as well as audio-recording. Photography is also permitted. By attending this meeting, you are consenting to be filmed. As a matter of courtesy, please advise the Deputy Clerk if you intend to record any part of the proceedings.

M Legg

Michelle Legg
Clerk to Eynsham Parish Council

¹ Local Government Act 1972 s85

² Public Bodies (Admission to Meetings) Act 1960

³ Openness of Local Government Bodies Regulations 2014

1. **To elect a Chairman for the Planning Committee**
2. **To elect a Vice Chairman for the Planning Committee**
3. **To receive apologies for absence.**
4. **To receive Declarations of Interest in agenda items.**
To receive any disclosable declarations of interest from Members in relation to any items to be considered at the meeting in accordance with the Council's Code of Conduct.
5. **Public Participation**
To receive submissions from members of the public for a period of 15 minutes. Members of the public may make representations on any matters, for no more than 5 minutes each in accordance with Standing Orders para 3.
6. **Planning Matters**
 - (a) To consider the following application(s) and any others received after the agenda publication:

Application ref.	Address	Details
25/00597/HHD	9 Queens Close	Addition of solar panels to front and rear roof slopes along with the installation of 12kw heat pump to rear elevation, along with conversion of existing garage to habitable accommodation
25/00626/CLP	34 Dovehouse Close	Certificate of lawfulness (garage conversion and alterations of existing WC to shower room)

- (b) To consider the following planning appeal(s) and any others that are received after the agenda publication:
 - (c) To review the planning applications log and any others that are received after the agenda publication:
7. **Neighbourhood Plan**
 - (a) To receive an update on the Neighbourhood Plan
 - (b) To review current versions of the Neighbourhood Plan and documents and agree next actions
8. **West Oxfordshire District Council (WODC)**
To receive an update following the recent WODC Development Liaison Meeting and agree actions.
9. **Date of next meeting:** 22nd April 2025 TBC



EYNSHAM PARISH COUNCIL

CLERK: Michelle Legg

Village Hall, 46 Back Lane, Eynsham, Witney, Oxfordshire OX29 4QW

Mobile: 07956901622, Email: epc.office@eynsham-pc.gov.uk

Website: www.eynsham-pc.gov.uk

Council Summons & Agenda

Wednesday 19th March 2025

To All Members of the Council

You are hereby summoned to attend the following meeting for the transaction of the business stated overleaf: -

Planning Committee
to be held on Tuesday 25th March 2025 at 6.45pm
at Eynsham Village Hall, Back Lane and remotely via **M.Team** 

Supporting documents will be made available online and by contacting council officers.

Only those who are physically in attendance are permitted by law to participate and your non-attendance will contribute to the vacation of office by failure to attend meetings¹. Please forward any apologies and reasons for absence to the Clerk/Deputy Clerk, as soon as they become known.

The public and press are welcome to attend².

The law³ allows the public proceedings of council meetings to be recorded which includes filming as well as audio-recording. Photography is also permitted. By attending this meeting, you are consenting to be filmed. As a matter of courtesy, please advise the Deputy Clerk if you intend to record any part of the proceedings.



Michelle Legg
Clerk to Eynsham Parish Council

¹ Local Government Act 1972 s85

² Public Bodies (Admission to Meetings) Act 1960

³ Openness of Local Government Bodies Regulations 2014

1. **To elect a Chairman for the Planning Committee**
2. **To elect a Vice Chairman for the Planning Committee**
3. **To receive apologies for absence.**
4. **To receive Declarations of Interest in agenda items.**
To receive any disclosable declarations of interest from Members in relation to any items to be considered at the meeting in accordance with the Council's Code of Conduct.
5. **Public Participation**
To receive submissions from members of the public for a period of 15 minutes. Members of the public may make representations on any matters, for no more than 5 minutes each in accordance with Standing Orders para 3.
6. **Planning Matters**
 - (a) To consider the following application(s) and any others received after the agenda publication:

Application ref.	Address	Details
25/00597/HHD	9 Queens Close	Addition of solar panels to front and rear roof slopes along with the installation of 12kw heat pump to rear elevation, along with conversion of existing garage to habitable accommodation
25/00626/CLP	34 Dovehouse Close	Certificate of lawfulness (garage conversion and alterations of existing WC to shower room)

- (b) To consider the following planning appeal(s) and any others that are received after the agenda publication:
 - (c) To review the planning applications log and any others that are received after the agenda publication:
7. **Neighbourhood Plan**
 - (a) To receive an update on the Neighbourhood Plan
 - (b) To review current versions of the Neighbourhood Plan and documents and agree next actions
8. **West Oxfordshire District Council (WODC)**
To receive an update following the recent WODC Development Liaison Meeting and agree actions.
9. **Date of next meeting:** 22nd April 2025 TBC



EYNESHAM PARISH COUNCIL

CLERK: Michelle Legg

Village Hall, 46 Back Lane, Eynsham, Witney, Oxfordshire OX29 4QW

Mobile: 07956901622, Email: epc.office@eynsham-pc.gov.uk

Website: www.eynsham-pc.gov.uk

Council Summons & Agenda

Wednesday 19th March 2025

To All Members of the Council

You are hereby summoned to attend the following meeting for the transaction of the business stated overleaf: -

Planning Committee
to be held on Tuesday 25th March 2025 at 6.45pm
at Eynsham Village Hall, Back Lane and remotely via **M.Team** 

Supporting documents will be made available online and by contacting council officers.

Only those who are physically in attendance are permitted by law to participate and your non-attendance will contribute to the vacation of office by failure to attend meetings¹. Please forward any apologies and reasons for absence to the Clerk/Deputy Clerk, as soon as they become known.

The public and press are welcome to attend².

The law³ allows the public proceedings of council meetings to be recorded which includes filming as well as audio-recording. Photography is also permitted. By attending this meeting, you are consenting to be filmed. As a matter of courtesy, please advise the Deputy Clerk if you intend to record any part of the proceedings.



Michelle Legg
Clerk to Eynsham Parish Council

¹ Local Government Act 1972 s85

² Public Bodies (Admission to Meetings) Act 1960

³ Openness of Local Government Bodies Regulations 2014

1. **To elect a Chairman for the Planning Committee**
2. **To elect a Vice Chairman for the Planning Committee**
3. **To receive apologies for absence.**
4. **To receive Declarations of Interest in agenda items.**
To receive any disclosable declarations of interest from Members in relation to any items to be considered at the meeting in accordance with the Council's Code of Conduct.
5. **Public Participation**
To receive submissions from members of the public for a period of 15 minutes. Members of the public may make representations on any matters, for no more than 5 minutes each in accordance with Standing Orders para 3.
6. **Planning Matters**
 - (a) To consider the following application(s) and any others received after the agenda publication:

Application ref.	Address	Details
25/00597/HHD	9 Queens Close	Addition of solar panels to front and rear roof slopes along with the installation of 12kw heat pump to rear elevation, along with conversion of existing garage to habitable accommodation
25/00626/CLP	34 Dovehouse Close	Certificate of lawfulness (garage conversion and alterations of existing WC to shower room)

- (b) To consider the following planning appeal(s) and any others that are received after the agenda publication:
 - (c) To review the planning applications log and any others that are received after the agenda publication:
7. **Neighbourhood Plan**
 - (a) To receive an update on the Neighbourhood Plan
 - (b) To review current versions of the Neighbourhood Plan and documents and agree next actions
8. **West Oxfordshire District Council (WODC)**
To receive an update following the recent WODC Development Liaison Meeting and agree actions.
9. **Date of next meeting:** 22nd April 2025 TBC



EYNSHAM PARISH COUNCIL

CLERK: Michelle Legg

Village Hall, 46 Back Lane, Eynsham, Witney, Oxfordshire OX29 4QW

Mobile: 07956901622, Email: epc.office@eynsham-pc.gov.uk

Website: www.eynsham-pc.gov.uk

Council Summons & Agenda

Wednesday 19th March 2025

To All Members of the Council

You are hereby summoned to attend the following meeting for the transaction of the business stated overleaf: -

Planning Committee
to be held on Tuesday 25th March 2025 at 6.45pm
at Eynsham Village Hall, Back Lane and remotely via **M.Team** 

Supporting documents will be made available online and by contacting council officers.

Only those who are physically in attendance are permitted by law to participate and your non-attendance will contribute to the vacation of office by failure to attend meetings¹. Please forward any apologies and reasons for absence to the Clerk/Deputy Clerk, as soon as they become known.

The public and press are welcome to attend².

The law³ allows the public proceedings of council meetings to be recorded which includes filming as well as audio-recording. Photography is also permitted. By attending this meeting, you are consenting to be filmed. As a matter of courtesy, please advise the Deputy Clerk if you intend to record any part of the proceedings.



Michelle Legg
Clerk to Eynsham Parish Council

¹ Local Government Act 1972 s85

² Public Bodies (Admission to Meetings) Act 1960

³ Openness of Local Government Bodies Regulations 2014

1. **To elect a Chairman for the Planning Committee**
2. **To elect a Vice Chairman for the Planning Committee**
3. **To receive apologies for absence.**
4. **To receive Declarations of Interest in agenda items.**
To receive any disclosable declarations of interest from Members in relation to any items to be considered at the meeting in accordance with the Council's Code of Conduct.
5. **Public Participation**
To receive submissions from members of the public for a period of 15 minutes. Members of the public may make representations on any matters, for no more than 5 minutes each in accordance with Standing Orders para 3.
6. **Planning Matters**
 - (a) To consider the following application(s) and any others received after the agenda publication:

Application ref.	Address	Details
25/00597/HHD	9 Queens Close	Addition of solar panels to front and rear roof slopes along with the installation of 12kw heat pump to rear elevation, along with conversion of existing garage to habitable accommodation
25/00626/CLP	34 Dovehouse Close	Certificate of lawfulness (garage conversion and alterations of existing WC to shower room)

- (b) To consider the following planning appeal(s) and any others that are received after the agenda publication:
 - (c) To review the planning applications log and any others that are received after the agenda publication:
7. **Neighbourhood Plan**
 - (a) To receive an update on the Neighbourhood Plan
 - (b) To review current versions of the Neighbourhood Plan and documents and agree next actions
8. **West Oxfordshire District Council (WODC)**
To receive an update following the recent WODC Development Liaison Meeting and agree actions.
9. **Date of next meeting:** 22nd April 2025 TBC



EYNESHAM PARISH COUNCIL

CLERK: Michelle Legg

Village Hall, 46 Back Lane, Eynsham, Witney, Oxfordshire OX29 4QW

Mobile: 07956901622, Email: epc.office@eynsham-pc.gov.uk

Website: www.eynsham-pc.gov.uk

Council Summons & Agenda

Wednesday 19th March 2025

To All Members of the Council

You are hereby summoned to attend the following meeting for the transaction of the business stated overleaf: -

Planning Committee
to be held on Tuesday 25th March 2025 at 6.45pm
at Eynsham Village Hall, Back Lane and remotely via **M.Team** 

Supporting documents will be made available online and by contacting council officers.

Only those who are physically in attendance are permitted by law to participate and your non-attendance will contribute to the vacation of office by failure to attend meetings¹. Please forward any apologies and reasons for absence to the Clerk/Deputy Clerk, as soon as they become known.

The public and press are welcome to attend².

The law³ allows the public proceedings of council meetings to be recorded which includes filming as well as audio-recording. Photography is also permitted. By attending this meeting, you are consenting to be filmed. As a matter of courtesy, please advise the Deputy Clerk if you intend to record any part of the proceedings.



Michelle Legg
Clerk to Eynsham Parish Council

¹ Local Government Act 1972 s85

² Public Bodies (Admission to Meetings) Act 1960

³ Openness of Local Government Bodies Regulations 2014

1. **To elect a Chairman for the Planning Committee**
2. **To elect a Vice Chairman for the Planning Committee**
3. **To receive apologies for absence.**
4. **To receive Declarations of Interest in agenda items.**
To receive any disclosable declarations of interest from Members in relation to any items to be considered at the meeting in accordance with the Council's Code of Conduct.
5. **Public Participation**
To receive submissions from members of the public for a period of 15 minutes. Members of the public may make representations on any matters, for no more than 5 minutes each in accordance with Standing Orders para 3.
6. **Planning Matters**
 - (a) To consider the following application(s) and any others received after the agenda publication:

Application ref.	Address	Details
25/00597/HHD	9 Queens Close	Addition of solar panels to front and rear roof slopes along with the installation of 12kw heat pump to rear elevation, along with conversion of existing garage to habitable accommodation
25/00626/CLP	34 Dovehouse Close	Certificate of lawfulness (garage conversion and alterations of existing WC to shower room)

- (b) To consider the following planning appeal(s) and any others that are received after the agenda publication:
 - (c) To review the planning applications log and any others that are received after the agenda publication:
7. **Neighbourhood Plan**
 - (a) To receive an update on the Neighbourhood Plan
 - (b) To review current versions of the Neighbourhood Plan and documents and agree next actions
8. **West Oxfordshire District Council (WODC)**
To receive an update following the recent WODC Development Liaison Meeting and agree actions.
9. **Date of next meeting:** 22nd April 2025 TBC