

**Democratic Services**

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14 January 2020

**SUMMONS TO ATTEND**

**MEETING:** WEST OXFORDSHIRE DISTRICT COUNCIL

**PLACE:** COUNCIL CHAMBER, COUNCIL OFFICES, WOODGREEN, WITNEY

**DATE:** WEDNESDAY 22 JANUARY 2020

**TIME:** 2.00 PM

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**RECORDING OF MEETINGS**

The law allows the council's public meetings to be recorded, which includes filming as well as audio-recording. Photography is also permitted.

As a matter of courtesy, if you intend to record any part of the proceedings please let the Committee Officer know before the start of the meeting.

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**A G E N D A**

**1. Minutes of the meeting held on 23 October 2019 (copy attached)**

**2. Apologies for Absence**

**3. Declarations of Interest**

To receive any declarations of interest from Councillors relating to items to be considered at the meeting, in accordance with the provisions of the Council's Local Code of Conduct, and any from Officers.

**4. Receipt of Announcements**

To receive any announcements from The Chairman, Leader, Members of the Cabinet or the Head of Paid Service.

**5. Participation of the Public**

To receive any submissions from members of the public, in accordance with the Council's Rules of Procedure.

**6. Recommendations from the Executive and the Council's Committees**

Purpose:

To receive and consider recommendations made by the Cabinet and the Council's Committees from 7 November 2019 to 15 January 2020.

Recommendation:

That the recommendations set out in the Appendix to the report be adopted.

## 7. Reports of the Cabinet and the Council's Committees

To receive the reports of the following meetings of the Cabinet and the Council's Committees. Unless otherwise stated, copies are attached:

- |     |  |                  |                  |
|-----|--|------------------|------------------|
| (a) | <a href="#">Audit and General Purposes Committee</a>                   | 7 November 2019  |                  |
| (b) | <a href="#">Cabinet</a>  | 13 November 2019 |                  |
| (c) | <a href="#">Economic and Social Overview and Scrutiny Committee</a>    | 21 November 2019 |                  |
| (d) | <a href="#">Finance and Management Overview and Scrutiny Committee</a> | 27 November 2019 |                  |
| (e) | <a href="#">Environment Overview and Scrutiny Committee</a>            | 5 December 2019  |                  |
| (f) | <a href="#">Cabinet</a>  | 18 December 2019 |                  |
| (g) | Cabinet  | 15 January 2020  | <b>To Follow</b> |

## 8. Council Plan 2020-2024 – (Report of the Chief Executive – copy attached)

### Purpose:

To consider the adoption of the draft Council Plan 2020-2024 in light of the recommendations made by the Cabinet at its meeting held on 15 January.

### Recommendations:

- That, having considered the recommendation from Cabinet, the Council approves the Council Plan 2020-2024; and
- That the Chief Executive be authorised to make minor textual, typographical and image changes to the Plan prior to its publication, following consultation with the Leader of the Council.

## 9. Climate Action for West Oxfordshire (Report of the Climate Change Manager – copy attached)

### Purpose:

The report sets out:

- A proposed framework and timescales for developing a Carbon Action Plan as the mechanism for delivering West Oxfordshire District Council's commitment to becoming carbon neutral by 2030; and
- A proposed framework and timescales for developing a Climate Change Strategy for West Oxfordshire, influencing change and driving forward Climate Action across the District working with partners and stakeholders including residents and community groups, planners and developers, land owners and businesses.

### Recommendations:

- That the contents of the report and proposals to develop and publish: a Carbon Action Plan for the Council by August 2020 and a Climate Change Strategy for West Oxfordshire by February 2021, be noted; and
- That the Council agrees to the proposed structure and way forward for delivering Climate Action for West Oxfordshire, including the continuation of the Climate Change Working Group and the biannual consideration of progress reports and recommendations from the Group, as referenced in paragraph 2.10.1 of the report.

**10. Notice of Motion – Tree Planting (Report of the Head of Democratic Services – copy attached)**

Purpose:

To consider the Motion proposed by Councillor Alex Postan and seconded by Councillor David Harvey at the meeting held on 31 July 2019 and referred to the Environment Overview and Scrutiny Committee and the Development Control Committee.

Recommendation:

That the Council agrees that inclusion of a request for additional tree planting be incorporated within a revitalised sustainability checklist.

**11. Notice of Motion – European Union Nationals (Report of the Head of Democratic Services – copy attached)**

Purpose:

To consider the Motion proposed by Councillor Carl Rylett and seconded by Councillor Andy Graham at the meeting held on 23 October 2019 and referred to the Economic and Social Overview and Scrutiny Committee prior to its consideration and determination.

Recommendation:

That the Council considers the motion in light of the recommendations made by the Economic and Social Overview and Scrutiny Committee at its meeting held on 21 November 2019.

**12. Notice of Motion – Live Streaming of Council and Committee Meetings (Report of the Executive Director Commissioning – copy attached)**

Purpose:

To consider the Motion proposed by Councillor Jake Acock Carl Rylett and seconded by Councillor Andy Graham at the meeting held on 23 October 2019 and referred to the Finance and Management Overview and Scrutiny Committee.

Recommendation:

That the Council considers the motion in light of the recommendations made by the Finance and Management Overview and Scrutiny Committee at its meeting held on 27 November 2019.

**13. Notice of Motion – Raw Sewage**

The following Motion has been received in the names of Councillors Norman MacRae and Steve Good:

*“This Council calls on HM Government to ban the dumping of raw sewage into our rivers, with the ultimate aim of restoring our rivers to a state where we can safely swim in them and to protect their environment and biodiversity”.*

**14. Notice of Motion – Local Electricity Bill**

The following Motion has been received in the names of Councillors David Harvey and Harry St. John:

*“West Oxfordshire District Council offers support to the Local Electricity Bill and writes to organisers of the campaign for the Bill, Power for People, (at 8 Delancey Passage, Camden, London NW1 7NN or [info@powerforpeople.org.uk](mailto:info@powerforpeople.org.uk)) expressing this support”.*

## **15. Notice of Motion – Tree Cover and on-going Maintenance**

The following Motion has been received in the names of Councillors Andy Graham and Nathalie Chapple, namely:-

*“West Oxfordshire District Council recognises the benefits trees provide for the climate, air quality, wildlife, people’s well-being and flood management; commits to doubling tree cover within the local authority area by 2030, including through growing more trees and woods on council-owned land; and resolves to write to the appropriate Minister to request more funding for councils to increase tree cover and for ongoing maintenance”.*

## **16. Notice of Motion – Electronic Communications**

The following Motion has been received in the names of Councillors Jake Acock and Andy Graham, namely:-

*“West Oxfordshire District Council places great importance upon communications with councillors, whether that be sending out agendas for meetings or through regular email updates.*

*West Oxfordshire District Council also places great importance upon environmental credentials and cost-effective projects.*

*Therefore, this council resolves that we will no longer send paper copies of communications including agendas for all meetings and will issue every councillor with an iPad for council business.*

*This will allow the council to:*

- a) have stronger greener credentials and help to tackle the climate crisis.*
- b) be more cost and staff efficient.*
- c) be more GDPR friendly.*

*This council resolves that this will be added to the 2020 budget and that all councillors will be issued with an iPad by May 2020”.*

## **17. Notice of Motion – Oxford/Cambridge Expressway**

The following Motion has been received in the names of Councillors Andy Graham and Dan Levy, namely:-

*“West Oxfordshire District Council supports Oxfordshire County Council's decision passed in November that building the Oxford/Cambridge Expressway flies in the face of Oxfordshire’s commitment to reduce the use of the car, an action which is necessary to tackle the climate change emergency, which local government, including Oxfordshire, has signed up to.*

*West Oxfordshire District Council does not support the building of the Expressway irrespective of which route is chosen.*

*This decision, if taken, should be communicated to Highways England and the Minister of Housing, Communities & Local Government forthwith.”*

## **18. Notice of Motion – Climate Action Biodiversity Plan**

The following Motion has been received in the names of Councillors David Harvey and Norman MacRae, namely:-

*“This Council tasks the Climate Action Working Group to come forward with the Climate Action Biodiversity plan to be presented to full council in due course:”*

**19. Programme of Meetings for 2020/2021 (Report of the Head of Democratic Services – copy attached)**

Purpose:

To consider and agree a programme of meetings for the civic year 2020/2021.

Recommendations:

- (a) That the Calendar of Meetings for 2020/2021 set out in the Annex to the report be approved; and
- (b) That the times for the first meetings of the Overview and Scrutiny Committees after the annual meeting of the Council be as set out in the Annex, but that each Committee be invited to consider the timing of its subsequent meetings during the year.

**20. Sealing of Documents (copy attached)**

Purpose:

To note the documents sealed since the last report.

Recommendation:

That the report be noted.



Giles Hughes  
Chief Executive



WEST OXFORDSHIRE  
DISTRICT COUNCIL

## WEST OXFORDSHIRE DISTRICT COUNCIL

Name and date of Committee	<b>COUNCIL – WEDNESDAY 22 JANUARY 2020</b>
Report Number	<b>AGENDA ITEM No. 6</b>
Subject	<b>RECOMMENDATIONS FROM THE EXECUTIVE AND COUNCIL COMMITTEES</b>
Wards affected	All
Accountable member	Cllr James Mills, Leader of the Council Email: <a href="mailto:james.mills@westoxon.gov.uk">james.mills@westoxon.gov.uk</a>
Accountable officer	Keith Butler Head of Democratic Services Tel: 01993 861521 Email: <a href="mailto:keith.butler@westoxon.gov.uk">keith.butler@westoxon.gov.uk</a>
Summary/Purpose	To receive and consider recommendations made by the Cabinet and the Council's Committees from 18 December 2019 to 15 January 2020.
Annexes	<a href="#">Annex 1</a> – Schedule of recommendations
Recommendation	That the recommendations set out in the <a href="#">Annex</a> to the report be adopted.
Corporate priorities	To support the Council's priorities to protect the environment whilst supporting the local economy, to meet the current and future needs of residents and to provide efficient and value for money services, whilst delivering quality front line services.
Key Decision	No
Exempt	No
Consultees/ Consultation	None

## **1. BACKGROUND**

- 1.1. The Council is required to consider recommendations made by the Cabinet and the Council's Committees since its last meeting.

## **2. MAIN POINTS**

- 2.1. The recommendations set out in the [Annex](#) have been extracted from the reports of the meetings of the Cabinet and the Council's Committees held since the last Council meeting.
- 2.2. There is a meeting of Cabinet to be held on 15 January 2020. It is likely that this will give rise to recommendations to Council and the text of the Annex reflects the recommendations contained in the applicable reports. The decisions arising from the meeting will be circulated on Friday 17 January.
- 2.3. The recommendation regarding the adoption of the Council Plan 2020-2024 will be considered as a separate item.

## **3. FINANCIAL IMPLICATIONS**

- 3.1. There are no financial implications arising directly from this report.

## **4. LEGAL IMPLICATIONS**

- 4.1. None

## **5. RISK ASSESSMENT**

- 5.1. Not applicable

## **6. CLIMATE CHANGE IMPLICATIONS**

- 6.1. Whilst there may be climate change implications arising from specific items within the schedule, there are none arising directly from this report.

## **7. ALTERNATIVES/OPTIONS**

- 7.1. The above are as set out in the relevant reports to the meetings of the Cabinet/Committee, and the decisions or minutes of those meetings.

## **8. BACKGROUND PAPERS**

- 8.1. None

	<b>Meeting and Date</b>	<b>Subject and Agenda Item No. or Minute Reference</b>	<b>Recommendations</b>
(a)	Cabinet 18 December 2019	Prosecution of Housing and Tenancy Fraud on behalf of Social Housing Providers Minute No. CT/75(c)/2019/2020	The recommendation that the Council approves the incorporation of the necessary amendments to the Officer Delegation Rules contained in Part 4 of the Constitution consequent upon the decision to authorise the Group Manager Legal Services be authorised to exercise the Council's enforcement powers to prosecute in each case taking into account both stages of the 'Full Code Test' as set out in the Code for Crown Prosecutors.
(b)	Cabinet 18 December 2019	Council Tax Support Scheme Minute No. CT/78/2019/2020	The recommendation that the Council amends the current Council Tax Support scheme in relation to Working Age claimants for 2020/21, including any uprating, as follows:-  i) <i>Amending the banded scheme as set out in Annexes A and B</i>  ii) <i>Introduce an 'extended period' of up to 8 weeks</i>  iii) <i>Remove the two child limit to help blended families have more disposable income</i>  iv) <i>Increase capital limit from £6,000 to £10,000</i>
(c)	Cabinet 15 January 2020	Council Tax Exemption for Care Leavers Agenda Item No. 8	The recommendations:-  (a) That with effect from 1 April 2020 care leavers who meet the eligibility criteria specified in Annex A to the report shall be eligible to apply for a council tax discount until they reach the age of 21;  (b) That with effect from 1 April 2020 care leavers who meet the additional eligibility criteria specified in Annex A to this report shall be eligible to apply for a council tax discount between the age of 21 to 25 years;  (c) To authorise the Group Manager for Residents' Services (Publica Group (Support) Limited) to award the specified discount; and  (d) To incorporate the authorisation at 2(c) above into the Officer Delegations Rules in Part 4 of the Constitution.



	<b>Meeting and Date</b>	<b>Subject and Agenda Item No. or Minute Reference</b>	<b>Recommendations</b>
(d)	Cabinet 15 January 2020	Household Duty Of Care Offences – Setting the Fixed Penalty Notice Level Agenda Item No. 9	The recommendations that the Council approves:-  (a) A Fixed Penalty Notice (FPN) fine level of £400 and early payment reduction of £200 provided payment is made within 10 days of the date the FPN was issued in accordance with the options provided under section 34(ZA) of the Environmental Protection Act 1990.  (b) The incorporation of the necessary amendments to the Officer Delegation Rules contained in Part 4 of the Constitution consequent upon the decision to authorise the Service Business Manager for Environment and Regulatory Services to authorise the Council's Officers for Resident Services to issue FPNs under Section 34(2A) of the Environmental Protection Act 1990 to persons whom the officer has reason to believe have committed a breach of the household waste duty of care.
(e)	Cabinet 15 January 2020	Budget 2020/2021 Agenda Item No. 11	The recommendations that the Council approves:-  (a) The revised Capital Programme for 2019/20 totalling £35,027,700 as detailed in Annex D to the Cabinet report;  (b) The Capital Programme for 2020/21 to 2029/30 totalling £37,281,000 as detailed in Annex D;  (c) The Council Tax Base shown in Annex E, calculated at £44,285.22 for the year 2020/21;  (d) That the National Non-Domestic Rates Return 1 (NNDRI) for submission to Ministry of Housing, Communities and Local Government is delegated to the Council's Chief Finance Officer (s.151) prior to its submission date of 31st January 2020.
(f)	Cabinet 15 January 2020	Loan Refinancing – Southill Community Energy (Southill Solar) Agenda Item No. 13	The recommendation that the Council approves an addition of £2m to the Capital Programme to facilitate the refinancing of the Southill Solar project



WEST OXFORDSHIRE  
DISTRICT COUNCIL

## WEST OXFORDSHIRE DISTRICT COUNCIL

Name and date of Committee	<b>COUNCIL: WEDNESDAY 22 JANUARY 2020</b>
Report Number	<b>AGENDA ITEM No. 8</b>
Subject	<b>DRAFT COUNCIL PLAN 2020-2024</b>
Wards affected	ALL
Accountable member	Cllr James Mills, Leader of the Council and Cabinet Member for Policy Framework and Corporate Plan Email: <a href="mailto:james.mills@westoxon.gov.uk">james.mills@westoxon.gov.uk</a>
Accountable officer	Giles Hughes, Chief Executive Tel: 01993 861658 Email: <a href="mailto:giles.hughes@westoxon.gov.uk">giles.hughes@westoxon.gov.uk</a>
Summary/Purpose	To consider the recommendation made by Cabinet at its meeting on 15 January 2020 and approve the Council Plan 2020-2024.
Appendices	<a href="#">Appendix 1</a> : Report to Cabinet 15 January 2020, including its annexes <a href="#">Appendix 2</a> : Draft “designed version” of the draft Council Plan 2020-24
Recommendations	(a) <i>That, having considered the recommendation from Cabinet, the Council approves the Council Plan 2020-2024; and</i> (b) <i>That the Chief Executive be authorised to make minor textual, typographical and image changes to the Plan prior to its publication, following consultation with the Leader of the Council.</i>
Corporate priorities	ALL
Key Decision	No
Exempt	No
Consultees/ Consultation	Internal consultation with officers and Cabinet members, and the Overview and Scrutiny Committees.

## **1. BACKGROUND**


- 1.1.** Council is aware of the work being carried out during the last year to prepare a new Council Plan for the period 2020 to 2024, which included consideration by each of the Overview and Scrutiny Committees and Cabinet in September/October 2019.
- 1.2.** At its meeting on 16 October 2019, Cabinet resolved: *“That further consideration of the new corporate plan for 2019-2023 be deferred to the January meeting to enable the comments made by the Overview and Scrutiny Committees to be taken into account and incorporated into a revised, more developed, version”*.
- 1.3.** In light of that decision, the report (and its annexes) at [Appendix 1](#) (beginning on [page 3](#)) was prepared for consideration by Cabinet at its meeting on 15 January 2020. It is anticipated that the record of the Cabinet’s consideration and its recommendation to Council will be published and circulated on Friday 17 January 2020.
- 1.4.** The current draft Council Plan is included at [Annex 1](#) to the report to Cabinet (beginning on [page 7](#)).
- 1.5.** A compendium of Overview and Scrutiny Comments is included at [Annex 2](#) to the report to Cabinet (beginning on [page 17](#)). This also includes an officer response on the points raised that has been drawn from specialist inputs from across a range of relevant Council functions.
- 1.6.** [Appendix 2](#) (beginning on [page 45](#)) is the emerging “designed version” of the Plan, and is intended to show the proposed layout. The text of that version is the same as the text circulated with the Cabinet report ([page 7](#)), and it should be noted that the layout is not final, and that the final version will be formatted as an A4 document with a larger font size; with some changes to the images included, and with the date of the Plan being amended to be 2020 to 2024.

## **2. IMPLICATIONS**

- 2.1.** The financial and legal implications, risk assessment, equalities impact, climate change implications and alternative options are all addressed in the report to Cabinet included at [Appendix 1](#) ([page 3](#)).

## **3. BACKGROUND PAPERS**

None.

 <p><b>WEST OXFORDSHIRE DISTRICT COUNCIL</b></p>	<b>WEST OXFORDSHIRE DISTRICT COUNCIL</b>
Name and date of Committee	<b>CABINET: WEDNESDAY 15 JANUARY 2020</b>
Report Number	<b>AGENDA ITEM No. 6</b>
Subject	<b>DRAFT COUNCIL PLAN 2020-2024</b>
Wards affected	ALL
Accountable member	Cllr James Mills, Leader of the Council and Cabinet Member for Policy Framework and Corporate Plan Email: <a href="mailto:james.mills@westoxon.gov.uk">james.mills@westoxon.gov.uk</a>
Accountable officer	Giles Hughes, Chief Executive Tel: 01993 861658 Email: <a href="mailto:giles.hughes@westoxon.gov.uk">giles.hughes@westoxon.gov.uk</a>
Summary/Purpose	To consider and recommend approval of the final draft Council Plan 2020-24 for adoption by Council at its January 2020 meeting.
Annexes	<a href="#">Annex 1</a> : Draft Council Plan 2020-24 <a href="#">Annex 2</a> : Comments resulting from the Overview and Scrutiny consideration of the draft plan and the response developed to address the issues raised.
Recommendation	<i>That the Cabinet approves the final draft Council Plan 2020-2024 and recommends its adoption by the Council.</i>
Corporate priorities	ALL
Key Decision	YES
Exempt	NO
Consultees/ Consultation	Internal consultation with officers and Cabinet members.

## **I. BACKGROUND**

- I.1.** The Council's extant corporate plan (the Council Plan) covered the period 2016-19. As the current work directed through this plan comes to an end, effort has been directed to developing a new Council Plan to cover the forthcoming period.
- I.2.** The development of a new Council Plan that addresses issues and challenges facing the District is an essential piece of work that will result in a high level Plan that can direct the Council's efforts. The Plan will direct action both within the Council and through collaborative work with partner organisations to improve the quality of life in West Oxfordshire.
- I.3.** The initial work to develop a new Council Plan has been informed through learning derived from recent review work. A key part of this background evidence has been the findings and recommendations resulting from the Local Government Association's (LGA) Corporate Peer Challenge undertaken in October 2018. The resultant action plan has been informed and endorsed through consideration in the Council's Finance and Management Overview & Scrutiny Committee and finalised through approval at Cabinet in April 2019. The Peer Review highlighted and made a recommendation around the significant potential of the new Council Plan in terms of the scope it offers to align strategic objectives and strengthen community engagement. The new draft Plan is brought forward in this context.

## **2. MAIN POINTS**

- 2.1.** As part of the information assembled to inform the background to the new Council Plan, a range of evidence has been reviewed and summarised in a supporting Evidence Paper reported to the Overview and Scrutiny Committees and previously to the Cabinet's meeting on 16 October 2019. The evidence paper provided a set of background evidence to set a context for the emerging new Council Plan.
- 2.2.** The early preparatory work towards developing a new Council Plan has included a liaison meeting in March 2019 convened between Council's Leader/ Cabinet Members (supported by the Head of Paid Service) and West Oxfordshire's Town and Parish Councils/ Meetings. The meeting focused on challenges and opportunities facing West Oxfordshire's communities. One of the points emerging from the session was a strong interest in further communication and engagement on key issues. The Council Plan has sought to take account of this entreaty. A further consultative session with Towns and Parishes was held on 10 October 2019 and this has provided additional information on local priorities and concerns and on this occasion it gave a particular focus to the environmental theme that will develop through Council Plan directed action.
- 2.3.** Following the Cabinet's informal consideration of future priorities for the Council Plan (supported by the Head of Paid Service and other officers) in June 2019, a draft statement of the vision and priorities that should form the core of the new Council Plan was formed. A draft Council Plan was then submitted for Overview & Scrutiny Committee review towards producing a final version of the Plan.

- 2.4. The current draft Council Plan at [Annex 1](#) (beginning on [page 5](#)) has been adapted to address the comments and insight arising through the Overview and Scrutiny process and it is presented now in a revised, more developed state for Cabinet to recommend approval and adoption by Council. Once adopted it can start to provide the strategic policy framework that directs Council action.
- 2.5. A compendium of Overview and Scrutiny Comments is included at [Annex 2](#) (beginning on [page 15](#)), together with an officer response on the points raised that has been drawn from specialist inputs from across a range of relevant Council functions. In some cases the Overview and Scrutiny comments have resulted in a modified wording in the revised Council Plan, in other instances points will be further taken into account as the follow-on work on the Council Plan themes is developed through supporting action plans etc. In some cases an explanatory commentary is given in [Annex 2](#) to develop the response to policy issues.
- 2.6. A particular thrust of the Overview and Scrutiny comments was focused on the need to have measures so that progress in addressing priorities can be evaluated. This has been addressed in the revised, more developed version of the draft Council Plan and will be developed further through key supporting action plans (e.g. the planned Climate Change Strategy and Carbon Action Plan). There will be annual updates to the Council Plan and these will report on progress – aligning our Local Plan Annual Monitoring Report with the Council Plan progress commentary so that the changes in key economic, social and environmental indicators can be reviewed.
- 2.7. The Council Plan sets out a Council vision that is "to support West Oxfordshire to be fit for the future" through action across a set of priority themes:
1. **Climate Action** - Leading the way in protecting and enhancing the environment by taking action locally on climate change and biodiversity.
  2. **Healthy Towns and Villages** - Facilitating healthy lifestyles and better wellbeing for everyone.
  3. **A Vibrant District Economy** - Securing future economic success through supporting existing local businesses and attracting new businesses to deliver the economic ambitions of the Oxfordshire Local Industrial Strategy.
  4. **Strong Local Communities** - Supporting and building prosperous and inclusive local communities.
  5. **Meeting the Housing Needs of our Changing Population** - Securing the provision of market and affordable housing of a high quality for the wide range of householders making their home in West Oxfordshire.
  6. **Modern Council Services and Sustainable Finance** - Delivering excellent modern services whilst ensuring the financial sustainability of the Council.
- 2.8. The draft Council Plan gives rise to significant new areas of focus and project activity that will be further defined as the work develops. There will be subsequent Councillor involvement in key areas of strategy development (e.g. in connection with the environment). The Plan will also set a context for Publica's Business Plan and service planning so that service activity can relate to and help achieve progress against the Council's corporate policy priorities.
- 3. FINANCIAL IMPLICATIONS**
- 3.1. None directly arising from this report. Any financial implications arising from the adoption of the final version of the Council Plan will be built into the Council's financial strategy and budget setting process over the lifetime of the Plan.

#### **4. LEGAL IMPLICATIONS**

4.1. None.

#### **5. RISK ASSESSMENT**

5.1. The purpose of the Council Plan is to direct effort towards priority issues and this should help to ensure that resources are focused on delivering what is most important to the Council. Any significant actions will be subject to the Council's corporate risk management approach and will, therefore, be tested in terms of risk likelihood, potential impact and identification of mitigation steps.

#### **6. EQUALITIES IMPACT**

6.1. The pursuit of a new Council Plan as outlined in the proposed draft should have a positive effect in terms of its equalities impact. The new Council Plan has been informed through a supporting evidence paper that has helped to focus on policy themes and guide an approach that is intended to deliver an inclusive corporate plan. It will be appropriate to undertake appropriate further assessment of equalities issues, at the appropriate time, where new supporting policy or strategic action is formed.

#### **7. CLIMATE CHANGE IMPLICATIONS**

7.1. None arising directly from this report. Addressing the climate change agenda through protecting and enhancing the environment by taking local action on climate change and biodiversity is one of the priorities in the draft Plan.

#### **8. ALTERNATIVE OPTIONS**

8.1. Not relevant.

#### **9. BACKGROUND PAPERS**

None.

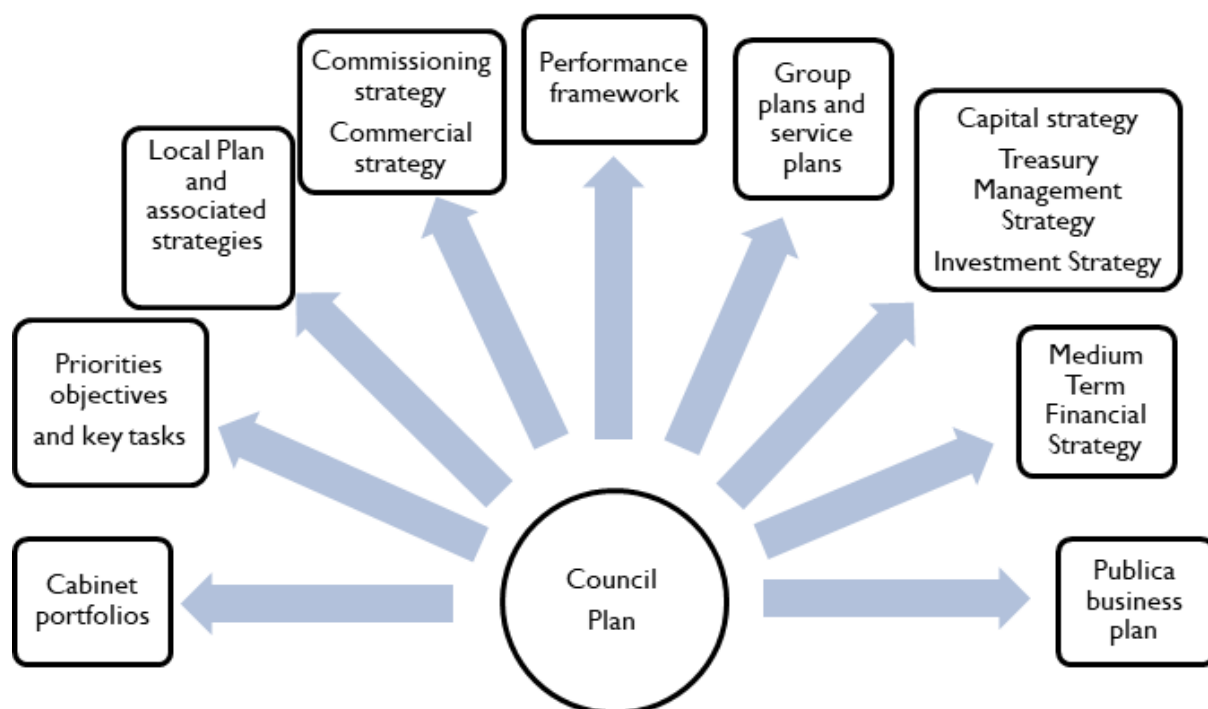
## Council Plan 2020-2024

### Introduction

This document sets out the Council's key priorities, areas which require particular focus, and shows how the Council intends to achieve its ambitions for supporting local communities and the delivery of local services.

We are proud of the distinctive and special place that is West Oxfordshire and want to do everything we can to ensure it continues to be a great place to live, work and visit.

It is vital that the District maintains its special character as its economy flourishes and we work to support the future growth and opportunities that lie ahead. The Council Plan sets a direction that will help with this commitment and it sits at the centre of a range of related strategies, illustrated in the diagram below.



The Local Plan is a key document which supports the Council Plan and its adoption (September 2018) was a significant step as it provides a framework to help grow a successful and sustainable economy, building much needed new homes and securing infrastructure, whilst enhancing and conserving West Oxfordshire's environment. It details the strategic objectives for the district and the geographical locations prioritised for development.



In 2018, we invited the Local Government Association (LGA) to conduct a Corporate Peer Challenge - an external review of a Council's functioning and its ability to deliver on its plans. Its report outlines a range of positive factors in the Council's leadership and performance but it also provides some helpful pointers for improvement.

Our Peer Review found that the new Council Plan is an opportunity to:

- Align strategic objectives
- Make good use of community inputs – building on work in the Local Plan process
- Set out our economic ambitions as part of Oxfordshire's successful local economy
- Consider the scope to support future community development.

We are keen to take the initiative on this opportunity and this new Council Plan is a start, but to make sure we continue to develop this work, we need to work with our partner organisations and local communities, to secure their contributions to our action plan.

We will work in a variety of ways, leading by example, in support of our place-making role and advancing the future strength and sustainability of local communities. A key part of this will be our community leadership role working with partners and local areas.

Whilst taking a strategic lead to help create the future for West Oxfordshire, we plan to listen to and engage in joint work with our local communities. Our regular Town and Parish Forums are an example of this commitment.

We recognise that sometimes it will be a town or parish that takes a lead on a particular issue and the District Council and other partners will need to act in support of this initiative and enable improvements where possible. An example of this might be town partnership work that seeks to enhance the vitality of a market town.

Alongside our community leadership role, we will continue to ensure that we provide efficient value for money services. Our financial strategy is positioned to plan for and stay ahead of future challenges, such as changes to Government funding, service demand and other emerging risks. We are developing a Commissioning Strategy and Commercial Strategy which aim to ensure the Council retains its current healthy financial position whilst becoming less reliant upon volatile central government funding. Our planned Commissioning Strategy will cover everything we do and is focussed on meeting local needs and delivering excellent and efficient services in support of the Council Plan.

## **Vision**

Our vision is to support West Oxfordshire to be fit for the future through:

1. **Climate Action** - Leading the way in protecting and enhancing the environment by taking action locally on climate change and biodiversity.
2. **Healthy Towns and Villages** - Facilitating healthy lifestyles and better wellbeing for everyone.
3. **A Vibrant District Economy** - Securing future economic success through supporting existing local businesses and attracting new businesses to deliver the economic ambitions of the Oxfordshire Local Industrial Strategy.
4. **Strong Local Communities** - Supporting and building prosperous and inclusive local communities.
5. **Meeting the Housing Needs of our Changing Population** - Securing the provision of market and affordable housing of a high quality for the wide range of householders making their home in West Oxfordshire.
6. **Modern Council Services and Sustainable Finance** - Delivering excellent modern services whilst ensuring the financial sustainability of the Council.

## 1. Climate Action

Leading the way in protecting and enhancing the environment by taking action locally on climate change and biodiversity.

We will foster our strategic approach to securing a low carbon future, taking steps to mitigate and adapt to climate change and deliver a net gain in biodiversity.

- The District Council will develop and implement a Climate Change Strategy for West Oxfordshire with key actions to include:
  - A Climate Action Plan developed to identify and implement the action and projects required to become a Carbon Neutral Council by 2030.
  - Work across functions and disciplines, with partners both in the Council and outside of the Council, to drive forward climate action across the District. This will address i) meeting carbon reduction targets; ii) improving air and water quality; iii) a natural environment increasing in value for biodiversity and people; iv) a landscape adapted to the pressures of flood risk; and v) the design and building of sustainable, low-carbon communities.
  - Identifying initiatives towards preparing for and adapting to climate change, including enabling residents to adapt to extreme weather events, informed through engagement with local communities and partners.
  - Piloting initiatives through the Oxfordshire Cotswolds Garden Village and considering roll out to other new areas of development.
  - Increasing residential and commercial reuse and recycling and encouraging composting.
  
- Enhance our natural environment and boost biodiversity. Our overarching goal is to establish robust, resilient, well-functioning ecological networks which will require:
  - Ongoing support for key local projects and initiatives, including the Lower Windrush Valley Project, the Wychwood Project, Thames Valley Environmental Records Centre (TVERC) and the Berkshire, Buckinghamshire and Oxfordshire Wildlife Trust (BBOWT).
  - Managing the Council's land and assets for biodiversity, including the restoration of priority habitats, the recovery of priority species populations and opportunities for tree planting in suitable locations.
  - Seeking to implement and maintain recommendations contained in the 'Windrush in Witney' Landscape Management Strategy.
  - Continuing to support Oxfordshire's Conservation Target Areas and Local Wildlife Sites Project.
  - Supporting the preparation and delivery of a Nature Recovery Strategy for Oxfordshire (including the mapping of a Nature Recovery Network).
  - Using the Council's planning powers to ensure that new developments deliver a net gain in biodiversity.

The Council will report annually on the implementation of key actions, indicative measures of progress include:

- Achievement of targets within the Climate Action Plan for a Carbon Neutral Council by 2030.

- Establishing a Climate Change Strategy in 2020 and use this to then chart improvement in measurable environmental and biodiversity enhancements.
- Production and delivery of a Green Infrastructure Strategy, incorporating the use of Building with Nature principles.
- The successful delivery of a Nature Recovery Strategy for Oxfordshire.
- The implementation of a Biodiversity Net Gain mechanism in Development Management.

## **2. Healthy Towns and Villages**

Facilitating healthy lifestyles and better wellbeing for everyone.

We will pursue a place-based approach, working collaboratively with the health and voluntary sector and local communities, to enhance the health and wellbeing of West Oxfordshire's residents.

Key actions to include:

- Working with the health sector (especially the Clinical Commissioning Group and Public Health) and other partners to establish a comprehensive network of healthcare facilities and services including creative approaches.
- Adopting a 'healthy place-shaping' approach in new and existing developments, ensuring that the necessary green and blue infrastructure, and the public realm, is provided to encourage healthy lifestyles and tackle physical inactivity; and that these link with established communities so that both new and existing residents benefit.
- Working closely and creatively with residents to understand needs and co-produce sustainable community-led solutions to tackle health and wellbeing challenges, for example tackling rural isolation and loneliness.
- Reviewing and delivering the Council's grants programme to ensure that it facilitates the enhancement of community facilities and the provision of activities which promote health and wellbeing.
- Working proactively and in partnership to ensure residents benefit from effective large scale countywide or national health and wellbeing programmes.
- Producing an Asset Management Plan to maximise the community benefits of the Council's estate.
- Challenging the stigma around mental health and using creative interventions to help improve services especially for young people.
- Working with communities on healthy living initiatives in partnership with our leisure contractor, GLL.

The Council will report annually on the implementation of key actions, indicative measures of progress include:

- Review of the position shown in updates to the health and wellbeing measures that inform the Joint Strategic Needs Assessment, Health and Wellbeing Strategy; and Director of Public Health's Annual Report.
- Submission of Health Impact Assessments with all strategic planning applications and implementation of the findings through the development scheme to which it relates.
- Production of a Leisure Strategy for West Oxfordshire, incorporating wide-ranging health, wellbeing and community benefits.

### **3. A Vibrant District Economy**

Securing future economic success through supporting existing local businesses and attracting new businesses to deliver the economic ambitions of the Oxfordshire Local Industrial Strategy.

Key actions to include:

- Working with business groups and partners including the Oxfordshire Local Enterprise Partnership (OxLEP) to ensure there is a comprehensive range of support available for businesses.
- Creating an environment where businesses can grow through ample, high quality land/ sites for employment purposes, including key hubs at Carterton, Witney, Chipping Norton and the new Garden Village.
- Working with partners to secure new and upgraded infrastructure, including short and long-term enhancements to the A40 and the Cotswold railway line.
- Identifying and pursuing creative solutions for the provision of housing for key workers (in partnership with main employers in the district).
- Developing an approach to secure the future vitality and viability of our town centres that adapts to the specific challenges and opportunities faced in individual towns (key actions need to include the promotion of towns as destinations).
- Promoting the development of successful tourism enterprises in appropriate, sustainable locations in accordance with Local Plan Policy.
- The development of public realm improvement projects, electric vehicle charging points and policies to allow town centres to evolve to meet changing shopping and leisure habits.
- Where opportunities present, the Council can pursue investment opportunities that can stimulate development to deliver both an economic gain and a revenue return.
- Work with OxLEP to expand opportunities to engage and inspire young people and create pathways into vocational work and skills in the local economy.
- Supporting the rural economy through appropriate planning and economic development policy and Government programme assistance where applicable.

The Council will report annually on the implementation of key actions, indicative measures of progress include:

- Economic indicators including activity rates; employment/ unemployment levels; tracking the position in business formation/ survival rates; and the quality of local jobs over time - work-place versus resident wage levels.
- New employment space and jobs created as a result of strategic site development and the reporting of agglomeration gains linked to Oxfordshire's developing Local Industrial Strategy.
- Business land / premises availability.
- Tourism related development schemes permitted - Local Plan Annual Monitoring Report.
- Town centre retail and business occupancy rates.

#### **4. Strong Local Communities**

Supporting and building prosperous and inclusive local communities.

We will work with partners to strengthen the local communities across West Oxfordshire in order to enhance residents' quality of life. Key actions to include:

- Creating new places that provide for a strong, vibrant, inclusive and connected community. The emphasis will be on 'place-making' rather than just buildings and spaces.
- Providing shared, accessible buildings, facilities and spaces that can help promote social integration and cohesion. In particular, initiatives such as parks with interactive features, community notice boards, and flexible spaces for local clubs and home workers that will help build a strong community.
- Directing our management of property assets through a new Asset Management Plan to achieve improvements in the joint use of sites through the One Public Estate programme.
- Working with local businesses in the villages and countryside in order to raise awareness of the opportunities for diversification (e.g. community hubs; pub walks and railway station opportunities).
- Working with partners to promote West Oxfordshire as a visitor destination whilst protecting its essential character.
- Helping build resilience in communities with more effective joint working and intelligence sharing.
- Amplifying the voice of residents especially those who have been heard less and take a strengths based approach to create inclusive communities.
- Developing our relationship with towns and parishes through regular Parish Forums and encouraging local areas to engage with their residents to articulate and address local priorities.

The Council will report annually on the implementation of key actions, indicative measures of progress include:

- Reviewing change in West Oxfordshire through aligning our Local Plan Annual Monitoring Report with the Council Plan so that we can assess changes in key economic, social and environmental indicators.
- A periodic look at how the District scores against comparative analyses shown in for example: the Thriving Places Index; and the Sustainable Growth Index.
- Increased engagement with towns and parishes to address priority community concerns.

## **5. Meeting the Housing Needs of our Changing Population**

Securing the provision of market and affordable housing of a high quality for the wide range of householders making their home in West Oxfordshire.

We will secure the range of housing that is needed by our local communities. Key actions to include:

- Ensuring an adequate overall supply of housing to meet identified needs including those in need of affordable housing.
- Measures to increase the number of affordable housing units delivered annually, including the promotion of innovative housing solutions, so that we can reduce the housing waiting list.
- The promotion and delivery of self-build and custom build plots and opportunities to meet the needs of those on the Council's self-build register.
- Investigating a new West Oxfordshire living rent to ensure that affordable homes are truly affordable for local people and key workers.
- Using the planning system to ensure that new developments provide a range of housing products, including low-cost home ownership models, and the right size and flexibility of properties and property types to meet the current and future needs of our residents.
- Increasing the rate of delivery on larger strategic sites through proactive planning and the use of appropriate mechanisms (planning performance agreements and planning conditions), work with infrastructure providers, and sustainable methods of construction where appropriate.
- Exploring and developing new partnerships (for example the Blenheim approach) to deliver on: modern methods of construction to reduce carbon footprints, more landowner provided housing and genuine community-led housing opportunities.
- Identifying and enabling opportunities to meet the accommodation needs of travelling communities.

The Council will report annually on the implementation of key actions, indicative measures of progress include:

- The Council's annual monitoring will include: five-year housing land supply measurement; total numbers of new dwellings; additional affordable housing units constructed; number of self and custom build opportunities delivered; number of new pitches and plots to meet the needs of the travelling community.
- Number of new homes built to accessible and adaptable standards in accordance with optional Part M4(2) of the Building Regulations.
- Our performance against meeting the housing needs of our communities: number of successful affordable housing allocations; number of temporary accommodation units available to the Council; number of empty homes within the District.



## **6. Modern Council Services and Sustainable Finance**

Delivering excellent modern services whilst ensuring the financial sustainability of the Council.

We will continue to ensure that we provide efficient, value for money services whilst modernising Council services to ensure that they meet the evolving needs of customers and the area.

Key actions to include:

- Working with Publica, Ubico and other partners, to improve services by maximising accessibility, simplicity and quality.
- Engaging with service users to inform future service redesign.
- Introducing a new Council website that enables improved service access.
- Developing a property strategy/ asset management plan to outline how the Council can use its own property to deliver Council Plan objectives.
- Refreshing the Medium Term Financial Strategy to incorporate financial targets and setting a policy on the level of Council Tax which facilitates the Council's financial sustainability.
- Developing a Commissioning Strategy and Commercial Strategy which aim to ensure our financial position remains healthy whilst becoming less reliant upon volatile central government funding.
- Looking for opportunities through the One Public Estate programme to ensure that the public estate meets local needs and provides efficiencies.
- Using our investments, where appropriate opportunities present, to deliver on multiple objectives that deliver Council Plan priorities.
- Identifying, targeting and securing appropriate funding opportunities with external agencies.
- Referencing our Council Plan priorities as the context for assessing grant funding applications in support of community projects.

The Council will report annually on the implementation of key actions, indicative measures of progress include:

- More residents transacting with the Council through self-service channels.
- Improvements in measures of customer satisfaction.
- An updated Medium Term Financial Strategy which includes the impact of changes to central government funding, incorporates realistic and achievable actions to mitigate reductions in government funding, and plans to achieve a balanced budget within the next five years.
- Council tax level within lowest five shire districts in the country.

EXTRACTS FROM OVERVIEW AND SCRUTINY COMMITTEE MINUTES AND FOLLOW-ON COMMENTS FROM INDIVIDUAL COUNCILLORS	Officer comment on points raised/ how addressed
<b>ECONOMIC AND SOCIAL OVERVIEW AND SCRUTINY COMMITTEE - 19 SEPTEMBER 2019</b>	
<p>The Committee received and considered the report of the Business Manager – Insight and Intelligence which sought comment on the draft Council Plan 2019-2023.</p> <p>Councillor Coul expressed her disappointment that the draft Plan failed to include specific, measurable, achievable, realistic and time scaled objectives. Whilst she agreed with its emphasis, she felt that the content was not strong enough and that more robust, specific outcomes were required.</p> <p>Councillor Beaney indicated that the key priorities did not match the Plan’s vision and Councillor Acock questioned how the Plan would link to the Publica Business Plan. In response, Christine Gore, the Executive Director – Commissioning, advised that the Council Plan addressed wider areas.</p> <p>Councillor Coul felt that the six items in the Vision should reflect the Key Priorities.</p>	<p>Point addressed in the revised draft Council Plan. Indicative measures of progress are now better defined. There is an expectation that there will be an annual progress report. The Local Plan Annual Monitoring Report will be aligned with the progress report on the Council Plan so that changes in key economic, social and environmental indicators can be assessed.</p> <p>Point about the match between the Plan’s vision and priorities has been addressed in the revised draft Plan.</p> <p>The Council Plan will inform the new Publica Business Plan.</p> <p>Point addressed - vision statement and priorities now match.</p>
<p>Whilst endorsing the Plan’s Vision, Councillor Rylett considered that it should incorporate a wider range of priorities. He believed that the priority of Climate Change and Ecological Emergency should incorporate measures such as improving sustainability, tackling pollution, improving resilience,</p>	<p>Point noted and addressed.</p> <p>It is proposed that Biodiversity should form a key part of the climate change mitigation agenda with regard to the ability of the natural</p>

EXTRACTS FROM OVERVIEW AND SCRUTINY COMMITTEE MINUTES AND FOLLOW-ON COMMENTS FROM INDIVIDUAL COUNCILLORS	Officer comment on points raised/ how addressed
<p>encouraging the circular economy and creating well-connected ecological networks. Measures of success should include the provision of a higher proportion of housing constructed to environmental standards.</p>	<p>environment to provide ecosystem services such as carbon storage, flood alleviation, air quality and water quality, as well as health and wellbeing benefits for local people.</p> <p>The management of land owned by the council that enhances its biodiversity value would therefore help to meet climate change mitigation targets, but also deliver on a number of other issues. The role of the Estates Team is significant in this work.</p> <p>The Nature Recovery Network (NRN) could also form a big part of this, particularly with regard to ecological networks. NRN is being mapped in Oxfordshire for the Oxfordshire Plan 2050 and maps need to be refined. Wild Oxon and the Biodiversity Action Group are relevant to this work. The Oxon Plan - mapping - national plan policy and draft environment bill are relevant factors here.</p> <p>The coherent approach to supporting Green Infrastructure should also be an important factor here. This can be designed using Building with Nature as a means of ensuring high quality for water, wildlife and wellbeing.</p> <p>The Council will need to quantify what we intend to achieve through our climate action. A report to Council in January is intended to make clear that there are a number of different strands associated with the Climate Emergency work - these include biodiversity, air quality and other considerations.</p> <p>In terms of the pursuit of a higher proportion of housing constructed to environmental standards, the following note is relevant. It is</p>

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	Government's intention to raise the energy and design standard of new homes and non-residential buildings over time. Implementing the highest possible standard will need to be a planning priority, coupled with the provision of Guidance on how that can be carried out.
Councillor Beaney pointed towards the appointment of Councillor Harvey as Cabinet Member with responsibility for Climate Change.	Noted. The Cabinet Portfolio Holder and Climate Change Working Group will be key to our strategy development work.
Councillor Coul suggested that improvement to air quality should be added as a measure of success. Dene Robson, the Business Manager – Insight and Intelligence, explained that the current report to the Overview and Scrutiny Committees did not identify specific measures of success but was intended to set out the Council's priorities. There was a lot of work in the course of development in relation to those areas flagged as matters of concern but, as yet, this had not been fully developed. More clearly defined action plans would be developed. Councillor Coul maintained that the current document was too imprecise.	Air quality will continue to be a key part of the Council's monitoring and the performance at Air Quality Management Areas will be assessed.  There are key reference points for the Council's Air Quality monitoring work - these include the Government's Clean Air Strategy 2019 and the work towards introducing a new Environment Act. The planned Environment Act will encompass the consideration of air quality issues and the Council will stay abreast of developments.
Councillor Graham indicated that he found some of the phraseology employed to be unclear. He felt that there was a danger that the Council's focus would be too introspective and believed that it should look outside as well as within West Oxfordshire. Councillor Graham considered that the measures of success should be more extensive and suggested that the establishment and increase of recycling centres should be included.	It is accepted that the measures of success should be more extensive.  Recycling centres provide one tool but are not necessarily a good measure of success - materials are now collected kerbside. We can pursue innovative approaches to enhancing waste recycling. For example, the pursuit of sustainability standards within the Area Action Plan for the Garden Village and Supplementary Planning Documents for strategic sites to encourage the adoption of innovative solutions eg for waste - require solutions that reduce waste at source and minimize need for transporting/ disposal of

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	resulting waste thus minimizing environmental impact. Where good practice/ innovative solutions can be demonstrated as effective, the Council can look at more widespread implementation and retrofitting opportunities.
Councillor Coul suggested that the intention to make District Council services Carbon neutral by 2030 should extend to other areas such as its investments.	In taking forward climate action within West Oxfordshire, two priorities will emerge: 1) action needed to become a carbon-neutral Council by 2030 and 2) a wider Strategy on climate action, extending the reach, partnership working across disciplines (e.g. biodiversity and land management, air quality, transport, waste, managing flood risk, water efficiencies) where the Council can influence, rather than have direct control over, positive steps to becoming a carbon-neutral District. By implementing step 1, the Council can lead by example in delivering and/or facilitating step 2.
Councillor Leverton suggested that the environmental and ecological objectives related to the Garden Village should be extended to all developments.	<p>Planning Policy response - Environmental and ecological objectives for the main strategic site allocations are able to be addressed to an extent through the proposed supplementary planning documents for each site, although this is not an opportunity to 'create' new policy as such. Anything more significant (e.g. requirement to achieve zero carbon) and/or intended to apply to all development 'across the board' would need to be addressed through a review of the Local Plan.</p> <p>A quicker sustainability checklist will be sought - Planning Policy staff are meeting the climate change working group to propose a sustainability checklist to sit alongside planning applications from next</p>

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	<p>year. It is also being suggested that Supplementary Planning Documents (SPDs) tease out what we can do now and in the near future as a standalone SPD or review of the Design Guide. Longer term, these considerations are relevant to the Garden Village Area Action Plan and then the review of the Local Plan.</p> <p>Appropriate funding is in place for a project that will provide guidance on reduced / zero carbon development to advise developers.</p> <p>Biodiversity net gain is being introduced as a mechanism for ensuring all developments make a contribution towards enhancing the natural environment, as in accordance with Policy EH3 of the Local Plan. The garden village should be an exemplar development in this regard.</p> <p>The creation of new green infrastructure that is attractive and useable for local people to access services such as schools, town centres, doctors, etc. is vital in some areas. This incorporates the creation of new habitats for biodiversity. The council needs to produce a Green Infrastructure (GI) Strategy. A GI strategy - will be a Supplementary Planning Document.</p> <p>The Council's Climate Change Working Group is looking at the Planning and Building Control role in achieving progress on this issue.</p>
<p>Councillor Bull expressed concern that the measures of success did not identify the means by which they would be achieved. In response, the Business Manager – Insight and Intelligence advised that the Plan was a high level working document that would be supported by other more detailed</p>	<p>The revised draft Council Plan sets out more detail on appropriate strategy development; measures of success; and how progress will be reported.</p>

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<p>work. Councillor Bull felt that it was inappropriate for the Cabinet to present a report with too many targets that did not show how they would be measured.</p> <p>The Executive Director – Commissioning advised that the Cabinet had been keen to seek the views of the Overview and Scrutiny Committees and would welcome the observations Members made.</p>	
<p>Given the extent of new and existing development, Councillor Acock questioned how the Council would improve congestion on the A40, suggesting that the reinstatement of a rail link from Witney to Oxford was a solution. The Business Manager – Insight and Intelligence, advised that work was ongoing in other areas in conjunction with other bodies. Councillor Acock suggested that this could perhaps be a way in which to measure success.</p>	<p>The District Council recognises that the A40, which is the main east-west transport route in the District, suffers from severe congestion and acts as a potential constraint to economic and housing growth.</p> <p>Oxfordshire County Council is committed to a long term strategy to help alleviate congestion on the A40 and have prepared a package of measures, including the proposed new Park &amp; Ride to the north of the A40 near Eynsham together with the provision of a new eastbound bus lane.</p> <p>Longer term solutions to the A40 have also been explored by the County Council, including a west-bound bus lane and £102m of Housing Infrastructure Fund investment has recently been awarded. This will deliver an extension of the A40 dual carriageway from Witney to the proposed Park and Ride near Eynsham, an extension of the A40 westbound bus lane from west of Duke’s Cut Canal and railway bridges near to the proposed Park and Ride, along with other improvements to widen pinch points.</p> <p>Park and ride is the immediate proposition to assist in tackling</p>

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	congestion, but other contributions to tackling the problem come from home working, mixed use development - reducing the need to travel on the A40. The Hanborough rail station is also significant in acting as a hub - with better connections targeted (particularly cycling/ walking and bus connections).
Councillor Ashbourne made reference to the health related issues identified in Annex 2 to the report and suggested that these should be included in the key priority of working towards healthier communities.	This area of the revised draft Council Plan has been further developed. There is an intention to look at our changing position in relation to key health indicators over time (as set out in the Joint Strategic Needs Assessment and other key monitoring resources).
Councillor Coul felt that it was inappropriate to include reference to improvements to the Carterton Leisure Centre as this work had already been completed.	Point noted and addressed.
Councillor Rylett suggested that the measures of success should include improving health indicators. Councillor Beaney reminded Members that, whilst it undoubtedly had a part to play, not all such issues were under the Council's direct control and the Business Manager – Insight and Intelligence confirmed that the Authority would work with its partners to achieve this aim.	<p>Within Oxfordshire there are excellent examples of the implementation and monitoring of healthy place-shaping principles. We can embed the healthy place-shaping approach into all that we do, both through new developments and enhancing existing areas, benefiting our population's physical and mental health.</p> <p>The review of relevant health indicators is recognised in the revised version of the Council Plan.</p>
Councillor Ashbourne questioned whether the replacement of the Windrush Leisure Centre in Witney was a firm commitment. The Business Manager – Insight and Intelligence advised that this had been identified by the Council as a recognised objective and the Executive Director –	The Leisure Facilities Action Plan (adopted by Council in 2011) states that options require investigating and recommendations made for the future of the Windrush Leisure Centre. A feasibility study has been completed which considers the facility mix. A further piece of work has been commissioned to identify site options for the new facility



<b>EXTRACTS FROM OVERVIEW AND SCRUTINY COMMITTEE MINUTES AND FOLLOW-ON COMMENTS FROM INDIVIDUAL COUNCILLORS</b>	<b>Officer comment on points raised/ how addressed</b>
<p>Commissioning indicated that this formed part of the Council's leisure management contract.</p>	<p>that are suitable in planning terms. Officers are due to report back to Council in Autumn 2020 following the investigations and options appraisal so that the Council can make an informed decision regarding the feasibility, options and costs. Our future Leisure Strategy will inform the Council as to demand and the future mix of provision.</p>
<p>Turning to the priority to maintain a vibrant economy, Councillor Graham emphasised the importance of maintaining the vitality and viability of town centres. He suggested that the Council should work with other districts to promote tourism and felt that, in view of the extent of planned and recent development, there was a need to review tourism, culture, arts and heritage.</p>	<p>The Council's tourism function works very closely with other districts to promote tourism - we lead Cotswolds Tourism: a grouping of five districts (WODC, Cotswold DC, Stroud, Tewkesbury &amp; Cheltenham) managing the main tourism website for the Cotswolds (<a href="http://www.cotswolds.com">www.cotswolds.com</a>) with 1.3m unique users yearly, Cotswolds social media channels with c100k followers and a fortnightly consumer newsletter to 40k people plus various publications and guides.</p> <p>The significance of tourism, culture, arts and heritage in terms of contributing to town centre vitality and viability is recognised. It is considered that the best approach in supporting towns is one that adapts to the strengths and particular context of given settlements.</p> <p>OxLEP on behalf of Oxfordshire is producing an Arts and Culture strategy to be prepared in the event of infrastructure funding coming forward into the county. We are being consulted to help inform this work.</p>
<p>Councillor Acock considered that more concrete measures of success were required. Councillor Coul felt that there was nothing to reflect the changing nature of the high street and suggested that the Council should support the change from traditional retail to a service based economy.</p>	<p>The suggested performance measures have been revised across the Council Plan themes. The Local Plan Annual Monitoring Report and Council Plan reporting will be brought into alignment to support progress reports.</p>

EXTRACTS FROM OVERVIEW AND SCRUTINY COMMITTEE MINUTES AND FOLLOW-ON COMMENTS FROM INDIVIDUAL COUNCILLORS	Officer comment on points raised/ how addressed
	The challenge of addressing the changing nature of the high street is recognised. Our approach to economic development and business support acknowledges that all the towns are different and the issues are subtly different. It is considered that a single plan would not be effective. The Council will need to work with the Town Councils and business groups / stakeholders on an approach for each of the towns.
Whilst endorsing the objective, Councillor Leverton pointed out that there was no suitable land available in Carterton to accommodate commercial development.	This point is recognised. A longer term discussion with businesses will need to feed into the review of the Local Plan. The Council is working with OxLEP regarding the longer term delivery of employment land. The Council is looking to take a more active role in facilitating delivery.
With regard to developing stronger local communities, with reference to the development at Shilton Park, Councillor McBride questioned how the Council would seek to integrate new development with existing communities.	<p>The revised draft Council Plan has been adapted in light of the comment raised.</p> <p>The approach taken to address this issue has to be one that is cross cutting - from numerous parts of the Council and wider partners. Our contribution in Healthy Communities is to work with services which exist already and develop their connections so as to maximise the offer for residents. There is an intention to be more focussed on place and work with residents directly to find out what is needed and what skills are present.</p> <p>Our suggested approach is now more fully developed in the revised Council Plan. The suggested future activity includes seeking shared, accessible buildings, facilities and spaces that can help promote social integration and cohesion and a more effective joint use of sites.</p> <p>The creation of new places should aim to provide a strong, vibrant,</p>

EXTRACTS FROM OVERVIEW AND SCRUTINY COMMITTEE MINUTES AND FOLLOW-ON COMMENTS FROM INDIVIDUAL COUNCILLORS	Officer comment on points raised/ how addressed
	inclusive and connected community. To create this, the emphasis should be on 'place-making' rather than just buildings and spaces. The provision of shared, accessible buildings, facilities and spaces can help promote social integration and cohesion. In particular, initiatives such as parks with interactive features, community notice boards, flexible spaces for local clubs and home workers will help build a strong community.
Councillor Ashbourne asked what was meant by multi agency working and made reference to asset based community development projects operating in Gloucestershire. The Business Manager – Insight and Intelligence advised that similar projects were under consideration in West Oxfordshire.	Our community development work has sought to learn from asset based approaches and welcomes Cllr Ashbourne's interest. We do deliver this approach in part but do not use this phrase. Building on the existing strengths and provision in a community is key as are enough people on the ground. Multi-agency working is about a 'whole system' working in partnership and is used a lot in the context of health care.
Councillor Coul considered that rural isolation and loneliness should be highlighted as a specific objective.	Point accepted - the draft Council Plan has been revised to incorporate this concern. Much of our work recognises this issue and it is helpful to express it in the Council Plan paper.
Councillor Graham found the proposals poor and believed that these were things that the Council should have been doing directly. He asked which partners promoted West Oxfordshire as a visitor destination and questioned the merit of the pilot project to promote local pubs. The Business Manager – Insight and Intelligence explained that the Cabinet was keen to build upon and strengthen existing relationships with local councils and wished to hold more Town and Parish Council Forum meetings. With regard to tourism, he advised that the destination management organisation promoted the local area and the intention was to connect with local	<p>As noted earlier, the Council leads Cotswolds Tourism - a grouping of five districts (WODC, Cotswold DC, Stroud, Tewkesbury &amp; Cheltenham) managing the main tourism website for the Cotswolds (<a href="http://www.cotswolds.com">www.cotswolds.com</a>)</p> <p>Cotswolds Tourism always tries to work with local projects/ towns/ villages/ groups - especially where the Tourism function can bring local businesses/ groups together.</p> <p>Pubs are the main focal point for many smaller communities and a</p>

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<p>projects. The pub walk project was an attempt to enhance the viability of local pubs.</p>	<p>major attraction for visitors to the area, so projects that can help sustain them should be worthwhile.</p>
<p>Councillor Beaney considered this to be a good plan and Councillor Carter indicated that she did not share the negative opinions expressed by some Members of the Committee. She felt that it was good to be creative and welcomed the difference between the draft Plan and its predecessor document.</p> <p>The Business Manager – Insight and Intelligence suggested that Members might be judging the Plan too early as it had only recently emerged and was to guide the Council’s path over the next four years. The current draft was designed to offer Members the opportunity to engage in the Plan’s development.</p>	
<p>Councillor Rylett suggested that an additional priority to promote place making and community building in areas of new housing should be incorporated and questioned how it was intended to improve communication and engagement with town and parish councils. The Business Manager – Insight and Intelligence reiterated that this was a high level document and that specific measures would come forward in the associated action plans.</p>	<p>Point accepted. The promotion of place making and community building has been strengthened in both the Healthy Towns and Villages and the Strong Local Communities themes in the revised draft Council Plan. Our work in this area is still being developed.</p> <p>West Oxfordshire is part of a successful countywide bid to Sport England around Place Shaping which will see us in receipt of a post for 9 months to assist the early stage of this work area. We are looking at how this type of work can be taken forward over the medium term.</p> <p>The Council is looking at Healthy Place Shaping activity jointly with Public Health in 2020. This work will learn from work underway elsewhere in the County.</p>

EXTRACTS FROM OVERVIEW AND SCRUTINY COMMITTEE MINUTES AND FOLLOW-ON COMMENTS FROM INDIVIDUAL COUNCILLORS	Officer comment on points raised/ how addressed
	<p>The focused work on the Garden Village Stewardship and maintenance arrangements will result in replicable learning that will be transferable to other strategic development areas.</p> <p>There is a commitment to enhanced working with Towns and Parishes that is reflected in the Council Plan.</p>
<p>In terms of meeting housing need, Councillor Coul reiterated the need for temporary accommodation within the District. Councillor Bull emphasised the need for more bungalows.</p>	<p>The Housing Team is working closely with the Property Manager and a number of our partners to source additional temporary accommodation in the area. This is a long term process and is dependent on having the right resources - both financial and staffing - to make this sustainable in the long term. Funding is available to purchase an additional temporary unit.</p> <p>In terms of the need for more bungalows, the garden village Area Action Plan (AAP) and other strategic sites SPDs provide an opportunity to seek a balanced mix of housing types. We need to support a wide range of housing typologies.</p> <p>Some of the demand for given property types is being met by the requirement for developers to provide a percentage of adaptable homes. People often want an adaptable and flexible property that enables them to “age in place”. Some caution from registered providers about taking affordable bungalows. However, some bungalows are being built eg Stanton Harcourt, Minster Lovell including affordable. It should be borne in mind that Bungalows are land-greedy and registered providers view them as more expensive to build than can be recouped from the affordable rents.</p>

<b>EXTRACTS FROM OVERVIEW AND SCRUTINY COMMITTEE MINUTES AND FOLLOW-ON COMMENTS FROM INDIVIDUAL COUNCILLORS</b>	<b>Officer comment on points raised/ how addressed</b>
<p>Councillor Graham considered that the provision of new pitches and plots to meet the needs of the travelling community should be identified as a key action as well as a measure of success and Councillor Acock suggested that this ought not to be restricted to fixed sites but also address the needs of those who travelled.</p>	<p>Point noted. Whilst already addressed in the Local Plan it is agreed that this is also now recognised in the revised draft Council Plan.</p> <p>This issue will also be addressed through the Oxfordshire Plan 2050 (complete 2020).</p>
<p>Councillor Carter stressed the need for more truly affordable housing.</p>	<p>The phrase ‘truly affordable’ is often used but it is relative as what is affordable to one person may not be affordable to another. Most people accept that ‘social rents’ in the region of say £500pcm are affordable compared to other tenures such as affordable rent. The Local Plan however expresses a preference for affordable rent and intermediate housing but makes no reference to social rent. Housing officers are undertaking further work to establish what a ‘living rent’ for the District might be. Options for developing the Council’s approach include the work on strategic sites.</p> <p>There is work in progress towards ‘living rent’. There are a small amount of social or lower rent properties coming forward (Blenheim, Platform @ Milestone Rd, Mears @ Stanmore Cres funded by Growth Deal). Introducing different types of intermediate housing (Garden Village and Milestone Road) not just shared ownership.</p> <p>There is an opportunity for Social Rents (SR) via the Growth Deal and Oxfordshire Cotswolds Garden Village, plus WODC owned land can be brought forward for affordable housing to include SR as well.</p>
<p>With regard to the Council’s Services and Finance, Councillor Acock considered maintaining a low level of Council Tax to be a political choice</p>	<p>Point noted. A political ambition of maintaining a low Council Tax is known and a measure of success when achieved. There are other measures set alongside which will give a more rounded view of</p>

EXTRACTS FROM OVERVIEW AND SCRUTINY COMMITTEE MINUTES AND FOLLOW-ON COMMENTS FROM INDIVIDUAL COUNCILLORS	Officer comment on points raised/ how addressed
rather than a measure of success.	Council performance - modernisation of service delivery and achieving sustainable finance.
<p>Councillor Ashbourne noted that, on occasion, there had been a significant underspend in previous years and suggested that there should be a commitment to spend to budget. Councillor Coul suggested that this could give rise to unnecessary expenditure and waste and the Executive Director – Commissioning advised that expenditure should be driven by the Council’s Performance Indicators. The Business Manager – Insight and Intelligence indicated that original budgets could be underspent as a result of external funding being secured to support the Council’s activities.</p>	<p>Our new Commissioning Strategy should assist in focusing our spending in meeting the Council’s priority aims.</p> <p>In a period of austerity, areas of savings will be examined. The Council seeks to maintain a focus on delivering to our objectives. We will continue to learn from our budgeted spending and use resources to deliver against our priorities. Acting prudently, the Council is not in a position to budget for things using finance that is at risk.</p> <p>The Council controls decisions on the use of funds resulting from underspend that can then be re-directed at priority objectives.</p>
<p>Councillor Graham considered that the Plan should include a caveat that the Council would not compromise its commitment towards green priorities and climate change and suggested that this be included at this point.</p> <p><b>RESOLVED:</b> That the comments set out above be conveyed to the Cabinet and Council.</p>	<p>The Climate Action section of the revised Council Plan has been strengthened.</p>

EXTRACTS FROM OVERVIEW AND SCRUTINY COMMITTEE MINUTES AND FOLLOW-ON COMMENTS FROM INDIVIDUAL COUNCILLORS	Officer comment on points raised/ how addressed
<p style="text-align: center;"><u>Comments Received from Members of the Finance and Management Overview and Scrutiny Committee</u> <u>2 October 2019</u></p>	
<p>The Chairman, Councillor Cotterill, queried one of the actions relating to Key Priorities listed under 'Stronger Local Communities' in Annex A. The action was described as:</p> <p>“Encouraging towns and parishes to engage with their residents in order to articulate local priorities and support them to address these.”</p> <p>Councillor Cotterill did not feel that many parish council’s communicated, interacted or received support from the District Council on any matters unless they related to highways or planning. In his experience, the District Council simply did not feature in their meetings.</p> <p>Councillor Postan queried whether the Salesforce system could be linked in with parishes and suggested that it could be useful to flag up the parish clerk’s details in the system.</p>	<p>The Council has made a commitment to engage with Towns and Parishes through regular forums. Opportunities will also be taken to engage on particular topics.</p> <p>There may well be merit in supporting liaison meetings with given towns that would support the reporting of issues from both sides. This issue is under consideration.</p> <p>These actions should, in part, address the point made. It should also be noted that the ward District Councillor plays a significant role in maintaining the relationship and facilitating communication.</p> <p>This issue has been lodged and requires further follow-up to see what potential it offers.</p>



EXTRACTS FROM OVERVIEW AND SCRUTINY COMMITTEE MINUTES AND FOLLOW-ON COMMENTS FROM INDIVIDUAL COUNCILLORS	Officer comment on points raised/ how addressed
<p>Follow-on Comments:</p> <p>Councillor Cotterill</p> <p>“My main concern was lack of emphasis on working with Town and Parish Councils. Publica has the appearance of WODC as an entity drifting away from the towns and parishes. They are remote and do not feature in council discussions as they used to. Planning is the only liaison now operative on a frequent basis. OCC Highways and other OCC activities are more evident.”</p>	<p>See commentary in response to the earlier related point on this issue.</p>
<p>Councillor Levy</p> <p>“Vision.</p> <p>What are “unique opportunities” for businesses?</p> <p>“Creating both high quality market and affordable housing” capable of being read as meaning affordable housing is not high quality. Suggest rewording to “creating market and affordable housing of a high quality”.</p> <p>“Delivering excellent services” must be a standalone objective.</p> <p>Ensuring financial sustainability should be a separate objective.</p> <p>Key priority: Climate and Ecological Emergency.</p>	<p>This area of the Council Plan draft has been reworded to reflect that we seek business development that is consistent with achieving the gains targeted in the Oxfordshire Local Industrial Strategy.</p> <p>Point noted. Wording of revised draft strategy document changed to incorporate this clarification.</p> <p>Ensuring financial sustainability is a cross cutting theme and it relates to areas across the Council Plan’s themes. However, it is considered to sit comfortably in the current section as there is a significant interplay between the pursuit of modern Council Services and the achievement of a sustainable finance position.</p>

EXTRACTS FROM OVERVIEW AND SCRUTINY COMMITTEE MINUTES AND FOLLOW-ON COMMENTS FROM INDIVIDUAL COUNCILLORS	Officer comment on points raised/ how addressed
<p>Add: ensure that car use in West Oxfordshire reduces by promoting active travel, public transport and the provision of facilities close to residents' homes.</p> <p>Key Priority: working towards Healthier Communities.</p> <p>Add "increase the use of bicycles and other active travel methods".</p>	<p>This area of work is well established in Planning Policy work. The commitment to specific work on Eynsham is underway and there has been significant work with Oxfordshire County Council in relation to Witney. The work on strategic development sites will look at the provision for alternative modes of travel as part of the master planning.</p> <p>A part of the Local Plan is the commitment to a Green Infrastructure Strategy. The pursuit of Nature Recovery Networks is a related area of work. There is a strong link between green infrastructure, provision for active travel and health and wellbeing and this is now recognised in the Healthy Towns and Villages section of the Council Plan.</p>
<p><u>Councillor Poskitt</u></p>	
<p>Going through the document, the aspirations are for the most part fine but they remain aspirations. I see little in the way of specific actions. There needs to be more actual action particularly over the climate emergency measures. I would suggest the following need to come out more strongly: Climate and ecological emergency: What about the things we should encourage (enforce?) when dealing with developments? Egg: solar panels; electric car charging points; recycling water ie. using grey water for purposes which do not require potable water. Is it possible to think about introducing them into local design policies?</p>	<p>Point noted.</p> <p>The Council will seek relevant actions that assist the achievement of our priority policies. This will include reviewing relevant policy. For example, the Local Design Guide will encompass a look at sustainable design and construction.</p> <p>Our proposals for a Climate Change Strategy will address a couple of core objectives:</p> <p>1. Carbon Neutral Council by 2030. 2 Climate Change Strategy - wider reaching work with district partners etc. A proposal and report</p>

EXTRACTS FROM OVERVIEW AND SCRUTINY COMMITTEE MINUTES AND FOLLOW-ON COMMENTS FROM INDIVIDUAL COUNCILLORS	Officer comment on points raised/ how addressed
	<p>is being developed to present to Full Council on how this can be achieved and the steps required to deliver the Council's commitment.</p> <p>The Council will need to look at its own land management - what we do with our own assets and how we can manage land more effectively.</p>
<p>Working towards healthier communities. There is nothing here about air quality which is an important issue and something about which measures can fairly readily be taken to try to improve this.</p>	<p>Air quality will form part of the approach directed through our Climate Change Strategy. The Council will also consider the role of biodiversity improvements in contributing to the positive impact on this issue - trees, hedgerows, scrub and woodland should form part of any air quality strategy.</p>
<p>Vibrant economy. What prohibits even thinking of many of the things which could lead to a vibrant economy is, and Woodstock is not alone in this, lack of sufficient parking. People will not come to go to shops if they know they are unlikely to be able to park their car. It is easy to talk about buses and walking but neither of these are easy for a rushed mother with, for example, two children under five who she has to take with her with sometimes the best part of a mile's walk into the town centre. Yet, unless we can get residents from new developments on the edges of towns/large villages to come into the centre and participate in community life, even that only involves in shopping, our communities will not benefit from the residents in new developments and the renewed vigour they may bring to a community, perhaps previously with an above average demographic.</p>	<p>The Council's adopted Local Plan recognises that our town centres face a number of challenges such as changing consumer behaviour and increasing competition from the Internet, although this is not unique to our District. As such, strategies which support our high streets are vital and these include parking, accessibility, publicity, security and improved public realm.</p> <p>The Council has prepared a District-wide Parking Strategy in recognition that car parking is nearing capacity in the town centres and this investigates whether parking provision meets current needs and will meet future parking requirements. Whilst the availability of car parking provision will remain important, opportunities to increase car parking in town centres are limited.</p> <p>The Council recognises that opportunities to reduce the reliance on the private car should also be explored to help tackle congestion, vehicle emissions, promote healthy lifestyles and to help tackle climate change. This change in travel behaviour could also have many</p>

EXTRACTS FROM OVERVIEW AND SCRUTINY COMMITTEE MINUTES AND FOLLOW-ON COMMENTS FROM INDIVIDUAL COUNCILLORS	Officer comment on points raised/ how addressed
	social and community benefits.
<p>Meeting the housing needs of our changing communities. It is widely recognised we need more two and three bedroom houses on new developments yet we seem to allow developers to build four and five bedroom homes for vast prices (which may not sell) and to deliver fewer 'affordable' homes than they perhaps originally promise or our Local Plan 2011-31 indicates. Planners must show their teeth</p>	<p>Housing comment - Three bed properties are currently quite hard to let through the waiting list and with Blenheim Estates - 1 and 2 bed properties remain our most sought after property size type. The stats below demonstrate low demand for 3 bed or larger from the waiting list.</p> <p>Homeseeker Plus current applicants data show that 1 bed properties are in most demand at 51% of all applications - 2 beds second at 32% and then 3 beds at 12% with 4bed+ making up the final 5%. Demand and affordability is the challenge for 3 - 4 bed plus.</p> <p>Planning Policy comment - The Local Plan seeks to ensure the provision of a good, balanced mix of property types and sizes (Policy H4). The supporting text to the policy includes an indicative mix for market housing of 4.8% 1-bed, 27.9% 2-bed, 43.4% 3-bed properties and 23.9% 4+bed. For affordable housing, the plan suggests 65% 1-bed and 2-bed and 35% 3 and 4-bed homes. Now the policy is adopted, officers should be ensuring that development schemes achieve a good mix of property types and tenures.</p> <p>The garden village Area Action Plan (AAP) and other strategic site SPDs provide an opportunity to further consider the issue of housing type and tenure at those particular sites.</p> <p>Strategic Housing comment - We are seeing a couple of instances where developers are moving away from larger market homes, although presumably a more market led change (eg. Ph 3A at west Witney, early feedback from Grosvenor for GV). A significant majority of schemes are delivering affordable housing at levels that</p>

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	<p>meet policy. Platform bringing forward all-affordable sites and other RP's looking to develop in this way. Our information on affordable rental demand shows a high demand for 1 bedroom homes as well as 2 &amp; 3 bedroomed.</p> <p>Where developers are providing fewer affordable homes it is due to viability as in Long Hanborough where a £2million new doctors surgery was provided.</p> <p>The demand for larger family homes for affordable housing has not diminished, merely the affordability of these homes. The inclusion of Social Rents could help to address this.</p>
<p>We need to promote schemes which make 'affordable' homes more affordable and which keeps them as homes for shared purchase or low rental indefinitely otherwise we shall never keep up with the need for social housing.</p>	<p>Planning Policy comment - see response above in relation to the issue of 'truly affordable housing'. The ability to ensure affordable properties remain affordable in perpetuity will presumably depend on the tenure involved. The National Planning Policy Framework (NPPF) defines several categories of affordable housing including affordable housing for rent, starter homes, discounted market sales housing and other affordable routes to home ownership including shared ownership. For the latter category it may not be possible to ensure such properties remain affordable in perpetuity e.g. as someone in a shared ownership property 'staircases' up to 100% ownership.</p> <p>Housing Strategy comment - A significant majority of schemes brought forward meet the policy requirement for shared ownership homes (approx. 1/3 of affordable provision).</p> <p>The Blenheim affordable housing approach allows for the buyback of</p>

EXTRACTS FROM OVERVIEW AND SCRUTINY COMMITTEE MINUTES AND FOLLOW-ON COMMENTS FROM INDIVIDUAL COUNCILLORS	Officer comment on points raised/ how addressed
	<p>homes that are stair cased to 100% ownership when they come up for sale so that they can be recycled as affordable and kept in perpetuity.</p> <p>It should be noted that people who live in homes developed by housing associations have a statutory right to buy their home.</p> <p>Whilst it is difficult to address the issue, the Council can seek to maintain affordable housing stock at current levels or enhanced.</p> <p>As a part of our approach, there is a prospect of promoting Community Led Housing working in partnership with Registered Social Landlords (RSL's).</p>
<p>Infrastructure concerns underlie many of the community worries about new developments. Is it not possible to get infrastructure modifications before the housing or insist it must be in place before homes are occupied.....and this infrastructure is not just bus stops and the splays at the entrance to main roads from developments but actual changes in the feeding roads where there is already congestion?</p>	<p>Planning Policy comment - The Council's Local Plan makes clear that new development should be coupled with appropriate and timely investment in supporting infrastructure which is a key element of sustainable development. As such, the Council will ensure that all new development delivers or contributes towards the delivery of supporting infrastructure. On larger sites, phasing of development will be required and later phases may be contingent on essential infrastructure, including highway improvements, already being in place. This infrastructure will be delivered through Section 106 Agreements and/ or Community Infrastructure (CIL) once adopted as well as other funding mechanisms.</p> <p>The early provision of infrastructure is often a key concern raised in relation to new development and often this focuses around transport provision. In support of the West Oxfordshire Local Plan, the Council prepared an Infrastructure Delivery Plan (IDP) which</p>

EXTRACTS FROM OVERVIEW AND SCRUTINY COMMITTEE MINUTES AND FOLLOW-ON COMMENTS FROM INDIVIDUAL COUNCILLORS	Officer comment on points raised/ how addressed
	<p>identified a range of infrastructure needed to support planned growth to 2031. It is currently in need of updating but provides a useful basis for discussions with developers. Further, specific work is underway to identify in more detail the infrastructure needed to support planned growth at Eynsham. The phasing of infrastructure provision is often tied in with phases of development to enable developers to achieve a satisfactory cash flow. In some instances, it may be possible to forward fund key infrastructure with money repaid by a developer at a later date.</p> <p>Perhaps a session/ workshop on development viability might help councillors understand the economics and cash flow profile for developments.</p>
<p>It is concerning that regularly (and the supporting papers show this) West Oxfordshire has above average rates of death or serious injury resulting from road traffic accidents – doubly concerning when one considers how much the average driver in West Oxfordshire spends sitting in a slow moving queue or not moving at all in his car.</p>	<p>Point noted. See further comment below extracted from the most recent Joint Strategic Needs Assessment (JSNA).</p> <p>The JSNA 2019 shows that across Oxfordshire road casualties are reducing, but remain high compared to statistical neighbours.</p> <p>Over the long term there has been a downward trend in reported accidents and injuries in Oxfordshire.</p> <p>When compared to statistical neighbours, Oxfordshire continues to be among poorer performers. However, a more detailed analysis of the data taking account of traffic flows suggests actual risks faced by road users are very similar to other parts of the country.</p>

EXTRACTS FROM OVERVIEW AND SCRUTINY COMMITTEE MINUTES AND FOLLOW-ON COMMENTS FROM INDIVIDUAL COUNCILLORS	Officer comment on points raised/ how addressed
Extract from Minutes of the meeting of the Environment Overview & Scrutiny Committee, Thursday 10 October 2019	
<p>Councillor Al-Yousuf did note however, that in response to the section advising that the plan was currently presented as ‘flat text’ that this may be an opportunity to make the document less verbose. He felt that this may assist in reducing its length and would make it easier to digest. Members agreed that the plan needed to be more action orientated and aspirational, with clearer numbers and dates for the implementation of actions.</p> <p>Councillor Postan reiterated his comment that the Salesforce system could be developed to create a ‘dashboard’ for Councillors to assist in their work and help officers work more efficiently alongside them.</p>	<p>Revised Plan now presented for approval. The new paper is more action oriented with a more developed commitment to measuring progress.</p> <p>See note in relation to earlier comment. This issue will need to be taken up in the Salesforce development work</p>
<p>Follow-on Comments</p> <p>Comments from: Cllr Harry St John</p>	
<p>I think the dates may need to be 2020 to 2025 rather than 2019 /24.</p> <p>An executive summary with bullet points would be good.</p> <p>Current draft seems very wordy and long.</p>	<p>Dates in revised draft Plan now set at 2020-24 (period deemed a suitable framework for the development and completion of strategic actions.</p> <p>The vision statement and priority themes now reworded to match. The vision statement can be taken as a summary of the Plan’s key areas.</p>
<p>Key priority – climate change – no specific mention of dealing with surface water / flooding and foul drainage issues and river quality.</p>	<p>This issue will be relevant to our Climate Strategy work. The use of natural flood management must be included in any consideration of flood defence - support for our catchment partnerships, e.g.</p>



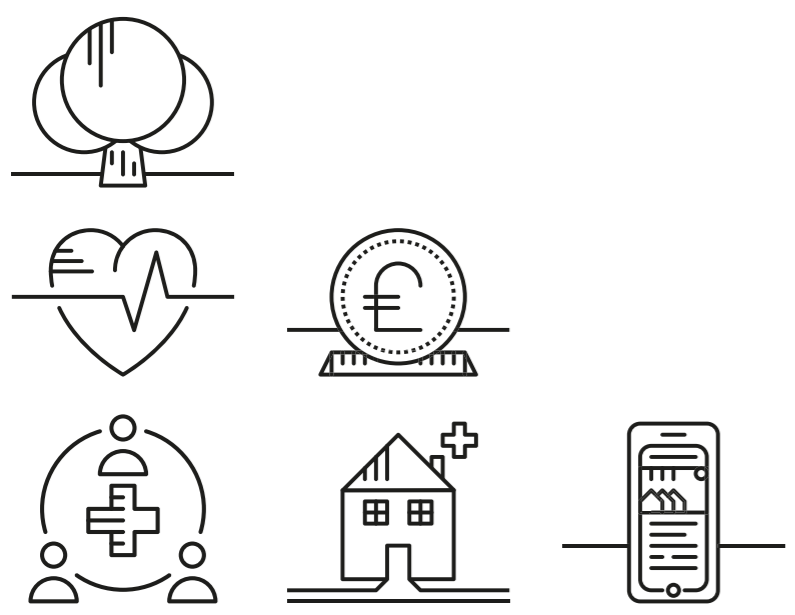
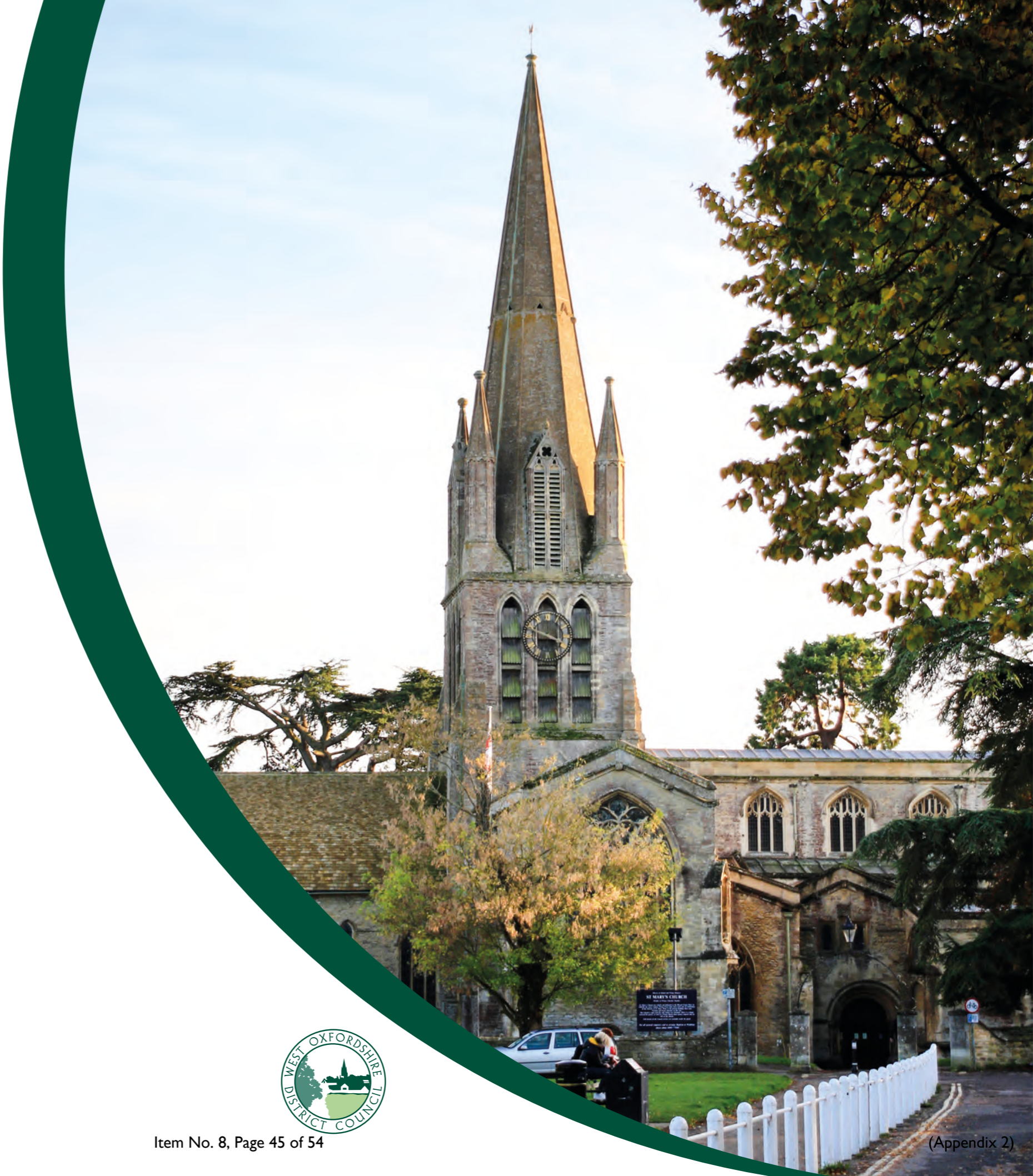
EXTRACTS FROM OVERVIEW AND SCRUTINY COMMITTEE MINUTES AND FOLLOW-ON COMMENTS FROM INDIVIDUAL COUNCILLORS	Officer comment on points raised/ how addressed
	Evenlode, should continue and be increased. River corridors are a key part of any ecological network.
<p>Why not raise Code requirement for all dwellings – better insulation, airtightness, air/ground heat exchange etc. as part of planning condition - if builders want to build in W/O they must do it to better standard and not leave it to be retro fitted later.</p>	<p>The Council’s Climate Change Working Group is looking at the Planning and Building Control role in achieving this.</p> <p>A Government consultation is now out and proposes a new Future Homes Standard from 2025 which is estimated to reduce carbon emissions by 75/80% when compared to current Building Regulations, 2013. Part L Building Regulations are also due to be updated in 2020 and this will raise the energy performance standard of new homes as a step change towards the new Future Homes Standard. Government proposals for AD L 2020 include CO2 emission reductions that are 30% above current standards, i.e. this far exceeds the energy equivalent of a Code 4, CfSH standard for example which has been commonly referenced across the UK within the context of planning and represents a 19% reduction over AD L 2013. We can expect to see new and better standards.</p> <p>There is therefore opportunity to 1) respond to the Government consultations in order to lobby for earlier implementation of a Future Homes Standard and 2) push for the design of new homes, particularly in the strategic sites, to meet emerging standards as opposed to designing to Building Regulations 2013 which are widely accepted as being out of date and in need of an update.</p>
<p>No specific mention of promoting/delivering new pollinator and other wildlife friendly habitats via the planning system and not just in the Garden Village although that can be flagship exemplar. Cross reference wellbeing</p>	<p>A Biodiversity net gain mechanism should be supported by the Council to ensure that there is an uplift in the amount of biodiversity in the district to tackle the continuing decline (e.g. see State of</p>

EXTRACTS FROM OVERVIEW AND SCRUTINY COMMITTEE MINUTES AND FOLLOW-ON COMMENTS FROM INDIVIDUAL COUNCILLORS	Officer comment on points raised/ how addressed
aspect in Healthier communities priority.	<p>Nature for Oxfordshire report). Biodiversity net gain encourages developers to do more on-site (mitigation hierarchy), but where a certain level (e.g. 10%) cannot be achieved, then a financial contribution for biodiversity is paid that delivers projects close to the site and at least within the district. This is a mechanism that should deliver a positive change for biodiversity and should be viewed positively as a result. Any mitigation and compensation requirements would need to be effectively dealt with (on or off-site), so the financial contribution is actually for positive change - a net gain in biodiversity for the district.</p> <p>The production of a Green Infrastructure Strategy that incorporates the use of Building with Nature principles is now incorporated as a key measure under the Climate Action theme. The importance of green infrastructure is also now reflected in the key actions set out in the Healthy Towns and Villages theme.</p>
In climate change KP, 70% recycling /composting target - add “or better”.	Point noted. Although this issue does not now feature as one of the progress measures for reporting on the Council Plan. However, it is a measure that is reported in performance indicators.
Vibrant economy - no specific mention of RURAL part of the District’s economy and Tourism might be given more prominence given its size in WO.	Point noted. Adjusted wording in the revised Council Plan addresses this point.
Local communities- last action needs rewording into plain English! Its gobbledegook!	The section has been reworded in the revised draft Council Plan.

EXTRACTS FROM OVERVIEW AND SCRUTINY COMMITTEE MINUTES AND FOLLOW-ON COMMENTS FROM INDIVIDUAL COUNCILLORS	Officer comment on points raised/ how addressed
More should be done to help community bus services in rural areas as that key service for a successful District economy.	Accepted that rural access is a significant issue. The District should look to work in partnership with the strategic transport authority (the County Council) where opportunities arise. A town and locality approach is taken in looking at accessibility.
Housing section – Cannot see any mention of elderly housing provision in the mix...a significant part of the demographic in WO.	<p>The strategy does not at present differentiate the provision of housing for the elderly - it is couched in terms of meeting the overall supply to meet the range of community needs. This approach is consistent with our Local Plan's commitment to ensure provision of a balanced mix of property.</p> <p>Housing Strategy comment - There are proposals for retirement complexes at Freeland and the Garden Village (GV). There is also the quest for the supply of adaptable homes. Grant funded Extra Care / over 55's schemes are being brought forward in Chipping Norton and Witney.</p> <p>It is intended that the GV site can also offer integrated care with nursery / other amenity provision. Still subject to masterplan discussions.</p>
Reduce the 300 houses empty for over two years by half might be a worthwhile target. See also page 15 – no mention of this and no mention of av. affordable rent and social sector is quoted per week rather than pcm - muddling?	<p>Work is being undertaken by the Housing team (recent press release) to get empty homes back into circulation.</p> <p>Affordable rent and social rent is expressed as weekly (based on frequency of pay / benefits?) whilst market housing is typically expressed per calendar month. These are conventions in how data is presented.</p>

EXTRACTS FROM OVERVIEW AND SCRUTINY COMMITTEE MINUTES AND FOLLOW-ON COMMENTS FROM INDIVIDUAL COUNCILLORS	Officer comment on points raised/ how addressed
Reducing emergency gold and silver bands to almost zero leaving bronze band the only significant number in the List.	Housing Team comment - The current waiting list comprises of 16.5% of those in Emergency, Gold and Silver bandings with 83.5% in Bronze. Therefore this already provides a good balance. The waiting list continually changes as people are housed and others apply and therefore reducing this to almost zero would not be possible.
Page 3 - housing stats – which 2031 forecast is correct OCC or ONS?	<p>Both forecasts are valid in their own terms though different due to the alternative forecasting methods that are being used.</p> <p>The key difference between the Office for National Statistics (ONS) projections and Oxfordshire County Council (OCC) forecasts is that ONS uses data on past trends (only) whereas OCC's model includes assumptions about future housing completions. These housing assumptions are provided by District Council planning teams. For West Oxfordshire, housing developments were included that were in the draft local plan as of January 2018.</p> <p>Most of the other assumptions used in the OCC model are the same as those used by ONS. For West Oxfordshire, we use ONS data for the base (starting) population, ONS births, deaths, internal and international migration and ONS predicted change in fertility.</p> <p>One difference (other than using assumptions on future housing growth) is that the OCC model uses slightly different assumptions on household occupancy to ONS. This is the explanation from our population forecasting expert...</p> <p>We deviate from the ONS 'position' about future Representative Rates (or Headship Rates as they used to be known) – we've used</p>

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	the Local Plans Expert Group trajectory for the past few forecast series, and they incorporate mild recovery in household formation following the 2008 recession (i.e. we are actually assuming slightly fewer people over time for a given stock of housing than the latest ONS projections of Representative rates). ONS population projections don't relate to housing stock so they don't relate to any Representative Rate data.
23 and page 24/25- no mention of water quality and sewage storm surcharging from STWs. – aim to raise EA and TW standards in licences for STWs.	It is recognised that water quality will be an issue that is addressed through West Oxfordshire's Climate Change Strategy.



# Introduction

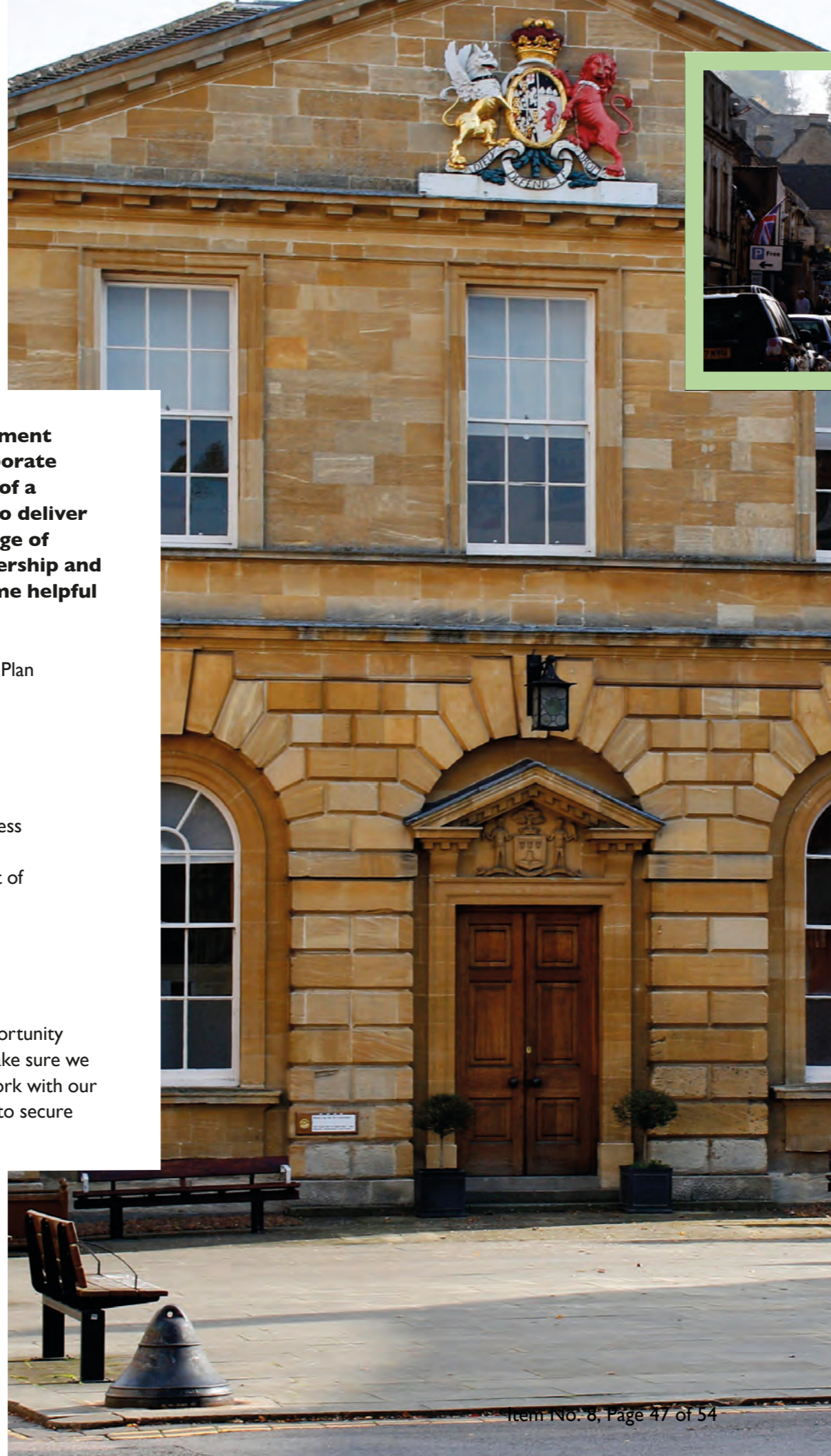
This document sets out the Council's key priorities, areas which require particular focus, and shows how the Council intends to achieve its ambitions for supporting local communities and the delivery of local services.

We are proud of the distinctive and special place that is West Oxfordshire and want to do everything we can to ensure it continues to be a great place to live, work and visit.

It is vital that the District maintains its special character as its economy flourishes and we work to support the future growth and opportunities that lie ahead. The Council Plan sets a direction that will help with this commitment and it sits at the centre of a range of related strategies, illustrated in the diagram below.

The Local Plan is a key document which supports the Council Plan and its adoption (September 2018) was a significant step as it provides a framework to help grow a successful and sustainable economy, building much needed new homes and securing infrastructure, whilst enhancing and conserving West Oxfordshire's environment. It details the strategic objectives for the district and the geographical locations prioritised for development.





**In 2018, we invited the Local Government Association (LGA) to conduct a Corporate Peer Challenge - an external review of a Council's functioning and its ability to deliver on its plans. Its report outlines a range of positive factors in the Council's leadership and performance but it also provides some helpful pointers for improvement.**

Our Peer Review found that the new Council Plan is an opportunity to:

- Align strategic objectives
- Make good use of community inputs – building on work in the Local Plan process
- Set out our economic ambitions as part of Oxfordshire's successful local economy
- Consider the scope to support future community development.

We are keen to take the initiative on this opportunity and this new Council Plan is a start, but to make sure we continue to develop this work, we need to work with our partner organisations and local communities, to secure their contributions to our action plan.

We will work in a variety of ways, leading by example, in support of our place-making role and advancing the future strength and sustainability of local communities. A key part of this will be our community leadership role working with partners and local areas.

Whilst taking a strategic lead to help create the future for West Oxfordshire, we plan to listen to and engage in joint work with our local communities. Our regular Town and Parish Forums are an example of this commitment.

We recognise that sometimes it will be a town or parish that takes a lead on a particular issue and the District Council and other partners will need to act in support of this initiative and enable improvements where possible. An example of this might be town partnership work that seeks to enhance the vitality of a market town.

Alongside our community leadership role, we will continue to ensure that we provide efficient value for money services. Our financial strategy is positioned to plan for and stay ahead of future challenges, such as changes to Government funding, service demand and other emerging risks. We are developing a Commissioning Strategy and Commercial Strategy which aim to ensure the Council retains its current healthy financial position whilst becoming less reliant upon volatile central government funding. Our planned Commissioning Strategy will cover everything we do and is focussed on meeting local needs and delivering excellent and efficient services in support of the Council Plan.

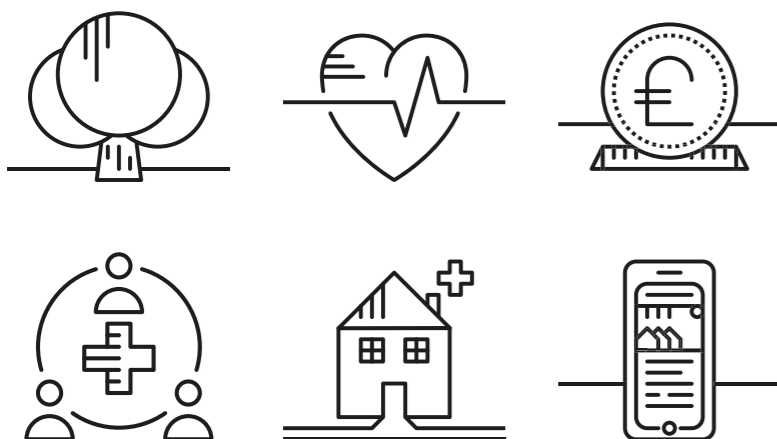




Our vision is to support West Oxfordshire to be fit for the future through:

1. **Climate Action** - Leading the way in protecting and enhancing the environment by taking action locally on climate change and biodiversity.
2. **Healthy Towns and Villages** - Facilitating healthy lifestyles and better wellbeing for everyone.
3. **A Vibrant District Economy** - Securing future economic success through supporting existing local businesses and attracting new businesses to deliver the economic ambitions of the Oxfordshire Local Industrial Strategy.
4. **Strong Local Communities** - Supporting and building prosperous and inclusive local communities.
5. **Meeting the Housing Needs of our Changing Population** - Securing the provision of market and affordable housing of a high quality for the wide range of householders making their home in West Oxfordshire.
6. **Modern Council Services and Sustainable Finance** - Delivering excellent modern services whilst ensuring the financial sustainability of the Council.

# Vision



## Climate Action

**Leading the way in protecting and enhancing the environment by taking action locally on climate change and biodiversity.**

We will foster our strategic approach to securing a low carbon future, taking steps to mitigate and adapt to climate change and deliver a net gain in biodiversity.

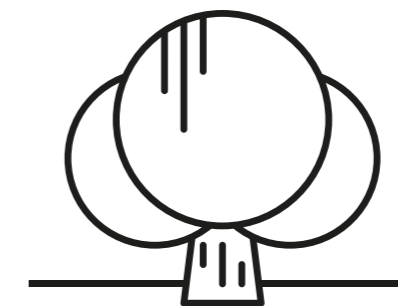
The District Council will develop and implement a Climate Change Strategy for West Oxfordshire with key actions to include:

- A Climate Action Plan developed to identify and implement the action and projects required to become a Carbon Neutral Council by 2030.
- Work across functions and disciplines, with partners both in the Council and outside of the Council, to drive forward climate action across the District. This will address
  1. meeting carbon reduction targets;
  2. improving air and water quality;
  3. a natural environment increasing in value for biodiversity and people;
  4. a landscape adapted to the pressures of flood risk; and
  5. the design and building of sustainable, low-carbon communities.
- Identifying initiatives towards preparing for and adapting to climate change, including enabling residents to adapt to extreme weather events, informed through engagement with local communities and partners.
- Piloting initiatives v the Oxfordshire Cotswolds Garden Village and considering roll out to other new areas of development.
- Increasing residential and commercial reuse and recycling and encouraging composting.



Enhance our natural environment and boost biodiversity. Our overarching goal is to establish robust, resilient, well-functioning ecological networks which will require:

- Ongoing support for key local projects and initiatives, including the Lower Windrush Valley Project, the Wychwood Project, Thames Valley Environmental Records Centre (TVERC) and the Berkshire, Buckinghamshire and Oxfordshire Wildlife Trust (BBOWT).
- Managing the Council's land and assets for biodiversity, including the restoration of priority habitats, the recovery of priority species populations and opportunities for tree planting in suitable locations.
- Seeking to implement and maintain recommendations contained in the 'Windrush in Witney' Landscape Management Strategy.
- Continuing to support Oxfordshire's Conservation Target Areas and Local Wildlife Sites Project.
- Supporting the preparation and delivery of a Nature Recovery Strategy for Oxfordshire (including the mapping of a Nature Recovery Network).
- Using the Council's planning powers to ensure that new developments deliver a net gain in biodiversity.



### Measures of success:

The Council will report annually on the implementation of key actions, indicative measures of progress include:

- Achievement of targets within the Climate Action Plan for a Carbon Neutral Council by 2030.
- Establishing a Climate Change Strategy in 2020 and use this to then chart improvement in measurable environmental and biodiversity enhancements.
- Production and delivery of a Green Infrastructure Strategy, incorporating the use of Building with Nature principles.
- The successful delivery of a Nature Recovery Strategy for Oxfordshire.
- The implementation of a Biodiversity Net Gain mechanism in Development Management.

## Healthy Towns and Villages

### Facilitating healthy lifestyles and better wellbeing for everyone.

We will pursue a place-based approach, working collaboratively with the health and voluntary sector and local communities, to enhance the health and wellbeing of West Oxfordshire's residents. Key actions to include:

- Working with the health sector (especially the Clinical Commissioning Group and Public Health) and other partners to establish a comprehensive network of healthcare facilities and services including creative approaches.
- Adopting a 'healthy place-shaping' approach in new and existing developments, ensuring that the necessary green and blue infrastructure, and the public realm, is provided to encourage healthy lifestyles and tackle physical inactivity; and that these link with established communities so that both new and existing residents benefit.
- Working closely and creatively with residents to understand needs and co-produce sustainable community-led solutions to tackle health and wellbeing challenges, for example tackling rural isolation and loneliness.
- Reviewing and delivering the Council's grants programme to ensure that it facilitates the enhancement of community facilities and the provision of activities which promote health and wellbeing.
- Working proactively and in partnership to ensure residents benefit from effective large scale county-wide or national health and wellbeing programmes.
- Producing an Asset Management Plan to maximise the community benefits of the Council's estate.



- Challenging the stigma around mental health and using creative interventions to help improve services especially for young people.
- Working with communities on healthy living initiatives in partnership with our leisure contractor, GLL.

#### Measures of success:

The Council will report annually on the implementation of key actions, indicative measures of progress include:

- Review of the position shown in updates to the health and wellbeing measures that inform the Joint Strategic Needs Assessment, Health and Wellbeing Strategy; and Director of Public Health's Annual Report.
- Submission of Health Impact Assessments with all strategic planning applications and implementation of the findings through the development scheme to which it relates.
- Production of a Leisure Strategy for West Oxfordshire, incorporating wide-ranging health, wellbeing and community benefits.



## A Vibrant District Economy

**Securing future economic success through supporting existing local businesses and attracting new businesses to deliver the economic ambitions of the Oxfordshire Local Industrial Strategy.**

Key actions to include:

- Working with business groups and partners including the Oxfordshire Local Enterprise Partnership (OxLEP) to ensure there is a comprehensive range of support available for businesses.
- Creating an environment where businesses can grow through ample, high quality land/ sites for employment purposes, including key hubs at Carterton, Witney, Chipping Norton and the new Garden Village.
- Working with partners to secure new and upgraded infrastructure, including short and long-term enhancements to the A40 and the Cotswold railway line.
- Identifying and pursuing creative solutions for the provision of housing for key workers (in partnership with main employers in the district).
- Developing an approach to secure the future vitality and viability of our town centres that adapts to the specific challenges and opportunities faced in individual towns (key actions need to include the promotion of towns as destinations).
- Promoting the development of successful tourism enterprises in appropriate, sustainable locations in accordance with Local Plan Policy.



- The development of public realm improvement projects, electric vehicle charging points and policies to allow town centres to evolve to meet changing shopping and leisure habits.
- Where opportunities present, the Council can pursue investment opportunities that can stimulate development to deliver both an economic gain and a revenue return.
- Work with OxLEP to expand opportunities to engage and inspire young people and create pathways into vocational work and skills in the local economy.
- Supporting the rural economy through appropriate planning and economic development policy and Government programme assistance where applicable.



### Measures of success:

The Council will report annually on the implementation of key actions, indicative measures of progress include:

- Economic indicators including activity rates; employment/unemployment levels; tracking the position in business formation/survival rates; and the quality of local jobs over time - work-place versus resident wage levels.
- New employment space and jobs created as a result of strategic site development and the reporting of agglomeration gains linked to Oxfordshire's developing Local Industrial Strategy.
- Business land / premises availability.
- Tourism related development schemes permitted - Local Plan Annual Monitoring Report.
- Town centre retail and business occupancy rates.

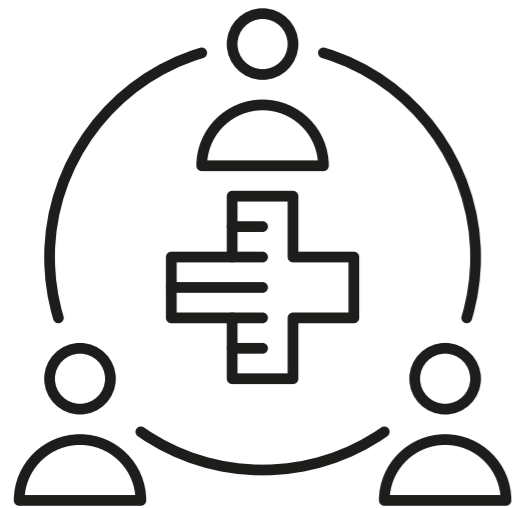
# Key Priority 4

## Strong Local Communities

**Supporting and building prosperous and inclusive local communities.**

We will work with partners to strengthen the local communities across West Oxfordshire in order to enhance residents' quality of life. Key actions to include:

- Creating new places that provide for a strong, vibrant, inclusive and connected community. The emphasis will be on 'place-making' rather than just buildings and spaces.
- Providing shared, accessible buildings, facilities and spaces that can help promote social integration and cohesion. In particular, initiatives such as parks with interactive features, community notice boards, and flexible spaces for local clubs and home workers that will help build a strong community.
- Directing our management of property assets through a new Asset Management Plan to achieve improvements in the joint use of sites through the One Public Estate programme.
- Working with local businesses in the villages and countryside in order to raise awareness of the opportunities for diversification (e.g. community hubs; pub walks and railway station opportunities).



- Working with partners to promote West Oxfordshire as a visitor destination whilst protecting its essential character.
- Helping build resilience in communities with more effective joint working and intelligence sharing.
- Amplifying the voice of residents especially those who have been heard less and take a strengths based approach to create inclusive communities.
- Developing our relationship with towns and parishes through regular Parish Forums and encouraging local areas to engage with their residents to articulate and address local priorities.

### Measures of success:

The Council will report annually on the implementation of key actions, indicative measures of progress include:

- Reviewing change in West Oxfordshire through aligning our Local Plan Annual Monitoring Report with the Council Plan so that we can assess changes in key economic, social and environmental indicators.
- A periodic look at how the District scores against comparative analyses shown in for example: the Thriving Places Index; and the Sustainable Growth Index.
- Increased engagement with towns and parishes to address priority community concerns.



## Meeting the Housing Needs of our Changing Population

Securing the provision of market and affordable housing of a high quality for the wide range of householders making their home in West Oxfordshire.



We will secure the range of housing that is needed by our local communities. Key actions to include:

- Ensuring an adequate overall supply of housing to meet identified needs including those in need of affordable housing.
- Measures to increase the number of affordable housing units delivered annually, including the promotion of innovative housing solutions, so that we can reduce the housing waiting list.
- The promotion and delivery of self-build and custom build plots and opportunities to meet the needs of those on the Council's self-build register.
- Investigating a new West Oxfordshire living rent to ensure that affordable homes are truly affordable for local people and key workers.
- Using the planning system to ensure that new developments provide a range of housing products, including low-cost home ownership models, and the right size and flexibility of properties and property types to meet the current and future needs of our residents.
- Increasing the rate of delivery on larger strategic sites through proactive planning and the use of appropriate mechanisms (planning performance agreements and planning conditions), work with infrastructure providers, and sustainable methods of construction where appropriate.
- Exploring and developing new partnerships (for example the Blenheim approach) to deliver on: modern methods of construction to reduce carbon footprints, more landowner provided housing and genuine community-led housing opportunities.
- Identifying and enabling opportunities to meet the accommodation needs of travelling communities.



### Measures of success:

The Council will report annually on the implementation of key actions, indicative measures of progress include:

- The Council's annual monitoring will include: five-year housing land supply measurement; total numbers of new dwellings; additional affordable housing units constructed; number of self and custom build opportunities delivered; number of new pitches and plots to meet the needs of the travelling community.
- Number of new homes built to accessible and adaptable standards in accordance with optional Part M4(2) of the Building Regulations.
- Our performance against meeting the housing needs of our communities: number of successful affordable housing allocations; number of temporary accommodation units available to the Council; number of empty homes within the District.

# Key Priority 6

## Modern Council Services and Sustainable Finance

**Delivering excellent modern services whilst ensuring the financial sustainability of the Council.**

We will continue to ensure that we provide efficient, value for money services whilst modernising Council services to ensure that they meet the evolving needs of customers and the area.

Key actions to include:

- Working with Publica, Ubico and other partners, to improve services by maximising accessibility, simplicity and quality.
- Engaging with service users to inform future service redesign.
- Introducing a new Council website that enables improved service access.
- Developing a property strategy/ asset management plan to outline how the Council can use its own property to deliver Council Plan objectives.
- Refreshing the Medium Term Financial Strategy to incorporate financial targets and setting a policy on the level of Council Tax which facilitates the Council's financial sustainability.

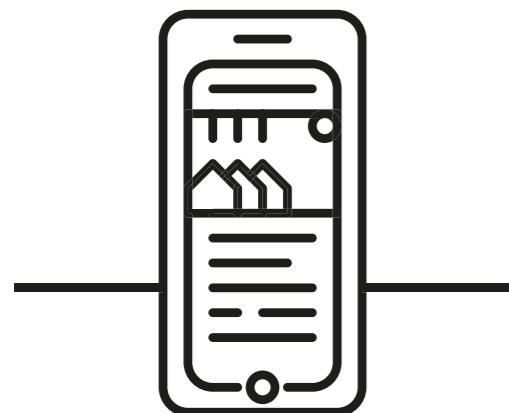
- Developing a Commissioning Strategy and Commercial Strategy which aim to ensure our financial position remains healthy whilst becoming less reliant upon volatile central government funding.
- Looking for opportunities through the One Public Estate programme to ensure that the public estate meets local needs and provides efficiencies.
- Using our investments, where appropriate opportunities present, to deliver on multiple objectives that deliver Council Plan priorities.
- Identifying, targeting and securing appropriate funding opportunities with external agencies.
- Referencing our Council Plan priorities as the context for assessing grant funding applications in support of community projects.



### Measures of success:

The Council will report annually on the implementation of key actions, indicative measures of progress include:

- More residents transacting with the Council through self-service channels.
- Improvements in measures of customer satisfaction.
- An updated Medium Term Financial Strategy which includes the impact of changes to central government funding, incorporates realistic and achievable actions to mitigate reductions in government funding, and plans to achieve a balanced budget within the next five years.
- Council tax level within lowest five shire districts in the country.





WEST OXFORDSHIRE  
DISTRICT COUNCIL

## WEST OXFORDSHIRE DISTRICT COUNCIL

Name and date of Committee	<b>COUNCIL: WEDNESDAY 22 JANUARY 2020.</b>
Report Number	<b>AGENDA ITEM No. 9</b>
Subject	<b>CLIMATE ACTION FOR WEST OXFORDSHIRE</b>
Wards affected	ALL
Accountable member	Cllr David Harvey, Cabinet Member for Climate Change Email: david.harvey@westoxon.gov.uk
Accountable officer	Ness Scott, Climate Change Manager Tel: 01993 861344 Email: vanessa.scott@publicagroup.uk
Summary/Purpose	This report sets out: a) A proposed framework and timescales for developing a Carbon Action Plan as the mechanism for delivering West Oxfordshire District Council's commitment to becoming carbon neutral by 2030. b) A proposed framework and timescales for developing a Climate Change Strategy for West Oxfordshire, influencing change and driving forward Climate Action across the District working with partners and stakeholders including residents and community groups, planners and developers, land owners and businesses.
Annexes	None
Recommendations	a) To note the contents of the report and proposals to develop and publish: a Carbon Action Plan for the Council by August 2020 and a Climate Change Strategy for West Oxfordshire by February 2021; and b) That the Council agrees to the proposed structure and way forward for delivering Climate Action for West Oxfordshire, including the continuation of the Climate Change Working Group and the biannual consideration of progress reports and recommendations from the Group, as referenced in paragraph <a href="#">2.10.1 below</a> .



Corporate priorities	<ol style="list-style-type: none"> <li>1. To protect the environment whilst supporting the local economy</li> <li>2. Working with communities to meet the current and future needs and aspirations of residents</li> <li>3. To provide efficient and value for money services, whilst delivering quality front line services</li> </ol>
Key Decision	No
Exempt	No
Consultees/ Consultation	<p>Consultation has been carried out by the Climate Change Manager with key Officers and colleagues within West Oxfordshire District Council, with delivery partners and with Officers from neighbouring Oxfordshire District Councils. This consultation process has informed the Climate Change Manager's proposals within this report.</p>

## **I. BACKGROUND**

### **I.1 PURPOSE OF REPORT**

I.1.1. This report sets out:

- a) A proposed framework and timescales for developing a Carbon Action Plan as the mechanism for delivering West Oxfordshire District Council's commitment to becoming carbon neutral by 2030.
- b) A proposed framework and timescales for developing a Climate Change Strategy for West Oxfordshire, influencing change and driving forward Climate Action across the District working with partners and stakeholders including residents and community groups, planners and developers, land owners and businesses.

I.1.2. Whilst the report sets out a proposed framework, further research and dialogue with Council Members and Officers carried out in partnership with key stakeholders will shape future proposals and priorities. This work programme will therefore be evolving and will need to be responsive to outcomes of consultation.

### **I.2 BACKGROUND**

I.2.1. In December 2015, the Paris Agreement was adopted by 195 nations at the 21st Conference of the Parties to the United Nations Framework Convention on Climate Change (UNFCCC) and included the aim of strengthening the global response to the threat of climate change by *“holding the increase in the global average temperature to well below 2°C above pre-industrial levels and pursuing efforts to limit the temperature increase to 1.5°C above pre-industrial levels.”*

I.2.2. Shortly after the Paris Agreement, UNFCCC invited the Intergovernmental Panel on Climate Change (IPCC) – and leading world body for assessing the science related to climate change – to produce: *Global Warming of 1.5°C, an IPCC special report on the impacts of global warming of 1.5°C above pre-industrial levels and related global greenhouse gas emission pathways, in the context of strengthening the global response to the threat of climate change, sustainable development, and efforts to eradicate poverty.*

I.2.3. The IPCC special report highlighted how limiting global warming to 1.5°C would require *“rapid, far-reaching and unprecedented changes in all aspects of society.”* The research and findings of IPCC's research informed UK Government's next steps and in June 2019, UK Government became the first country to legislate long-term climate targets by introducing a legally binding net zero target to end the UK's contribution to global warming entirely by 2050.

I.2.4. In recognition of the urgency and importance of local action in response to a global concern, on 26<sup>th</sup> June 2019, West Oxfordshire District Council declared their Motion to address the climate and ecological emergency.

### **I.3 THE MOTION**

I.3.1. On 26<sup>th</sup> June 2019, the following Motion was agreed:

*“Climate change is one of the most urgent global challenges facing us today and the UK is taking a leading role in addressing this issue. Investing in green industries and decarbonising our economy we will leave the environment in a better state for the next generation. One of the ways in which this has been achieved is by phasing out coal power, leading to the longest time since the Industrial Revolution without using coal to generate electricity. This Council will recognise this achievement of a reduction in the use of fossil fuel, particularly in*

*light of the Climate Emergency accepted by Parliament recently; commits to work towards the reduction of emissions for the benefit of both present and future generations thus fulfilling our Stewardship responsibility for the planet - handing it to subsequent generations in a better state than which it was left to us!*

*To enable the Council to fulfil this aim, this Council adopts the following statements:*

- 1. West Oxfordshire District Council recognises the serious and accelerating changes to the world caused by climate change and therefore declares a climate and ecological emergency.*
- 2. The Council is determined to be carbon neutral by 2030 and to encourage others in the District to follow its example.*
- 3. The Council will form a panel of residents and create a cross party working group to report back to the Council by January 2020 to assist in the formulation of its Plans.*

*In support of this, Council authorises the Head of Paid Service, in consultation with the Cabinet Member for the Environment, to take the necessary steps to implement the above.”*

## **2. MAIN POINTS**

### **2.1 ACTION TO DATE**

- 2.1.1. Positive steps have been taken in response to the Council’s Motion.
- 2.1.2. Councillor David Harvey has been appointed as Cabinet Member for Climate Change.
- 2.1.3. A Climate Change Manager has been appointed (November 2019) to co-ordinate the production of a Climate Change Strategy for West Oxfordshire, delivering the Council’s commitment to becoming carbon neutral by 2030.
- 2.1.4. West Oxfordshire District Council is preparing a new Council Plan, 2020-2024, which is due to go to Full Council in January 2020 and incorporates Climate Action as a leading priority.
- 2.1.5. A cross-party Climate Action Working Group has been formed to drive forward Climate Action in West Oxfordshire. Three meetings have been held: in September 2019, in November 2019 and one more recently in December 2019. At each Working Group meeting, decisions have been taken to inform and evolve local priorities for how the Council will respond to the climate and ecological emergency. Plans to mitigate for climate and ecological change will be considered as interrelated issues by the Working Group.
- 2.1.6. Development planning and opportunities to influence the drafting of policy and supplementary planning documents in areas of strategic growth across West Oxfordshire – so raising standards for sustainable design and construction to an exemplary level – formed the focus of more recent discussion by the Climate Action Working Group in November 2019. Proposals were made to embed an expectation that Developers should be designing now to the enhanced, Future Homes Standard, which proposes homes from 2025 to achieve 75/80% reduction in CO2 emissions over and above current AD L Building Regulations (2013). Enhanced sustainability standards and innovative design solutions, with a particular emphasis on the strategic sites, were discussed as a priority for the Planning Team alongside a proposal for a refreshed Supplementary Planning Document to set out the Council’s expectations of applicants. The Working Group went on to identify an action to respond to Government’s recent consultation on the Future Homes Standard and AD L 2020 to

- i) endorse the highest standards proposed for improving energy-performance in new homes and ii) lobby for the introduction of the Future Homes Standard sooner than 2025.
- 2.1.7. Further projects are being implemented with Council support and contribute towards the overarching objectives of the Council's Motion:
- 2.1.8. The Council will soon be awarding a contract/s to an Installer for the site selection, installation and operation of electric vehicle charging points across the District which supports and facilitates a local transition to low- and zero-emission vehicles.
- 2.1.9. The Council actively supports and funds a number of projects that make a continued positive contribution towards delivering Climate Action in West Oxfordshire, for example:
- a) From April 1<sup>st</sup> 2016, Solar PV was installed and operational at Carterton Leisure Centre and provides a direct, renewable supply of electricity to the Centre. This was made possible through the Council investment of £155,000.
  - b) With revenue funding from the Council, the National Energy Foundation (NEF) provides support to residents in West Oxfordshire under their 'Better Housing, Better Health' scheme and offers callers a 'warm and well assessment' and advice on measures and grants available to make home improvements. With an estimated 22,000 fuel-poor households across Oxfordshire, initiatives such as this offer the Council further potential in the future. The NEF are established in their field and offer links to existing partnerships such as the Local Energy Advice Programme (LEAP) who carry out, on behalf of NEF, house visits where this need has been identified. The NEF currently targets the provision of advice to 80 households per year within the District. With additional funding, and a capital budget, the NEF would be in a position to help residents in fuel poverty to install energy-efficiency measures. The NEF estimates that 10% of residents they currently assist over the phone in the District would benefit from a capital funding contribution for home improvements.
  - c) The Wychwood Project is also supported by the Council through both core funding and office accommodation. The Project delivers, through engagement with the community, habitat creation projects, biodiversity and ecological enhancement and land management. In doing so, their work is making a positive contribution to addressing the climate and ecological emergency in West Oxfordshire. Opportunities for staff to volunteer on future tree-planting days organised by The Wychwood Project are being promoted across the Council to raise awareness and encourage staff engagement in climate action.
  - d) The Council is also currently considering, at Full Council in January 2020, the potential for a further investment into Southill Solar Community Project, West Oxfordshire, which will contribute to the development and operation of strategic-level renewable energy infrastructure within the District.
- 2.1.10. The above are just three examples of projects that deliver now, and have the potential to deliver in the future, positive action with support from the Council. Maximising and building on existing relationships and projects such as these will be key in identifying resource, mobilising action and engaging with local residents and community groups to address climate change in the future.

## 2.2 A CARBON ACTION PLAN FOR WEST OXFORDSHIRE

- 2.2.1. The Council’s motion sets out a commitment to becoming a carbon-neutral Council by 2030 and is referred to within this report as a leading priority. In setting an example of good practice within the Council’s own operations, there is potential to influence partners and stakeholders at a District level by implementing raised standards and sharing the lessons learned.
- 2.2.2. To achieve the Council’s aim by 2030, a credible, science-based strategy for the Council will need to be developed. This has been referred to, from this point, as a Carbon Action Plan.

## 2.3 SETTING A BASELINE

- 2.3.1. The first step in developing a Carbon Action Plan will be a need to understand the Council’s baseline carbon emissions and the quantity that will need to be removed in order to be operating as a carbon-neutral Council. Once a baseline has been set, all projects and activities for carbon-reduction can then be monitored. Based on the current methodology, the Council’s carbon emissions for 2018/2019 have been audited and are now available online:  
<https://www.westoxon.gov.uk/media/2073158/WODC-DECC-report-for-2018-19.pdf>
- 2.3.2. This data represents carbon emissions that the Council have direct control over. They include ‘direct’ emissions under Scope One and include gas consumption of buildings and fuel consumption of Council fleet and vehicles. ‘Indirect’ emissions fall under Scope Two and Scope Three and encompass purchased electricity from a third-party supplier and business mileage and emissions associated with grid losses of purchased electricity.
- 2.3.3. This carbon accounting methodology is consistent with the approach taken across Oxfordshire Councils and adopts conversion factors published by The Department for Business, Energy and Industrial Strategy (BEIS).

Table I. Greenhouse gas and carbon-emissions for WODC, Annual Report 2018/2019.

Annual 2018/19			
Scope	Source	CO <sub>2</sub> e (kg)	CO <sub>2</sub> (kg)
One	Gas Consumption	986,004	984,182
	Liquid Fuel - Fleet	181,917	176,922
	Liquid Fuel - Waste	387,722	382,340
	<b>Total Scope 1</b>	<b>1,555,643</b>	<b>1,543,445</b>
Two	Purchased electricity	487,326	483,556
	<b>Total Scope 2</b>	<b>487,326</b>	<b>483,556</b>
Three	WTT Gas	136,731	
	WTT Liquid Fuel - Fleet	42,225	

Annual 2018/19			
Scope	Source	CO <sub>2</sub> e (kg)	CO <sub>2</sub> (kg)
	WTT Liquid Fuel - Waste	92,321	
	Business travel - staff mileage	58,474	58,099
	Electricity T&D	41,542	41,214
	WTT Electricity	72,272	
	WTT Electricity T&D	6,163	
	<b>Total Scope 3</b>	<b>449,726</b>	<b>99,314</b>
	<b>Total emissions</b>	<b>2,492,696</b>	<b>2,126,314</b>

\*WTT (Well to tank): An average of all the GHG emissions released from the production, processing and delivery of a fuel or energy vector.

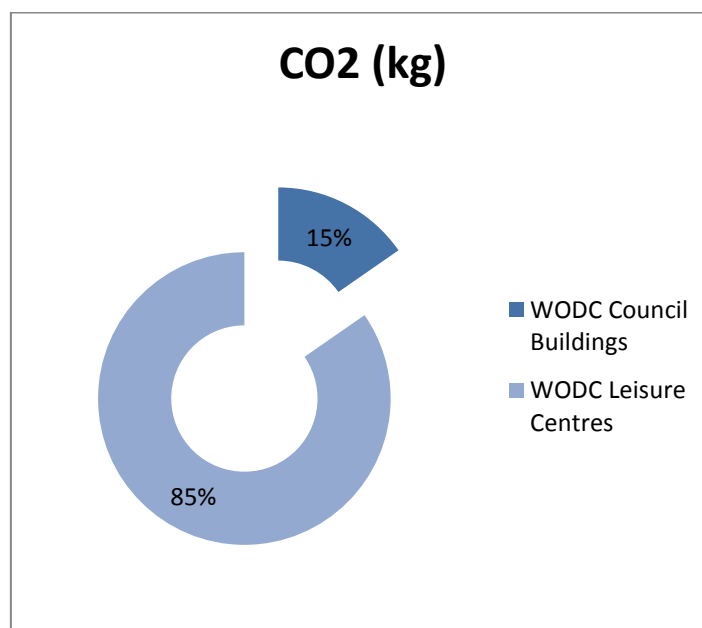
Table 2. Key for greenhouse gas and carbon-emissions scope.

Scope	Emissions source	Description
1	Gaseous Fuel Consumption	Natural gas fuel combusted on Council sites and in Council Owned Leisure centres.
	Liquid Fuel – Fleet	Liquid fuel (petrol) used by the Council owned vehicle fleet.
	Liquid Fuel – Waste	Liquid fuel (diesel) used by Council operated waste collection vehicles.
2	Electricity generation	Electricity consumption from corporate buildings, public conveniences, car lighting, P&D machines and Leisure facilities.
3	WTT Gaseous fuel	Emissions associated with extraction, refining and transportation of the raw gaseous fuel from source to Council owned assets.
	WTT Liquid fuel – fleet	Emissions associated with extraction, refining and transportation of the raw liquid fuel from source to the Council fleet.
	WTT Liquid fuel – waste	Emissions associated with extraction, refining and transportation of the raw liquid fuel from source to the Council waste collection fleet.

Scope	Emissions source	Description
	Business travel	Vehicle mileage per fuel type (diesel, unleaded, hybrid and unknown) travelled by staff for business purposes.
	Electricity T&D	Emissions associated with grid losses - the energy loss that occurs in getting the electricity from the power plant to the organisations that purchase it.
	WTT Electricity generation	WTT emissions associated with electricity generation.
	WTT Electricity T&D	Emissions associated with installation of the electric grid infrastructure which allows for electricity transmission.

Source: *The Greenhouse Gas Protocol (2017) A Corporate Accounting and Reporting Standard, Revised Edition.*

Figure I. Scope One, gas consumption, carbon emissions for WODC, Annual Report 2018/2019.



2.3.4. Data gathered on the Council's carbon emissions, and baseline position, is key to being able to focus and prioritise carbon-reduction measures, identifying timescales and resources required for their delivery. In Figure I, for example, current data on gas consumption across Council buildings illustrates very clearly where the largest carbon impact is for the Council and where there is, therefore, greatest potential for improvements. WODC Leisure Centres are shown here as having the highest gas consumption which illustrates the fact these buildings have a wide audience and support high visitor numbers.

- 2.3.5. The next carbon-emission reporting cycle is 2019/2020 which will take place at the end of March 2020.
- 2.3.6. It is proposed that the Council approaches an industry specialist in carbon accounting for a peer review of the current methodology in West Oxfordshire in order to validate the approach and ensure the 2020 carbon-emissions baseline is both credible and stands up to scrutiny.
- 2.3.7. The reason for proposing a validation process is that, despite all Councils using the same Scope One, Two & Three carbon emissions to record their carbon impact, there can be local variations. For example:
- a) Scope Three emissions can extend beyond just business mileage and include, for example, employee commuting, the transportation and distribution of waste overseas. Advice should be sought on whether the Council should extend their carbon accounting for Scope Three emissions.
  - b) Data is currently gathered from various sources, from energy supplier to leisure contract manager, and is received in various forms and units of measurement which are then used as the basis of a conversion to calculate the Council's total carbon emissions. Within a standardised scope, there may therefore be variation in how data on, in particular, fuel consumption is recorded and then assessed. Advice should be sought on the assessment methodology being adopted as this will form the template for future monitoring.
- 2.3.8. Subsequent to an initial validation exercise, it is proposed that the regular monitoring of Council's carbon emissions and reductions is an activity the Council continues to carry out and resource in-house. This would facilitate a commitment within a Carbon Action Plan for monitoring of progress towards targets, releasing annual reports to the public.

## **2.4 CLIMATE ACTION NETWORK**

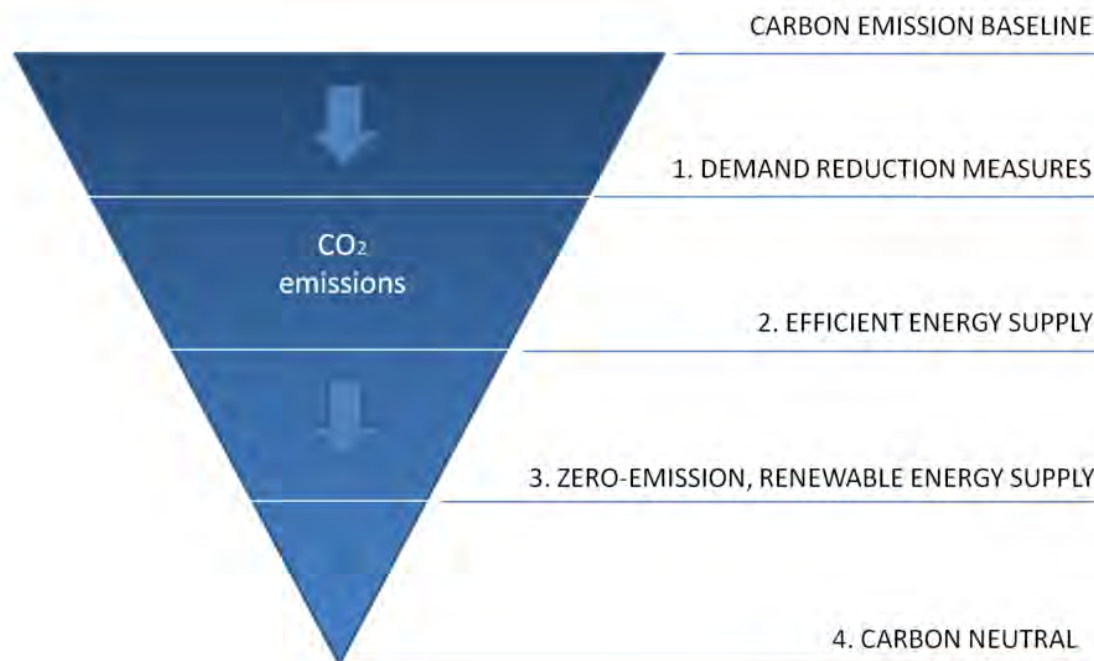
- 2.4.1. A Carbon Action Plan for West Oxfordshire will be developed through partnership, engaging with Officers who have a direct responsibility for reducing carbon emissions through Council operations, the procurement of contracts and in service delivery. A Climate Action Network for West Oxfordshire will be formed to bring together everyone sharing and taking ownership of the Council's aim.
- 2.4.2. Key Officers identified as having a direct link to Council operations that fall under Scope One, Two and Three carbon emissions will be asked to participate in a Climate Action Network to ensure the wide adoption of principles for Climate Action. Officers have been identified covering a range of areas including Assets, Contracts, Finance and Technology.
- 2.4.3. Within the fourth quarter of 2019/2020, a workshop session will be held with Officers to identify priorities for action, identifying resources and/or capital or revenue funding requirements to implement projects for carbon reduction. A Carbon Action Plan will be produced for the purposes of internal consultation; for review with Cabinet and with cross-party Climate Action Working Group members. Indicative milestones are set out in Table 5 of 2.10. A final Carbon Action Plan will be put forward to Full Council for approval in July 2020.



## 2.5 PRINCIPLES OF THE ENERGY HIERARCHY

- 2.5.1. Science-based, carbon-reduction targets will need to inform decisions taken on what actions are prioritised within the Carbon Action Plan. In order to facilitate this, principles that align with the energy hierarchy are recommended as a consistent reference point and as a basis for comparing and prioritising resources.

Figure 2. Principles of the energy hierarchy.



- 2.5.2. Principles of the energy hierarchy prioritise measures to first reduce energy and fuel demand in the interests of minimising human's dependence on natural resources. The more we can reduce our demand over time, the less energy we need to find. The next step in a robust energy strategy for the Council is to supply what energy is required, in an efficient way and through low- and zero-carbon technology. These two steps, in combination, can make a significant impact in terms of demand and carbon-emissions reduction and lower the proportion of renewable energy then required to offset the Council's remaining carbon emissions, whether this is done directly or indirectly via a third-party supplier.

## 2.6 CARBON ACTION PLAN, HIGH-LEVEL OBJECTIVES

- 2.6.1. By adopting principles of the energy hierarchy as a consistent theme, high-level objectives can focus the discussion of a Climate Action Network. A more granular set of actions would then be identified as part of a Carbon Action Plan. Some actions and projects have already been identified by Officers working across the Council for example and will sit within this framework.

Table 3.

<b>Current carbon emissions</b>	Scope One 'direct' emissions	Gas consumption in Council buildings	<p>Identify opportunities for energy-demand reduction, efficient-energy supply and renewable energy across existing, Council buildings and Leisure Centres.</p> <ul style="list-style-type: none"> <li>Complete a full Energy Audit of all existing, Council-owned buildings to include costed, energy-efficiency measures.</li> </ul> <p>Energy-reduction and 'fabric-first' measures include, for example, i) minimising heat loss through the insulation of walls, floor, roof and windows; ii) installing waste water heat recovery systems; iii) installing building management systems and controls to manage heat supply.</p> <p>Efficient heating through either immediate or end-of-life replacement of plant and transfer across to low- and zero-carbon technologies such as heat pumps, biomass, hybrid-heating solutions.</p> <p>A life cycle assessment (LCA) at this point would also allow the Council to better understand the embodied carbon associated with a retrofit programme. It is recommended that a LCA extends beyond simply fabric measures and assesses the embodied carbon associated with the Mechanical &amp; Electrical (M&amp;E) engineering requirements of new plant.</p>
		Fuel consumption across Council fleet	<p>Identify resource efficiencies, reducing the demand for mileage where possible working with UBICO and partners.</p> <p>Assess viability of introducing low-emission vehicles to the fleet.</p>
	Scope Two 'indirect' emissions	Procurement of Electricity	<p>As above, identify opportunities to reduce electricity demand across existing Council buildings and Leisure Centres.</p> <ul style="list-style-type: none"> <li>Within the scope of a full Energy Audit of all existing, Council-owned buildings include costed, energy-efficiency measures.</li> </ul> <p>Measures to reduce electricity demand include, for example, installing LED</p>

			<p>lighting; installing building management systems to control heat and power demand.</p> <p>Supply the remaining demand for electricity through the procurement of renewable energy, either directly and/or indirectly via a third-party supplier. Evaluate the options for supply and offset of remaining carbon emissions associated with the Council's operation via investment into renewable energy.</p> <ul style="list-style-type: none"> <li>• Require that all electricity and gas procured through an energy contract and supplied by a third-party is renewable and green.</li> </ul> <p>An <i>Energy Procurement Briefing</i> is being prepared in support of this high-level objective and directly relates to the Council's Carbon Action Plan.</p> <ul style="list-style-type: none"> <li>• Assess opportunities for investment into strategic-level, renewable energy infrastructure on Council buildings, Council-owned land and in other areas of the District in order to offset remaining carbon emissions.</li> </ul> <p>Having implemented steps of the energy hierarchy by i) reducing energy demand, ii) supplying low- and zero-carbon energy efficiently, there will be residual carbon emissions to offset before being able to announce the Council is operating as carbon neutral.</p> <p>It is possible to offset these residual carbon emissions by investing in and installing renewable energy infrastructure. For example, "A typical 250kWp solar PV system will offset approximately 64 tonnes of CO2" source: solarsense-uk.com. The total Solar PV required to offset the Council's equivalent residual carbon emissions can thus be calculated to inform future investment decisions.</p>
	Scope Three 'indirect' emissions	Business mileage	<p>Identify resource efficiencies, reducing the demand for staff and Councillor mileage where possible. For example, developing new initiatives in support of reducing the need for staff travel.</p> <p>Facilitate sustainable transport options by, for example, carrying out a review of staff facilities encouraging cycling to the work place; installing</p>

			EV charging points for staff with electric/hybrid vehicles, promoting remote working and video calls to reduce the requirement for staff travel.
<b>Future carbon emissions</b>	Scope One, Two & Three emissions		<p>For all new development and services developed across the Council, identified as directly increasing energy or fossil-fuel demand for the Council, require steps to reduce, mitigate and compensate for the additional carbon emissions over and above the Council's baseline so not to undermine the Council's targets for carbon neutrality by 2030.</p> <p>Design new buildings and/or extensions to a standard of net zero-carbon, and require a LCA to ensure the embodied carbon of a new building is considered in design and construction.</p>

## 2.7 A CLIMATE CHANGE STRATEGY FOR WEST OXFORDSHIRE

2.7.1. Running alongside the development of a Carbon Action Plan for the Council, will be a Climate Change Strategy as the umbrella document that will bring together internal and external stakeholders to engage on and deliver in partnership, Climate Action across the District.

2.7.2. To address the climate and ecological emergency in its widest context, a Climate Change Strategy would aim to be far-reaching and extend into all areas and disciplines. It would need to consider the state of our natural environment currently, opportunity for protective measures, conservation and enhancement across all disciplines to reduce future impact on climate change.

Cross-cutting issues include:

- Energy and carbon reduction
- Flood risk and water conservation
- Waste: Refuse, Reduce, Reuse and Recycle
- Biodiversity and landscape
- Air quality
- Sustainable transport

2.7.3. A Climate Change Strategy would provide the framework for then developing targeted Action Plans that each contribute towards a set of strategic objectives.

2.7.4. Strategic objectives would need to be agreed through a process of consultation. However, for the purposes of demonstrating how a Climate Change Strategy can be framed, providing the structure for the planning and delivery of Climate Action in West Oxfordshire, the following are proposed in draft form. Refer to Table 4 overleaf.

Table 4. Cross-cutting issues and draft strategic objectives.

Cross-cutting issue	Draft strategic objectives
Energy & carbon-emissions reduction	<ul style="list-style-type: none"> <li>• Deliver a Carbon Action Plan for West Oxfordshire to deliver the Council’s commitment to becoming carbon-neutral by 2030.</li> <li>• Work across Council functions, with partners in the District, County and at a National level, to: deliver projects that reduce energy demand and dependence on fossil fuels; design new homes and community places meeting exemplary standards of fabric design and efficient-energy supply whilst managing the risk of overheating; build future energy security and resilience through investment into local and district-wide low- and zero-carbon energy infrastructure.</li> <li>• <b><i>Whilst not within the Council’s motion for West Oxfordshire, Councils across the County are working towards a District-wide target for carbon neutrality. If adopted by the Council in the future, a District-wide carbon-emissions baseline would need to be well researched and understood prior to developing a programme of work to deliver a new, District-wide target.</i></b></li> </ul>
Flood risk & water conservation	<ul style="list-style-type: none"> <li>• Work across Council functions, with partners in the District, County and at a National level, to reduce &amp; manage flood risk through measures of adaptation &amp; mitigation, designing sustainable flood risk management and urban drainage solutions.</li> </ul>
Waste	<ul style="list-style-type: none"> <li>• Work across Council functions, with partners in the District, County and at a National level to reduce waste at source (including Single Use Plastics); developing innovative and sustainable waste management solutions; and facilitating low-carbon solutions for waste recycling and disposal.</li> </ul>
Biodiversity & landscape	<ul style="list-style-type: none"> <li>• Work across Council functions, with partners in the District, County and at a National level to protect and enhance biodiversity and the natural landscape, contributing to net-biodiversity gain, improving access to natural green spaces for education, health and wellbeing.</li> <li>• Implement strategic-level, habitat recovery and creation projects (e.g. woodland) through land management for people and biodiversity. Work as a partner in the delivery of biodiversity work for Oxfordshire’s Conservation Target Areas (CTAs) and emerging Nature Recovery Network.</li> </ul>

Air Quality	<ul style="list-style-type: none"> <li>• Work across Council functions, with partners in the District, County and at a National level to ensure air quality is considered within the wider context of measures being implemented for climate change adaptation and mitigation.</li> </ul>
Sustainable transport	<ul style="list-style-type: none"> <li>• Work across Council functions, with partners in the District, County and at a National level to facilitate sustainable and innovative transport infrastructure and solutions for cycling, walking and low/zero-emission vehicles.</li> </ul>

## 2.8 CLIMATE ACTION NETWORK, WIDER ENGAGEMENT

- 2.8.1. A Climate Change Strategy for West Oxfordshire will be developed through partnership, engaging with Officers responsible for service delivery where there is a direct impact, and opportunity or capacity to influence and engage with external stakeholders, on Climate Action.
- 2.8.2. Officer's within a Climate Action Network will include individuals who already engage with stakeholders and delivery partners including: Council suppliers and sub-contractors including leisure service providers; planners & developers; housing team, social housing landlord, residents & owners of private dwellings; public-sector bodies, e.g. health, law enforcement, justice system, free schools, libraries & museums; local community & interest groups; quangos & third-sector NGOs; private sector & landowners; farmers & NFU (National Farmers Union).
- 2.8.3. Within the first quarter of 2020/2021, an initial workshop session will be held with Officers to identify projects as a priority under the Climate Change Strategy. Cross-cutting issues within a Climate Change Strategy will provide the focus of Officer-led, Action Groups organised with the objective of developing targeted, Action Plans.
- 2.8.4. The Action Groups will not only be tasked with identifying projects needed to deliver Climate Action but will also be tasked with agreeing ways to engage with external stakeholders and delivery partners to facilitate project delivery. If we take Development Planning as one area that influences change for Climate Action and extends to include all cross-cutting issues, it will be important to capture not only current plans to embed exemplary standards for sustainable design and construction within the Area Action Plan for the Oxfordshire Cotswolds Garden Village near Eynsham for example, but also look at ways the Council may be able to engage more widely and work in partnership with developers and land owners to deliver sustainable design through development, outside the scope of current planning policy.
- 2.8.5. Indicative milestones for the delivery of a Climate Change Strategy are set out in Table 5 of 2.10. Once all projects have been developed, gone through steps of consultation, resource and/or capital investment will need to be prioritised. Costed options thereafter will be put forward to Full Council for consideration and decision.

## 2.9 PUBLIC CONSULTATION

- 2.9.1. With the outline of a Carbon Action Plan for the Council taking shape it is recommended that, at this stage, methods of public consultation and community

engagement are developed to inform the development of a Climate Change Strategy for West Oxfordshire.

- 2.9.2. A first tier of consultation, seeking the public's views on what the Council should prioritise within a Climate Change Strategy, is recommended to inform initial officer dialogue.
- 2.9.3. It is proposed that the Council then carries out a wider and more extensive consultation and engagement exercise on a Climate Change Strategy in the autumn of 2020, and once the Carbon Action Plan has been completed and approved. This then provides the platform to both engage on the Climate Change Strategy and communicate the positive steps the Council has taken in becoming carbon neutral by 2030. As part of a more extensive consultation exercise, the concept of a residents' panel will be developed to ensure the views of local communities and residents are represented and reflected within the final Strategy.
- 2.9.4. It is recommended that the Council use existing forums and events wherever possible to maximise opportunities for consultation, completing this in a resource- and time-efficient manner. To engage with Parish Councils, consultation may be carried out through the pre-existing Parish Forum for example.

## 2.10 MILESTONES & REPORTING

2.10.1. Indicative milestones for the delivery of a Carbon Action Plan and Climate Change Strategy for West Oxfordshire are set out in Table 5 below. The cross-party, Climate Action Working Group will continue to meet with the purpose of driving forward Climate Action in West Oxfordshire. Biannual reports will be produced and presented to Council to communicate progress and agree key decisions.

Table 5.

INDICATIVE MILESTONES	2019/2020		2020/2021												
	Qtr 4		Qtr 1			Qtr 2			Qtr 3			Qtr 4			
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
	<b>Council</b>														
Climate Action report presented to Council	■														
Biannual report to Council							■								
<b>Cross-party Climate Action Working Group</b>															
Working Group meetings		■		■		■		■		■		■		■	
<b>Carbon Action Plan 2030</b>															
External validation of carbon accounting methodology	■	■	■	■											
Climate Action Network, officer workshop		■	■												
Carbon Action Plan draft produced: short/medium/long-term projects identified			■	■	■	■	■								
Internal consultation and sign-off					■	■	■	■							
Carbon Action Plan final draft to Council for approval							■								
Carbon Action Plan published								■	■	■	■	■	■	■	■
Carbon Action Plan implemented									■	■	■	■	■	■	■
<b>Climate Change Strategy</b>															
Public engagement 'Your Views' to inform officer workshop				■	■	■									
Climate Action Network, officer workshop: wider engagement				■	■	■	■	■							
Issue-specific Action Plan drafts produced					■	■	■	■	■						
Internal consultation and sign-off								■							
Public and stakeholder consultation events									■	■	■	■	■	■	■
Climate Change Strategy final draft to Council for approval													■	■	
Climate Change Strategy published														■	■
Climate Change Strategy implemented														■	■



## **2.11 COMMUNICATION**

- 2.11.1 All communication on the Council's progress for Climate Action in West Oxfordshire will need to run in parallel. Opportunities for press releases, internal communications with staff, external communications with West Oxfordshire residents, businesses and local groups, will all be maximised to ensure messages are regularly shared and information provided, so that others can benefit from the Council's experience and guidance.
- 2.11.2 The WODC website is currently being redesigned and will feature a new page for Climate Action in West Oxfordshire which will act as the central location for all resources, strategy documents and action plans being produced by the Council.

## **3. FINANCIAL IMPLICATIONS**

- 3.1. The Council's budget proposals include a provision of £200,000 per year for the next three financial years. The draft budget report has been through the Council's scrutiny process.
- 3.2. Over the long term, a reduction in the Council's consumption of carbon-based energy will deliver a revenue benefit to the Council. As part of both this Strategy and the emerging Commercial Strategy it is expected that business cases will be produced to support additional investment in green infrastructure.

## **4. LEGAL IMPLICATIONS**

- 4.1. There are no perceived legal implications associated with the proposals within this report.

## **5. RISK ASSESSMENT**

- 5.1. The pathway to becoming a carbon-neutral Council by 2030 is underpinned by data. Many Councils are now reviewing their methodologies for how they account for carbon emissions to ensure a robust, scientific-based strategy for carbon neutrality can be developed. This is not to say that Councils have not been accounting for their carbon in recent years. But there is no standardised approach for Scope Three and there can be local variation between methodologies. It is therefore proposed that the Council approaches an industry specialist in carbon accounting for a peer review of the current methodology used in West Oxfordshire in order to validate the approach and ensure the 2020 carbon-emissions baseline is both credible and stands up to scrutiny.
- 5.2. The reason for proposing a validation process is that, despite all Councils using the same Scope One, Two & Three carbon emissions to record their carbon impact, there can be local variations. For example:
  - a) Scope Three emissions can extend beyond just business mileage and include, for example, employee commuting, the transportation and distribution of waste overseas. Advice should be sought on whether the Council should extend their carbon accounting for Scope Three emissions so an informed decision can be made.
  - b) Data is currently gathered from various sources, from energy supplier to leisure contract manager, and is received in various forms and units of measurement which are then used as the basis of a conversion to calculate the Council's total carbon emissions. Within a standardised scope, there may therefore be variation in how data on, in particular, fuel consumption is recorded and then assessed. Advice should

be sought on the assessment methodology being adopted as this will form the template for future monitoring.

## **6. EQUALITIES IMPACT**

- 6.1. The impacts of implementing Climate Action for West Oxfordshire will have an equal impact on all services, customers and staff as there is a shared benefit to the objectives of this report.

## **7. CLIMATE CHANGE IMPLICATIONS**

- 7.1. The proposals within this report will have a direct, positive impact on the Council's operations with regard to carbon reduction and wider, positive benefits towards climate change mitigation and adaptation across the District.

## **8. ALTERNATIVE OPTIONS**

- 8.1. No other alternative strategies for delivering Climate Action for West Oxfordshire have currently been considered.

## **9. BACKGROUND PAPERS**

- 9.1. The following documents have been identified by the author of the report in accordance with section 100D.5(a) of the Local Government Act 1972 and are listed in accordance with section 100 D.1(a) for inspection by members of the public:

Meeting minutes and motion agreed at Full Council on 26<sup>th</sup> June 2019.

- 9.2. These documents will be available for inspection at the Council Offices at Woodgreen during normal office hours for a period of up to 4 years from the date of the meeting. Please contact the author of the report.



WEST OXFORDSHIRE  
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## WEST OXFORDSHIRE DISTRICT COUNCIL

Name and date of Committee	<b>COUNCIL – WEDNESDAY 22 JANUARY 2020</b>
Report Number	<b>AGENDA ITEM No. 10</b>
Subject	<b>NOTICE OF MOTION – TREE PLANTING</b>
Wards affected	All
Accountable member	Cllr James Mills, Leader of the Council Email: <a href="mailto:james.mills@westoxon.gov.uk">james.mills@westoxon.gov.uk</a>
Accountable officer	Keith Butler Head of Democratic Services Tel: 01993 861521 Email: <a href="mailto:keith.butler@westoxon.gov.uk">keith.butler@westoxon.gov.uk</a>
Summary/Purpose	To consider the Motion proposed by Councillor Alex Postan and seconded by Councillor David Harvey at the meeting held on 31 July 2019 and referred to the Environment Overview and Scrutiny Committee and the Development Control Committee.
Annexes	None
Recommendation	That the Council agrees that inclusion of a request for additional tree planting be incorporated within a revitalised sustainability checklist.
Corporate priorities	To protect the environment and meet the current and future needs and aspirations of residents.
Key Decision	No
Exempt	No
Consultees/ Consultation	Climate Action Working Group

## **1. BACKGROUND**

The following motion was proposed by Councillor Alex Postan and seconded by Councillor David Harvey, at the meeting of the Council held on 31 July, 2019:

*“In support of Cllr McRae’s recent motion that directs this Council towards a carbon neutral future and taking heed of the findings of extensive research, I believe that we have the ability to instigate a practice whereby we, both as a community or as individuals, can take action to absorb and capture CO2 from the atmosphere by planting trees.*

*Accordingly, this Council will require its permanent staff to draft a planning condition to mandate substantial planting of trees, shrubs and forestation in all significant developments. The expectation is that by the start of 2020 this condition could be a standard attachment to all permissions approved.”*

## **2. MAIN POINTS**

- 2.1. The Council decided to refer the motion to the Environment Overview and Scrutiny Committee and the Development Control Committee for further consideration.
- 2.2. Having given consideration to this request, Officers are doubtful that the desired objective could be achieved by way of a planning condition. However, efforts have been made to identify an appropriate mechanism by which to drive this request forward.
- 2.3. In June 2019, in considering a previous Notice of Motion regarding climate change, the Council established a cross party working group to assist in the formulation of its plans to become carbon neutral by 2030 and to encourage others in the District to follow its example. The working group was tasked with reporting back to Council by January 2020 and its report appears at agenda item no. 9 for this meeting.
- 2.4. The working group identified the development control process as one of the key ways in which to advance the Council’s environmental objectives and expressed support for the production of a revitalised sustainability checklist. The Business Manager, Development Management, has suggested that inclusion of a request for additional tree planting could form part of this revised checklist.
- 2.5. It is envisaged that the Climate Change Action Group will become the principal forum for considering the development of a Carbon Action Plan for the Council and a wider reaching Climate Change Strategy and it is recommended that the Council agrees that inclusion of a request for additional tree planting be incorporated within a revitalised sustainability checklist to be developed by that group.

## **3. FINANCIAL IMPLICATIONS**

- 3.1. There are no financial implications arising directly from this report.

## **4. LEGAL IMPLICATIONS**

- 4.1. None

## **5. RISK ASSESSMENT**

- 5.1. Not applicable

## **6. CLIMATE CHANGE IMPLICATIONS**

- 6.1. The proposals within this report will have a direct, positive impact with regard to carbon reduction and wider, positive benefits towards climate change mitigation and adaptation across the District.

**7. ALTERNATIVES/OPTIONS**

7.1. The Council may approve, amend or reject the Motion as proposed or adopt the recommendation set out above.

**8. BACKGROUND PAPERS**

8.1. None



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## WEST OXFORDSHIRE DISTRICT COUNCIL

Name and date of Committee	<b>COUNCIL – WEDNESDAY 22 JANUARY 2020</b>
Report Number	<b>AGENDA ITEM No. 11</b>
Subject	<b>NOTICE OF MOTION – EUROPEAN UNION NATIONALS</b>
Wards affected	All
Accountable member	Cllr James Mills, Leader of the Council Email: <a href="mailto:james.mills@westoxon.gov.uk">james.mills@westoxon.gov.uk</a>
Accountable officer	Keith Butler Head of Democratic Services Tel: 01993 861521 Email: <a href="mailto:keith.butler@westoxon.gov.uk">keith.butler@westoxon.gov.uk</a>
Summary/Purpose	To consider the Motion proposed by Councillor Carl Rylett and seconded by Councillor Andy Graham at the meeting held on 23 October 2019 and referred to the Economic and Social Overview and Scrutiny Committee prior to its consideration and determination.
Annexes	<a href="#">Annex 1</a> – Report of the Executive Director – Commissioning submitted to the Economic and Social Overview and Scrutiny Committee on 21 November 2019. <a href="#">Annex 2</a> – Extract from the minutes of the meeting of the Economic and Social Overview and Scrutiny Committee held on 21 November 2019.
Recommendation	That the Council considers the motion in light of the recommendations made by the Economic and Social Overview and Scrutiny Committee at its meeting held on 21 November 2019.
Corporate priorities	To meet the current and future needs and aspirations of residents and to provide efficient and value for money services, whilst delivering quality front line services.
Key Decision	No
Exempt	No
Consultees/ Consultation	None

## **I. BACKGROUND**

The following motion was proposed by Councillor Carl Rylett and seconded by Councillor Andy Graham, at the meeting of the Council held 23 October, 2019:

*“Council notes that EU nationals are part of our shared communities. They are our husbands, wives, parents, friends and colleagues. They are an integral part of a vibrant and thriving West Oxfordshire.*

*Since 2016 EU nationals were promised again and again that "there will be no change for EU citizens already lawfully resident in the UK and [...] will be treated no less favourably as they are at present”.*

*After three years of living in limbo, their homes and livelihoods are in danger of being threatened by the further uncertainty brought about by the prospect of an even more chaotic no-deal Brexit.*

*According to the Home Office’s July statistics, only a third of EU nationals have applied for the Settled Status and 42% of them have been granted the inferior Pre-Settled status leading them to reapply for the Settled status later on. There is no possibility of knowing how many EU nationals need to apply, leaving vulnerable and unaware EU nationals left at risk of becoming unlawful residents the mercy of the Home Office’s “Hostile Environment”. Lack of clarity regarding differentiating between EU citizens arriving before and after the UK’s exit from the EU could lead to discrimination in the labour market and may prevent many from accessing the services that they are entitled to.*

*Another Windrush-like scandal could be unfolding right before the eyes of this Council and we mustn’t be passive observers to it.*

*Therefore, the Council asks that:*

- 1. Officers report on how the Council can mitigate adverse impacts on the rights of EU nationals (including but not limited to advising on what the Council can do to help landlords and employers to be better informed about immigration status and therefore avoid potential discrimination against EU nationals)*
- 2. The Leader of the Council writes to EU citizens resident in the district giving advice on applying for Settled Status. This notice shall inform EU citizens of any potential consequences of not applying for the EU Settlement scheme.*
- 3. The Leader of the Council writes to the Home Secretary seeking clarification and suggesting improvements for the European Settlement scheme, which include:*
  - Providing physical proof of Settled status that can be used to access services*
  - Confirming that there will be no changes to the rights of settled EU citizens that they currently have by ratifying the Immigration Bill as primary legislation before the exit day*
  - Making clearer and more transparent the criteria for which the Home Office approves applications for settled status or gives instead the less secure pre-settled status, and review why a significant percentage only receive the latter*
  - A review of charges and waivers for applications for British Citizenship for European citizens and their children”*

## **2. MAIN POINTS**

- 2.1.** The Council decided to refer the motion to the Economic and Social Overview and Scrutiny Committee for consideration, prior to it being determined at this meeting.

- 2.2. Following consideration of the report of the Executive Director – Commissioning (attached as [Annex I](#)) the Economic and Social and Overview and Scrutiny Committee resolved:-
- (a) That the Council be recommended to adopt the Home Office advice and guidance for local authorities including a toolkit and recommendations contained therein.
  - (b) That a Working Party comprised of Councillors Ashbourne, Beaney, Leverton and Rylett be established to undertake an audit of what action the Council was taking and what was being done elsewhere.
  - (c) That the Council be recommended to request that the Leader of the Council writes to the Home Secretary seeking clarification and suggesting improvements to the European Settlement scheme.
- 2.3. Members are invited to consider the motion in light of the recommendations of the Economic and Social Overview and Scrutiny Committee as set out above.
- 2.4. The Working Party referenced above is scheduled to meet on 15 January 2020.
- 3. FINANCIAL IMPLICATIONS**
- 3.1. There are no financial implications arising directly from this report.
- 4. LEGAL IMPLICATIONS**
- 4.1. None
- 5. RISK ASSESSMENT**
- 5.1. Not applicable
- 6. CLIMATE CHANGE IMPLICATIONS**
- 6.1. There are no climate change implications arising directly from this report.
- 7. ALTERNATIVES/OPTIONS**
- 7.1. The Council may approve, amend or reject the Motion as proposed, adopt the recommendations of the Economic and Social Overview and Scrutiny Committee or take such other action as Members consider appropriate.
- 8. BACKGROUND PAPERS**
- 8.1. None





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DISTRICT COUNCIL

**WEST OXFORDSHIRE DISTRICT COUNCIL**

Name and date of Committee	<b>ECONOMIC AND SOCIAL OVERVIEW AND SCRUTINY COMMITTEE 21 NOVEMBER 2019</b>
Report Number	<b>AGENDA ITEM 9</b>
Subject	<b>NOTICE OF MOTION – EUROPEAN UNION NATIONALS</b>
Wards affected	All
Accountable member	Councillor James Mills, Leader of the Council Email: <a href="mailto:james.mills@westoxon.gov.uk">james.mills@westoxon.gov.uk</a>
Accountable officer(s)	Christine Gore, Executive Director Commissioning Email: <a href="mailto:christine.gore@publicagroup.uk">christine.gore@publicagroup.uk</a> Tel: 01285 623605
Summary/Purpose	To consider the Notice of Motion regarding European Union Nationals referred to the Committee by the Council and to make recommendations accordingly.
Annexes	None
Recommendation/s	That consideration be given to the Notice of Motion as set out below.
Corporate priorities	To meet the current and future needs and aspirations of residents and to provide efficient and value for money services, whilst delivering quality front line services.
Key Decision	N/A
Exempt	No
Consultees/ Consultation	N/A

## I. BACKGROUND

I.1. At the meeting of the Council held on 23 October 2019, the following Notice of Motion was proposed by Councillor Carl Rylett and seconded by Councillor Andy Graham, namely:-

*“Council notes that EU nationals are part of our shared communities. They are our husbands, wives, parents, friends and colleagues. They are an integral part of a vibrant and thriving West Oxfordshire.*

*Since 2016 EU nationals were promised again and again that "there will be no change for EU citizens already lawfully resident in the UK and [...] will be treated no less favourably as they are at present”.*

*After three years of living in limbo, their homes and livelihoods are in danger of being threatened by the further uncertainty brought about by the prospect of an even more chaotic no-deal Brexit.*

*According to the Home Office’s July statistics, only a third of EU nationals have applied for the Settled Status and 42% of them have been granted the inferior Pre-Settled status leading them to reapply for the Settled status later on. There is no possibility of knowing how many EU nationals need to apply, leaving vulnerable and unaware EU nationals left at risk of becoming unlawful residents the mercy of the Home Office’s “Hostile Environment”. Lack of clarity regarding differentiating between EU citizens arriving before and after the UK’s exit from the EU could lead to discrimination in the labour market and may prevent many from accessing the services that they are entitled to.*

*Another Windrush-like scandal could be unfolding right before the eyes of this Council and we mustn’t be passive observers to it.*

*Therefore, the Council asks that:*

- 1. Officers report on how the Council can mitigate adverse impacts on the rights of EU nationals (including but not limited to advising on what the Council can do to help landlords and employers to be better informed about immigration status and therefore avoid potential discrimination against EU nationals)*
- 2. The Leader of the Council writes to EU citizens resident in the district giving advice on applying for Settled Status. This notice shall inform EU citizens of any potential consequences of not applying for the EU Settlement scheme.*
- 3. The Leader of the Council writes to the Home Secretary seeking clarification and suggesting improvements for the European Settlement scheme, which include:*
  - Providing physical proof of Settled status that can be used to access services*
  - Confirming that there will be no changes to the rights of settled EU citizens that they currently have by ratifying the Immigration Bill as primary legislation before the exit day*
  - Making clearer and more transparent the criteria for which the Home Office approves applications for settled status or gives instead the less secure pre-settled status, and review why a significant percentage only receive the latter.*
  - A review of charges and waivers for applications for British Citizenship for European citizens and their children”*

I.2. In accordance with paragraph 11(e) of the Council Procedure Rules, it was resolved that the motion should stand referred without discussion to the Economic and Social Overview and Scrutiny Committee.

## **2. MAIN POINTS**

- 2.1. In order to assist members in their consideration of this motion, officers have provided the following advice in relation to each of the 'asks'.
- 2.2. The first 'ask' of the motion is that officers report on how the Council can mitigate adverse impacts on the rights of EU nationals. The securing of settled status is intended to protect the rights of EU nationals and so where this is achieved there should be no adverse impacts. Officers are not experts in the rights accorded by any form of immigration status, and in relation specifically to the EU Settlement Scheme, the government has provided funding for a number of organisations who are in a far better position to give the relevant advice to EU Nationals. The Council has promoted the EU Settlement Scheme for some time now via the website and social media, and could proactively signpost these organisations in the same way if members believe this would be of assistance. Officers are certainly not in a position to be able to provide advice to third parties in terms of how they can be better informed, and seeking to do so could lead to the risk of wrong advice being given.
- 2.3. The second 'ask' is that the Leader of the Council writes to EU citizens resident in the district giving advice on applying for Settled Status and informing EU citizens of any potential consequences of not applying for the EU Settlement scheme. It is not possible for the Leader to write to all EU citizens resident in the district, as their data does not exist in a form that allows it to be used for this purpose. Whilst the electoral register contains the details of all those EU citizens resident in the district who have registered to vote, this may not be a complete list, and in any event its use for this purpose would be improper and a breach of the Data Protection Regulations. The only legitimate means by which EU Citizens could be contacted for this purpose would be for the Council to purchase the open register and use that as a data source for writing to EU Citizens. However, as around 50% of the population of the district have 'opted out' of the open register, this would be a very incomplete list. Furthermore, as indicated above, whilst any such letter could encourage applications for settled or pre-settled status, seeking to set out the potential consequences of not applying would risk being inaccurate or misleading.
- 2.4. The third and final 'ask', that the Leader should write to the Home Secretary raising a number of issues, is not a matter upon which it would be appropriate for officers to comment, given its political nature.

## **3. FINANCIAL IMPLICATIONS**

- 3.1. There are no specific financial implications associated with this motion. There would be financial implications arising if the Leader was to write to EU citizens resident in the district, but these would be relatively insignificant.

## **4. LEGAL IMPLICATIONS**

- 4.1. None Identified

## **5. RISK ASSESSMENT**

- 5.1. No major risks identified

## **6. ALTERNATIVE OPTIONS**

- 6.1. No further alternative option considered at this stage

## **7. BACKGROUND PAPERS**

- 7.1. None

EXTRACT FROM THE MINUTES OF THE  
ECONOMIC AND SOCIAL OVERVIEW AND SCRUTINY COMMITTEE – 21 NOVEMBER  
2019

39. NOTICE OF MOTION – EUROPEAN NATIONALS

The Committee received and considered the report of the Executive Director – Commissioning which sought consideration of the Notice of Motion regarding European Union Nationals referred to the Committee by the Council.

Councillor Rylett expressed concern with regard to the position of European Union Nationals, indicating that it was important for the Council to address the needs of all its residents and to do all that it could to ensure that EU citizens were aware of how to apply for settled status. He felt disappointed by the Officers' response and considered that the Council should take a more imaginative approach such as that adopted by South Oxfordshire, the Vale of the White Horse and Portsmouth. He urged Members to express their support the Motion asking the Council to publicise and communicate with European Union citizens regarding their immigration status and rights.

With regard to the suggestion that the Council write to all EU Nationals, Councillor Rylett suggested that, if the electoral register was not complete, the Council should also encourage those eligible to register.

He suggested that writing to EU citizens would also help to reach any individuals who were non EU citizens but who could obtain residency through their partners. Councillor Rylett indicated that his aim was to do everything possible to avoid a future situation similar to the 'Windrush Scandal' where second generation children born in the United Kingdom were unable to provide documentary evidence of citizenship.

Turning to the third element of the Motion, Councillor Rylett considered that the provision of a physical document confirming settled status was the obvious thing to do. The request for confirmation that there would be no changes to the rights of settled EU citizens that they currently have by ratifying the Immigration Bill as primary legislation before the exit day had been overtaken by events but the threat of a no deal Brexit remained. It was important for the Government to clarify rights.

There was a lack of understanding as to why many applications were given less secure pre-settled status where individuals could not provide a comprehensive employment record or evidence of previous residence and the Home Office needed to make the criteria clearer and more transparent.

Finally, Councillor Rylett considered that the Council should lobby for a review of charges and waivers for applications for British Citizenship for European citizens and their children was required as current application fees were far higher than those levied by other countries.

Councillor Beaney suggested that each element of the Motion should be considered in turn.

Councillor Ashbourne indicated that she supported the thrust of the Motion but found it somewhat vague. Failure to apply for settled status could be disastrous for individuals and was more likely to become an issue for vulnerable people. She noted that the Home Office had produced advice and guidance for local authorities including a toolkit and recommendations and suggested that the Council be recommended to adopt the recommendations contained therein. The Oxfordshire Local Enterprise Partnership estimated that some 6% of the population of Oxfordshire were EU nationals and Councillor Ashbourne suggested that the Council should write to employers to encourage them to assist their employees to make application.

Councillor Owen expressed his support for the Motion which he considered to be a decent, humanitarian initiative.

Councillor Leverton questioned what more the Council could do as the Government had already provided a considerable amount of information and publicity and organisations such as Citizens Advice could assist those who needed help in completing applications. He suggested that advertisements in the Local Press would be the most cost effective way of reaching large numbers of people.

Councillor Ted Fenton agreed that the Council should do more to engage with hard to reach groups but questioned whether the measures suggested were the most effective way of doing so. Writing to those on the electoral register was likely to be reaching out to those already aware of the requirements.

Councillor Doughty indicated that the Council had a responsibility to all its residents and should do all that it could to meet that duty of care. The Chief Executive advised that the Council already provided information and advice to both individuals and businesses through its website.

Councillor Leffman asked whether the Council's Housing Department could help in providing information and advice and suggested that the authority should consider cascading information through town and parish councils. Councillor Leffman also asked what training the Council's staff had received and recommended that the Council should adopt the Home Office advice.

Councillor Leffman questioned whether the electoral register was the best source for contacting those in greatest need of assistance. She suggested that other organisations such as faith groups might be a more appropriate and effective channel of communication.

Councillor Ashbourne questioned whether flyers could be sent to all households in the District but it was considered that this would not be particularly effective means of communication.

Councillor Cooper noted that other authorities had made use of the electoral register and Councillor Rylett advised that they had done so in the manner suggested.

Councillor Doughty suggested that staff should undertake the training provided by the Home Office and the Chief Executive undertook to consider this.

Councillor Doughty proposed that a Working Party be established to undertake an audit of what action the Council was taking and what was being done elsewhere. Councillor Leffman asked that information be provided as to the cost of writing to EU citizens as suggested and it was agreed that a Working Party be established.

Councillor Bull suggested that the Working Party should carry out its review prior to a decision on whether to write to EU citizens.

Members expressed their support for the suggestion that the Leader of the Council writes to the Home Secretary seeking clarification and suggesting improvements to the European Settlement scheme.

**RESOLVED:**

- (a) That the Council be recommended to adopt the Home Office advice and guidance for local authorities including a toolkit and recommendations contained therein.
- (b) That a Working Party comprised of Councillors Ashbourne, Beaney, Leverton and Rylett be established to undertake an audit of what action the Council was taking and what was being done elsewhere.
- (c) That the Council be recommended to request that the Leader of the Council writes to the Home Secretary seeking clarification and suggesting improvements to the European Settlement scheme.



WEST OXFORDSHIRE  
DISTRICT COUNCIL

## WEST OXFORDSHIRE DISTRICT COUNCIL

Name and date of Committee	<b>COUNCIL – WEDNESDAY 22 JANUARY 2020</b>
Report Number	<b>AGENDA ITEM No. 12</b>
Subject	<b>NOTICE OF MOTION – LIVE STREAMING OF COUNCIL AND COMMITTEE MEETINGS</b>
Wards affected	All
Accountable member	Cllr Toby Morris, Cabinet Member for Resources Email: <a href="mailto:toby.morris@westoxon.gov.uk">toby.morris@westoxon.gov.uk</a>
Accountable officer	Christine Gore, Executive Director (Commissioning) Tel: 01285 623605 Email: <a href="mailto:christine.gore@publicagroup.uk">christine.gore@publicagroup.uk</a>
Summary/Purpose	To consider the Motion proposed by Councillor Jake Acock and seconded by Councillor Andy Graham at the meeting held on 23 October 2019 and referred to the Finance and Management Overview and Scrutiny Committee prior to its consideration and determination.
Annexes	<a href="#">Annex 1</a> – Report of the Executive Director – Commissioning submitted to the Finance and Management Overview and Scrutiny Committee on 27 November 2019. <a href="#">Annex 2</a> – Extract from the minutes of the meeting of the Finance and Management Overview and Scrutiny Committee on 27 November 2019.
Recommendation	That the Council considers the motion in light of the recommendations made by the Finance and Management Overview and Scrutiny Committee at its meeting held on 27 November 2019.
Corporate priorities	To meet the current and future needs and aspirations of residents and to provide efficient and value for money services, whilst delivering quality front line services.
Key Decision	No
Exempt	No
Consultees/ Consultation	None

## **1. BACKGROUND**

The following motion was proposed by Councillor Jake Acock and seconded by Councillor Andy Graham, at the meeting of the Council held 23 October, 2019:

*“One of the ethos of this council is to be inclusive; not exclusive. We want to welcome people in and get more and more active with local government.*

*This council recognises we are living in an age of technology that can be used to keep in touch, improve communications and change peoples lives for the better.*

*Therefore, in order to improve our communications, we charge that every council and committee meeting is filmed and recorded, then placed on the West Oxfordshire District Council website for West Oxfordshire residents to view and listen to our meetings.*

*Across the country from Manchester, Wandsworth and Bath, council meetings are recorded.*

*Therefore, this council charges that we will now record and stream live all of our council meetings and committee meetings”.*

## **2. MAIN POINTS**

- 2.1. The Council decided to refer the motion to the Finance and Management Overview and Scrutiny Committee for consideration.
- 2.2. Following consideration of the report of the Executive Director – Commissioning (attached as [Annex 1](#)) the Finance and Management Overview and Scrutiny Committee resolved that the Council be advised:
  - (a) That the Committee was interested in the motion in principle but in view of the scale of the cost of implementation, and the risk of encouraging “grandstanding”, felt that further study was required on the various methods of recording available, location options and cost of installation; and
  - (b) That the meetings rooms to be included in the evidence gathering should be Committee Rooms 1 & 2 and the Council Chamber, and that feedback should be sought from other Councils who had installed systems, or were due to do so.
- 2.3. The full text of the draft minute of the meeting of the Finance and Management Overview and Scrutiny Committee is included at [Annex 2](#).
- 2.4. Council is invited to consider the motion in light of its consideration by the Finance and Management Overview and Scrutiny Committee.

## **3. FINANCIAL IMPLICATIONS**

- 3.1. There are no financial implications arising directly from this report.

## **4. LEGAL IMPLICATIONS**

- 4.1. None

## **5. RISK ASSESSMENT**

- 5.1. Not applicable

## **6. CLIMATE CHANGE IMPLICATIONS**

- 6.1. There are no climate change implications arising directly from this report.

## **7. ALTERNATIVES/OPTIONS**

- 7.1. The Council may approve, amend or reject the Motion as proposed, pursue the matters raised by the Finance and Management Overview and Scrutiny Committee, or take such other action as it considers appropriate.

**8. BACKGROUND PAPERS**

8.1. None





WEST OXFORDSHIRE  
DISTRICT COUNCIL

**WEST OXFORDSHIRE DISTRICT COUNCIL**

Name and date of Committee	<b>Finance and Management Overview and Scrutiny Committee Wednesday 27 November 2019</b>
Report Number	<b>AGENDA ITEM No. 8</b>
Subject	<b>Live Streaming of Council and Committee Meetings</b>
Wards affected	ALL
Accountable member	Cllr Toby Morris, Cabinet Member for Resources Email: <a href="mailto:toby.morris@westoxon.gov.uk">toby.morris@westoxon.gov.uk</a>
Accountable officer(s)	Christine Gore, Executive Director (Commissioning) Tel: 01285 623605 Email: <a href="mailto:christine.gore@publicagroup.uk">christine.gore@publicagroup.uk</a>
Summary/Purpose	To consider the Notice of Motion regarding webcasting of meetings referred to the Committee by the Council and to make recommendations accordingly.
Annexes	Annex A: Report to Finance and Management Overview and Scrutiny Committee 30 March 2016 and associated minute extract.
Recommendation/s	<i>That consideration be given to the Motion as set out below.</i>
Corporate priorities	To meet the current and future needs and aspirations of residents and to provide efficient and value for money services, whilst delivering quality front line services.
Key Decision	N/A
Exempt	No
Consultees/ Consultation	N/A

## I. BACKGROUND

- 1.1. At the meeting of the Council held on 23 October 2019, the following Motion was proposed by Councillor Jake Acock and seconded by Councillor Andy Graham, namely:-

*“One of the ethos of this council is to be inclusive; not exclusive. We want to welcome people in and get more and more active with local government. This council recognises we are living in an age of technology that can be used to keep in touch, improve communications and change peoples lives for the better. Therefore, in order to improve our communications, we charge that every council and committee meeting is filmed and recorded, then placed on the West Oxfordshire District Council website for West Oxfordshire residents to view and listen to our meetings. Across the country from Manchester, Wandsworth and Bath, council meetings are recorded. Therefore, this council charges that we will now record and stream live all of our council meetings and committee meetings”*

- 1.2. In accordance with paragraph 11(e) of the Council Procedure Rules, it was resolved that the motion should stand referred without discussion to the Finance and Management Overview and Scrutiny Committee.

## 2. MAIN POINTS

- 2.1. The Finance and Management Overview and Scrutiny Committee has previously considered a report on the Webcasting of Council meetings, in March 2016. A copy of that report and the associated minute extract are attached as Annex A to this report, where it can be seen that at that time the resolution of the Committee was “That the content of the report be noted and the Cabinet be advised that the Committee was of the opinion that no further action should be taken on the matter at this juncture.”
- 2.2. In the three and a half years that have passed since this matter was last considered, the webcasting/live streaming of meetings has become more commonplace. Across the Publica partnership, Forest of Dean District Council introduced webcasting of its Council and Planning Committee meetings in May 2018; Cheltenham Borough Council has recently introduced webcasting from its Council Chamber only, and webcast their first meeting on 14 October 2019; and Cotswold District Council is currently investigating the feasibility and cost of webcasting its meetings.
- 2.3. Webcasting/live streaming of meetings does provide access for residents who are unable to attend meetings in person. Since January this year there have been a total of 489 ‘views’ of Forest of Dean’s six Council meetings and 1079 of their ten Planning Committee meetings, whilst there have been a total of 524 views to date of Cheltenham’s one webcast of their Council meeting. The recording of meetings can also provide a helpful record of meetings which in due course may increase the efficiency of the Council’s Democratic Services function by reducing the need for extensive written minutes.
- 2.4. Conversely there are logistical, financial, and potential data protection issues associated with webcasting and live streaming. As indicated above, both Forest of Dean and Cheltenham are restricted in terms of which meetings can be webcast as they only have the relevant technology installed in their Council Chambers. The same issue would apply in WODC where the only room suitable for a permanent set up of the technology is the Council Chamber, which currently is only used for Cabinet and Council meetings, all other meetings being held in the Committee rooms. The Committee may therefore

wish to provide some clarity as to which meetings might be webcast/live streamed, as there will be different implications associated with different options.

### **3. FINANCIAL IMPLICATIONS**

- 3.1. The cost of any system would be significant, depending upon the precise extent and nature of what may be required. Forest of Dean spent £45,000 in 2006 on a new microphone system (which included an electronic voting facility) and a further £25,000 of capital costs on the actual webcasting system in 2018. An annual maintenance fee of £10,000 is also payable. This would represent a revenue growth item.
- 3.2. In terms of the number of views, the approximate cost per view based on the total number of live/downloaded views since the system was introduced amounts to £4.56. Clearly this number will be higher or lower based upon the popularity of the system.
- 3.3. In contrast Cheltenham's system cost approx £65,000 plus £1900 maintenance cost for two years. In addition in both cases there was an installation cost. In the case of WODC there would almost certainly be a need for a full upgrade to the microphone system as well as the actual webcasting technology, plus potential changes to the configuration of the chamber itself.
- 3.4. Detailed costings have not been sought at this stage pending a decision by Council based on any recommendations from this Committee, but based on the experience of other councils a sum in the region of at least £70,000 capital expenditure to cover the Council Chamber only would not be an unreasonable estimate. Were the other Committee rooms required (to cover for example Planning Committee) then this would increase the cost proportionately.
- 3.5. The ongoing revenue costs for system maintenance and licensing are likely to be in the order of £10,000 per annum however some providers also charge per additional hour of webcasting once a certain number of hours are met. This can only be properly established once a clear specification of the number of meetings to be covered is determined.

### **4. LEGAL IMPLICATIONS**

- 4.1. As indicated above, there are potential data protection issues associated with webcasting and live streaming of meetings. Should Council decide to progress with such a project it would be essential to learn from the experience of others and ensure robust safeguards were in place to protect against the misuse of such recordings. This will include the installation of notices in the council chamber and/or other rooms where webcasting/live streaming takes place, updating the constitution to include a protocol for webcasting, and an updated privacy notice.

### **5. RISK ASSESSMENT**

- 5.1. The main risk associated with webcasting/livestreaming of meetings is highlighted in section 4 above, i.e. the misuse of such recordings. Putting in place robust safeguards would mitigate against such a risk.

### **6. ALTERNATIVE OPTIONS**

- 6.1. No alternative options have been considered at this stage.

## **7. BACKGROUND PAPERS**

- 7.1. There are no background papers associated with this report other than those attached as Annex A.

**WEST OXFORDSHIRE DISTRICT COUNCIL**  
**FINANCE AND MANAGEMENT OVERVIEW AND SCRUTINY**  
**COMMITTEE**  
**30 MARCH 2016**  
**WEB CASTING OF COUNCIL MEETINGS**  
**REPORT OF THE JOINT HEAD OF BUSINESS INFORMATION AND**  
**CUSTOMER SERVICES**

**(Contact: Phil Martin: - Tel (01993) 861201)**

(The report is for information)

**PURPOSE**

To explore the feasibility and associated costs of introducing web casting of Council meetings.

**RECOMMENDATIONS**

That the Committee considers the report and makes recommendations to Cabinet.

**INTRODUCTION**

This Council supports the principles of openness and transparency in its workings;

The Openness in local Government Bodies regulations 2014 give members of the public and press the right to record (either pictures and/or audio recordings) meetings of the Council held in public. Whilst the Council has allowed filming for some time and has a protocol in place the Chair has always had the discretion to suspend or terminate any activities that, in his or her opinion, are disruptive.

**BACKGROUND**

Webcasting of meetings involves live or 'real time' audio and/or video streaming the proceedings over the web so that the meeting can be experienced remotely. In addition, or as an alternative, a copy of the broadcast will also be made available after the event which is known as „on demand“ availability.

Webcasting usually involves either the use of at least one camera with pan and zoom facilities or the use of several fixed cameras focusing on different parts of the room linked to activation of microphones. A third option could be one fixed camera providing a suitable 'wide' shot of the Committee Members, however a detailed survey would be required to ensure a suitable approach, taking into account our facilities and available staffing resources to manage cameras during an event would need to be undertaken to identify the associated costs.

While web-casts are generally considered to be positive in terms of increased transparency and understanding of the decision making process, viewing of such web-casts can vary considerably in scale.

Experience from Cherwell District Council who have been webcasting their meetings for a number of years has shown that in 2015 the number of 'live' viewers was approx. 1,129, so relatively low but they had 30,522 archive video viewers. This is to some extent similar to other Councils experiences, but numbers can significantly increase when a controversial item is discussed.

Some of the wider advantages and disadvantages are outlined below:

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>• Allows people to view proceedings from a wide range of locations rather than having to attend the meeting – this could be a benefit given the geographic spread of the district although ironically those in the more remote areas are likely to have the poorest broadband service at present. This would also support the sustainability agenda through reducing the need for members of the public to travel to witness meetings</li> <li>• Helps meet public expectations of Authority transparency and provides the potential for increased public understanding of decision making processes.</li> <li>• High quality pictures available for a wide range of subsequent purposes including evidence.</li> <li>• Existing print and broadcast media have steadily moved away from providing lengthy, verbatim reporting of what goes on in elected bodies because it's not what the public wants</li> </ul>	<ul style="list-style-type: none"> <li>• Cost – There is currently no budget provision for webcasting.</li> <li>• Given the current pressure on budgets it is possible that the budget for other activities would have to be reduced to accommodate this new cost.</li> <li>• Ideally webcasting should be accompanied by information to help people understand what they're watching, the reasons it is relevant to them and what procedures the Council is following. This is an additional workload, especially as further enquiries/questions may be raised.</li> <li>• Potentially low levels of 'live' viewing for meetings based on experience of other users</li> <li>• Webcast video quality can be affected by low bandwidth, either from the broadcast venue or through the user's internet connection.</li> </ul>

## FINANCIAL IMPLICATIONS

Based on Cherwell DC current solution, the Council could expect to pay around £17,500 per year for 60 hours of uploaded content.

In addition to this, 'one-off' set up costs of between £25,000 - £50,000, depending on the specific requirements the Council has, which would include video cameras, microphone conference units, projectors /monitors, would need to be factored in following a site specific survey.

Currently there is no provision within the ICT capital or revenue budgets to meet the costs associated with introducing web casting of Council meetings.

## RISKS

The risks are mainly reputational and arise from the conduct of the meeting or of individual Members as a result of inappropriate words or gestures being broadcast, some of which could breach legislation.

Recordings/webcasting of quasi-judicial proceedings such as Planning and Licensing & Regulatory Committees and the consequences of having a 'recording' of proceedings should a decision be questioned by a member of the public. Recordings/webcasting do not make a meeting any more 'public' than it already is, but it does provide a transcript which could allow for a greater level of challenge.

There is no legal risk should the Council wish to remain with the current arrangements.

Phil Martin  
Joint Head of Business Information and Customer Services

Date: 24<sup>th</sup> February 2016

## **Annex A (2)**

### 43. WEBCASTING OF COUNCIL MEETINGS

Consideration was given to the report of the Shared Head of Business Information and Change regarding the feasibility and costs of introducing webcasting of Council meetings.

Mr Dorward suggested that the projected cost of providing such a service appeared high. In response, the Strategic Director advised that the figures were based upon costs incurred by neighbouring authorities in contracts with external service providers. He stressed the importance of providing a high quality, reliable service and confirmed that, should the Council wish to commission external provision, it would do so through a competitive process.

Whilst having supported the call for a preliminary investigation, Mr Cooper indicated that, having seen the initial costings, he was of the view that it would not be appropriate to pursue the concept further at a time when the Council was endeavouring to make significant financial savings.

Mr Howard concurred and Mr Saul suggested that, whilst it should be recognised as a desirable aspiration in the longer term, the Council faced more pressing financial priorities, particularly at a time when the future structure of local government was in a state of flux.

Mr Good suggested that students from Witney and Abingdon College might be able to assist in providing facilities on an ad hoc basis. The Strategic Director agreed to make enquiries but suggested that it was essential for the Council to have a consistent policy as to what was to be broadcast. He went on to caution against incurring budget growth at a time of financial restraint.

**RESOLVED:** That the content of the report be noted and the Cabinet be advised that the Committee was of the opinion that no further action should be taken on the matter at this juncture.

**EXTRACT FROM THE MINUTES OF THE MEETING OF THE  
FINANCE AND MANAGEMENT OVERVIEW AND SCRUTINY COMMITTEE:  
WEDNESDAY 27 NOVEMBER 2019**

**50 NOTICE OF MOTION – LIVE STREAMING OF COUNCIL AND COMMITTEE MEETINGS**

At the meeting of the Council held on 23 October 2019, the following Motion had been proposed by Councillor Jake Acock and seconded by Councillor Andy Graham:

*“One of the ethos of this council is to be inclusive; not exclusive. We want to welcome people in and get more and more active with local government. This council recognises we are living in an age of technology that can be used to keep in touch, improve communications and change peoples lives for the better. Therefore, in order to improve our communications, we charge that every council and committee meeting is filmed and recorded, then placed on the West Oxfordshire District Council website for West Oxfordshire residents to view and listen to our meetings. Across the country from Manchester, Wandsworth and Bath, council meetings are recorded. Therefore, this council charges that we will now record and stream live all of our council meetings and committee meetings”*

In accordance with paragraph 11(e) of the Council Procedure Rules, Council had resolved that the motion should stand referred without discussion to this Committee. The Committee accordingly received and considered the report of the Executive Director Commission, which outlined the motion, and was asked to consider the matter and respond to Council.

The report advised that this Committee had previously considered a report on the Webcasting of Council meetings, in March 2016, and a copy of that report and the associated minute extract had been included at Annex A to the report.

Officers outlined the motion and requested that the Committee considered providing some clarity as to what could be included in any proposal, such as requesting further costings, and to provide some indication as to which meetings they might wish to be included.

Councillor Langridge expressed disappointment that neither the proposer nor seconder had been able to attend the meeting to elaborate on the motion or listen to the debate.

Councillor McBride agreed with the motion in principle but was conscious that the costs could be high and was mindful that Members had a responsibility to the residents of the District as to the money which the Council spent. However, openness and clarity were paramount and voice recordings could be considered.

Councillor Langridge reminded Members that the Committee had considered this issue over three years previously, and was concerned that it could change the nature of debates, leading to ‘grandstanding’ from some individuals as he had seen evidenced at the County Council.

Councillor Enright reminded Members that the microphone system was in a poor state in the Council Chamber resulting in him having to move seats.

Councillor Leffman advised that Planning meetings were often well attended by members of the public, and stated that openness and transparency was important. She was aware that other authorities had investigated installing systems and felt it was worthwhile sharing in their findings and lessons learned. She was also mindful that the Council had made a commitment to combat climate change and enabling the public to view meetings remotely was another measure that could assist in reducing carbon emissions. She felt that further investigations into the costings for installing systems in the Council Chamber and Committee Rooms were necessary.

Councillor Cooper concurred with the desire to promote openness in decision making but thought that Members needed clearer costings before making a decision.



In summary, Councillor Postan felt that the financial costings needed further investigation and that further study was needed.

The suggestion of approaching local, small scale webcasters who may be prepared to attend and trial recording meetings was discussed, as was how digital recordings could assist in bolstering decisions and improving minutes.

Councillor Leffman proposed that the motion be agreed in principle but referred back to Council to allow further investigation into the methods of recording available and subsequent cost implications to be investigated for the Council Chamber and Committee Rooms 1 and 2. This was seconded by Councillor McBride.

The Committee agreed that it was in favour of open democracy and that the investigations needed to include audio, visual and live streaming methods; and encouraged officers to share the experiences of other Councils.

**RESOLVED:** That the Council be advised:

- (a) That the Committee was interested in the motion in principle but in view of the scale of the cost of implementation, and the risk of encouraging “grandstanding”, felt that further study was required on the various methods of recording available, location options and cost of installation; and
- (b) That the meetings rooms to be included in the evidence gathering should be Committee Rooms 1 & 2 and the Council Chamber, and that feedback should be sought from other Councils who had installed systems, or were due to do so.



WEST OXFORDSHIRE  
DISTRICT COUNCIL

## WEST OXFORDSHIRE DISTRICT COUNCIL

Name and date of Committee	<b>Council – Wednesday 22 January 2020</b>
Report Number	<b>Agenda Item No. 19</b>
Subject	<b>Calendar of Meetings for 2020/21</b>
Wards affected	All
Accountable member	Cllr James Mills, Leader of the Council Email: <a href="mailto:james.mills@westoxon.gov.uk">james.mills@westoxon.gov.uk</a>
Accountable officer	Keith Butler Head of Democratic Services Tel: 01993 861521 Email: <a href="mailto:keith.butler@westoxon.gov.uk">keith.butler@westoxon.gov.uk</a>
Summary/Purpose	To consider and agree a programme of meetings for the civic year 2020/2021.
Annexes	<a href="#">Annex 1</a> – Suggested programme of meetings for 2020/2021.
Recommendations	(a) That the Calendar of Meetings for 2020/2021 set out in <a href="#">Annex 1</a> to this report be approved; and  (b) That the times for the first meetings of the Overview and Scrutiny Committees after the annual meeting of the Council be as set out in <a href="#">Annex 1</a> , but that each Committee be invited to consider the timing of its subsequent meetings during the year.
Corporate priorities	N/A
Key Decision	N/A
Exempt	No
Consultees/ Consultation	None

## **1. BACKGROUND**

For obvious reasons, the programme of meetings needs to be planned and scheduled in advance, and it is usually the case that Council approves a programme each January, to be effective for one year from the following May.

## **2. MAIN POINTS**

### **General Comment**

- 2.1. [Annex I](#) to this report sets out the suggested dates for 2020/2021. The programme reflects the constitution of the Council and the fact that, as in previous years, it is not anticipated that the Development Control, Licensing and Urgency Committees will meet with any regularity, meaning that dates have not been scheduled for meetings of those Committees.

### **Cabinet**

- 2.2. As in previous years, Cabinet meetings have been scheduled monthly.
- 2.3. It should be clarified that although Cabinet meetings are included in the attached programme for ease of reference, it is entirely a matter for the Leader as to the dates and timings of its meetings. The requirement of the Constitution is that it shall meet at least 12 times a year.

### **Licensing**

- 2.4. No meetings of either the Miscellaneous Licensing Sub-Committee or the Licensing Panel have been scheduled because the need for meetings is uncertain and, in each case, meetings will continue to be arranged as necessary. This continues what has been the established practice. The experience has been that it has not been difficult to arrange Sub-Committees and Panels when needed and therefore no change in this approach has been proposed.
- 2.5. As mentioned above, meetings of the Licensing Committee have again not been scheduled. Accordingly should a meeting be necessary then the Chairman will be asked to agree a date, just as currently happens with the Development Control and Urgency Committees.

### **Overview and Scrutiny**

- 2.6. In relation to the Overview and Scrutiny Committees the draft programme reflects the current start times for meetings, and these times are recommended for the first meetings after the annual meeting of Council. However each Committee will need to consider its start time for the remainder of 2020/2021.

### **Area Planning Sub-Committees**

- 2.7. Generally, the Programme in [Annex I](#) continues with the practice of scheduling Uplands and Lowlands meetings on the first and second Monday of the month, respectively.
- 2.8. However, Bank Holidays, elections and the annual meeting of the Council mean that this has to be varied on occasion.

## **3. FINANCIAL IMPLICATIONS**

- 3.1. There are no financial implications arising directly from this report.

## **4. LEGAL IMPLICATIONS**

- 4.1. None

**5. ALTERNATIVES/OPTIONS**

- 5.1. The Council may choose to vary any of the recommended dates shown in [Annex I](#), with the exception of those for Cabinet.

**6. BACKGROUND PAPERS**

- 6.1. None

**West Oxfordshire District Council: Programme of Meetings 2020/2021**  
**(see notes at end of document)**



**WEST OXFORDSHIRE  
DISTRICT COUNCIL**

**May 2020**

Thurs 07/05/2020	District & Parish Council Elections
Wed 20/05/2020 14:00	Council (annual meeting)
Tue 26/05/2020 14:00	Lowlands
Wed 27/05/2020 14:00	Cabinet
Thu 28/05/2020 18:30	Economic and Social O&S Committee

**June 2020**

Mon 01/06/2020 14:00	Uplands
Wed 03/06/2020 14:00	Finance and Management O&S Committee
Thu 11/06/2020 14:00	Environment O&S Committee
Mon 15/06/2020 14:00	Lowlands
Wed 17/06/2020 14:00	Cabinet
Wed 24/06/2020 14:00	Council

**July 2020**

Thu 02/07/2020 18:30	Economic and Social O&S Committee
Mon 06/07/2020 14:00	Uplands
Wed 08/07/2020 14:00	Finance and Management O&S Committee
Mon 13/07/2020 14:00	Lowlands
Thu 16/07/2020 14:00	Environment O&S Committee
Wed 22/07/2020 14:00	Cabinet
Thu 23/07/2020 18:00	Audit and General Purposes Committee
Wed 29/07/2020 14:00	Council

**August 2020**

Mon 03/08/2020 14:00	Uplands
Mon 10/08/2020 14:00	Lowlands

**September 2020**

Mon 07/09/2020 14:00	Uplands
Mon 14/09/2020 13:30	Lowlands
Thu 17/09/2020 18:30	Economic and Social O&S Committee
Wed 23/09/2020 14:00	Cabinet

**October 2020**

Thu 01/10/2020 14:00	Environment O&S Committee
Mon 05/10/2020 14:00	Uplands
Wed 07/10/2020 14:00	Finance and Management O&S Committee
Mon 12/10/2020 14:00	Lowlands
Thu 15/10/2020 18:00	Audit and General Purposes Committee
Wed 21/10/2020 14:00	Cabinet
Wed 28/10/2020 14:00	Council

**November 2020**

Mon 02/11/2020 14:00	Uplands
Mon 09/11/2020 14:00	Lowlands
Wed 18/11/2020 14:00	Cabinet
Thu 19/11/2020 18:30	Economic and Social O&S Committee

**December 2021**

Mon 07/12/2020 14:00	Uplands
Wed 09/12/2020 14:00	Finance and Management O&S Committee
Thu 10/12/2020 14:00	Environment O&S Committee
Mon 14/12/2020 14:00	Lowlands
Wed 16/12/2020 14:00	Cabinet

Wed 26/08/2020 14:00 Cabinet

### January 2021

Mon 04/01/2021 14:00 Uplands  
Mon 11/01/2021 14:00 Lowlands  
Wed 13/01/2021 14:00 Cabinet  
Wed 20/01/2021 14:00 Council  
Thu 21/01/2021 18:30 Economic and Social O&S Committee  
Thu 28/01/2021 18:00 Audit and General Purposes Committee

### February 2021

Mon 01/02/2021 14:00 Uplands  
Wed 03/02/2021 14:00 Finance and Management O&S Committee  
Mon 08/02/2021 14:00 Lowlands  
Thu 11/02/2021 14:00 Environment O&S Committee  
Wed 17/02/2021 14:00 Cabinet  
Wed 24/02/2021 14:00 Council (Budget)

### March 2021

Mon 01/03/2021 14:00 Uplands  
Mon 08/03/2021 14:00 Lowlands  
Thu 18/03/2021 18:00 Audit and General Purposes Committee  
Wed 24/03/2021 14:00 Cabinet

### April 2021

Tue 06/04/2021 14:00 Uplands  
Thu 08/04/2021 18:30 Economic and Social O&S Committee  
Mon 12/04/2021 14:00 Lowlands  
Wed 14/04/2021 14:00 Finance and Management O&S Committee  
Thu 15/04/2021 14:00 Environment O&S Committee  
Wed 21/04/2021 14:00 Cabinet  
Mon 26/04/2021 14:00 Uplands  
Wed 28/04/2021 14:00 Council

### May 2021

Thu 06/05/2021 County Council Elections  
Wed 12/05/2021 14:00 Council (annual meeting)  
Mon 17/05/2021 14:00 Lowlands  
Wed 19/05/2021 14:00 Cabinet

### June 2021

Tue 01/06/2021 14:00 Uplands  
Mon 14/06/2021 14:00 Lowlands

**Notes:** (1) Unless otherwise stated, meetings held at the Council Offices, Woodgreen, Witney; (2) Programme subject to change - for further information contact Committee Services: Tel: 01993 861523; EMail: [enquiries@westoxon.gov.uk](mailto:enquiries@westoxon.gov.uk) ; (3) O&S = Overview & Scrutiny Committee; (4) the start times for O&S Committee meetings from July 2020 onwards are to be confirmed; (5) the Leader of the Council may call additional Cabinet meetings if required; (6) to view agendas, reports and minutes, see: [www.westoxon.gov.uk/meetings](http://www.westoxon.gov.uk/meetings)

**WEST OXFORDSHIRE DISTRICT COUNCIL**

Schedule of documents sealed out of meeting by the Chairman and the Head of Legal and Democratic Services, since the last meeting of the Council.

<b><u>Registration Number</u></b>	<b><u>Description of documents</u></b>	<b><u>Parties in addition to the Council</u></b>
<b><u>MISCELLANEOUS</u></b>		
I1725	Rent Review Memo – Plot 4, Phase IV, Carterton Industrial Estate, Carterton	Emlux Holdings Ltd (2)
I1725A	Duplicate	
I1726	Supplemental Agreement (to the Admission Agreement dated 30 November 2017 relating to the admission of Publica Group (Support) Ltd and its employees to the Oxfordshire Local Government Pension Scheme)	OCC (2) and Publica Group (Support) Ltd (3)
I1726A	Duplicate	
I1726B	Triplicate	
I1727	Rent Review Memo – Ground Floor Shop at 37A High Street, Witney	Miguel Marques and Sara Marques (trading as Delice) (2)
I1727A	Duplicate	
I1727B	Triplicate	
I1728	Rent Review Memo – Unit 6, Talisman Business Centre, Bicester	Sigmatic Ltd (2)
I1728A	Duplicate	
I1729	Licence to Underlet – Unit F, Plots 1 and 2, Phase 4, Carterton Industrial Estate, AKA Three Michael's Yard	Michael John Bennett and Pamela Bennett (2) and OPC Energy Ltd (3)
I1729A	Duplicate	
I1729B	Triplicate	
I1730	Rent Review Memo – Plot 3, Phase III, Carterton Industrial Estate, Black Bourton Road, Carterton	The Garden Trading Company Ltd (2)
I1730A	Duplicate	
I1731	Rent Review Memo – Plot 2, Phase III, Carterton Industrial Estate, Black Bourton Road, Carterton	The Garden Trading Company Ltd (2)
I1731A	Duplicate	
I1732	Section 106 Agreement – Land south of Standlake Road, Ducklington, plus plan	Mary Francesca Feilden, James Andrew Cave, James Kenneth Kidgell and Andrew David Lancaster Nicholson (2)
I1732A	Duplicate	
I1732B	Triplicate	
I1733	Rent Review Memo – Plot 2, Phase IV, Carterton Industrial Estate, Black Bourton Road, Carterton	Michael Bennett and Pamela Bennett (2)
I1733A	Duplicate	
I1734	Rent Review Memo – Plot 1, Phase IV, Carterton Industrial Estate, Black Bourton Road, Carterton	Michael Bennett and Pamela Bennett (2)
I1734A	Duplicate	
I1735	Clawback Deed of Release – Land at rear of 9 Priory Road, Lyneham, plus plan	Cottsway Housing Association Ltd (2)
I1735A	Duplicate	

<b><u>Registration Number</u></b>	<b><u>Description of documents</u></b>	<b><u>Parties in addition to the Council</u></b>
<b><u>MISCELLANEOUS</u></b>		
I1736	Clawback Deed of Release – Land at rear of 68 Well Lane, Curbridge, plus plan	Cottsway Housing Association Ltd (2)
I1736A	Duplicate	
I1737	Clawback Deed of Release – Land at Back Lane, Chipping Norton, plus plan	Cottsway Housing Association Ltd (2)
I1737A	Duplicate	
I1738	Clawback Deed of Release – 5 Pound Bank, Ledwell Road, Sandford St Martin, plus plan	Cottsway Housing Association Ltd (2)
I1738A	Duplicate	
I1739	Planning Obligation Deed – Land at Butts Piece, Stanton Harcourt, plus plan	Bury's Dryanstore Ltd (2), Mary Albertina Bury (3), David Stewart Bury and Mary Josephine Wilson (4) and OCC (5)
I1739A	Duplicate	
I1739B	Triplicate	
I1739C	Quadruplicate	
I1739D	Quintuplicate	
I1740	Counterpart Underlease – Unit C, Newman Court, Downs Road, Witney, plus plans	Peter John Willis and Amanda Jane Willis (2)
I1741	Lease – Garage 10, Brook Hill, Woodstock, plus plan	Warwick Morris (2)
I1742	Section 106 Agreement – Land at Upavon Way, Carterton, plus plans	Fraser's Retail Ltd (2), Hugh Everard Duncan Fraser, Diana Elizabeth Fraser, Robert Warden Fraser and Elizabeth Elena Fraser (3), Cottsway Housing Association (4) and OCC (5)
I1742A	Duplicate	
I1742B	Triplicate	
I1742C	Quadruplicate	
I1742D	Quintuplicate	
I1742E	Sextuplicate	
I1743	Public Path Creation Agreement – Footpath leading from Bridleway No 27 Crawborough Road, Charlbury, plus plan	OCC (2)
I1743A	Duplicate	
I1744	Footpath Extinguishment Order – Milton under Wychwood – Land at Jubilee Lane, Milton under Wychwood Claimed Path, plus plan	WODC on application of Spitfire Properties
I1744A	Duplicate	
I1744B	Triplicate	
I1744C	Quadruplicate	
I1745	Street Closure Order – Town Police Clauses Act 1847 – North Leigh on Monday 11 <sup>th</sup> November 2019	
I1746	Street Closure Order – Town Police Clauses Act 1847 – Witney on Friday 29 <sup>th</sup> and Saturday 30 <sup>th</sup> November 2019	
I1747	Street Closure Order – Town Police Clauses Act 1847 – Witney on Friday 6 <sup>th</sup> December 2019	
I1748	Street Closure Order – Town Police Clauses Act 1847 – Eynsham on Friday 6 <sup>th</sup> December 2019	
I1749	Form DSI – 33 Park Road, Ducklington	



<b><u>Registration Number</u></b>	<b><u>Description of documents</u></b>	<b><u>Parties in addition to the Council</u></b>
<b><u>MISCELLANEOUS</u></b>		
I1750	Rent Arrears Agreement – First Floor Office, 37/37A High Street, Witney	Shirley Selby & Mark Dixon (Trading as Selby Dixon Solicitors)
I1750A	Duplicate	
I1751	Rent Review Memo – Unit E, Swain Court, Avenue Two, Station Lane, Witney	Simon Bloxham (2)
I1751A	Duplicate	
I1752	Rent Review Memo – Plot 3, Phase 11A, Carterton Industrial Estate, Carterton	F R Fletcher & Son and Oakey Automotive Services Ltd (2)
I1752A	Duplicate	
I1753	Deed of Variation of Section 106 Agreement – Land at New Gardens, Ledwell Road, Great Tew	Giantflow Ltd Flowgiant Ltd (formerly Johnston Quarry Group Ltd) and Nicholas Matthew Middlemass Johnston (2)
I1753A	Duplicate	
I1754	Licence to Underlet – Unit E, Plots 1 and 2, Phase 4, Carterton Industrial Estate, AKA Three Michael's Yard, Carterton	Michael John Bennett and Pamela Bennett (2) and Hond-R Ltd (3)
I1754A	Duplicate	
I1754B	Triplicate	
I1755	Deed of Variation to 106 Unilateral Undertaking – New Chalford Farm, London Road, Chipping Norton, plus plan	Mr & Mrs G C Pearman (2)
I1755A	Duplicate	
I1756	Deed of Release of Clawback – Land at Marlborough Close, Eynsham, plus plan	Cottsway Housing Association Ltd (2)
I1756A	Duplicate	
I1757	Rent Review Memo – Plot 1, Phase 3, Carterton Industrial Estate, Carterton	Millwood Properties Ltd (2)
I1757A	Duplicate	
I1758	Service Agreement for the supply and debt and money advice services, housing advice services, welfare benefit services and employment advice services	Citizens Advice West Oxfordshire (2)
I1758A	Duplicate	
I1759	Rent Review Memo – Unit 6 Des Roches Square, Witan Way, Witney	A-Plan Holdings (2)
I1759A	Duplicate	
I1760	Lease – Unit 5 Des Roches Square, Witan Way, Witney, plus plan	Oxford Health NHS Foundation (2)
I1761	Section 106 Agreement – Land south east of Pinsley Farm, Main Road, Long Hanborough, plus plan	Bloor Homes Ltd (2)
I1761A	Duplicate	
I1762	Nominations Agreement – 80 extra care affordable housing units at Rockhill Farm, London Road, Chipping Norton, plus plan	Housing 21 (2) and OCC (3)
I1762A	Duplicate	
I1762B	Triplicate	

<u>Registration Number</u>	<u>Description of documents</u>	<u>Parties in addition to the Council</u>
<b><u>MISCELLANEOUS</u></b>		
I1763	Deed of Variation of S.106 Agreement – Land at 12 Corndell Gardens, Witney	Jack James Homes Ltd (2) and Close Brothers Ltd (3)
I1763A	Duplicate	
I1763B	Triplicate	
I1764	Deed of Variation of S.206 Agreement – Land adj The Ridings, Stonesfield	Sovereign Housing Association Ltd (2)
I1764A	Duplicate	
I1765	Rent Review Memo – Unit A, Newman Court, Witney	Paul Harflett (2)
I1765A	Duplicate	
I1766	Licence to Underlet – Part ground floor, Unit 6, Talisman Business Centre, London Road, Bicester	Sigmatic Ltd (2) and South Central Ambulance Service NHS Foundation Trust (3)
I1766A	Duplicate	
I1766B	Triplicate	
I1767	Legal Charge – 10-21 (inc) and 23 Roman Place, Tackley	Cottsway Housing Association Ltd (2)
I1767A	Duplicate	
I1768	Section 106 Agreement – Land south east of Forest Road, Charlbury, plus plan	OCC (2), The Spring Housing Company Ltd (3), Cornbury Estates Company Ltd and Cornbury Maintenance Company Ltd (4) and Rushy BP Ltd (5)
I1768A	Duplicate	
I1768B	Triplicate	
I1768C	Quadruplicate	
I1769	Shareholders Agreement relating to UBICO Ltd	Cheltenham Borough Council (2), Cotswold DC (3), The Council of the Borough of Tewkesbury (4), Forest of Dean DC (5), Stroud DC (6), Gloucester County Council (7) and Ubico Ltd (8)
I1769A	Duplicate	
I1769B	Triplicate	
I1769C	Quadruplicate	
I1769D	Quintuplicate	
I1769E	Sextuplicate	
I1769F	Septuplicate	
I1769G	Octuplicate	
I1770	Licence to Underlet – Orchard Works, Plots 1 and 2, Phase 4 Carterton Industrial Estate, AKA Three Michael's Yard	Michael John Bennett and Pamela Bennett (2) and Alto Energy Ltd (3)
I1770A	Duplicate	
I1770B	Triplicate	
I1771	Community Housing Fund Programme – Grant Allocation	Homes and Communities Agency (2)
I1771A	Duplicate	
I1772	Form DS2 - Spendlove Centre, Charlbury	