

Democratic Services**Reply to:** Paul Cracknell**Ext:** 1523**Direct Line:** 01993 861523**Email:** paul.cracknell@westoxon.gov.uk

7 January 2020

SUMMONS TO ATTEND**MEETING:** CABINET**PLACE:** COUNCIL CHAMBER, WOODGREEN OFFICES, WITNEY**DATE:** WEDNESDAY 15 JANUARY 2020**TIME:** 2.00 PM

Members of the Cabinet

Councillors: James Mills (Leader); Toby Morris (Deputy Leader); Steve Good;
David Harvey; Jeff Haine; Norman MacRae MBE and Michele Mead

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.

A G E N D A**1. Notice of Decisions at the meeting held on Wednesday 18 December 2019 (previously circulated)****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. Participation of the PublicPurpose:

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

5. Receipt of AnnouncementsPurpose:

To receive any announcements from the Leader of the Council or Members of the Cabinet.

6. Council Plan 2019-2023 (Report of the Chief Executive – copy attached)

Purpose:

To consider and recommend approval of the final draft Council Plan 2020-24 for adoption by Council at its January 2020 meeting.

Recommendations:

That the Cabinet approves the final draft Council Plan 2020-2024 and recommends its adoption by the Council.

7. Local Development Scheme Update (Report of the Planning Policy Manager – copy attached)

Purpose:

To approve an update of the Council's Local Development Scheme.

Recommendations:

- (a) That the information provided be noted.
- (b) That the updated Local Development Scheme attached as Annex A to the report be approved.

8. Council Tax Exemption for Care Leavers (Report of the Group Manager, Residents' Services – copy attached)

Purpose:

To consider the proposal to apply council tax discounts for care leavers from 1 April 2020.

Recommendations:

That the Council be recommended:-

- (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 (c) above into the Officer Delegations Rules in Part 4 of the Constitution.

9. Household Duty Of Care Offences – Setting the Fixed Penalty Notice Level (Report of the Group Manager, Residents' Services – copy attached)

Purpose:

- (a) To inform Members about the
 - (i) householder's duty of care when disposing of waste other than by the normal household collection routes.
 - (ii) Fixed Penalty Notice (FPN) powers under the Environmental Protection Miscellaneous Amendments) (England and Wales) Regulations 2018 which amend S 33 of the Environmental Protection Act 1990 (the Act).
- (b) 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.

- (c) To recommend the FPN fine levels in accordance with the options provided by the Act under section 34(ZA) of the Environmental Protection Act 1990.

Recommendations

- (a) That the information provided be noted.
- (b) That the Council be recommended to approve FPN level of £400 and early payment reduction of £200 provided payment is made within 10 days of the date the FPN was issued.
- (c) That delegated authority be given to 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.
- (d) That the Council be recommended to approve the incorporation of the necessary amendments to the Officer Delegation Rules contained in Part 4 of the Constitution consequent upon the decision at (c) above.

10. Joint Municipal Waste Strategy for Oxfordshire (Report of the Business Manager – Contracts – copy attached)

Purpose:

To confirm the implications of adopting the Joint Municipal Waste Management Strategy for Oxfordshire and entering into a formal Oxfordshire Resources & Waste Partnership.

Recommendations:

- (a) That funding of £10,000 per annum towards a partnership officer post be authorised, to be met from existing budgets; and
- (b) That the Group Manager, Commissioning is authorised, following consultation with the Cabinet Member with responsibility for the Environment, to agree and sign the Oxfordshire Resources & Waste Partnership Memorandum of Understanding.

11. Budget 2020/2021 (Report of the Chief Finance Officer – To Follow)

Purpose:

To consider the initial draft base budgets for 2020/2021, draft fees and charges for 2020/2021 and the latest Capital Programme for 2020/2021 revised and future years.

12. Exclusion of the Public

Recommendation:

That, in view of the likely disclosure of exempt information, as defined in paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972, (information relating to the financial or business affairs of any particular person) the public be excluded from the meeting for the remaining item of business.

13. Loan Refinancing – Southill Community Energy (Southill Solar) (Report of the Group Finance Director – copy attached)

Purpose:

To consider a refinancing opportunity in respect of the Southill Community Energy Project (Southill Solar).

Recommendations:

That the Cabinet:-

- a) Approves the refinancing of the Southill Solar project based upon the Heads of Terms as set out at Annex B to the report;
- b) Seeks Council approval for an addition of £2m to the Capital Programme;
- c) Nominates a Board Observer;
- d) Delegates the financing of the loan to the Chief Financial Officer in consultation with the Cabinet Member for Resources.



Chief Executive

This agenda is being dealt with by Paul Cracknell, Tel: (01993) 861523;
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WEST OXFORDSHIRE
DISTRICT COUNCIL

WEST OXFORDSHIRE DISTRICT COUNCIL

Name and date of Committee	CABINET: WEDNESDAY 15 JANUARY 2020
Report Number	AGENDA ITEM No. 6
Subject	DRAFT COUNCIL PLAN 2020-2024
Wards affected	ALL
Accountable member	Cllr James Mills, Leader of the Council and Cabinet Member for Policy Framework and Corporate Plan Email: james.mills@westoxon.gov.uk
Accountable officer	Giles Hughes, Chief Executive Tel: 01993 861658 Email: giles.hughes@westoxon.gov.uk
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	Annex 1 : Draft Council Plan 2020-24 Annex 2 : 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.

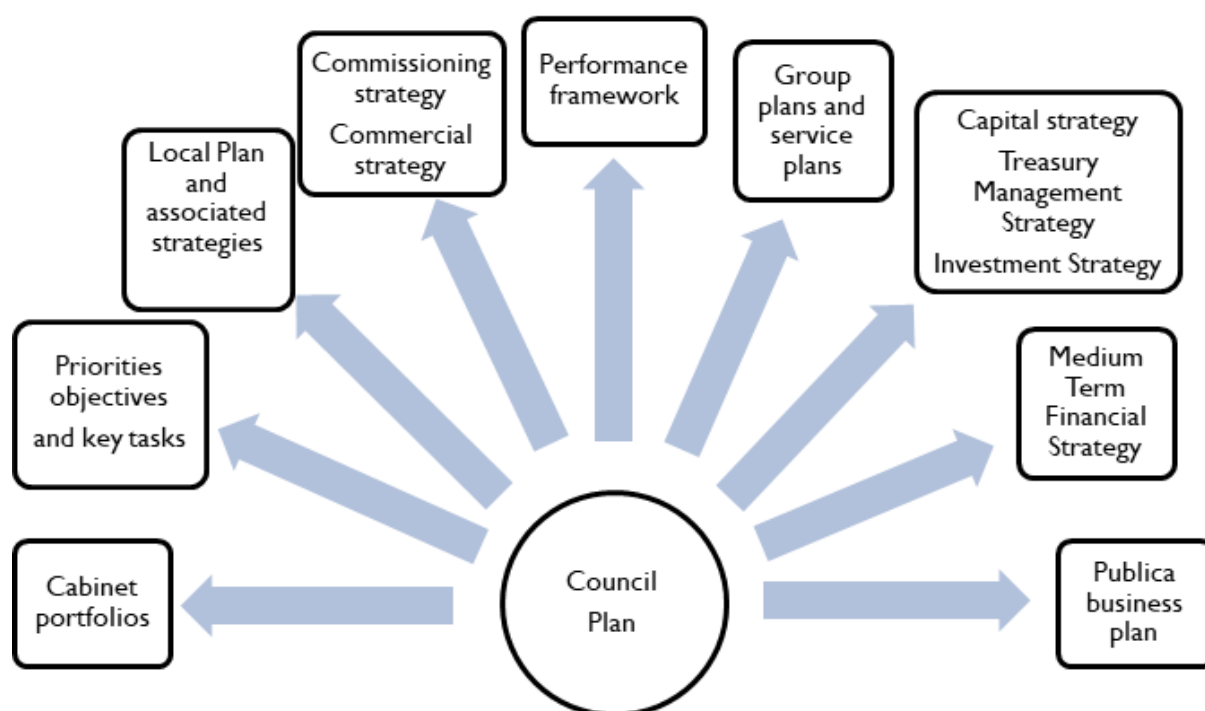
Council Plan 2020-2024

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
ECONOMIC AND SOCIAL OVERVIEW AND SCRUTINY COMMITTEE - 19 SEPTEMBER 2019	
<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.	<p>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.</p> <p>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.</p>
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.	<p>It is accepted that the measures of success should be more extensive.</p> <p>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</p>

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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 & 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

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Commissioning indicated that this formed part of the Council's leisure management contract.	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.
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>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 & Cheltenham) managing the main tourism website for the Cotswolds (www.cotswolds.com) 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>
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.	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.

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	<p>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.</p>
<p>Whilst endorsing the objective, Councillor Leverton pointed out that there was no suitable land available in Carterton to accommodate commercial development.</p>	<p>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.</p>
<p>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>	<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>

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	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 & Cheltenham) managing the main tourism website for the Cotswolds (www.cotswolds.com)</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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projects. The pub walk project was an attempt to enhance the viability of local pubs.	major attraction for visitors to the area, so projects that can help sustain them should be worthwhile.
<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>

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	<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>

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<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>

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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>RESOLVED: 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>

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<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>

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<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>

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<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>

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	<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>

EXTRACTS FROM OVERVIEW AND SCRUTINY COMMITTEE MINUTES AND FOLLOW-ON COMMENTS FROM INDIVIDUAL COUNCILLORS	Officer comment on points raised/ how addressed
	<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 & 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>
Key priority – climate change – no specific mention of dealing with surface water / flooding and foul drainage issues and river quality.	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.

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 WO 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>

EXTRACTS FROM OVERVIEW AND SCRUTINY COMMITTEE MINUTES AND FOLLOW-ON COMMENTS FROM INDIVIDUAL COUNCILLORS	Officer comment on points raised/ how addressed
	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.



**WEST OXFORDSHIRE
DISTRICT COUNCIL**

WEST OXFORDSHIRE DISTRICT COUNCIL

Name and date of Committee	CABINET – WEDNESDAY 15 JANUARY 2020
Report Number	AGENDA ITEM No. 7
Subject	LOCAL DEVELOPMENT SCHEME (LDS) UPDATE
Wards affected	ALL
Accountable member	Cllr Jeff Haine Cabinet Member for Strategic Planning Email: jeff.haine@westoxon.gov.uk
Accountable officer	Chris Hargraves, Planning Policy Manager Tel: 01993 861686 Email: Chris.Hargraves@publicagroup.uk
Summary/Purpose	To approve an update of the Council's Local Development Scheme (LDS).
Annexes	Annex A – Local Development Scheme (2019 – 2022).
Recommendation/s	a) <i>That the report be noted</i> b) <i>That the updated LDS attached at Annex A of the report be approved.</i>
Corporate priorities	To maintain and enhance West Oxfordshire as one of the best places to live, work and visit in Great Britain and to meet the current and future needs of residents.
Key Decision	YES
Exempt	NO
Consultees/ Consultation	

I. BACKGROUND

Members will be aware that a Local Development Scheme (LDS) is required under section 15 of the Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011).

The LDS must specify (among other matters) the documents which, when prepared, will comprise the Local Plan for the area. The LDS must be made available publicly and kept up to date, being revised at least annually or more frequently where the need arises.

As the Council's current LDS was approved in January 2019, it has been updated to reflect the currently proposed timetable for taking various documents forward including the Oxfordshire Cotswolds Garden Village Area Action Plan (AAP).

2. LOCAL DEVELOPMENT SCHEME UPDATE (2019 – 2022)

- 2.1.** The updated Local Development Scheme (LDS) is attached at Annex A and covers the 3-year period December 2019 – December 2022.
- 2.2.** It explains that the West Oxfordshire Local Plan was formally adopted in September 2018 and that there is no current intention to review it unless circumstances dictate otherwise. National policy is that local plans should be reviewed to assess whether they need updating at least once every 5 years.
- 2.3.** The LDS then sets out the proposed timetable for taking forward a number of key documents including the Oxfordshire Cotswolds Garden Village Area Action Plan (AAP) the Community Infrastructure Levy (CIL) and seven new Supplementary Planning Documents (SPDs).
- 2.4.** It also provides an update on a proposed refresh of the Council's Statement of Community Involvement (SCI) an overview on Neighbourhood Planning in West Oxfordshire, the preparation and publication of the Council's monitoring report and the timetable for the Oxfordshire Plan 2050.
- 2.5.** Subject to Member approval, the LDS will be published online and made available in hard copy format in a variety of locations across the District.

3. FINANCIAL IMPLICATIONS

- 3.1.** The report raises no direct financial implications.

4. LEGAL IMPLICATIONS

- 4.1.** The report raises no direct legal implications. Publication of the Local Development Scheme is a requirement of the Planning and Compulsory Purchase Act 2004.

5. RISK ASSESSMENT

- 5.1.** The report raises no significant risks.

6. EQUALITIES IMPACT

- 6.1.** The report has no direct implications in terms of equality.

7. CLIMATE CHANGE IMPLICATIONS

- 7.1.** The report has no direct implications in terms of climate change.

8. ALTERNATIVE OPTIONS

- 8.1.** No alternative options have been considered. Publication of the Local Development Scheme is a requirement of the Planning and Compulsory Purchase Act 2004.

9. BACKGROUND PAPERS

- 9.1.** None.



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West Oxfordshire Local Development Scheme (LDS)

December 2019

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1. Introduction

- 1.1 This is the West Oxfordshire District Council Local Development Scheme (LDS). It explains what planning policy documents the Council already has in place and what will be prepared during the three-year period December 2019 - December 2022.
- 1.2 It replaces the Council's previous LDS approved in January 2019.

2. West Oxfordshire Local Plan 2031

- 2.1 The West Oxfordshire Local Plan 2031 was formally adopted on 27 September 2018. The plan therefore now carries full weight in the determination of planning applications, providing an overall framework for growth in the period up to 2031.
- 2.2 National policy requires local plans to be kept up to date and reviewed at least once every five years from their date of adoption. At the present time, there is no intention to review the West Oxfordshire Local Plan but this position will be kept under review having regard to relevant considerations including housing need and supply.

3. Oxfordshire Cotswolds Garden Village Area Action Plan (AAP)

- 3.1 A key element of local plan is the allocation of land to the north of Eynsham for a new garden village of around 2,200 homes together with around 40 ha of business space and other supporting uses and facilities. The proposal is being supported by central Government through its locally led garden village, towns and cities programme.
- 3.2 Development of the garden village will be led by a separate Area Action Plan (AAP) which, when adopted will form part of the statutory development plan for West Oxfordshire alongside the Local Plan 2031.
- 3.3 An initial 'issues' consultation took place from June – August 2018 followed by consultation on 'preferred options' from August – October 2019. It is anticipated that the final draft AAP will be published for consultation in spring 2020, followed by submission for examination in summer 2020 and adoption by autumn 2020.
- 3.4 Key dates are as follows:
 - Final (pre-submission) draft AAP consultation **March - April 2020**
 - Submission for examination **May 2020**
 - Examination hearings **July 2020**
 - Adoption **October 2020**

- 3.5 Further information on the purpose, scope and timing of the AAP is set out at Appendix I.

4. Community Infrastructure Levy (CIL)

- 4.1 The community infrastructure levy (CIL) is a charge that can be applied to new developments in order to help pay for supporting infrastructure. Most new development which creates net additional floor space of 100 square metres or more, or creates a new dwelling, is potentially liable for the levy.
- 4.2 The levy only applies in areas where a local authority has consulted on, and approved, a charging schedule which sets out its levy rates and has published the schedule on its website.
- 4.3 West Oxfordshire District Council agreed in principle to progress CIL in 2013 and consulted on a draft charging schedule in March 2015 before submitting it for examination in September 2015. The examination hearing sessions were however suspended in January 2016 alongside the Local Plan.
- 4.4 Further consultation on a revised CIL charging schedule took place in January 2017 but when the Local Plan was resubmitted for examination in March 2017, the appointed Inspector was clear that he did not want to consider CIL alongside and hence the process was paused.
- 4.5 Given the time that has elapsed since then, the Council has commissioned updated viability evidence and is proposing to consult on a new CIL charging schedule in February 2020.
- 4.6 Key dates are as follows:
- | | |
|---|-------------------|
| • Consultation on CIL draft charging schedule | Feb 2020 |
| • Submission for examination | April 2020 |
| • Examination | June 2020 |
| • Adoption | Sept 2020 |
| • Implementation | Nov 2020 |

5. Supplementary Planning Documents

- 5.1 Supplementary planning documents do not form part of the statutory development plan but are important material considerations in the determination of planning applications. Their main purpose is to elaborate on specific local plan policies (e.g. design and affordable housing) and explain in more detail how those policies will operate.

5.2 At present, the Council has two adopted SPDs:

- West Oxfordshire Design Guide SPD (adopted in 2016)
- Affordable Housing SPD (adopted in 2007)

5.3 Seven new SPDs are proposed:

- West Eynsham Development Framework¹
- East Chipping Norton Development Framework²
- East Witney Development Framework³
- North Witney Development Framework
- Developer Contributions
- Affordable Housing
- Woodstock Infrastructure Delivery Strategy

5.4 West Eynsham, East Chipping Norton, East Witney and North Witney are all allocated as Strategic Development Areas (SDAs) in the Local Plan 2031. The purpose of the proposed Development Framework for each site is to set out the Council's main aims and objectives for each site and the key parameters within which developers will be expected to work to bring the sites forward in a comprehensive and co-ordinated manner.

5.5 The Developer Contributions SPD is intended to provide additional clarity on the use of planning obligations and CIL and the Affordable Housing SPD will provide additional detail in respect of the delivery of affordable housing – a key issue for West Oxfordshire.

5.6 The Woodstock Infrastructure Delivery Strategy is intended to build on work previously commissioned by the Blenheim Estate through Community First Oxfordshire to identify the infrastructure improvements that are needed to support planned growth at Woodstock and how these can be funded and delivered in a co-ordinated and efficient manner.

5.7 Further information on the anticipated purpose, scope and timing of these SPDs is set out at Appendix I.

¹ Initial consultation held in Aug/Sept 2018

² Initial consultation held in Jan/March 2019

³ Initial consultation held in Jun/July 2019

6. Neighbourhood Planning

- 6.1 Neighbourhood planning gives communities direct power to develop a shared vision for their neighbourhood and shape the development and growth of their local area.
- 6.2 There are currently four adopted Neighbourhood Plans in West Oxfordshire including:
- Chipping Norton Neighbourhood Plan (adopted 15 March 2016)
 - South Leigh Neighbourhood Plan (adopted 8 January 2019)
 - Shilton Neighbourhood Plan (adopted 2 September 2019)
 - Hailey Neighbourhood Plan (adopted 2 September 2019)
- 6.3 In addition, the Eynsham Neighbourhood Plan has been approved subject to modifications at independent examination and is due to be considered at referendum in January 2020.
- 6.4 Other Neighbourhood Plans in progress include:
- Brize Norton Neighbourhood Plan
 - Broadwell Village Neighbourhood Plan
 - Charlbury Neighbourhood Plan
 - Milton-under-Wychwood Neighbourhood Plan
- 6.5 Because the progress and timing of neighbourhood plans are beyond the control of the District Council, the LDS does not include any information on their anticipated timetables. Further information can however be obtained from the District Council's website⁴.

7. Statement of Community Involvement (SCI)

- 7.1 A Statement of Community Involvement (SCI) explains how local communities and other stakeholders will be engaged in the preparation of the Local Plan and other related documents. It also provides information about how local communities and other stakeholders will be engaged in relation to the determination of planning applications.
- 7.2 Local planning authorities must review their Statements of Community Involvement every 5 years and as West Oxfordshire's most recent SCI was adopted in December 2014⁵, it is due to be refreshed, with the intention being to report an updated SCI to Cabinet in February 2020.

⁴ <https://www.westoxon.gov.uk/residents/communities/community-planning/neighbourhood-planning/current-neighbourhood-plans/>

⁵ <https://www.westoxon.gov.uk/media/994826/Updated-SCI-2014.pdf>

8. LDF Monitoring Report

8.1 In accordance with national planning regulations the Council is required to produce a monitoring report which focuses on the following matters:

- Progress of Local Plans and supplementary planning documents;
- An assessment of the implementation and impact of local plan policies;
- Information on any Neighbourhood Development Orders and Neighbourhood Development Plans that are in place;
- Information on the Community Infrastructure Levy (CIL) where this has been introduced; and
- Compliance with the duty to co-operate

8.2 The Council's most recent LDF monitoring report⁶ covers the period 1st April 2017 to 31st March 2018. A further report covering the period 1st April 2018 – 31st March 2019 will be published in March 2020. Thereafter, the intention is to publish the monitoring report by December each year.

9. Oxfordshire Plan 2050

9.1 The Oxfordshire local authorities have agreed through the Oxfordshire Growth Board (OGB) to prepare a new statutory Joint Statutory Spatial Plan (JSSP) for Oxfordshire known as the Oxfordshire Plan. The Oxfordshire Plan is concerned with long-term strategic growth and infrastructure decisions to 2050 and is likely to feed into a review of the West Oxfordshire Local Plan in due course.

9.2 Initial consultation on the Oxfordshire Plan took place in February/March 2019 and further key steps are expected to be as follows:

- | | |
|-------------------------------------|---------------|
| • Further engagement | Nov/Dec 2019 |
| • Second stage public consultation | Jun/July 2020 |
| • Public consultation on draft plan | Nov/Dec 2020 |
| • Submission for examination | March 2021 |
| • Examination | Jun-Sept 2021 |
| • Inspector's report | Dec 2021 |
| • Adoption | March 2022 |

⁶ <https://www.westoxon.gov.uk/media/1987204/AMR-2017-18-Final-Version.pdf>

9.3 Further information is available on the Oxfordshire Plan website⁷

10. LDS availability and updates

10.1 The LDS must be made publicly available and kept up-to-date.

10.2 In terms of availability, a copy of this LDS is online at www.westoxon.gov.uk/ldf with hard copies also available in the following locations:

West Oxfordshire District Council Offices Elmfield New Yatt Road Witney OX28 1PB Tel: 01993 861000 Open: Monday – Friday 9am to 5pm	Witney Town Centre Shop 3 Welch Way Witney OX28 6JH Tel: 01993 861000 Open: Monday – Friday 9am to 5pm	Witney Town Council Town Hall Market Square Witney OX28 6AG Tel: 01993 704379 Open: Monday – Friday 9am to 1pm, 2pm to 5pm
Carterton Town Council 19 Alvescot Road Carterton OX18 3JL Tel: 01993 842156 Open: Monday – Friday 9.30am to 4.30pm	Chipping Norton Town Council The Guildhall Chipping Norton OX7 5NJ Tel: 01608 642341 Open: Monday – Friday 9am to 1pm	Burford Visitor Information Centre 33 High Street Burford OX18 4QA Tel: 01993823558 Open: Monday – Saturday 9.30am to 5pm, Sunday 10am to 4pm
Bampton Library Old Grammar School Church View Bampton OX18 2NE Tel: 01993 850076	Burford Library 86A High Street Burford OX18 4QF Tel: 01993 823377	Carterton Library 6 Alvescot Road Carterton OX18 3JH Tel: 01993 841492

⁷ www.oxfordshireplan.org

Charlbury Library Charlbury Community Centre Enstone Road Charlbury OX7 3PQ Tel: 01608 811104	Chipping Norton Library Goddards Land Chipping Norton OX7 5NP Tel: 01608 643559	Eynsham Library 30 Mill Street Eynsham OX29 4JS Tel: 01865 880525
North Leigh Library Memorial Hall Park Road North Leigh OX29 6SA Tel: 01993 882935	Stonesfield Library Village Hall Longore Stonesfield OX29 8EF Tel: 01993 898187	Witney Library Welch Way Witney OX28 6JH Tel: 01993 703659
Woodstock Library The Oxfordshire Museum Fletcher's House Park Street Woodstock OX20 1SN Tel: 01993 814124	Wychwood Library 29 High Street Milton-under-Wychwood OX7 6LD Tel: 01993 830281	

- 10.3 The LDS will be updated at least annually and more often if there are any significant changes in timescales or documents being prepared.

Appendix I – Document Profiles

Oxfordshire Cotswolds Garden Village Area Action Plan (AAP)	
Status	Development Plan Document (DPD)
Overview	Supplements the Local Plan 2031 providing additional detail on the Oxfordshire Cotswolds Garden Village Strategic Location for Growth (SLG). The AAP will establish a vision for the garden village, supported by a series of core objectives and policies arranged on a thematic basis. A key focus of the AAP will be delivery and implementation.
Geographical coverage	Oxfordshire Cotswolds Garden Village Strategic Location for Growth (SLG) north of Eynsham
Timetable	<p>'Issues' consultation - June 2018 (COMPLETE)</p> <p>'Preferred options' consultation – Aug 2019 (COMPLETE)</p> <p>Final (pre-submission) draft AAP consultation – March 2020</p> <p>Submission – May 2020</p> <p>Examination hearings – July 2020</p> <p>Adoption – October 2020</p>
Conformity	Prepared in conformity with the National Planning Policy Framework (NPPF) National Planning Practice Guidance (NPPG) and the West Oxfordshire Local Plan (2031).
Management arrangements	Document production to be led by the Council's Planning Policy Team under the direction of the Planning Policy Manager.
Resource requirements	Internal resources comprise the Council's Planning Policy Team with input from other teams and services as appropriate. External resources will be drawn upon in terms of the production of supporting technical evidence.
Community engagement	Engagement on the preparation of the document to be carried out in accordance with the requirements of the adopted Statement of Community Involvement (SCI).

West Eynsham Development Framework

Status	Supplementary Planning Document (SPD)
Overview	Intended to supplement the Local Plan 2031 providing additional detail on the West Eynsham Strategic Development Area (SDA). The SPD will include consideration of the site context, characteristics and opportunities, vision, objectives and key principles for development, quantum and mix of uses, supporting infrastructure requirements, transport and access arrangements, housing type, size and tenure mix, environmental and heritage considerations, design, delivery and implementation. This will be underpinned by an overall development framework plan.
Geographical coverage	West Eynsham Strategic Development Area (SDA)
Timetable	‘Issues paper’ consultation – July 2018 (COMPLETE) Draft SPD consultation – March 2020 Adoption – July 2020
Conformity	Prepared in conformity with the National Planning Policy Framework (NPPF) National Planning Practice Guidance (NPPG) and the West Oxfordshire Local Plan (2031)
Management arrangements	Document production to be led by the Council’s Planning Policy Team under the direction of the Planning Policy Manager.
Resource requirements	Internal resources comprise the Council’s Planning Policy Team with input from other teams and services as appropriate. External resources will be drawn upon in terms of the production of supporting technical evidence.
Community engagement	Engagement on the preparation of the document to be carried out in accordance with the requirements of the adopted Statement of Community Involvement (SCI).

East Chipping Norton Development Framework

Status	Supplementary Planning Document (SPD)
Overview	Intended to supplement the Local Plan 2031 providing additional detail on the East Chipping Norton Strategic Development Area (SDA). The SPD will include consideration of the site context, characteristics and opportunities, vision, objectives and key principles for development, quantum and mix of uses, supporting infrastructure requirements, transport and access arrangements, housing type, size and tenure mix, environmental and heritage considerations, design, delivery and implementation. This will be underpinned by an overall development framework plan.
Geographical coverage	East Chipping Norton Strategic Development Area (SDA)
Timetable	<p>'Issues paper' consultation – January 2019 (COMPLETE)</p> <p>Draft SPD consultation – April 2020</p> <p>Adoption – September 2020</p>
Conformity	Prepared in conformity with the National Planning Policy Framework (NPPF) National Planning Practice Guidance (NPPG) and the West Oxfordshire Local Plan (2031)
Management arrangements	Document production to be led by the Council's Planning Policy Team under the direction of the Planning Policy Manager.
Resource requirements	Internal resources comprise the Council's Planning Policy Team with input from other teams and services as appropriate. External resources will be drawn upon in terms of the production of supporting technical evidence.
Community engagement	Engagement on the preparation of the document to be carried out in accordance with the requirements of the adopted Statement of Community Involvement (SCI).

East Witney Development Framework	
Status	Supplementary Planning Document (SPD)
Overview	Intended to supplement the Local Plan 2031 providing additional detail on the East Witney Strategic Development Area (SDA). The SPD will include consideration of the site context, characteristics and opportunities, vision, objectives and key principles for development, quantum and mix of uses, supporting infrastructure requirements, transport and access arrangements, housing type, size and tenure mix, environmental and heritage considerations, design, delivery and implementation. This will be underpinned by an overall development framework plan.
Geographical coverage	East Witney Strategic Development Area (SDA)
Timetable	<p>'Issues paper' consultation – June 2019 (COMPLETE)</p> <p>Draft SPD consultation – April 2020</p> <p>Adoption – September 2020</p>
Conformity	Prepared in conformity with the National Planning Policy Framework (NPPF) National Planning Practice Guidance (NPPG) and the West Oxfordshire Local Plan (2031)
Management arrangements	Document production to be led by the Council's Planning Policy Team under the direction of the Planning Policy Manager.
Resource requirements	<p>Internal resources comprise the Council's Planning Policy Team with input from other teams and services as appropriate.</p> <p>External resources will be drawn upon in terms of the production of supporting technical evidence.</p>
Community engagement	Engagement on the preparation of the document to be carried out in accordance with the requirements of the adopted Statement of Community Involvement (SCI).

North Witney Development Framework	
Status	Supplementary Planning Document (SPD)
Overview	Intended to supplement the Local Plan 2031 providing additional detail on the North Witney Strategic Development Area (SDA). The SPD will include consideration of the site context, characteristics and opportunities, vision, objectives and key principles for development, quantum and mix of uses, supporting infrastructure requirements, transport and access arrangements, housing type, size and tenure mix, environmental and heritage considerations, design, delivery and implementation. This will be underpinned by an overall development framework plan.
Geographical coverage	North Witney Strategic Development Area (SDA)
Timetable	<p>'Issues paper' consultation – June 2020</p> <p>Draft SPD consultation – December 2020</p> <p>Adoption – March 2021</p>
Conformity	Prepared in conformity with the National Planning Policy Framework (NPPF) National Planning Practice Guidance (NPPG) and the West Oxfordshire Local Plan (2031)
Management arrangements	Document production to be led by the Council's Planning Policy Team under the direction of the Planning Policy Manager.
Resource requirements	<p>Internal resources comprise the Council's Planning Policy Team with input from other teams and services as appropriate.</p> <p>External resources will be drawn upon in terms of the production of supporting technical evidence.</p>
Community engagement	Engagement on the preparation of the document to be carried out in accordance with the requirements of the adopted Statement of Community Involvement (SCI).

Developer Contributions	
Status	Supplementary Planning Document (SPD)
Overview	Intended to provide further guidance on the Council's approach towards the use of and inter-relationship between planning obligations, planning conditions and the Community Infrastructure Levy (CIL).
Geographical coverage	District-Wide
Timetable	<p>Preliminary consultation – March 2020</p> <p>Draft SPD consultation – July 2020</p> <p>Adoption – October 2020</p>
Conformity	Prepared in conformity with the National Planning Policy Framework (NPPF) National Planning Practice Guidance (NPPG) and the West Oxfordshire Local Plan (2031)
Management arrangements	Document production to be led by the Council's Planning Policy Team under the direction of the Planning Policy Manager.
Resource requirements	Internal resources comprise the Council's Planning Policy Team with input from other teams and services as appropriate.
Community engagement	Engagement on the preparation of the document to be carried out in accordance with the requirements of the adopted Statement of Community Involvement (SCI).


Affordable Housing	
Status	Supplementary Planning Document (SPD)
Overview	The SPD will provide additional detail on the Council's affordable housing requirements under Policy H3 of the Local Plan including mix, tenure, design standards, rent levels, nominations, rural exception sites, community-led housing, self and custom-build and partnership working with registered and non-registered providers.
Geographical coverage	District-Wide
Timetable	<p>Preliminary consultation – May 2020</p> <p>Draft SPD consultation – September 2020</p> <p>Adoption – December 2020</p>
Conformity	Prepared in conformity with the National Planning Policy Framework (NPPF) National Planning Practice Guidance (NPPG) and the West Oxfordshire Local Plan (2031)
Management arrangements	Document production to be led by the Council's Housing Enabling Team under the direction of the Housing Enabling Manager.
Resource requirements	Internal resources comprise the Council's Housing Enabling Team with input from other teams and services as appropriate including Planning Policy.
Community engagement	Engagement on the preparation of the document to be carried out in accordance with the requirements of the adopted Statement of Community Involvement (SCI).

Woodstock Infrastructure Delivery Strategy

Status	Supplementary Planning Document (SPD)
Overview	Intended to help identify infrastructure improvements needed to support planned growth at Woodstock and how this can be funded and delivered in a co-ordinated and efficient manner.
Geographical coverage	Woodstock
Timetable	<p>Preliminary consultation – May 2020</p> <p>Draft SPD consultation – September 2020</p> <p>Adoption – December 2020</p>
Conformity	Prepared in conformity with the National Planning Policy Framework (NPPF) National Planning Practice Guidance (NPPG) and the West Oxfordshire Local Plan (2031)
Management arrangements	Document production to be led by the Council's Planning Policy Team under the direction of the Planning Policy Manager.
Resource requirements	Internal resources comprise the Council's Planning Policy Team with input from other teams and services as appropriate. The SPD will build on work already undertaken on behalf of the Blenheim Estate through Community First Oxfordshire.
Community engagement	Engagement on the preparation of the document to be carried out in accordance with the requirements of the adopted Statement of Community Involvement (SCI).

Appendix 2 – Overall Timetable

Document	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21
Oxfordshire Cotswolds Garden Village Area Action Plan (AAP)				FC		S		H			A					
West Eynsham Development Framework SPD				FC				A								
East Chipping Norton Development Framework SPD					FC					A						
East Witney Development Framework SPD					FC					A						
North Witney Development Framework SPD							IC						FC			A
Developer Contributions SPD				IC				FC			A					
Affordable Housing SPD						IC				FC			A			
Woodstock Infrastructure Delivery Strategy						IC				FC			A			

 WEST OXFORDSHIRE DISTRICT COUNCIL	WEST OXFORDSHIRE DISTRICT COUNCIL
Name and date of Committee	CABINET – WEDNESDAY 15 JANUARY 2020
Report Number	AGENDA ITEM No. 8
Subject	Council Tax Exemption for Care Leavers
Wards affected	ALL
Accountable member	Cllr Toby Morris. Cabinet Member for Resources and Deputy Leader Email: toby.morris@westoxon.gov.uk
Accountable officer Author	Jon Dearing. Group Manager for Residents' Services. Tel: 01993 861000 Email: jon.dearing@publicagroup.uk Mandy Fathers. Business Manager for Operational Support and Enabling Tel: 01993 861232 Email: mandy.fathers@publicagroup.uk
Summary/Purpose	To consider the proposal to apply council tax discounts for care leavers from 1 April 2020
Annexes	Annex A – Eligibility Criteria for Care Leaver Council Tax Discount Annex B – Memorandum of Understanding
Recommendations	a) <i>That with effect from 1 April 2020 care leavers who meet the eligibility criteria specified in Annex A to this report shall be eligible to apply for a council tax discount until they reach the age of 21</i> b) <i>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</i> c) <i>To authorise the Group Manager for Residency Services (Publica Group (Support) Limited) to award the specified discount; and</i> d) <i>To incorporate the authorisation at (c) above into the Officer Delegations Rules in Part 4 of the Constitution</i> e) <i>That Council be recommended to approve a), b), c) and d)</i>
Corporate priorities	
Key Decision	No
Exempt	No
Consultees/ Consultation	Portfolio Holder, S151 Officer, Head of Paid Service, Senior Management Team, Monitoring Officer, Oxfordshire CFO's. Group Manager

I. BACKGROUND

- 1.1.** At the meeting of the Council held 24 October 2018, the following motion was proposed by Councillor Rosa Bolger and seconded by Councillor Duncan Enright:

A 2016 report by The Children's Society found that when care leavers move into independent accommodation they begin to manage their own budget fully for the first time. The report showed that care leavers can find this extremely challenging and with no family to support them and insufficient financial education, are falling into debt and financial difficulty.

This council believes that to ensure that the transition from care to adult life is as smooth as possible, and to mitigate the chances of care leavers falling into debt as they begin to manage their own finances, they should be exempt from paying council tax until they are aged 25.

This council therefore resolves to exempt care leavers in the West Oxfordshire District from council tax until they reach the age of 25."

- 1.2.** The motion was considered by the Economic and Social and Finance and Management Overview and Scrutiny Committees, and then by Cabinet at its meeting on 12 December 2018, prior to further consideration by Council on 23 January 2019. At the January meeting, Council agreed in principle to a scheme, and requested (i) work to be carried out on the necessary data sharing agreement; (ii) seeking funding from the County Council and Thames Valley Police for their share of the cost; and (iii) that Cabinet make further recommendations in due course.
- 1.3.** Such agreements have now been made with the County Council and it will support the scheme by contributing its percentage of the precept. On behalf of all the districts in the county, the County Council have also approached Thames Valley Police on the possibility of the Police funding its share of the cost; who have now confirmed their contribution of its percentage of the precept.
- 1.4.** A number of councils have determined care leavers as a class under section 13A to award discounts or full exemptions to care leavers between the age of 18 and 21 years.
- 1.5.** The core principles for care leaver schemes adopted by other authorities are:-
- The Council or, in two tier areas, the relevant County Council, must have been the corporate parent
 - The care leaver must be liable for council tax and be resident in the billing authority area
 - Care leaver discounts are applied after all other available reductions
- 1.6.** For single tier authorities the process of identifying care leavers is simpler as the authority has responsibilities for care leavers and council tax administration. In some cases the team responsible for care leavers registers them with the council tax team. In Oxfordshire there would be a protocol in place to exchange the necessary information.

2. MAIN POINTS

- 2.1.** The Government made recommendations in its care leaver's strategy "Keeping on Caring", published in July 2016, that local authorities should consider exempting care leavers from Council Tax, using their existing discretionary powers under Section 13A of the Local Government Finance Act 1992. Many local authorities have since introduced discounts for care leavers, including our partner authorities, Cotswold District and The Forest of Dean District Councils.
- 2.2.** All young people setting up a home for the first time need particular support and guidance at this period of transition. Those who leave care often have little choice over accommodation options. While being supported by the County Council's leaving care service, care leavers are faced with a new set of often overwhelming responsibilities

without the wide-ranging family support that most other people rely upon. Once care leavers have a tenancy they can find it difficult to keep their independent accommodation for a myriad of reasons, including the demands made on their often limited income.

- 2.3. Evidence from the Children's Society suggests that care leavers can be vulnerable to homelessness, particularly when they struggle to maintain tenancies. By granting the exemptions as detailed within Annex A from Council Tax the council will be providing real practical help to those leaving care who are starting out in life on low incomes, whilst they are working to develop budgeting and independent living skills.
- 2.4. The proposed scheme will reduce any Council Tax liability to nil for those care leavers eligible.
- 2.5. The proposal is to implement the scheme jointly with all Oxfordshire Councils from 1 April 2020.
- 2.6. Oxfordshire County Council, as the corporate parent, remains responsible for supporting care leavers to access Council Tax reductions that they may be eligible for.
- 2.7. West Oxfordshire District Council and its precept partners will accept their proportions of the financial liability in the same proportions as the Council Tax Support Scheme with exemptions to Parish precepts.

3. FINANCIAL IMPLICATIONS

- 3.1. Billing Authorities are required to fund any section 13A discounts in full; however, by way of a local voluntary agreement, the major precepting authorities will fund their share of the costs for the discounts.
- 3.2. The cost of awarding care leaver discounts based on any of the above recommendations would depend both on the number of care leavers liable for Council Tax and their meeting the eligibility criteria.
- 3.3. An indicative estimate of the financial implication of this policy is shown below based on 2018/2019 council tax data:

District	No. of care leavers	Council Tax post Council Tax discounts	County Liability	District Liability	Police	Town/ Parish
WODC	5	£709.81	£561.36	£37.98	£78.84	£31.63

- 3.4. These figures are based on the gross liability without any additional statutory discounts and/or exemptions which may also be applicable. It is also dependant on which band(s) of property potential qualifying cases will be resident in as to how much it might cost the District Council. The financial impact is however expected to be minimal.

4. LEGAL IMPLICATIONS

- 4.1. Billing Authorities have discretion under Section 13A(1)(c) of the Local Government Finance Act 1992 to reduce the amount of Council Tax payable for individuals, or for classes of council taxpayers. This includes the power to reduce the amount payable to nil.

5. RISK ASSESSMENT

- 5.1. Failure to aware the eligible discount could lead to a potential reputational risk for the local authority.

6. EQUALITIES IMPACT

6.1. This proposal is not detrimental to any groups with protected characteristics

7. BACKGROUND PAPERS

7.1. None

Eligibility Criteria for Care Leave Council Tax Discounts

18 – 21 year olds:

A Care Leaver must be aged 18 – 21 years old to qualify for a reduction under the care leavers discount scheme. A Care Leaver will cease to qualify for this discount from the date of their 21st birthday.

The Care Leaver discretionary discount will be awarded after statutory discounts, exemptions; disability discount and local council tax support (CTS) have been applied. This will also include accounts where a care leaver is jointly and severally liable with others.

The discount for care leavers will ensure that any gap between their eligible discounts under the Councils Council Tax Support Scheme and the individual's liability for council tax will equate to 100% reduction, in all cases.

For the purpose of this document a Care Leaver is defined as a young person aged 18 – 21 who was formerly a child in the care of Oxfordshire County Council and then become a 'former relevant care leaver' as defined by the Children (Leaving Care) Act 2000.

The Care Leaver must be resident and liable for council tax on a property within the West Oxfordshire District Council area.

Where a Care Leaver lives in a House of Multiple Occupation (HMO) or other property where they are not the council tax payer, no discount will be awarded.

The Care Leaver discount will apply to occupied properties only.

Confirmation that a claimant is an Oxfordshire County Council Former Relevant Child must be received from the council's Leaving Care Team.

21 – 25 year olds:

In the interests of young adults gradually progressing to full independence from 21 to 25 years of age, care leavers will be means tested for CTS with no automatic discount applied additionally. However, where the individual's financial liability for council tax is judged to be unmanageable due to their specific circumstances and vulnerabilities, a written statement by their personal advisor or social worker from Oxfordshire County Council, with statutory responsibility, can be provided to justify the case for the S13A care leaver's discount to apply for the whole (or remainder) of that financial year.

The discount will be subject to an annual written statement and review, up to the individual's 25th birthday.

Application Process and Administration:

Oxfordshire County Council will provide information to confirm the name, address and date of birth of Care Leavers living in the West Oxfordshire District area who will qualify for the discount.

A Care Leaver discount may also be awarded where the following information is provided and the Care Leaver status has been verified with Oxfordshire County Council.

An application should provide the following:

- Full name
- Date of birth
- Current address
- Details of any other adults in the property and relationship to them

- Details of any circumstances that would be relevant to entitlement to legislative discounts, disregards and/or exemptions
 - Contact details
 - Name of Leaving Care Worker, if known

Awards will be made directly by a discount in council tax liability and notification of the discount being awarded will be by way of the council tax bills.

The billing authority will undertake periodic reviews appropriate to the individual circumstances of each case.

The care leaver (or his/her appointee or a recognised third party acting on his/her behalf) must advise their billing authority of any change in circumstances which may affect entitlement to the discount within 21 days of the change occurring.

Any overpaid care leaver discount will be reclaimed through the relevant council tax account and collected and recovered under the Council Tax (Administration and Enforcement) Regulations 1992, as amended.

COUNCIL TAX DISCOUNT FOR CARE LEAVERS

MEMORANDUM OF UNDERSTANDING AMONGST COUNCIL TAX BILLING AUTHORITIES AND THE MAJOR PRECEPTORS

1. Oxfordshire councils (being Oxfordshire County Council and the five Oxfordshire District Councils) understand that the transition out of care for young people can be very problematic. Without the support of a family and being inexperienced in managing their own finances, care leavers can be more susceptible to falling into debt. Therefore, each billing authority has agreed to give financial support to these young people by giving additional relief, on top of any other reliefs that may be available, to those leaving care by reducing their net liability for council tax to zero until age 21, and in certain circumstances until age 25, with effect from 1 April 2020.

2. This document sets out the process by which Oxfordshire's care leavers will be given council tax relief, and how the costs of such relief will be shared amongst council tax billing and the major precepting authorities in Oxfordshire.

3. Under Section 13A(1-3) of the Local Government Finance Act 1992 (as amended), a billing authority has the power to reduce liability for Council Tax in relation to individual cases or class(es) of cases that it may determine. Essentially, it says:

Where a person is liable to pay council tax in respect of any chargeable dwelling and day, the billing authority for the area in which the dwelling is situated may reduce the amount which he is liable to pay as respects the dwelling and the day to such extent as it thinks fit.

4. This also allows for a further reduction where a reduction under a council tax reduction scheme has been applied.

5. The power under paragraph 3 above includes:

- the power to reduce an amount to nil
- that the power may be exercised in relation to particular cases or by determining a class of case in which liability is to be reduced to an extent provided by the determination.

6. There are financial implications for the billing authorities (being, in Oxfordshire, the five district councils) to awarding any discounts other than those currently available under the statutory legislation, and the financial burden of Section 13A discounts has to be met through an increase in the general level of council tax for other payers or from the general fund.

7. The major preceptors in Oxfordshire (Oxfordshire County Council, Thames Valley Police) also recognise:

- The granting of Section 13A discounts would reduce income from Council Tax
- Council Tax Reduction schemes exist to ensure that those on low incomes receive financial assistance with their Council Tax

8. In order to provide further support for care leavers, billing authorities will create a new class of council tax charge payer known as 'Care Leavers' and will reduce the council tax bill for Oxfordshire's Care Leavers to zero, after any other reliefs (including any council tax reduction under the authority's scheme) have been applied.

9. This policy will apply up to and including the date of the day before the care leaver's 21st birthday, and in certain circumstances as set out in the policy, may be applied up to and including the date of the day before the care leaver's 25th birthday.

10. Billing authorities will have the responsibility of undertaking appropriate checks on the eligibility of applicants for care leaver relief.

11. Reducing council tax in these circumstances will hereafter be known as an award of Care Leaver's Discount.

12. In recognition of the financial costs borne by billing authorities created by the policy and enabling mechanism described above, the Major Preceptors agree that they will reimburse an amount equivalent to their proportion of the reduction in council tax liability, as invoiced to them by each district on an annual basis. "Their proportion" means the percentage calculated as the preceptor's band D tax divided by the total band D tax (billing authorities plus major preceptors) for the authority and the year concerned.

13. Billing authorities will inform major preceptors periodically as to the amount of Care Leavers' Reduction awarded, and in particular where the volume of applications and awards is increasing significantly.

14. It is envisaged that this arrangement will continue on an ongoing basis. Where any party wishes to discontinue or change this arrangement it will endeavour to give other parties to this Memorandum of Understanding the maximum possible notice.



WEST OXFORDSHIRE
DISTRICT COUNCIL

WEST OXFORDSHIRE DISTRICT COUNCIL

Name and date of Committee	CABINET: WEDNESDAY 15 JANUARY 2020
Report Number	AGENDA ITEM No. 9
Subject	HOUSEHOLD DUTY OF CARE OFFENCES; SETTING THE FIXED PENALTY NOTICE LEVEL.
Wards affected	ALL
Accountable member	Cllr Norman MacRae Cabinet Member for Environment Email: norman.macrae@westoxon.gov.uk
Accountable officer Author	Jon Dearing - Group Manager, Residents' Services Philip Measures Service Leader Tel:01993 861000 Email: philip.measures@publicagroup.uk
Summary/Purpose	<p>The purposes of this report are:</p> <ul style="list-style-type: none">a) To inform Cabinet about the<ul style="list-style-type: none">i. householder's duty of care when disposing of waste other than by the normal household collection routes.ii. Fixed Penalty Notice (FPN) powers under the Environmental Protection Miscellaneous Amendments) (England and Wales) Regulations 2018 which amend S 33 of the Environmental Protection Act 1990 (the Act).b) 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.c) To recommend the FPN fine levels in accordance with the options provided by the Act under section 34(ZA) of the Environmental Protection Act 1990.
Annexes	None
Recommendation/s	<ul style="list-style-type: none">a) <i>That the information provided be noted</i>b) <i>That the Council be recommended to approve FPN level of £400 and early payment reduction of £200 provided payment is made within 10 days of the date the FPN was issued.</i>

	<p>c) <i>That delegated authority be given to 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.</i></p> <p>d) <i>That the Council be recommended to approve the incorporation of the necessary amendments to the Officer Delegation Rules contained in Part 4 of the Constitution consequent upon the decision at (c) above.</i></p>
Corporate priorities	Protect the environment whilst supporting the local economy
Key Decision	YES
Exempt	NO
Consultees/ Consultation	None.

I. BACKGROUND

- I.1.** An occupier of a domestic property has a duty to take all reasonable measures available to them to ensure they only transfer household waste produced on their property to an authorised person, business or organisation.
- I.2.** Household waste is generally considered to be any waste produced within a domestic property. This is not just regular black bin bag waste, but other material such as old mattresses, furniture and household appliances. For waste duty of care this includes septic tank sludge which is not used on agricultural land and construction and demolition waste.
- I.3.** For household waste that cannot be appropriately disposed of through the normal local authority waste collection service, and which is to be transferred to a 3rd party for collection and disposal, the householder must check whether such person, business or organisation is properly authorised.
- I.4.** An authorised person includes:
- the local authority that provides your normal waste collection service;
 - any person business or organisation has a valid registration as a carrier, broker or dealer of waste;
 - an operator of a waste site with an appropriate environmental permit or exemption.
- I.5.** If a private business (e.g. skip hire, house clearance) is engaged to take away waste they must be an authorised carrier with up to date and valid upper tier registration. This includes any person, business or organisation that approaches the householder and offers to take their waste. Every such carrier should have a registration number starting CBDU, followed by a set of numbers. In England it is possible to check whether a waste carrier is registered on the Environment Agency's online public register of waste carriers, brokers and dealers using their business registration number, business name, or postcode. The site can also be used to find registered carriers. A telephone enquiry service is also available.
- I.6.** An upper tier registration allows any person, business or organisation to transport other people's waste, while lower tier registrations are primarily for organisations carrying their own waste. Charities, voluntary organisations and waste collection authorities can use lower tier registrations.
- I.7.** If the householder is transporting their own waste for disposal, to a site run by a private business, in order to meet the duty of care, the householder should check that they have a registered permit or exemption. In England it is possible to check if a waste site has a permit or exemptions through the Environment Agency's online public registers for waste operations and waste exemptions using their business registration number, business name, or postcode. A telephone enquiry line is also available.
- I.8.** There is no legal requirement to keep records when the householder checks that a carrier is registered or that a site is permitted or exempt. A lack of records does not prove the duty of care was not satisfied. However, if the waste is subsequently fly-tipped and investigated by the local authority, records can quickly show that duty of care was met. The following records are therefore useful for this purpose:
- the operator's registration, permit or exemption number,
 - a receipt for the transaction which includes the business details of a registered operator,

- a copy or a photograph of the carrier's waste registration or site's permit,
- details of the business or of any vehicle used (registration, make, model, colour), which can be linked back to an authorised operator.

These steps can also enable enforcement officers to identify those responsible if the waste is fly-tipped. Advice on the Council's website will be provided as guidance.

- 1.9.** A campaign in the New Year dealing with fly-tipping will be used to publicise amongst other things, the responsibilities of householders and the steps they need to take to meet the duty of care requirements.
- 1.10.** It is a criminal offence if a householder does not take reasonable measures in exercising their duty of care to dispose of waste. Failure could result in prosecution and, on conviction, a fine and criminal record.
- 1.11.** The alternative is that the Council issues a fixed penalty notice for breaching the duty of care. If the householder accepts it and pays within the specified period, they then cannot be prosecuted for the offence. It is at the authority's discretion whether to proceed to prosecute. The advantage of issuing a fixed penalty notice is that it is a proportionate approach in dealing with lesser offences, in accordance with the Council's Enforcement Policy. Cases are resolved quickly and the Court's time is kept free.
- 1.12.** In the Act, the FPN levels are set at default levels, but enforcing authorities can decide to set their own levels within certain constraints and these are outlined as follows.

2. SETTING THE FPN LEVEL.

- 2.1.** The default fine amounts in the Act are

Default penalty	£200
Minimum full penalty	£150
Maximum full penalty	£400
Minimum discounted penalty	£120

Currently the FPN fine for Fly-tipping (the unlawful depositing of waste) is set at £400, discounted to £200 if paid within 10 days. Therefore, to maximise deterrence and to be consistent, the FPN level for a householders failure of duty of care is recommended to be the same; £400, discounted to £200 following early payment.

3. FINANCIAL IMPLICATIONS

- 3.1.** The Council does not have a budget for these Fixed Penalty Notices. Any income received will be available to fund Council priorities.

4. LEGAL IMPLICATIONS

- 4.1.** Failure to accept or pay the FPN could result in prosecution.

5. RISK ASSESSMENT

- 5.1.** Provisions for the use of FPNs are already in place; therefore there is no additional risk in adopting the recommendations of this report.

6. EQUALITIES IMPACT

- 6.1.** The recommendations of this report do not introduce new impacts on any particular section for the community.

7. CLIMATE CHANGE IMPLICATIONS

7.1. There are no identifiable climate change implications.

8. ALTERNATIVE OPTIONS

8.1. The alternative options are

8.1.1. To use the default penalty and minimum discounted penalty.

8.1.2. To not use Fixed Penalty Notices but to proceed with prosecutions.

9. BACKGROUND PAPERS

9.1. None.

DRAFT

**OXFORDSHIRE RESOURCES & WASTE
PARTNERSHIP**

MEMORANDUM OF UNDERSTANDING

Cherwell District Council

Oxford City Council

Oxfordshire County Council

South Oxfordshire District Council

Vale of White Horse District Council

West Oxfordshire District Council

June 2019

SECTIONS

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SCHEDULE 1 – EXECUTION OF THE MOU – SIGNATURES

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OXFORDSHIRE RESOURCES & WASTE PARTNERSHIP FOR OXFORDSHIRE
MEMORANDUM OF UNDERSTANDING

1 PURPOSE OF THIS MEMORANDUM OF UNDERSTANDING

- 1.1 This Memorandum of Understanding (the "**MoU**") sets out the Partners' (as defined below) agreement for the operation of the Oxfordshire Resources & Waste Partnership (the "**Partnership**").
- 1.2 This MoU clarifies and records the responsibilities of the Partners to the MoU individually and collectively, including to each other.

The parties to this MoU (who are also the "**Partners**" of the Partnership) are:

- (a) Cherwell District Council
- (b) Oxford City Council;
- (c) Oxfordshire County Council;
- (d) South Oxfordshire District Council
- (e) Vale of White Horse District Council
- (f) West Oxfordshire District Council

2 CONTEXT

- 2.1 The Partners recognise that all Local Authorities within Oxfordshire share a responsibility for and a commitment to the effective delivery of a joint and sustainable approach to managing municipal waste arising in Oxfordshire.
- 2.2 The Partners have set up:
- (a) A "**Partnership Board**" comprising an elected Member from each Partner; and
 - (b) a "**Steering Group**" comprising Directors and senior officers from each Partner; and
 - (c) a "**Operations Group**" comprising technical officers from each Partner.
 - (d) An "**Enforcement Group**" comprising enforcement officers from each Partner
 - (e) As and when required "Task Group" comprising relevant Members or Officers.

The Partnership has appointed a Partnership Officer (“PO”) to assist it in its work (see Section 9).

Schedule 2 to this MoU sets out an organogram illustrating the role and function of these groups.

- 2.3 The Partnership has agreed the Terms of Reference / Constitution for the Steering Group (as set out in Schedule 3) and the Operations Terms of Reference (as set out in Schedule 4) and such Terms of Reference may be amended from time to time by agreement of the Partnership in accordance with clause 10.
- 2.4 The Partners have a Joint Municipal Waste Management Strategy for managing waste (JMWMS)). . To achieve the JMWMS partners recognise they are likely to achieve better results by working together. Additionally, the Partners recognise the importance of existing and emerging national strategies on waste, which are likely to influence the content of the JMWMS. The Partners recognise that:
- (a) joint working is the most effective way of achieving the objectives of the JMWMS;
 - (b) continued joint working and collaboration builds on partnership working to date.
- 2.5 To implement the JMWMS and to facilitate joint working between the Partners, the Partners acknowledge the need for and benefits of closer partnership working and in particular to develop greater integration between the WDA and WCAs. This MoU provides the link in the development of this closer partnership working and will deliver a more holistic approach to waste management.
- 2.6 Nothing contained or implied in this MoU shall prejudice or affect the Partners' rights, powers, discretions, duties and obligations in their functions as local authorities and or in any other capacity. All rights, powers, discretions, duties and obligations of the Partners under all laws may at all times be fully and effectually exercised as if the Partners were not party to this MoU.

3 STATUS OF THE MOU AND THE PARTNERSHIP

- 3.1 This MoU is intended to be an operational document. It is not a formal or legally binding contract and the Partners expect that its scope will evolve over time. The Partners, individually and collectively, have (by signing this MoU) agreed to use all reasonable endeavours to comply with the terms and spirit of this MoU. They will not be obliged to undertake participation or expenditure which they have not agreed to as individual Partners

except where they each agree to commit funding of a specific amount (one-off or annually) to be pooled, so as to be expended as determined by agreement of the Partnership.

- 3.2 As the Partnership is not a legal entity, it cannot employ staff or enter into contracts in its own right, and will therefore have to act through an agent - normally one of the Partner authorities.
- 3.3 The Partnership has no delegated or Executive Powers. The Partnership cannot (with the exception of deciding expenditure from any pooled budgets referred to in clause 3.1 above) make any recommendations back to individual Partners that are binding on the Partners individually or collectively.

4 PARTNERSHIP PRINCIPLES

- 4.1 Each of the Partners has shown commitment to the Partnership through their ongoing participation in and support of the Partnership, the Steering Group & the Operations Group. This reflects an underlying aim for continuing cooperation and a longer term vision to deliver the Partnership's vision jointly to implement the policies set out in the Strategy.
- 4.2 The Partners, individually and collectively, agree the following key principles (the "**Partnership Principles**") to guide the activities of the Partnership:

- (a) **Transparency**

All Partners are committed to ensuring the planning, development and implementation of the JMWMS is as transparent as possible to all, each other and to the public.

- (b) **Consultation**

- (i) All Partners recognise the importance of consultation and the need to consult proportionately with all stakeholders in Oxfordshire.
- (ii) All significant new initiatives, contracts and changes in working practices that impact on the way waste services are delivered in Oxfordshire will be openly discussed between the Partners.

- (c) **Co-Operation**

- (i) Actions and decisions to be taken by the Partnership should reflect what is in the best interests of all council taxpayers and the implications for individual

Partners within the geographical area of Oxfordshire and take into account what is fair and equitable for each Partner.

- (ii) The Partners accept the need to work more closely together to provide more effective, efficient and financially viable waste services. The Partnership will explore the development of joint initiatives between all or some of the Partners, with or without third party authorities or private companies on waste minimisation, recycling, recovery, treatment, collection and disposal.
- (iii) The Partners agree collectively to monitor and review the effectiveness of the JMWMS adopted in Oxfordshire, as well as consider the options for the future delivery of services to meet the aims and objectives of the JMWMS.
- (iv) The Partners agree to work together in a spirit of mutual trust, support and respect, and to ensure that when difficulties or differences of opinion arise they are addressed quickly, honestly and openly and to share in a fair and equitable manner (having regard to their statutory responsibilities) the costs and work involved in achieving the Partnership Principles and the Partnership Objectives.
- (v) The Partners recognise the need to take a holistic approach on waste management in Oxfordshire rather than that of any individual WCA or WDA if their collective strategy objectives are to be met.
- (vi) The Partners agree that coordinated actions and collaboration where possible is more likely to achieve the shared strategy of the Partnership.

(d) **Information**

- (i) In recognition of the importance of information and statistics in relation to waste services, the Partners agree to provide and share information necessary to monitor and measure the effectiveness of initiatives.
- (ii) Such information should be collected and presented in an agreed format to enable quick and easy interpretation to the Partners and the public.
- (iii) The Partners agree to ensure that information and statistics provided are accurate, supplied in a timely fashion and produced to high standards of data quality.

(e) **Cost and Benefits Sharing**

To share in a fair and equitable manner the work and costs involved and the economies made, in achieving the Partnership Principles and the Partnership Objectives (defined below). The Partners agree that the Steering Group will usually be the appropriate forum for the discussion of such sharing arrangements. The Steering Group, guided by the Partnership Board, will develop such sharing arrangements for presentation to the Partnership Board. It is however agreed that individual Partners will have to agree with any cost, work or economy sharing proposals which are made. The Steering Group will not be able to make these decisions on their behalf.

5. CODE OF CONDUCT

- 5.1 All Members of the ORWP Board shall at all times conduct themselves in a reasonable manner when attending meetings or any other function in connection with the ORWP Board.
- 5.2 Members may come into contact with confidential information during the course of their mandate. In such circumstances, Members must never:
- a) disclose such information to any third parties; or
 - b) use the information to the disadvantage or discredit of any of the six partners of the ORWP or anyone else.
- 5.3 All Members shall agree to abide by this code of conduct and failure to do so will result in the Members referring the matter to the Leaders group for consideration.

6 OBJECTIVES

- 6.1 The Partners agree to work towards achieving the objectives of the Partnership (the "**Partnership Objectives**"). The Partnership Objectives are to:
- (a) enable the Partners to work together to deliver economical, efficient and effective waste management in accordance with the policies and targets identified in the Joint Municipal Waste Management Strategy (JMWMS);
 - (b) examine the different options for working with other local authorities as appropriate, on waste management;
 - (c) develop a long-term vision and influence the long-term planning needs for waste as a resource in Oxfordshire.

- (d) ensure the Minerals and Waste Local Plan contributes to the successful delivery of economic, efficient and effective waste management;
- (e) monitor the economy, efficiency and effectiveness of waste management in Oxfordshire;
- (f) explore all options for the future procurement and delivery of municipal waste collection, recovery, treatment and disposal, including minimisation and reuse. This shall also include the possibility of future joint contracts for refuse collection (including or excluding recyclable materials) and/or waste disposal and including an examination of the opportunities for continued involvement of the existing providers employed by, or joint venture provider of, any Partner;
- (g) work with, and support as required, statutory agencies, non-governmental organisations (NGOs), commercial enterprises of all sizes, business, scientific, commercial and voluntary/not for profit organisations and other bodies who are in pursuit of developing, supporting and influencing the future direction of sustainable waste/resource management, particularly waste;
- (h) consider and evaluate, where appropriate, processes to manage waste from commercial and industrial sources from within and outside Oxfordshire if commensurate benefits accrue to Oxfordshire residents and it contributes to their overall environmental, social or economic well being;
- (i) discuss at meeting(s) of the Partnership any plans for any Partner to enter into arrangements relating to waste disposal and/or collection and/or recycling (a Proposal) with:
 - (i) any one or more of the Partners; or
 - (ii) any third party,in order that Partnership can assess, prior to the Proposal being entered into, the effect of such plans on the activities of the Partnership and its members and discuss whether there is scope for greater Partnership involvement in the Proposal;
- (j) work between the Partners on the detailed design and delivery of a waste management solutions and as existing contracts expire, where practicable, seek to facilitate the letting of new contracts which enable the development of such integrated solutions;

- (k) reach and maintain the levels of county-wide recycling and composting performance at 65% by 2025 & 70% by 2030 and to seek to recommend that budgets are made available to maintain this level of performance;
- (l) prior to implementing any significant changes to their collection or disposal methodology or systems to discuss with the Steering Group and report to the Partnership the potential impact of any such changes. Changes should not undermine the partnership but should strengthen the partnership;
- (m) in all of its considerations and recommendations be bound by the principles of Best Value and to maximise the opportunities under their powers (including the general power of competence provided by Section 1 of the Localism Act 2011) to promote the environmental, social and economic well-being in all matters related to waste management.

7 MEMBERSHIP AND VOTING

- 7.1 Each Partner will appoint an elected member and a substitute elected member to serve on the Partnership Board (called "**Partnership Members**"). Whilst appointments may be reviewed annually some strong consistency of membership is encouraged.
- 7.2 Each Partnership Member appointed to represent the Partner at meetings shall have sufficient knowledge and authority on waste matters to contribute effectively to the meetings. This would normally include the member of that Council with Lead Member/Portfolio Holder responsibility (as appropriate to that Council's political structure) for waste issues.
- 7.3 Each Partner shall be entitled to a total of one vote to be cast on behalf of such Partner by its Partnership Member(s) or the substitutes. Determination of Partnership's decisions should largely come from agreement but some decisions may require a vote. Voting will be carried out in such a manner that each Partner acts freely and independently. This will include ballot voting where necessary. Each of the Partners agrees that its vote shall be cast in a manner consistent with the Partner's policy objectives rather than in accordance with any personal view of the Partnership Member or substitute exercising the right to vote on behalf of the Partner.
- 7.4 The Partnership will endeavour to reach agreement on issues that are voted upon taking all reasonable steps to reach a consensus.
- 7.5 If the Board cannot reach an agreement then the Chair has the casting vote.

8 MEETINGS AND CHAIRING

- 8.1 The Partnership Board shall have a Chair and a Vice-Chair.
- 8.2 The Chair and Vice-Chair will be from different Partners. They will be rotated on a two yearly basis unless agreed otherwise by the Partners.
- 8.3 At least four meetings a year will be held dependent upon issues that arise or decisions that need to be considered. A few issues may arise where additional meetings are needed but the aim is for four meetings per year.
- 8.4 Meetings are not open to the public but non-members of the Partnership may attend by invitation. Confidential items of business may be considered in private at the end of meetings at the Chairman's discretion.
- 8.5 A special meeting shall be held if called by either the Chair or by at least 50% of the Elected Members from Partner Authorities requesting in writing (to the PO) such a meeting.
- 8.6 The quorum for a meeting shall be three Partners.
- 8.7 The agenda calling the meeting and accompanying reports shall be circulated to all Partnership Members (and their substitutes and to members of the Steering Group) at least five working days before the meeting..

9 OFFICER SUPPORT GROUP AND ORWP PARTNERSHIP OFFICER

- 9.1 The Partners shall, by applying pooled resources, employ (through one of the Partners) a Partnership officer (the "**ORWP Partnership Officer**") to advance the Partnership Principles and Partnership Objectives.
- 9.2 The role and work programme for the ORWP Partnership Officer will be determined and monitored by the Partners. The ORWP Partnership Officer will report to the Chair.
- 9.3 The Steering Group together with the ORWP Partnership Officer shall support the Partnership Board.
- 9.4 The Steering Group will prepare reports and recommendations for consideration by the Partnership Board. Officers forming the Steering Group shall be at a senior level and be in a position to represent their individual Authority views on strategic waste issues.
- 9.5 The Officers of each Partner shall be responsible for leading on implementation of the Partnership's position (once adopted by all Partners).

- 9.6 The Partnership, through the Steering Group, may agree to the setting up of other officer working groups to discuss and take forward any particular issues with particular emphasis on joint working. Alternatively, consultants may be engaged by the Steering Group to take specific projects forward. The funding of such consultants will be achieved via applying pooled resources. Any additional groups or consultants engaged will be accountable to the Partnership Board through the Steering Group.

10.0 ADMINISTRATION :

- 10.1 The Partner with responsibility for the employment of the ORWP Partnership Officer shall provide administrative support to the Partnership. The PO is a senior position but shall ensure:

- (a) arrange meetings and circulate agendas and reports;
- (b) provide a venue for meetings;
- (c) arrange for minutes to be taken;
- (d) advise the Chair of the meeting as to procedures;
- (e) manage and co-ordinate to an agreed level the day-to-day administrative activities associated with the Partnership; and
- (f) ensure that all necessary advice on the general implications of matters under consideration is obtained.
- (g) Advise on complex waste management activities and co-ordinate actions across the partnership
- (h) Support partners on waste management activities, policy development and sourcing expert advice

11 DURATION

- 11.1 This agreement will remain in place subject to there being a minimum of Four Partners at all times. The terms of this MoU may, however, be varied by agreement of all the Partners.
- 11.2 This MoU shall be reviewed every 12 months by the ORWP Partnership Officer who shall report its conclusions, should amendments be required, to the Steering Group. This MoU may be reviewed at any other time by agreement with all of the Partners at a meeting of the Partnership Board.

- 11.3 Any Partner may withdraw from the Partnership by giving not less than six months' notice in writing but not before such a proposal has been considered by the Partnership and the withdrawal shall not take effect until the following 31st March.
- 11.4 Any Partner who has given notice to withdraw from Partnership is entitled to attend meetings and take part in projects until the expiry of their notice period. Any Partner withdrawing from the Partnership is not entitled to a share of the ORWP reserves on their departure.
- 11.5 Any former Partner may rejoin the Partnership at any time, by putting their intention in writing to the PO, who will immediately inform the Chair. Payment of the annual subscription for the year in which they rejoin will be the same as existing members but on a pro-rata basis, depending on what point in the year the Partner rejoins.
- 11.6 If the partnership is dissolved any reserves or liabilities should be split between the partners in the ratio of the current contributions

12 CONFIDENTIALITY

- 12.1 Subject to clauses 13.2 and 13.3, the Partners shall keep confidential any information of a commercially sensitive nature obtained by reason of this MoU and shall not disclose such information to any third party or other councils without the consent of all other Partners during or after the period of this MoU. The Partners shall take all reasonable steps as from time to time as shall be necessary to ensure compliance with this clause.
- 12.2 Each of the Partners agrees to comply in a timely manner with all reasonable requests for information from other Partners in connection with the discharge by any Partner of its waste collection and/or disposal function ("**Statutory Function**") where the exercise of such function impacts upon the exercise of the Statutory Function of the requesting Partner.

13 INTELLECTUAL PROPERTY RIGHTS

Subject to the rights of any third parties, the Partners will share equally all data, reports, drawings specifications, designs, inventions or other material produced or acquired including copyright in the course of their joint work. The Partners agree that any proposal by one partner to permit a third party to utilise the documents and materials produced by the Partnership shall be subject to the agreement of all other Partners. Any changes, amendments or updates made to documents and materials, if made under the terms of this MoU, shall be jointly owned by the Partners.

14 FREEDOM OF INFORMATION ACT 2000 AND ENVIRONMENTAL INFORMATION REGULATIONS 2004 AND GDPR

- 14.1 Each of the Partners acknowledges that each of the others is subject to the requirements of the Freedom of Information Act 2000 (“**FoIA**”) and the Environmental Information Regulations 2004 (“**EIR**”) and each Partner shall where reasonable assist and co-operate with the other Partner (at their own expense) to enable the other Partner to comply with these information disclosure obligations.
- 14.2 Where a Partner receives a request for information under either the FoIA or the EIR in relation to information which it is holding on behalf of any of the other Partner in relation to the Partnership, it shall:
- (a) transfer the request for information to the other Partner as soon as practicable after receipt and in any event within two working days of receiving a request for information;
 - (b) provide the other Partner with a copy of all information in its possession or power in the form that the Partner requires within ten working days (or such longer period as the Partner may specify); and
 - (c) provide all necessary assistance as reasonably requested by the other Authority to enable the Authority to respond to a request for information within the time for compliance set out in the FoIA or the EIR.
- 14.3 Where a Partner receives a request for information under the FoIA or the EIR which relates to this MoU or the Partnership, it shall inform the other Partners of the request for information as soon as practicable after receipt and in any event at least two working days before disclosure and shall use all reasonable endeavours to consult with the other Partner prior to disclosure and shall consider all representations made by the other Partner in relation to the decision whether or not to disclose the information requested.
- 14.4 The Partners shall be responsible for determining in their absolute discretion whether any information requested under the FoIA or the EIR:
- (a) is exempt from disclosure under the FoIA or the EIR;
 - (b) is to be disclosed in response to a request for information.
- 14.5 Each Partner acknowledges that the other Partners may be obliged under the FoIA or the EIR to disclose information:

- (a) without consulting with the other Partner where it has not been practicable to achieve such consultation; or
- (b) following consultation with the other Partner and having taken their views into account.

Schedule 1

EXECUTION OF THE MOU

SIGNATURES

This MoU is agreed by the following:

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On behalf of Cherwell District Council

.....

On behalf of Oxford City Council

.....

On behalf of Oxfordshire County Council

.....

On behalf of South Oxfordshire District Council

.....

On behalf of Vale of White Horse District Council

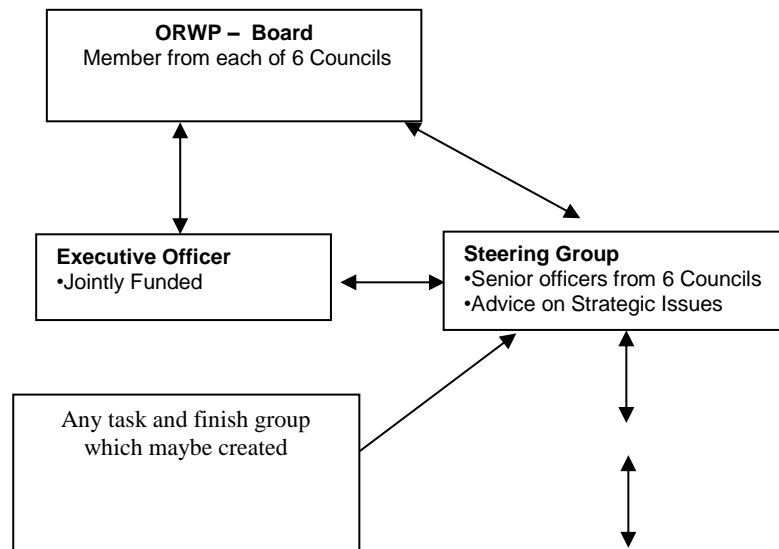
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On behalf of West Oxfordshire District Council

.....

Schedule 2

Inter-relations within the Oxfordshire Resources & Waste Partnership



Schedule 3

OXFORDSHIRE RESOURCES & WASTE PARTNERSHIP

TERMS OF REFERENCE / CONSTITUTION OF

THE STEERING GROUP AND OWRP PARTNERSHIP OFFICER

1) AIM

The principal aim of the Steering Group is to make recommendations to the Oxfordshire Resources & Waste Partnership (the "ORWP") as to the most efficient and effective ways to carry out the functions of the ORWP.

2) OBJECTIVES

In pursuance of the aim set out in Clause 1 (but not otherwise), the Steering Group shall have the following objectives:-

- 2.1 to form an opinion on any submission by the Steering Group Officers ("Officers") regarding their respective projects;
- 2.2 to submit to the ORWP any reports or any other form of recommendation as is from time to time appropriate;
- 2.3 to act on any directions or instructions given by the ORWP Board or the Chief Executives group in relation to delivery of the Joint Municipal Waste Management Strategy (JMWMS);
- 2.4 to liaise and give recommendations as appropriate with various groups all with a view to furthering the economic, efficient and effective management of waste in Oxfordshire in accordance with the delivery of the JMWMS;
- 2.5 to participate in the recruitment of and make recommendations on the appointment of the Partnership Officer and other Officers as appropriate on behalf of the ORWP.
- 2.6 to undertake feasibility studies, surveys of opinion or fact, consultations whether private or public, or other activities similar in purpose;
- 2.7 to recommend to the ORWP Board the engagement of such consultants and advisers as are considered appropriate from time to time;
- 2.8 to do anything which may be incidental or conducive to the furtherance of the aim of this constitution; and
- 2.9 to provide such further assistance and support to the ORWP Board as the ORWP Board may from time to time request in connection with the delivery of the ORWP's objectives and the JMWMS.

3) PARTNERING PRINCIPLES

- 3.1 The Officers agree to establish and support a partnering relationship between the Officers to facilitate the delivery of the JMWMS

3.2 The aim of this clause is to identify the high level principles which underpin the workings of the Steering Group and the delivery of the JMWMS and to set out key factors for a successful relationship between the Officers.

3.3 The Principles:

- 3.3.1 to develop close working relationships between the Officers at all levels;
- 3.3.2 to recognise each others' needs, constraints, limitations, capabilities, roles and responsibilities to achieve mutually beneficial outcomes;
- 3.3.3 to identify, by regular meetings, weaknesses and strengths in the relationship between and amongst the Officers and to work together to overcome the weaknesses and to build on the strengths;
- 3.3.4 to commit to the early recognition and resolution of differences, conflicts and disputes between the Officers in a “no surprise” environment;
- 3.3.5 to support, defend, promote and champion the partnering relationship and its principles of operation; and
- 3.3.6 to keep working in openness and trust in a transparent information and data sharing environment.

3.4 Problem Resolution

The Officers agree to adopt and adhere to an agreed and systematic approach to problem resolution which recognises the principles set out above and:

- 3.4.1 seeks resolution without apportioning blame;
- 3.4.2 is based on mutually beneficial outcomes;
- 3.4.3 treats other Officers as equal parties in resolving differences of opinion;
- 3.4.4 contains a mutual acceptance that positive and supportive attitudes will help the partnership to succeed; and
- 3.4.5 relies on more and better discussion – with less paperwork and more constructive correspondence.

4) MEMBERSHIP

- 4.1 Membership of the Steering Group is open to the Partners of the ORWP;
- 4.2 Each partner of the ORWP may nominate one Officer to be a member of the Steering Group.
- 4.3 Each nominated Officer shall be a senior officer responsible for waste management.

- 4.4 The ORWP Partnership Officer shall also be a member of the Steering Group.
- 4.4 Upon the agreement of the Officers, membership of the Steering Group may be extended to:-
- a) another authority; and/or
 - b) a project director/manager working on a project relevant to the ORWP's work.

5) THE PARTNERSHIP OFFICER

- 6.1 A Partnership Officer's post has been established by the ORWP.
- 6.2 The Partnership Officer shall:
- 6.2.1 work closely with the Steering Group, manage the affairs of the ORWP in accordance with the Partnership Principles and Objectives, taking into account legislation, delegated powers, standing orders, financial regulations and best practice;
 - 6.2.2 represent and promote the aims of the ORWP at all levels within the partner authorities (as well as externally) and develop professional relationships with other local authorities, trade organisations and other representative bodies;
 - 6.2.3 take the lead role within the Steering Group in developing and implementing joint-working initiatives that enable efficient and effective delivery of waste services throughout the county;
 - 6.2.4 when present, act as chair to the Steering Group's meetings;
 - 6.2.5 develop and recommend a business plan and annual action plan for the ORWP;
 - 6.2.6 help with provision and/or procurement of all necessary advice on the technical, legal and financial implications of matters under consideration; and
 - 6.2.7 act as relationship manager for the ORWP.
- 6.3 The Partnership Officer shall have one vote on any matter at the Steering Group.
- 6.4 In the event that the Partnership Officer is unable to act as chair of a meeting of the Steering Group, the Officers shall, acting unanimously, nominate a chair for the meeting.

15 STEERING GROUP MEETINGS

- 7.1 The Steering Group shall meet every other month as planned in an annual schedule and otherwise as necessary at locations to be decided from time to time by the Steering Group.

- 7.2 The business to be dealt with at any meeting shall only be those included in the agenda which shall be sent five (5) working days prior to the meeting to all Officers with such supporting papers as are available.
- 7.3 Substitution of a Member for another Member from the same organisation for the purpose of a meeting shall be allowed. The named substitute will attend the meeting and vote as a Member.
- 7.4 Decisions will be made by unanimous agreement of all of the Officers of the Steering Group as far as is possible. In the event that a unanimous decision cannot be reached, decisions will be made by majority vote.
- 7.5 Upon the unanimous agreement of the Officers of the Steering Group, some matters might be excluded from the minutes of the meetings for reasons including, but not limited to, confidential and commercially sensitive matters.
- 7.6 Minutes of the meetings of the Steering Group will be made available to all Officers of the Steering Group & the Operations Group by circulation. Minutes shall be submitted for approval at the next appropriate meeting.
- 7.7 Non-members of the ORWP may attend Steering Group meetings if invited to do so by Steering Group through the PO.

16 SPECIAL MEETINGS

- 8.1 A special meeting may be called:
 - 8.1.1 at the discretion of the Steering Group; or
 - 8.1.2 by written request to the Partnership Officer.
- 8.2 Each Officer of the Steering Group shall be entitled to receive at least five (5) working days' notice of a special meeting of the Steering Group. The business of each special meeting shall confine itself to that specified in the particular notice.
- 8.3 Emergency meetings may be called by the Partnership Officer waiving the previous requirements.

17 FINANCE

The Steering Group can spend money via the Partnership Officer (the amount available is determined by the ORWP Board). The Partnership Officer will send a report to justify the expense to the ORWP Board after consultation with the Steering Group

18 COMMUNICATION

All Officers of the Steering Group shall abide by the ORWP communication procedure and the ORWP Press Protocol.

19 DISSOLUTION OF THE GROUP

The Steering Group can only be dissolved upon the termination or appropriate variation of the ORWP Memorandum of Understanding.

20 VOTING

- 13.1 The quorum for all meetings of the Steering Group shall be a minimum of four Officers of the Steering Group and the Partnership Officer, if available.
- 13.2 No meeting of the Steering Group shall take place unless the quorum requirements of clause 13.1 are satisfied.
- 13.2 If a quorum is not present within 15 minutes after the time at which a meeting of the Steering Group was due to commence – or if, during a meeting, a quorum ceases to be present – the meeting shall stand adjourned until such time and place as may be determined by the Partnership Officer or person chairing the meeting.
- 13.3 Subject to 13.4, each Officer shall have one vote only.
- 13.4 Where there is an equal number of votes on a proposed resolution at a meeting, the person chairing the meeting will have the casting vote.
- 13.6 A resolution put to the vote at a meeting shall be decided on a show of hands.
- 13.6 Only items of business notified in writing to the Partnership Officer, 14 days before the meeting may be considered at the meeting, except upon the unanimous agreement of the Officers of the Steering Group.

21 CODE OF CONDUCT

- 16.1 All Officers of the Steering Group shall at all times conduct themselves in a reasonable manner when attending meetings or any other function in connection with the Steering Group.
- 16.2 Officers may come into contact with confidential information during the course of their mandate. In such circumstances, Officers must never:
 - 16.2.1 disclose such information to any third parties; or
 - 16.2.2 use the information to the disadvantage or discredit of any of the six partners of the ORWP or anyone else.
- 16.3 All Officers shall agree to abide by this code of conduct and failure to do so will result in the Officers referring the matter to the Chief Executives group for consideration.

Schedule 4

OXFORDSHIRE RESOURCES & WASTE PARTNERSHIP

TERMS OF REFERENCE OF THE OPERATIONS GROUP

Aim

1. The principal aim of the Operations Group is to develop and facilitate close working relationships between Partners at all levels to enable efficient, effective and sustainable delivery of waste services throughout Oxfordshire. In addition the group will ensure that, subject to existing statutory and administrative arrangements, all matters relating to the management of waste in the county are dealt with in a spirit of co-operation and partnership

Terms of Reference

2. To take responsibility for and help develop, promote, deliver and monitor JMWMS and Action Plan.
3. To work towards a cohesive and effective structure for the delivery of waste management services.
4. To co-operate in the achievement of recycling and reduction targets across the county and work towards the implementation of measures to lead to preventing waste.
5. To exchange information relating to waste management operations within the constituent authorities.
6. To share best practice, debate new ideas and recommend to the Steering Group partnership initiatives/projects for the Action Plan and ongoing Work Plan that will contribute to the delivery of the JMWMS.
7. To eliminate duplication of effort and expenditure and provide a forum to share expertise, knowledge, best practice, identify opportunities for greater efficiency in service delivery, and deliver cost savings.
8. To contribute to the procurement process of the Waste Disposal Authority for long term waste treatment and disposal options.
9. To ensure all significant partnership activities and initiatives are communicated with and approved by the officers of the Steering Group prior to commencement.
10. To provide such further assistance and support to the Steering Group as they may from time to time request in connection with the delivery of the partnership objectives and the Strategies.

Membership:

Membership of the Operations Group is open to the six partners of the ORWP. Waste Officers, or their agreed representatives, from the partner authorities will attend the group meetings. Non-members of the ORWP may attend when invited to do so.

Code of Conduct

All officers of the Operations Group shall at all times conduct themselves in a reasonable manner when attending meetings or any other function in connection with the Operations Group.

Officers may come into contact with confidential information during the course of their mandate. In such circumstances, officers must never disclose such information to any third parties or use the information to the disadvantage or discredit of any of the six partners of the ORWP or anyone else.

All officers shall agree to abide by this code of conduct and failure to do so will result in the officers referring the matter to the ORWP Steering Group for consideration.

Frequency and recording of meetings:

The Operations Group will meet on a two monthly basis, such meetings to be chaired by the Partnership Officer. Minutes will be produced on a rota basis by the authority that is hosting the meeting.

Decision making:

Decisions will be reached by consensus. Where efforts to reach consensus fail, the matter will be referred to the Steering Group for a final decision.