

Public Document Pack



Tuesday, 16 February 2021

Tel: 01993 861522
e-mail democratic.services@westoxon.gov.uk

COUNCIL

You are summoned a meeting of the Council will be held remotely, via Cisco Webex on **Wednesday, 24 February 2021 at 12.30 pm.**



Giles Hughes
Chief Executive

To: Members of the Council

Councillors: Councillor Harry Eaglestone (Chairman), Councillor Jane Doughty (Vice-Chair), Councillor Jake Acock, Councillor Mike Cahill, Councillor Merylyn Davies, Councillor Joy Aitman, Councillor Alaa Al-Yousuf, Councillor Luci Ashbourne, Councillor Andrew Beaney, Councillor Richard Bishop, Councillor Rosa Bolger, Councillor Jill Bull, Councillor Laetisia Carter, Councillor Louise Chapman, Councillor Nathalie Chapple, Councillor Andrew Coles, Councillor Owen Collins, Councillor Nigel Colston, Councillor Julian Cooper, Councillor Derek Cotterill, Councillor Suzi Coul, Councillor Maxine Crossland, Councillor Duncan Enright, Councillor Hilary Fenton, Councillor Ted Fenton, Councillor Steve Good, Councillor Andy Graham, Councillor Jeff Haine, Councillor David Harvey, Councillor Gill Hill, Councillor David Jackson, Councillor Ed James, Councillor Richard Langridge, Councillor Liz Leffman, Councillor Nick Leverton, Councillor Dan Levy, Councillor Norman MacRae MBE, Councillor Martin McBride, Councillor Michele Mead, Councillor James Mills, Councillor Toby Morris, Councillor Kieran Mullins, Councillor Neil Owen, Councillor Elizabeth Poskitt, Councillor Alex Postan, Councillor Carl Rylett, Councillor Geoff Saul, Councillor Harry St John and Councillor Ben Woodruff

Due to the current social distancing requirements and guidance relating to Coronavirus

West Oxfordshire District Council, Council Offices, Woodgreen, Witney, OX28 1NB

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Regulations 2020 – Part 3 – Modification of meetings and public access requirements
this meeting will be conducted remotely using Cisco Webex.

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Recording of Proceedings – The law allows the public proceedings of Council, Cabinet, and Committee Meetings to be recorded, which includes filming as well as audio-recording. Photography is also permitted. By participating in this meeting, you are consenting to be filmed.

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

AGENDA

1. **Minutes of Previous Meeting**
To approve the minutes of the meeting held on 20 January 2021
2. **Apologies for Absence**
To receive any apologies for absence.
3. **Declarations of Interest**
To receive any declarations of interest from Councillors relating to items to be considered at the meeting, in accordance with the provisions of the Council's Local Code of Conduct, and any from Officers.
4. **Receipt of Announcements**
To receive any announcements from The Chairman, Leader, Members of the Cabinet or the Head of Paid Service.
5. **Participation of the Public**
To receive any submissions from members of the public, in accordance with the Council's Rules of Procedure.
6. **Recommendations from the Executive (Pages 7 - 10)**
Purpose:
To receive and consider recommendations anticipated to be made by the Cabinet and the Council's Committees in the period since 20 January 2021.
Recommendation:
That the recommendations set out in Annex 1 to the report be adopted.
7. **Report of the Cabinet and the Council's Committees (Pages 11 - 46)**
To receive the reports of the following meetings of the Cabinet and the Council's Committees. Unless otherwise stated, copies are attached:
 - (a) [Economic and Social Overview and Scrutiny Committee](#) [21 January 2021](#)
 - (b) [Audit and General Purposes Committee](#) [28 January 2021](#)
 - (c) [Finance and Management Overview and Scrutiny Committee](#) [3 February 2021](#)

- (d) [Development Control Committee](#) [8 February 2021](#)
- (e) [Environment Overview and Scrutiny Committee](#) [11 February 2021](#)
- (f) [Cabinet](#) [17 February 2021](#)

8. **Council Tax 2021/2022 (Report of the Cabinet - copy attached)** (Pages 47 - 58)

Purpose:

To calculate and set the Council Tax for 2021/2022.

Recommendation:

That the recommendations as set out in the report be considered and approved.

9. **Climate Action Bi-annual Report (Report of the Climate Change Manager - copy attached)** (Pages 59 - 138)

Purpose:

To present to Council (i) a biannual report on the climate action taken by West Oxfordshire District Council in response to the climate and ecological emergency during the last six months: August 2020-January 2021; (ii) the West Oxfordshire Climate Change Strategy, for approval; and (iii) a Sustainability Standards Checklist in planning, for approval.

Recommendations:

- (a) That the contents of the biannual report on climate action for West Oxfordshire be noted;
- (b) That the Climate Change Strategy for West Oxfordshire and Sustainability Standards Checklist for planning be approved; and
- (c) That the Council's priorities for the next six months be noted.

10. **Emergency and Urgency Delegations (Report of the Head of Democratic Services - copy attached)** (Pages 139 - 142)

Purpose:

To note decisions taken under the emergency and urgency delegation arrangements approved by Council on 13 May 2020.

Recommendation:

That the report be noted.

11. **Sealing of Documents (copy attached) (Pages 143 - 144)**

Purpose:


To note the documents sealed since the last report.

Recommendation:

That the report be noted.

(END)

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 <p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>	<p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>
<p>Name and date of Committee</p>	<p>Council: Wednesday 24 February 2021</p>
<p>Report Number</p>	<p>Agenda Item No. 6</p>
<p>Subject</p>	<p>Recommendations from the Executive</p>
<p>Wards affected</p>	<p>All</p>
<p>Accountable member</p>	<p>Councillor Michele Mead, Leader of the Council Email: michele.mead@westoxon.gov.uk</p>
<p>Accountable officer</p>	<p>Keith Butler Head of Democratic Services Tel: 01993 861521 Email: keith.butler@westoxon.gov.uk</p>
<p>Summary/Purpose</p>	<p>To receive and consider recommendations made by the Cabinet at its meeting on 17 February 2021.</p>
<p>Annexes</p>	<p>Annex 1 – Schedule of recommendations</p>
<p>Recommendation</p>	<p>That the recommendations set out in Annex 1 to the report be adopted.</p>
<p>Corporate priorities</p>	<p>To support the Council’s priorities to protect the environment whilst supporting the local economy, to meet the current and future needs of residents and to provide efficient and value for money services, whilst delivering quality front line services.</p>
<p>Key Decision</p>	<p>No</p>
<p>Exempt</p>	<p>No</p>
<p>Consultees/ Consultation</p>	<p>None</p>

1. BACKGROUND

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

2. MAIN POINTS

- 2.1. The recommendations set out in [Annex I](#) are anticipated to be included in the report of the meeting of the Cabinet due to be held on 17 February, which will be published on 19 February.
- 2.2. The recommendations regarding the budget are included, and the setting of the Council Tax for 2021/22 is identified as a separate agenda item.

3. FINANCIAL IMPLICATIONS

- 3.1. Any financial implications of the proposed decisions are as set out in the associated reports to Cabinet and/or Committees.

4. LEGAL IMPLICATIONS

- 4.1. None

5. RISK ASSESSMENT

- 5.1. Not applicable

6. CLIMATE CHANGE IMPLICATIONS

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

7. ALTERNATIVES/OPTIONS

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

8. BACKGROUND PAPERS

- 8.1. None

	Meeting and Date	Subject and Agenda Item No. or Minute Reference	Recommendations
(a)	Cabinet 17 February 2021	Extension of Environmental Services Contract with Ubico (Agenda Item No. 7)	The anticipated recommendation that the Council authorises the extension of the current Ubico contract by two years, from 1 April 2022 until 31 March 2024.
(b)	Cabinet 17 February 2021	Updated Medium Term Financial Strategy, General Fund Revenue Budget, Capital Programme for 2021/22 to 2030/31, Fees and charges for 2021/22, the Council's Pay Policy Statement, the Council's Capital Strategy 2021/22, the Council's Investment Strategy 2021/22, the Council's Treasury Management Strategy 2021/22, and Prudential Indicators (Agenda Item No. 8)	The anticipated recommendations that the Council approves: <ul style="list-style-type: none"> (i) the updated Medium Term Financial Strategy at Annex A to the report; (ii) General Fund revenue budgets as summarised at Annex B to the report; (iii) the Capital Programme for 2021/22 to 2030/31 as set out at Annex D to the report; (iv) Fees and charges for 2021/22 as set out in Annex E to the report; (v) the Council's Pay Policy Statement as set out in Annex F to the report; (vi) the Council's Capital Strategy 2021/22 as set out in Annex G to the report; (vii) the Council's Investment Strategy 2021/22 as set out in Annex H to the report; (viii) the Council's Treasury Management Strategy 2021/22 as set out in Annex I to the report; and (ix) the Prudential Indicators as set out in Annex N to the report.

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WEST OXFORDSHIRE DISTRICT COUNCIL

Minutes of the meeting of the Economic and Social Overview & Scrutiny Committee held via video conferencing at 6.30pm on Thursday 21 January 2021

PRESENT

Councillors: Andrew Beaney (Chairman), Laetisia Carter (Vice-Chairman), Joy Aitman, Luci Ashbourne, Jill Bull, Julian Cooper, Jane Doughty, Harry Eaglestone, Hilary Fenton, Ted Fenton, Andy Graham, Nick Leverton and Carl Rylett.

Also in attendance: Councillor Duncan Enright, Merilyn Davies, Jeff Haine, Toby Morris and Geoff Saul.

Officers in Attendance: Giles Hughes (Chief Executive); Heather McCulloch (Healthy Communities Manager); Kim Hudson (Senior Policy Officer) and Amy Bridgewater-Carnall (Senior Strategic Support Officer).

27. MINUTES

RESOLVED: That the minutes of the meeting of the Committee held on 19 November 2020 be approved as a correct record and signed by the Chairman.

28. APOLOGIES FOR ABSENCE AND TEMPORARY APPOINTMENTS

Councillor Ted Fenton substituted for Councillor Jake Acock.

29. DECLARATIONS OF INTEREST

Councillor Beaney declared a non-pecuniary interest in agenda item 7, Developer Contributions SPD Document, as he worked for an academy.

30. PARTICIPATION OF THE PUBLIC

There were no submissions from members of the public in accordance with the Council's Rules of Procedure.

31. CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's Announcements.

32. CONSULTATION ON THE DRAFT DEVELOPER CONTRIBUTIONS
SUPPLEMENTARY PLANNING DOCUMENT

The Committee considered the draft Developer Contributions Supplementary Planning Document which had been published for public consultation late in 2020, having been considered by Cabinet at its meeting on 21 October.

The Developer Contributions SPD, attached as an appendix to the report, provided detailed guidance to developers, infrastructure providers and local communities on the likely infrastructure requirements placed on developments in West Oxfordshire.

The SPD had been available for public consultation for six weeks from 9 November to 21 December 2020 and could be accessed via the Council's website. Comments could also be submitted using the Council's consultation portal or by emailing the Planning Policy team.

Following collation of the consultation responses, a revised SPD would be prepared and submitted to Cabinet to agree a further, final period of consultation prior to adoption.

The Senior Policy Officer introduced the report and answered questions from Members. The areas discussed by the Committee included:

- The proposed rates for residential developments and suggestion to add 'per square metre' into the table, for ease of understanding;
- Burial Ground space and the need for additional space at areas other than Eynsham as detailed at 13.40;
- The importance of play spaces being accessible for all abilities;
- CIL receipts and the proportion to Town and Parish Councils;
- Education and whether the County Council were using historic or futuristic data;
- Community facilities and the recent example by Milton Keynes where a dwelling had been provided by the developer to establish a community hub.

Having read the report and made suggestions and comments to the officers present, the Committee noted the report.

RESOLVED: that the comments made by Members be noted.

33. DOMESTIC VIOLENCE

The Committee had been due to receive a presentation from the Strategic Lead for Domestic Abuse at the County Council. However, due to ill health, she was unable to attend. Therefore, the committee agreed to defer her presentation to the next meeting.

In her absence, the Committee received an update from the Healthy Communities Manager. She advised that the team was due to attend a contract meeting with ODAS (Domestic Abuse Service Provider for the County, next Monday where an update would be received and any questions that Members had could be put forward for a response at that time. Mrs McCulloch also encouraged Members with queries to contact her at any time.

Mrs McCulloch provided information on liaison with community groups and how some were involved with the Oxfordshire Strategic Management Group, including St Mary's Church as well as sub groups for Rural Domestic violence. Following reference to a paper written by Mrs McCulloch for the Oxfordshire Strategic Board based on a report by the Rural Services Network relating to rural services, it was agreed to share this with members. It was noted that in rural areas, people often took longer to report domestic abuse along with other key factors relating to rurality.

Members noted that the pandemic had had a significant impact on the nature of domestic violence and the Committee was assured that officers continued to work and liaise with the police and voluntary groups across the District.

Councillor Graham flagged the importance of inclusivity for the LGBTQ community and requested that this be highlighted at future meetings.

Members noted the discussion.

34. INVESTMENT IN IMPROVED RAIL CONNECTIVITY IN OXFORDSHIRE

Arising from its request at its previous meeting, the Committee considered the above matter in the context of the report prepared for the meeting of the Oxfordshire Growth Board on 24 November 2020.

Members were provided with a link to the supplementary paper from the Growth Board and were encourage by Councillor Cooper to take full account of it.

He reminded the Committee of the importance of keeping pressure on the Transport Minister to ensure he was aware of the importance of the line running through the area.

RESOLVED: That the report be noted.

35. COUNCIL PRIORITIES AND SERVICE PERFORMANCE REPORT 2020/2021
QUARTER TWO

The Committee considered the previously circulated report of the Chief Executive, which provided details of the Council's progress towards achieving its aims and priorities set out in the Council Plan 2020-2024, and service performance during Quarter Two.

Comments and queries on Annexes A and B were as follows:

- Page 10 referred to the withdrawal of funding by GLL for the 'Inclusion Officer' – Mr Hughes acknowledged the impact of Covid and agreed to check the details moving forwards;
- Page 23 indicated a spike in the time taken to process new Housing Benefit Claims – officers agreed to investigate the reasons;
- Page 30 – Planning Applications Determined and the percentage of applications agreed within agreed timescales;
- Sports England Assessment – Members felt it would be useful to see the response;
- Satisfaction rates relating to the website appeared to be low;
- Gym Memberships and the understanding that no targets had been set for 2020-21.

Having received the report and discussed the details with officers, the Committee noted the report.

RESOLVED: That the report be noted.

36. COMMITTEE WORK PROGRAMME

The Committee received and considered the report of the Head of Democratic Services, which updated it on progress on the 2020/21 work programme.

Members noted the desire to move the Domestic Violence presentation to the April meeting and were encouraged to put forward any questions they would like answering to Democratic Services prior to the meeting. These would then be passed to Sarah Carter prior to her attendance.

Councillor Cooper raised the issue of housing at RAF Brize Norton and queried why there appeared to be a blockage moving the market forwards. In response, the Chief Executive explained that work had been carried out on the business model but progress had been hindered by Covid. He agreed to arrange for a briefing at the next meeting.

Councillor Ashbourne noted that the CCTV item considered at the previous meeting and Council had resulted in agreement that an update would be forthcoming. It was agreed to add this to the work programme for a future date.

RESOLVED: That the work programme be updated accordingly.

37. CABINET WORK PROGRAMME

The Committee received and considered the report of the Head of Democratic Services, which gave members the opportunity to comment on the Cabinet Work Programme published on 15 December 2020.

RESOLVED: That the contents of the Cabinet Work Programme published on 15 December 2020 be noted.

38. MEMBERS' QUESTIONS

Councillor Rylett raised a query regarding EU citizens and requested an update from officers.

Councillor Graham queried the right of EU citizens to vote in the upcoming elections in light of the UK leaving the EU. The Monitoring Officer advised that EU citizens would continue to have a right to register to vote and to stand as

candidates if they wished. With regards to public awareness, anyone entitled to vote would receive a poll card advising them of this.

The meeting closed at 7.46 pm

Chairman

WEST OXFORDSHIRE DISTRICT COUNCIL

Minutes of the meeting of the Audit and General Purposes Committee held via video conferencing at 6:00 pm on Thursday 28 January 2021

PRESENT

Councillors: Jane Doughty (Chairman), Andy Graham (Vice-Chairman), Luci Ashbourne, Andrew Beaney, Harry Eaglestone, Duncan Enright, Gill Hill, James Mills, Martin McBride, Elizabeth Poskitt, Alex Postan, Geoff Saul and Harry St John.

Officers in Attendance: Elizabeth Griffiths (Chief Finance Officer); Michelle Burge (Chief Accountant); Lucy Cater (Assistant Director, South West Audit Partnership); Peter Barber (Engagement Lead, Grant Thornton); Siobhan Barnard (Assistant Manager, Audit, Grant Thornton); and Amy Bridgewater-Carnall (Senior Strategic Support Officer).

24. MINUTES

It was noted that Councillor Graham was still waiting for a response to his query relating to Minute Number 22, Corporate Risk Register Update. Officers agreed to chase a response for him.

RESOLVED: That the Minutes of the meeting of the Committee held on 26 November 2020, copies of which had been circulated, be confirmed as a correct record and signed by the Chairman.

25. APOLOGIES FOR ABSENCE AND TEMPORARY APPOINTMENTS

Apologies for absence were received from Councillor Richard Langridge, and the following temporary appointments were notified.

Councillor James Mills for Councillor Jake Acock
Councillor Geoff Saul for Councillor Mike Cahill.

26. DECLARATIONS OF INTEREST

There were no declarations of interest from Members.

27. PARTICIPATION OF THE PUBLIC

There were no submissions from members of the public.

28. INTERNAL AUDIT PROGRESS REPORT UPDATE

The Committee received and considered the report of the Chief Finance Officer which presented a summary of the audit work concluded since the last meeting of this Committee.

The Internal Audit Service was provided to the Council by SWAP Internal Audit Services (SWAP), a local authority-controlled company.

The Report of Internal Audit Activity 2020/21 attached as an appendix to the report, set out the work undertaken by SWAP for the Council since the last meeting of this Committee. It followed the risk-based auditing principles and was an opportunity for the Committee to be aware of emerging issues which had resulted from SWAP involvement.

The Audit Plan Progress was attached as Appendix B in the report and was followed by a summary of each audit review finalised. Appendix D detailed the High Priority Findings and Agreed Actions for each audit and a summary of the Agreed Actions was outlined at Appendix E.

Ms Lucy Cater from SWAP was in attendance and available to address Members' questions. She highlighted the work that had been undertaken during the pandemic with accounts payable and payroll along with the administration of the Business Grants.

Questions from Members included:

- ICT aspects, page 9 – 'Automatic Back Up of System' had no information in the 'Status' column. Officers advised this was due to be included in a future audit and was planned in the programme;
- Payroll and Procurement and Contract Management, pages 16 and 17 – The due dates of August and September 2020 had passed, what was the current status. Officers advised that some recommendations had been delayed due to the pandemic but follow up reviews were imminent;

- Was there a prioritised list of items that had slipped due to the pandemic – Ms Cater could not state categorically but assured that all recommendations were followed up as a matter of course;
- Business Grant funding and assurances regarding fraudulent activity provided by the Counter Fraud Unit;
- Apprenticeship Scheme – it was noted that although detailed as ‘closed’ this item had been referred back to Publica and the Chief Finance Officers for information;
- Details on dissolving newly formed companies and the checks carried out with Companies House. It was suggested that this could be a question put to the Counter Fraud team;
- Leisure Funding – officers provided an update as to the current situation and the projections coming forward from GLL;
- Potential for a greater risk next year with regards to operational issues for the leisure centres due to the service provision needing to change its approach to Health and Wellbeing. Officers agreed to pass this comment to GLL who, it was noted, were being very proactive to continue to deliver services.

Having discussed the report, Members passed their thanks to officers for their work, and it was -

RESOLVED: That the report be noted.

29. ANNUAL AUDIT LETTER 2019/20

The Committee received and considered the report of the Chief Finance Officer, which presented the annual audit letter for 2019/20 and considered the key findings arising from the work carried out by Grant Thornton at the Council for the year ended 31 March 2020.

Mr Peter Barber was present from Grant Thornton and introduced the report which outlined the work during 2019/2020.

Following a query from Councillor Postan regarding Pension Deficits and mortality rates, Mrs Griffiths assured the meeting that these were independently reviewed and auditing took place on a regular basis.

Councillor Graham queried what proportion of the pension fund was reliant on property investment. During the course of the meeting, officers responded and advised that none of the fund was linked to property investment.

Councillor Postan thanked Mr Barber and the team at Grant Thornton for their work on behalf of the Council.

RESOLVED: That the contents of the annual audit letter 2019/20 be noted.

30. EXTERNAL AUDITOR'S PROGRESS REPORT AND SECTOR UPDATE

The Committee received and considered the report of the Chief Finance Officer, which provided it with an update from the Council's external auditor, Grant Thornton, attached as Annex A to the report.

The report included an update of progress on the audit deliverables for 2019/20 and highlighted emerging issues and developments including changes to auditor reporting on value for money arrangements in 2020/21.

Mr Peter Barber was present from Grant Thornton and introduced the report and outlined Progress at January 2021. He referred to the Chief Accountants workshops outlined in the Other Areas section which would focus on the learning from 2019/20 across the sector and he welcomed the opportunity for finance officers to attend.

Mr Barber explained the reference to an increase to the audit fee from those proposed at the planning stage of the audit. This was a result of the extra work and time taken to discharge their responsibilities as a result of Covid-19 and a further information was provided on page 17 of the letter.

He highlighted the Value for Money Conclusion on page 11 of the report and the recent changes in criteria by the National Audit Office.

Councillor Enright noted that the new Value for Money rules appeared to be similar to internal audit and officers agreed that there was an overlap.

Having read the report and discussed the detail, the Committee

RESOLVED: That the report be noted.

31. UPDATE ON THE SECTION 106 AGREEMENTS PROJECT

The Committee received and considered the report of the Chief Finance Officer, which provided it with an update on the above project.

The development and implementation of a comprehensive database of section 106 agreements was well advanced and a progress report was provided to the Committee on 26 November. This report provided a further update and Members were asked to note the information.

The report noted that the overall project status remained at 'amber' because of the time taken to add the backlog of records than was initially envisaged. The project completion date was now projected for March.

The reasons for the delay were a combination of capacity issues arising from the Covid response, and the complexities involved in piecing together the historic records. Good progress had been made with more than half of the 153 agreements being added, and an initial analysis of project spend deadlines complete. An officer had been appointed to lead on s106 monitoring and maintenance of the database once the project closed, and a schedule of handover sessions had been planned.

The Chief Finance Officer introduced the report and explained the current position with the project. She explained that the officer's contract had been extended until the end of March and that the team was keen that this was not a redundant database.

Following a query from Councillor McBride, Mrs Griffiths advised that there were no plans to allow external parties access to the database due to the complexity of legal restrictions surrounding individual S106 agreements and the possibility of misinterpretation. It would be advisable for parishes to route their queries through the officer managing the database who would have access to legal and planning teams to help interpret clauses.

Members noted that it may be beneficial for parish councils to receive an annual statement to investigate if tasks had been carried out in their area. Mrs Griffiths recognised that it would be a large piece of work to distil the information down to

each parish council and highlighted the work that officers undertook to engage parish councils more pro-actively.

Councillor St John enquired if the system was intelligent enough to alert officers when timescale triggers had been hit. For example, when occupation levels were met and those agreements that had a ten year life time. Mrs Griffiths agreed to find out about the reminder facilities on the system and it was noted that it was a concern that some agreements could run out of time.

The Chairman thanked all officers involved in this work and the Committee -

RESOLVED: That the report be noted.

32. CORPORATE RISK REGISTER UPDATE

The Committee received and considered the report of the Chief Executive, which provided an update on the changes to the Council's Corporate Risk Register as at the end of Quarter Two of 2020/2021.

The Corporate Risk Register was updated by the risk owners at the end of Q3 and reviewed by the Council's Management Team. The Register had been attached at Annex A to the report.

It was noted that the following risks had been removed from the register, because they had either been managed to a tolerable level or were no longer relevant:

- W-CRR-033 "If South Oxfordshire District Council's decision on its local plan remains unchanged then the Council may not be able to deliver additional affordable homes through the Oxfordshire Housing and Growth Deal". South Oxfordshire had now adopted its Local Plan under which West Oxfordshire was able to deliver the necessary affordable homes.
- W-CRR-032 "If South Oxfordshire District Council's decision on its local plan remains unchanged then the Council may have to repay grant it has received from the Oxfordshire Housing and Growth Deal resulting in loss of income". South Oxfordshire had now adopted its Local Plan resulting in West Oxfordshire not having to repay this grant.
- W-CRR-029 "If the UK leaves the European Union with no deal then there could be a disruption to the delivery of Council services which would impact on residents / communities": A trade deal was agreed with the EU at the end of

December 2021. Any implications arising following the UK exit were covered by risk W-CRR-031.

The Chief Finance Officer outlined the report and highlighted the risks relating to the Medium Term Financial Strategy, the South Oxfordshire District Council local plan and the references to 2020 dates that may need updating to 2021.

Councillor Mills queried the potential impact on Local Authorities in relation to the legal case involving South Oxfordshire District Council and officers agreed to request an update from the Chief Executive.

In relation to page 13 of the report which dealt with the risk of staff morale and motivation, Councillor McBride highlighted that there was no mention of looking after the morale of Councillors.

In relation to Cyber Security risks, Members noted that they had received a report at a previous meeting but felt it would be advisable to receive an update from officers, especially in light of the changes in work patterns and flexible working.

Having considered the report and discussed the risks detailed, the Committee RESOLVED: That the report be noted.

The meeting closed at 7.39 pm

CHAIRMAN

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WEST OXFORDSHIRE DISTRICT COUNCIL

Minutes of the meeting of the
Finance and Management Overview and Scrutiny Committee
held via video conferencing at 12:30 pm on **Wednesday 3 February 2021**

PRESENT

Councillors: Derek Cotterill (Chairman); Alex Postan (Vice-Chairman); Alaa Al-Yousuf, Maxine Crossland, Harry Eaglestone, Duncan Enright, Steve Good, Gill Hill, Liz Leffman, Dan Levy, Geoff Saul, Harry St John and Elizabeth Poskitt.

Also in Attendance: Councillors Andy Graham and Toby Morris.

Officers: Elizabeth Griffiths (Chief Finance Officer and Deputy Chief Executive); Frank Wilson (Group Director – Finance); and Amy Bridgewater-Carnall (Senior Strategic Support Officer)

32. MINUTES

RESOLVED: That the minutes of the meeting of the Committee held on 9 December 2020 be approved as a correct record and signed by the Chairman.

33. APOLOGIES FOR ABSENCE AND TEMPORARY APPOINTMENTS

There were no apologies for absence received, and the following temporary appointments were notified:

Councillor Elizabeth Poskitt for Councillor Julian Cooper
Councillor Duncan Enright for Councillor Rosa Bolger.

34. DECLARATIONS OF INTEREST

There were no declarations of interest from Members or Officers in matters to be considered at the meeting.

35. PARTICIPATION OF THE PUBLIC

There were no requests received.

36. COMMITTEE WORK PROGRAMME 2020-2021

The Committee considered the previously circulated report of the Head of Democratic Services, which invited it to consider its Work Programme for the remainder of 2020/2021.

The Senior Strategic Support Officer outlined the report and highlighted that a revised version needed circulating with amended dates for 2021 along with an update on when the Investment Property Review would be submitted.

The report noted that the Publica Business Plan had been approved for a two year period last year and a provisional, interim report date of July 2021 had been added.

Officers agreed to confirm whether the Implementation of the Transformation Programme from Publica would be incorporated into the Business Plan report.

RESOLVED: That the report be noted.

37. CAPITAL, INVESTMENT AND TREASURY MANAGEMENT STRATEGIES

The Chief Finance Officer stated that due to a miscommunication with officers, this item had been incorrectly added to the agenda. Whilst it was noted that these strategies would be presented to Cabinet later in the month, officers had not been in a position to present them to this Committee at this stage.

38. MEDIUM TERM FINANCIAL STRATEGY

The Committee received and considered a presentation from the Chief Finance Officer on the Medium Term Financial Strategy. Mrs Griffiths advised that figures were still being finalised but there were no changes from the budget submitted to Councillors in January. It was noted that authorities were in a better position with regards Government Funding compared to last year and having put a number of projects on hold, the financial position was in a better position moving forwards.

It was highlighted that the financing issue was a longer term one, with a drop in funding expected, combined with a loss of income due to Covid-19 of £1.8 million. There was a budget gap within the Capital Programme that would need funding and with a pressure on cash reserves, there was no way of paying back any potential borrowing. The example of the replacement of the Ubico fleet was used which had a life span of seven years. Mrs Griffiths highlighted that a number of the projects planned would not return any funds to the Council.

With regard to the loan made available to Cottsway Housing, Mrs Griffiths explained that this had been to facilitate affordable housing throughout the District and the term was over 50 years. Therefore, this money was tied up, long term.

This was followed by a robust discussion by Members of the Committee, and officers answered questions on a range of areas.

In relation to the Ubico fleet, the options of moving to greener methods of transport and communicating with other shareholders regarding their fleets and needs were discussed.

Officers reiterated that a lot of the Council's finances were tied up in longer term investments and decisions may need to be made to defer items on the Capital Programme, especially as the income from the leisure service was now uncertain. Mrs Griffiths assured the meeting that GLL was acting proactively to continually assess the business and to try to meet the changing needs of residents.

Councillor Postan addressed Members and noted that a true sub-contracting model for Ubico would result in them supplying the fleet of vehicles and the Council paying them for the service. He requested that a cost comparison be produced along with an engineers' report on the differing impacts to vehicles when used in rural or urban areas.

Mrs Griffiths confirmed that lease costs versus capital costs could be requested and advised that the transformation team had looked at a mixed fleet covering larger areas in the past. She also reminded Members that this was a teckal company and the Council was obliged to cover their costs.

The Cabinet Member for Resources addressed the meeting and advised that the programme had been looked at closely and items moved accordingly. He reiterated that this was a live document and some tough decisions would need to be made.

Members agreed the idea of cannibalising vehicles for leasing to other Councils had been discussed previously and noted that it would be useful to be presented with a scheme.

RESOLVED: That the presentation be noted.

39. UPDATE ON 2021/2022 BUDGET

The Committee received an update from the Chief Finance Officer who advised that little had changed on the budget report since the last submission in January 2021.

Mrs Griffiths highlighted the areas of concern which included the Capital Budget and large value items that may require the need for external borrowing in the future.

Following a query from Councillor Al-Yousuf, Mrs Griffiths confirmed that the January 2021 report was still the most up to date with no material changes. Settlement figures had been added but there were no changes to the revenues budget.

Mrs Griffiths stated that this was a balanced budget and although it was recognised that all sectors were facing uncertainty, the Council was in the best position to approach the coming year. The finalisation of the Ubico contract was unlikely to alter the budget figures.

Members noted that savings would still need to be made and officers were working on a transformation programme whilst encouraging other partners, such as Ubico, to look at cost effective ways of working.

In response to a query from Councillor Leffman, Mrs Griffiths advised that officers did communicate with partners, officers and colleagues and shared ideas, thoughts and aspirations for making realistic savings. It was recognised that Cabinet could also look at the relationship between the Council and Ubico and the Cabinet Member for Resources would be asked to investigate how this was being addressed at a strategic level.

The Senior Strategic Support Officer reminded Members that representatives from Ubico had been invited to attend the Environment Overview and Scrutiny Committee the following week, and Members were welcome to forward any questions for discussion.

The Cabinet Member for Resources thanked Councillor Leffman for her question and assured the Committee that his fellow Cabinet Member, Councillor MacRae, had regular meetings with Ubico and continued to have robust service delivery discussions with them.

RESOLVED: That the update be noted.

40. CABINET WORK PROGRAMME

The Committee received and considered the report of the Head of Democratic Services which gave Members the opportunity to comment on the Cabinet Work Programme published on 19 January 2021.

RESOLVED: That the report be noted.

41. MEMBERS' QUESTIONS

Councillor Postan had submitted two questions prior to the meeting as specified below:

1) "How often should Publica provide information on its activities to FMOS and in addition to performance statistics, customer satisfaction and financial data what communication needs to be provided to Council members?"

2) "What activities that involve both members and Publica staff can the committee suggest that might foster teamwork and regain the joint sense of purpose that existed prior to Publica's inception?"

In response to question 1), the Director of Finance, Mr Wilson responded as follows:

'Detailed Publica reports on performance against delivery targets are presented to Cabinet and each scrutiny committee on a quarterly basis and to Cabinet on a similar basis. This covers a range of performance indicators as set by the Council.

Publica financial data is reported quarterly to the board – board papers can be found on the Publica portal, which can be accessed by the members portal.'

In response to question 2), the Committee were advised that discussions had taken place between the scrutiny chairs and Leaders across the four Councils with a view to re-establishing a forum for Members liaison.

Members noted that workshops had been held in the past, pre Covid-19, but it was felt that there was a lack of interaction between officers and elected members. Officers assured Members that communication amongst staff was generally good with many departments using 'Teams' to hold quizzes across the festive period. However, it was acknowledged that many of these relationships had been watered down with the decision taken following the 'Stay at Home' advice from government.

The Chairman thanked all for attending and closed the meeting.

The meeting closed at 1.47 pm

CHAIRMAN

WEST OXFORDSHIRE DISTRICT COUNCIL

Minutes of the meeting of the **Development Control Committee**
held via video conferencing at 12 noon on
Monday 8 February 2021

PRESENT

Councillors: Jeff Haine (Chairman); Ted Fenton (Vice Chairman); Richard Bishop, Owen Collins, Julian Cooper, Maxine Crossland, Marilyn Davies, Harry Eaglestone, Duncan Enright, Hilary Fenton, Steve Good, David Jackson, Nick Leverton, Neil Owen, Alex Postan, Carl Rylett, Geoff Saul and Harry St John.

Also in attendance: Councillors Andy Graham and Dan Levy.

Officers: Phil Shaw (Business Manager Development Management), Joan Desmond (Principal Planner), Andrea Clenton (Salt Cross (Garden Village) Programme Manager), Will Barton (Business Development Officer) and Amy Bridgewater-Carnall (Senior Strategic Support Officer).

8. MINUTES

RESOLVED: That the minutes of the meeting of the Committee held on 21 September 2020 be approved as a correct record and signed by the Chairman.

9. APOLOGIES FOR ABSENCE AND TEMPORARY APPOINTMENTS

Apologies for absence were received from Councillor Langridge and there were no temporary appointments.

10. DECLARATIONS OF INTEREST

There were no declarations of interest from Members or Officers relating to items to be considered at the meeting.

11. UPDATE ON THE OUTLINE PLANNING APPLICATION FOR SALT CROSS (20/01734/OUT)

The Committee received and considered the report from the Principal Planner, Mrs Desmond which provided an update on the progress of the application with regard to technical and public representations received so far and main issues identified when considered against the pre-submission draft Area Action Plan.

The report explained that an outline planning application (OPA) for the new Garden Village (Salt Cross) was submitted in July 2020. The outline application included the means of access and was for a mixed-use Garden Village, comprising; residential (Class C2 and C3), retail, food and drink (Use Classes A1-A5), health and community facilities(Use Classes D1-D2) , hotel (C1), employment use (Use Classes B1, B2 and B8), education provision (Use Class D1), burial ground, public open space with sports pitches together with ancillary facilities, landscaping and associated infrastructure and works including pedestrian and cycle routes.

Members were reminded that this was not a full report but its purpose was to bring them up to speed by setting out the key elements of the application as tabled, the comments received and the areas where it departed from the AAP as currently framed.

It was noted that it would be necessary to await the outcome of the AAP process before any clear recommendations and decisions could be made as it would only be when the

Council was aware of the Inspectors findings that officers would be able to test the submission against the “actual/adopted AAP”, as opposed to “tabled” AAP policies as currently framed.

Following two previous rounds of public consultation in 2018 and 2019, the pre-submission draft AAP was formally published for a final period of consultation from 28 August – 23 October 2020. Representations were received from 60 individuals and organisations and at the time of writing, it was anticipated that the AAP would be submitted around the end of January.

In terms of representations, 87 objection letters, six letters of support and 20 representations providing general comments had been received. Representations had been received from various organisations including Eynsham Planning Improvement Campaign (EPIC), Members of GreenTea, Woodland Trust, Wildlife Trust and Eynsham Road Runners.

A summary of the consultation responses received to the outline planning application was attached as Annex I to the report and highlighted gaps in the information submitted which the applicant was seeking to address and identified areas of concern relating to the application.

Table I in the report detailed a number of differences between the OPA proposals and the draft AAP proposals and these were also summarised at paragraph 2.10 of the report.

Mrs Desmond presented the report and answered questions from Members. Queries from those present included;

- The exclusion of land from the outline planning application;
- The number of roundabouts on the A40, access points and crossings provided and how these matched up with other nearby developments;
- The implications if only one roundabout was provided at the western end
- The ridge and eaves height of buildings; and
- How much funding could be provided via S106 monies to improve A40 works

Mrs Desmond reiterated that discussions on the details were ongoing and the examination of the AAP needed to run its course. She noted that the County Council Highways team had raised concerns and that in accordance with the AAP active modes of travel were being encouraged. She reminded the meeting that the site needed to be looked at holistically and discussions regarding the S106 contributions were ongoing.

Members noted the opportunity the report gave them to raise concerns and thanked officers for their work so far. Other areas of discussions included:

- An analysis on the impact of the development on other areas, such as Bladon, with traffic congestion concerns raised about pinch points in the village, in particular Lower Road;
- How the area of land outside the AAP could be protected from future development;
- Heights of buildings and number of storeys and how these could be managed by policy;
- S106 provisions – if feedback could be provided to Parish Councils who may be best placed to appreciate what is covered and what may need amending;
- A desire to see truly affordable homes built using modern methods of construction as they may not be achievable using current methods;
- Potential for Park and Ride provision and use of public transport;
- Land Value Capture;

- The potential for any remaining land to be turned into a nature reserve and wildlife protection;
- The importance of a Community Building to be included at an early stage, as per the Milton Keynes example;
- Thames Water comments and drainage details, which officers advised were available on the website; and
- An update on news of progress with the CCG.

Mrs Desmond addressed the points raised and repeated that all parties needed to wait until the AAP had been judged by the Inspector. She noted that some of the details being discussed were outside the scope of the outline planning application but all options including mix of houses, modes of transport and construction methods were being considered. Members noted that a response from the Environment Agency on additional information submitted was awaited and the provision of healthcare was being looked into.

The Cabinet Member for Strategic Development, Councillor Haine thanked officers for the report and for the opportunity for Members to note progress to date.

RESOLVED: That the content of the report be noted.

The meeting closed at 12.53 p.m.

CHAIRMAN

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WEST OXFORDSHIRE DISTRICT COUNCIL

Minutes of the meeting of the **Environment Overview & Scrutiny Committee**
held via video conferencing at **2 p.m. on Thursday 11 February 2021**

PRESENT

Councillors: Alaa Al-Yousuf (Chairman), Martin McBride (Vice Chairman), Joy Aitman, Richard Bishop, Jill Bull, Andrew Coles, Owen Collins, Harry Eaglestone, Ted Fenton, Gill Hill, Liz Leffman, Elizabeth Poskitt and Alex Postan.

Also in attendance: Councillors Norman MacRae and Harry St John.

Officers in attendance: Jan Britton (Managing Director of Publica); Andy Barge (Group Manager – Strategic Support); Bill Oddy (Group Manager – Commercial Development), Laurence King (Lead Shared Flood Risk Management Engineer); Ness Scott (Climate Change Manager); and Amy Bridgewater-Carnall (Senior Strategic Support Officer).

Visitors attending: Beth Boughton, Managing Director, Ubico, and Robert Heath, Operations Director, Ubico.

26. MINUTES

RESOLVED: That the minutes of the meeting of the Committee held on 10 December 2020 be approved as a correct record and signed by the Chairman.

27. APOLOGIES FOR ABSENCE AND TEMPORARY APPOINTMENTS

Apologies for absence were received from Councillor Woodruff and Councillor Joy Aitman substituted for Councillor Mike Cahill.

28. DECLARATIONS OF INTEREST

There were no declarations of interest received.

29. PARTICIPATION OF THE PUBLIC

Mr William Wareing addressed Members on Agenda Item 7, Christmas Floods in West Oxfordshire.

A copy of Mr Wareing's submission is attached as Appendix A to the original copy of these minutes.

30. DRAFT UBICO BUDGET AND BUSINESS PLAN

The Committee received a presentation from the Managing Director of Ubico, Beth Boughton and the Operations Director, Robert Heath.

The presentation covered Ubico's draft Budget and Business Plan and provided an overview of financing, operational matters and plans for the future of the business including carbon reduction.

Following the presentation, Ms Boughton and Mr Heath answered a range of questions from Members which are summarised as follows:

- The potential to extend the life of refuse vehicles, cannibalising existing vehicles and working with other shareholders to stretch the life of the fleet;

- A breakdown of the £7.5 million budget was managed and monitored by officers;
- The number of employees on the waste team was available and could be forwarded to Members;
- The options available should a move to electric vehicles prove expensive and the best way of investigating alternative fuel sources;
- References to 'teckal' company in the report may need clarifying for members of the public.

In response to a question from Councillor Ted Fenton, Councillor MacRae advised that the signwriting on the sides of refuse vehicles had been investigated and work would begin on transforming this at the end of the month weather permitting.

All Members thanked Ms Boughton and Mr Heath for attending and for providing a comprehensive overview of the service. In addition, they passed their thanks to all of the staff at Ubico for continuing to deliver an excellent and efficient service to residents of West Oxfordshire.

RESOLVED: That the presentation and discussion be noted.

31. FLOOD PREVENTION, DRAINAGE AND SEWERAGE INFRASTRUCTURE ISSUES & CHRISTMAS FLOODS IN WEST OXFORDSHIRE

Due to the overlapping nature of the two agenda items, the Chairman agreed to merge the discussions, enabling officers to answer queries on all of the cross cutting themes.

The Committee received a presentation from the Group Manager – Strategic Support on the work completed and data compiled so far following the floods experienced in December 2020.

The slides provided information considering the flooding that took place over Christmas 2020, the learning points taken from the event, along with the predictability and preparedness on the data available at the time. An overview was also given on the work undertaken to date, in particular the change in responsibilities following the floods in 2007 and plans to enhance the Out of Hours Service, improve Community Emergency Plans, review sand bunker locations and consider the provision of flood wardens.

The Lead Shared Flood Risk Management Engineer, Laurence King, addressed Members and provided an overview of the varying roles and responsibilities of the District Council and external partners. He advised that the Lead Local Flood Authority, Oxfordshire County Council, was the responsible body.

Councillor Leffman acknowledged that flooding had been a long standing issue and queried how the Council could get landowners to manage their ditches. She highlighted the instances of sewage coming up from Thames Water sewers and flooding properties and Members discussed how landowners could be engaged to act.

Mr King explained that the Thames Water situation had been on the Council's radar for a long time and one option available to councillors was better and more consistent lobbying. He recognised that officers were very active in making Thames Water take notice of local issues but reminded that the Council did not have any statutory powers over them, nor did the Local Lead Flood Authority. He did not feel that there was a lot that could be done until legislation changed.

With regard to the issue of ditches, Mr King advised that an agency agreement was in place with the County Council to enable WODC to take enforcement action if necessary. Officers did take action when locations were brought to their attention but highlighted that it could sometimes be difficult to prove ownership. He reminded Members to report any instances of blocked ditches to the Council.

Councillor Ted Fenton addressed Members and noted that Bampton had an Emergency Plan and hoped that Witney Town Council would be encouraged to create their own. Officers also provided clarification on the days that the Council was closed over the Christmas period and the out of hours standby arrangements.

Councillor Coles thanked all those involved on the night of the floods including the Fire Service, Ubico, Officers, and members of the public. He felt that lessons could be learned to enable a better, more coordinated response and asked for clarification on the temporary accommodation that had been made available during the incident.

Officers explained that evacuations were not carried out in the dark under clear advice and conversations with any households that flooded regularly or were at risk from flooding, would continue to take place. The meeting was also advised that a recent announcement from DEFRA had confirmed that grant aid would not be activated in this instance, as they did not feel that sufficient numbers of people had been affected. However, the Council continued to visit properties, where possible and offer help and advice on suitable products and quotes obtained.

Councillor Postan felt that community action was key to encourage preventative and remedial works to water-courses where surges or lack of flow could be encountered. He suggested that parish councils should be engaged and could be used as forums of information regarding landowners and problem areas.

With regard to riparian ownership, Mr King advised that all parish councils had been contacted previously but this channel of communication could be re-opened.

The Group Manager, Commercial Development, Mr Oddy, advised that he had been on site at Bridge Street on the evening in question, along with Mr Wilson and the Deputy Leader of the Council and echoed the thanks given to residents for assisting. He also reiterated the importance of the role that Parish and District Councillors had to play as community leaders.

Members discussed instances of flooding in their own wards and noted that this often appeared to be due to blocked drains. It was agreed that developing a plan at parish level would be helpful along with a reminder of sandbag storage location points. The issues with sluices along the River Windrush were discussed, the location of gauges and the cleaning of road gulleys.

Members recognised that new housing developments could lead to the displacement of water and officers should be conscious of surface water adding to flooding problems.

The Cabinet Member for the Environment, Councillor MacRae addressed the meeting and thanked everyone who had turned out to assist with the incident on 24 December. He noted the disappointment regarding the announcement on funding from DEFRA and agreed to speak to the Cabinet Member for Resources and officers about ways that the Council could assist with grant advice. He also looked forward to receiving the reports from the Environment Agency and the Lead Local Flood Authority.

The Chairman invited Mr Wareing to provide any closing comments and thanked him for attending and providing his viewpoint to the committee.

RESOLVED: That the presentation and discussion be noted.

32. COMMITTEE WORK PROGRAMME 2020/2021

The Committee was provided with an update on its work programme for 2020/21.

As detailed in the report and circulated to Members prior to the meeting, and update on the Bulk Waste Charges, advising that the issue had been subsequently considered by Cabinet in November. It was approved that the bulky waste collection standard number of items be increased from three to four as soon as practicable, with the fee remaining at £27.68 in the 2021-22 financial year. The fees would be considered by Council as part of the budget process on the 24 February 2021.

The Group Manager, Commercial Development addressed Members and outlined the upcoming Environmental Services Improvement Programme which aimed to deliver efficiencies and service improvements in the future. Members agreed that the officers leading on the project, Bill Oddy and Scott Williams, be invited to provide an overview at the next meeting.

In response to a query from Councillor Poskitt, Councillor MacRae advised that he would look into the potential of funding from the government for help in planning against future flooding and would look to advertise this through the Council's news page and social media channels. It was hoped this could help Councils to plan for better water management within their own area.

It was noted that a progress report on Air Quality was an annual item for the committee and would be factored in to a future work programme. With regards to the closure of recycling centres, this would be addressed in the Service Improvement Programme and the Electric Vehicle Charging Points report would be picked up by another committee.

In response to a query from Councillor Al-Yousuf, officers advised that a representative from the Local Lead Flood Authority could be invited to attend a future meeting and provide an overview of their role.

Councillor Leffman asked if an update on recycling data could be provided which was agreed.

The Climate Change Manager, Ness Scott addressed Members and provided an update on the Carbon Action Plan. Members noted that work had commenced on Leisure Centre improvements, starting with Witney ATP, Carterton Pavilion and ATP and Carterton Leisure Centre.

Having heard from officers, the Committee agreed that the Work Programme be updated as below.

RESOLVED: That the following items be added to the work programme for future meetings:

- a) Environmental Services Improvement Programme – add to April 2021
- b) Live Waste Data – add to April 2021
- c) Attendance by LLFA representative – invitation to be extended to April 2021 meeting

33. CABINET WORK PROGRAMME

The Committee received and considered the report of the Head of Democratic Services, which gave members the opportunity to comment on the Cabinet Work Programme published on 19 January 2021.

RESOLVED: That the report be noted.

34. MEMBERS' QUESTIONS

There were none received.

The meeting closed at 4.28 pm

CHAIRMAN

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WEST OXFORDSHIRE DISTRICT COUNCIL

CABINET

Record of decisions taken at the meeting of the **Cabinet** held via video conferencing on **Wednesday 17 February, 2021** at 2.00pm.

PRESENT

Councillors: Michele Mead (Leader); Toby Morris (Deputy Leader); Suzi Coul, Merilyn Davies, Jeff Haine, David Harvey and Norman MacRae MBE.

Also in Attendance: Councillors Alaa Al-Yousuf, Richard Bishop, Jill Bull, Julian Cooper, Derek Cotterill, Maxine Crossland, Harry Eaglestone, Duncan Enright, Hilary Fenton, Ted Fenton, Steve Good, Andy Graham, Gill Hill, Liz Leffman, Dan Levy, Martin McBride, Alex Postan, Elizabeth Poskitt, Carl Rylett and Harry St John.

Officers: Giles Hughes (Chief Executive); Elizabeth Griffiths (Chief Finance Officer and Deputy Chief Executive); Frank Wilson (Executive Director, Finance); Bill Oddy (Group Manager – Commercial Development); Chris Hargraves (Planning Policy Manager); Claire Bromley (Planner - Policy); Claire Williams (Interim Finance Business Manager); Louise Thomas (Chief Accountant); Vanessa Scott (Climate Change Manager); Adrienne Frazer (Strategic Support Officer) and Amy Bridgewater-Carnall (Senior Strategic Support Officer).

100. NOTICE OF DECISIONS

RESOLVED: That the record of the decisions taken at the meeting held on 13 January 2021, copies of which had been circulated, be approved and signed as a correct record.

101. APOLOGIES FOR ABSENCE

There were no apologies for absence.

102. DECLARATIONS OF INTEREST

There were no declarations of interest from Members or Officers relating to matters to be considered at the meeting.

103. PARTICIPATION OF THE PUBLIC

No submissions were received from the public in accordance with the Council's Rules of Procedure.

104. RECEIPT OF ANNOUNCEMENTS

104.1 Recommissioning of Homelessness Provision

Councillor Davies advised that in conjunction with all other districts in Oxfordshire, as well as the County Council, the Council had been looking at the re-commissioning of our homelessness provision. After an extensive study undertaken by Crisis, it had been agreed that a new, housing-led approach to homelessness, was needed in order to tackle this issue across the County. Currently, the default provision placed a homeless person in temporary accommodation, or a hostel, resulting in people often being moved. A housing led approach would change this emphasis to a rapid rehousing one, which put the person first, and was led by the belief that everyone had a right to home. It gave individuals choice and control over the services they needed, based on their own strengths, goals, and aspirations and would provide these services flexibly and for as long as needed.

Councillor Davies expressed her support for the scheme and hoped that by separating Housing from Support, the Council stood a greater chance of providing people with their own long-term home.

104.2 Climate Action – staffing update

Councillor Harvey announced that Rachel Crookes had been appointed as the Council's Countryside, Biodiversity & Countryside Land Management Officer and was due to start on 22 February 2021. Rachel brought a wealth of knowledge and experience with her working with the County Council and other community groups in the past. Councillor Harvey also welcomed Louise Croot, Climate Support Officer, back to the team following her recent maternity leave.

Finally, Councillor Harvey advised that the Climate Action Winter Bulletin was due to be published shortly and he encouraged residents to sign up to receive it.

104.3 Affordable Housing

Councillor Haine reminded Members that the decision had been taken last year to fund HALO housing with £510,000 to build affordable homes. He was pleased to announce that not only had HALO managed to build the homes for less money, they had also increased provision up to 43 homes.

104.4 Street Tag – Family Friendly App

Councillor Coul was pleased to introduce 'Street Tag' - a family friendly app aimed at primary school children to encourage them to do more walking, running, cycling etc. Primary schools had been encouraged to join up, and there were currently 24 primary schools in West Oxfordshire participating. The first 12 week season had just finished with the current season running until the beginning of April. The winners of the first season were The Batt Church of England Primary School, second and third were Witney Community Primary and Eynsham Community Primary.

Councillor Coul encouraged all schools to participate, especially as prizes were available for the winning schools.

105. LOCAL PLAN MONITORING REPORT 2019/2020

The Cabinet received the report of the Planning Policy Manager, which asked Members to consider the Council's Local Plan Annual Monitoring Report for 2019/20.

The report advised that under current legislation, the Council was required to prepare an Annual Monitoring Report (AMR) providing an update on the matters including Progress of the Local Plan; Implementation of Local Plan policies; Neighbourhood Planning; Community Infrastructure Levy (CIL); and How the Council had fulfilled its obligations under the Duty to Co-Operate.

The AMR had to be made available on the Council's website, at its main offices and any other appropriate locations and a copy of the AMR covering the period 1 April 2019 – 31 March 2020 was attached as an appendix to the report. A brief overview of the main points arising was provided at section 2 of the report.

Councillor Haine proposed the recommendations in the report subject to the following amendments:

Page 20 of 36 – the figure of 32833m² net should read 33133m² net;

Figure 10 on page 20 – fourth column labelled ‘Eynsham-Woodstock’, the red area be reduced by 300m²;

Page 21 of 36 – the bottom bullet point be amended to read “Permitted changes of use to residential in 2019-20 would result in a loss of 989m² employment floorspace, including a scheme to convert offices to residential in Witney and two light industrial to residential schemes approved under permitted development in Bampton and Burford”.

Councillor Haine thanked officers for their work on the report, in particular Chris Hargraves and his team and highlighted the key sections in the report. He brought Members attention to section 2.21, which advised that 1086 new homes had been completed in the District with affordable housing making up 454 of that number.

The proposal was seconded by Councillor Davies, who agreed that officers had put together a positive and comprehensive overview.

Councillor Graham asked questions relating to an update on the provision of Gypsy and Traveller Sites, registration of self-build properties and the need for infrastructure to keep pace with the development of housing.

In response, Councillor Haine agreed that infrastructure was a vital piece of the process and assured him that the Council was doing everything it could to improve it. He also advised that he would get back to Councillor Graham about the Gypsy and Traveller information.

Councillor Leffman noted that the past 12 months had brought about a large amount of change and queried how this may impact on next years’ report. She asked if the report could be produced earlier for the 2021 period. Councillor Haine stated he would note the request and advised that at present, the report was planned for Autumn 2021.

Comments were made relating to the use of colours in the pie charts, which were sometimes hard to distinguish, the drop in numbers on the Council’s housing waiting list, the delivery of affordable housing targets and how greater investment was encouraged from Thames Water and the Environment Agency.

In response to a query from Councillor Postan, Councillor Haine advised that officers had communicated with Parish Councils regarding the creation of their Neighbourhood Plans and had encouraged them to develop them. However, despite the potential increase in CIL contributions it was noted that this was often a time consuming exercise for the parishes.

Councillor Poskitt referenced the Woodstock Neighbourhood Plan, which mainly focused on Green Spaces and queried if the town would benefit from higher levels of CIL as a result. Councillor Haine advised he would respond after the meeting.

Having considered the report and having heard from the officers present, Cabinet approved the recommendations.

DECISION: That the content of the Local Plan Annual Monitoring report be noted.

REASONS: To give Councillors the opportunity to consider the content of the AMR, which the Council was required to prepare under current legislation.

OPTIONS: Councillors could choose to request amendments or agree the document as written.

106. EXTENSION OF ENVIRONMENTAL SERVICES CONTRACT WITH UBICO

The Cabinet received and considered the report of the Business Manager, Contracts which updated Members on the Ubico contract for Domestic Waste and Recycling collections,

Trade Waste and Recycling collections (includes markets), Street Cleansing, Grounds maintenance, Bulky Waste collections, Pest Control & Dog Warden service and Bin deliveries. This contract was due to end on 31 March 2022 and the report put forward a recommendation to extend the agreement term by two years to 31 March 2024.

West Oxfordshire District Council (WODC) along with Forest of Dean District Council (FoDDC), Cotswold District Council (CDC) and four other partners in Gloucestershire were shareholders in Ubico Limited, a Teckal company designed to deliver environmental services, offering better value for money than commercial contracts.

The report advised that feedback from service managers confirmed that Ubico performed well and delivered a good level of service, within the time constraints set by the Council. Collection accuracy was high at 99.92%, and there was a good relationship between officers in Publica and Ubico which had been crucial over the time of the pandemic. A short update on the last six months of service delivery was attached at Annex A to the report.

The alternative options available to Councillors was provided at section 2.2 of the report with a Pro's and Con's summary detailed at section 3.

Councillor MacRae proposed the report as laid out and thanked the Managing Director of Ubico, Beth Boughton, and her staff for their hard work and assistance over some very trying months. He acknowledged that officers were undertaking an Environmental Services Improvement Plan, which would be considered by the Environment Overview and Scrutiny Committee. Councillor MacRae highlighted an amendment relating to the decision by Cotswold District Council to extend their contract with Ubico by five years instead of two as detailed.

The proposal was seconded by Councillor Harvey, who endorsed the good service provided by Ubico.

Councillor Cotterill queried the cost of replacement vehicles falling to the Council, and was advised that these were Council vehicles and its responsibility to replace when they reached the end of their usable life.

In response to a query from Councillor Levy, Councillor MacRae assured him that officers were in discussions about how to make savings and deliver services more efficiently throughout the shareholder group.

Having considered the report and having heard from the officers present, Cabinet approved the recommendations.

DECISION: That Council be recommended to authorise the extension of the current Ubico contract by two years, from 1 April 2022 until 31 March 2024.

REASONS: To ensure the Council continued to lead the way in protecting and enhancing the environment by taking action locally on climate change and biodiversity.

OPTIONS: The Council can choose to enact the contract extension with Ubico or retender the contract with an alternative provider. However, given the risks surrounding the economy as a result of the Coronavirus pandemic and Brexit, it would be unlikely to receive competitive bids, when compared with that currently being paid to Ubico.

107. BUDGET 2021-2022

The Cabinet received and considered the report of the Chief Finance Officer, which asked Members to consider the revenue budget proposals for 2021/22, the Council's Capital Programme for 2021/22 to 2030/31 and the level of Council Tax for 2021/22.

This report also fulfilled the requirements of the Local Government Act 2003 relating to the Council's Treasury Management function and implementation of the Prudential Code Capital Finance System arrangements. Cabinet would recommend the Council's Medium Term Financial Strategy, Capital Programme, Capital Strategy, Investment Strategy and Treasury Management Strategy to Council for approval, and the report included the Chief Finance Officer's report on the robustness of estimates and the adequacy of the Council's reserves.

The draft base budget for 2021/22 had been considered by Cabinet on 13 January, and by Council on 20 January. This report updated Cabinet on the proposed changes to any expenditure budgets and funding streams, included details of feedback from consultation on the Council's budget proposals and drew together the Council's suite of strategic financial documents for 2021/22.

The report outlined the main changes to the budget, Business Rates, Council Tax and advised on the consultation carried out and responses received. There were a number of appendices attached to the report for consideration as detailed below:

Annex A, Medium Term Financial Strategy; Annex B - Summary of General Fund Revenue Budgets 2020/21; Annex C - Forecast Collection Fund Surplus 2020/21; Annex D - Capital Programme for 2021/22 to 2030/31; Annex E - Fees and Charges 2021/22; Annex F – Council Pay Policy Statement; Annex G – Capital Strategy 2021/22; Annex H – Investment Strategy 2021/22; Annex I – Treasury Management Strategy 2021/22; Annex J – Feedback from the budget consultation; Annex K – Report of the Chief Finance Officer; Annex L – Estimate of Business Rates 2021/22 (extracts from NNDR1 return); Annex M – Parish Precepts and Taxbase 2021/22; and Annex N – Summary of Prudential Indicators.

The Cabinet Member for Resources, Councillor Morris introduced the report and thanked the Chief Finance Officer, her team and all Cabinet Members for their input and hard work in pulling together a balanced budget. He reminded the meeting that the Council had continued to deliver all services under very difficult circumstances and highlighted the key points in the report.

Councillor Morris noted the significant pressure within the Medium Term Financial Strategy and recognised that there were some difficult years ahead for local authorities, with a number of changes to be prepared for. He proposed the report as laid out.

This was seconded by Councillor Mead, who echoed her thanks to all officers involved and to Councillor Morris for responding to communications and queries promptly.

Councillor Cotterill stated that this was a reassuring report and passed his congratulations to the team and, having asked for clarification on a number of posts detailed in the report, was advised that these posts had been approved as part of the Covid Recovery Strategy.

Councillor Coul recognised that this had been an unprecedented year and thanked all officers for their work in such difficult times.

Councillor Cooper reminded the Leader of his proposal relating to the potential for the Council to recognise the 150th anniversary of Winston Churchill's birth, which he felt could shine a spotlight on the District. The Leader noted his request.

There were some Councillors who felt that the publication of the budget reports did not coincide with Scrutiny committees effectively enough and queried whether there was anything that could be done to make this easier. Councillor Morris noted their frustration and reminded them that officers were reliant on receiving information from Central Government but noted that this could be addressed if the Council moved to a multi-year settlement.

Councillor Graham thanked senior officers for engaging fully and transparently in the budget process. He queried the reference to the money markets in Annex I to the report, raised a concern that the consultation response rates were still low and wondered whether it had been promoted extensively enough.

In response, Councillor Morris and the Chief Finance Officer assured Councillor Graham that the consultation had been very widely promoted and had received a higher response rate than in previous years. Clarification was also provided on the money market funds, the yields they provided and the potential for green investments.

Councillor Enright added his thanks to officers and acknowledged the timing difficulties experienced in producing the papers. He highlighted the importance of grants being used alongside 'bounce back' plans for the economy and hoped that these would be widely promoted.

Having considered the report and having heard from the officers present, Cabinet approved the recommendations.

DECISIONS:

(a) That Council be recommended to approve:

- (i) The updated Medium Term Financial Strategy in Annex A
- (ii) General Fund revenue budgets as summarised in Annex A
- (iii) The Capital Programme for 2021/22 to 2030/31 as set out in Annex D
- (iv) Fees and Charges for 2021/22 as set out in Annex E
- (v) The Council's Pay Policy Statement as set out in Annex F
- (vi) The Council's Capital Strategy 2021/22 as set out in Annex G
- (vii) The Council's Investment Management Strategy 2021/22 as set out in Annex H
- (viii) The Council's Treasury Management Strategy 2021/22 as set out in Annex I
- (ix) The Prudential Indicators as set out in Annex N
- (x) The level of District Council Tax for 2021/22 for a Band D property of £109.38

(b) That the estimate of Business Rates income for 2021/22, as set out in the excerpt from the government return NNDR I, in Annex L, and the Parish Precepts and Tax Levels set out in Annex M be noted.

REASONS: The report fulfils the requirements of the Local Government Act 2003 relating to the Council's Treasury Management function and implementation of the Prudential Code Capital Finance System arrangements and supports the priority themes set out in the Council Plan, approved by Council in January.

OPTIONS: Councillors could choose to amend the figures proposed in the budget and propose an alternative budget to Council.

108. OXFORDSHIRE PARK AND CHARGE PROJECT – APPROVAL OF LEGAL AGREEMENTS

The Cabinet received and considered the report of the Climate Change Manager, which provided an update on the Oxfordshire Park & Charge project and next steps.

The report also included a request that the Chief Executive be authorised, in consultation with Group Manager for Commissioning, Group Manager for Business Support Services and

the Solicitor for the Council, to enter into Legal Agreements with the proposed Charge Point Operator (CPO) and utility company providing electricity to charge points based in the Council's car parks, as part of the Oxfordshire Park & Charge project.

The Council was a partner in the Innovate-UK funded, Oxfordshire Park & Charge Electric Vehicle Charging Point (EVCP) project, as approved in April 2020. During 2020, the Council worked extensively with the Oxfordshire Park & Charge team to assess the viability of car parks within the Council's stewardship. Six car parks had been selected as part of Tranche One for EVCP being installed in West Oxfordshire during the spring and summer of 2021 and these were listed in 1.2 of the report.

Officers had recently received draft Legal Agreements for the Oxfordshire Park & Charge project which were subject to review by the Council's Legal Team, in consultation with the WODC's Park & Charge project team. A summary of the main points noted as part of a legal review of contracts was provided in a confidential Annex 2 to the report.

Councillor Harvey presented the report and welcomed the next phase of the project. The proposals were seconded by Councillor MacRae.

Councillor Cooper raised a query relating to the figures detailed in the confidential appendix for the Woodford Way car park. Officers agreed to respond to him outside of the meeting. In addition, Councillor Cooper raised a concern that the car parking issue in Woodstock remained difficult and hoped that monitoring of any proposed arrangements would be balanced with ensuring the town remained vibrant and attractive to visitors.

In response, Councillor Harvey advised that the issuing of fixed penalty notices would be managed in the same manner as other parking policies.

Following a query from Councillor Leffman, Councillor Harvey explained that the original installation date had been extended by 12 months following recent events and agreed that the report should be updated to reflect that. With regard to her question relating to provision for Charlbury, he assured her that all areas would be considered equally.

Councillor Postan asked how this project would integrate with the Council's own project to deliver EVCP's in the District and why their seemed to be little progress with it. Councillor Harvey stated that he had been informed very recently that officers had looked at a revised plan and were hoping to send this out for tender in due course. With regard to the integration of the two projects, he advised that they were two separate entities.

Councillor Poskitt welcomed the report and noted that the dates in the report would be amended to avoid confusion. Councillor Harvey advised that a second meeting to discuss the car parking provision in Woodstock was due to take place on 26 February.

Having considered the report, the Cabinet agreed the recommendations.

DECISIONS:

- (a) That the contents of the Oxfordshire Park & Charge document provided in Annex 1 be noted;
- (b) That the risks identified within the report and in Annex 2 be noted, and the Chief Executive be authorised, in consultation with Group Manager for Commissioning, Group Manager for Business Support Services and Solicitor for the Council, to enter into Legal Agreements with the proposed Charge Point Operator (CPO) and utility company providing electricity to charge points based in the Council's car parks as part of the Oxfordshire Park & Charge project; and


- (c) That the project next steps and legal review underway be noted, as referenced in the exempt Annex 2.

REASONS: The project enabled the Council to protect the environment whilst supporting the local economy; Work with communities to meet the current and future needs and aspirations of residents; and provide efficient and value for money services, whilst delivering quality front line services.

OPTIONS: Alternative options were for the Council to carry out the installation and operation of 35 EVCP in six Council-owned car parks at the Council's direct cost or to take no action to install EVCP's – however, this was not recommended given the Council's declaration of a climate and ecological emergency and its commitment to responding and delivering targeted climate action across the District.

The meeting closed at 3.12 pm

Leader of the Council

 <p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>	<p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>
<p>Name and date of Committee</p>	<p>Council – Wednesday 24 February 2021</p>
<p>Report Number</p>	<p>Agenda Item No. 8</p>
<p>Subject</p>	<p>Council Tax 2021/2022</p>
<p>Wards affected</p>	<p>All</p>
<p>Accountable member</p>	<p>Councillor Michele Mead, Leader of the Council Email: michele.mead@westoxon.gov.uk</p>
<p>Accountable officer</p>	<p>Elizabeth Griffiths, Chief Finance Officer Tel: 01993 861188 Email: elizabeth.griffiths@westoxon.gov.uk</p>
<p>Summary/Purpose</p>	<p>To enable to Council to calculate and set the Council Tax for 2021/22.</p>
<p>Annexes</p>	<p>Annex A – Proposed resolution and Council Tax Schedules 1-4</p>
<p>Recommendation</p>	<p>That the Council passes the resolution set out in Annex A to the report.</p>
<p>Corporate priorities</p>	<p>N/A</p>
<p>Key Decision</p>	<p>Yes</p>
<p>Exempt</p>	<p>No</p>
<p>Consultees/ Consultation</p>	

I. BACKGROUND AND MAIN POINTS

- 1.1. The Local Government Finance Act 1992, and the Localism Act 2011, requires:
 - a) the billing authority to calculate a Council Tax requirement for the year.
 - b) the Council to confirm that its basic amount of Council Tax for 2021/22 is not excessive. This covers the requirements of Chapter 4ZA Local Government Finance Act 1992 – Referendums relating to Council Tax increases.
- 1.2. At its meeting on 17th February, as part of the budget setting process, Cabinet recommended a Council Tax of £109.38 at Band D.
- 1.3. The Council is required to make resolutions in respect of the tax base (Schedules 1 and 2) and aggregate levels of Council Tax. The aggregate levels of Council Tax comprise the 'basic amount' - parish and district levy (Schedules 1 and 2), amounts for each Council Tax band (Schedule 3) and inclusion of Oxfordshire County Council and Police & Crime Commissioner for Thames Valley Precepts (Schedule 4). The schedules begin on [page 5](#).
- 1.4. The recommendations to give effect to the legal resolution of these items are necessarily framed.
- 1.5. The average parish council tax levy for 2021/22 is estimated at £91.12 (2020/21 : £88.74). Two Parish / Town Councils have yet to confirm their precepts; one of which has provided an estimate and for the other a precept has been assumed at the 2020/21 level.
- 1.6. The Council is proposing a district Council Tax (at band D) of £109.38 for 2021/22. If the proposed level of District Council Tax is changed by Council then the figures in Schedules 2-4 will also need to be changed. In order to make such changes and verify them, there would need to be an adjournment of the Council meeting.
- 1.7. For the purposes of passing debts through the Courts, the Council must also formally resolve that certain officers are empowered to carry out this function. Those officers are identified at [Recommendation 8](#) in [Annex A](#).

2. CLIMATE CHANGE IMPLICATIONS

- 2.1. There are no implications resulting from this report.

3. BACKGROUND PAPERS

- 3.1. None

Recommendations for the Council Tax Resolution 2021/22

- 1) for the purpose of the Local Government Finance Act 1992 Section 35(2), there are no special expenses for the District Council in 2021/22;
- 2) it be noted that at its meeting held on 13 January 2021 the Cabinet calculated the Council Tax Base for 2021/22:
 - a) for the whole Council area as 44,917.96 [item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended (the “Act”)]; and
 - b) for dwellings in those parts of its area to which a Parish Precept relates as in the attached Schedule 1.
- 3) the Council Tax requirement for the Council’s own purposes for 2021/22 (excluding Parish Precepts and Special Expenses) is £109.38
- 4) the following amounts be calculated for the year 2021/22 in accordance with Sections 31 to 36 of the Act:
 - a) £48,081,322 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act, taking into account all precepts issued to it by Parish Councils and any additional special expenses.
 - b) £39,075,406 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A (3) of the Act.
 - c) £9,005,916 being the amount by which the aggregate at 4(a) above exceeds the aggregate at 4(b) above, calculated by the Council, in accordance with Section 31A(4) of the Act, as its Council Tax requirement for the year (Item R in the formula in Section 31B of the Act).
 - d) £200.50 being the amount at 4(c) above (Item R), all divided by Item T (2(a) above), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish Precepts and Special Expenses);
 - e) £4,092,790 being the aggregate amount of all special items (Parish Precepts and Special Expenses) referred to in Section 34(1) of the Act as per the attached Schedule 2.
 - f) £109.38 being the amount at 4(d) above less the result given by dividing the amount at 4(e) above by Item T(2(a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish Precept or special item relates;
 - g) the amounts shown in Schedule 2 being the amounts given by adding to the amount at 4(f) above, the amounts of the special item or items relating to dwellings in those parts of the Council’s area shown in Schedule 2 divided in each case by the amount at 2(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more special items relate;
 - h) the amounts shown in Schedule 3 being the amounts given by multiplying the amounts at 4(f) and 4(g) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation Band D, calculated by the Council, in accordance with Section

36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands;

- 5) it be noted that for the year 2021/22 the Oxfordshire County Council and the Police and Crime Commissioner for the Thames Valley have issued precepts to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each category of dwellings in the Council's area as indicated below:

Valuation band	Oxfordshire County Council £	Police and Crime Commissioner for Thames Valley £
A	£1,048.74	£154.19
B	£1,223.53	£179.88
C	£1,398.32	£205.58
D	£1,573.11	£231.28
E	£1,922.69	£282.68
F	£2,272.27	£334.07
G	£2,621.85	£385.47
H	£3,146.22	£462.56

- 6) the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the amounts shown in Schedule 4 as the amounts of Council Tax for the year 2021/22 for each part of its area and for each of the categories of dwellings.
- 7) the Council's basic amount of Council Tax for 2021/22 is not excessive in accordance with principles approved under Section 52ZB Local Government Finance Act 1992.
- 8) the following Council/Public Officers: Chief Finance Officer, Group Manager – Resident Services, Legal Services Manager, Legal Executive, Business Manager – Operational Support, Revenues Manager, Revenues Lead and Court Officer be authorised to:
- a) collect and recover any National Non-Domestic Rates and Council Tax, and
 - b) prosecute or defend on the Council's behalf or to appear on its behalf in proceedings before a magistrate's court in respect of unpaid National Non-Domestic Rates and Council Tax.

BASIC AMOUNTS OF COUNCIL TAX 2021/22

PARISH	TAX BASE	PARISH PRECEPT £	'BAND D' COUNCIL TAX		TOTAL BAND D COUNCIL TAX £ p
			PARISHES	DISTRICT	
			£ p	£ p	
ALVESCOT	202.67	14,500	71.54	109.38	180.92
ASCOTT-UNDER-WYCHWOOD	252.68	20,000	79.15	109.38	188.53
ASTHAL	154.32	3,700	23.98	109.38	133.36
ASTON,COTE,SHIFFORD & CHIMNEY	589.42	29,319	49.74	109.38	159.12
BAMPTON	1,231.20	141,000	114.52	109.38	223.90
BLACK BOURTON	122.21	13,411	109.74	109.38	219.12
BLADON	388.08	40,287	103.81	109.38	213.19
BLENHEIM	24.68	0	0.00	109.38	109.38
BRIZE NORTON	468.06	31,256	66.78	109.38	176.16
BROADWELL	67.75	500	7.38	109.38	116.76
BRUERN	37.07	0	0.00	109.38	109.38
BURFORD TOWN COUNCIL	758.23	75,396	99.44	109.38	208.82
CARTERTON TOWN COUNCIL	5,347.73	396,279	74.10	109.38	183.48
CASSINGTON	327.54	22,050	67.32	109.38	176.70
CHADLINGTON	380.56	14,916	39.19	109.38	148.57
CHARLBURY TOWN COUNCIL	1,339.02	106,096	79.23	109.38	188.61
CHASTLETON	63.81	0	0.00	109.38	109.38
CHILSON	57.46	300	5.22	109.38	114.60
CHIPPING NORTON TOWN COUNCIL	2,737.46	315,055	115.09	109.38	224.47
CHURCHILL & SARSDEN	341.72	31,810	93.09	109.38	202.47
CLANFIELD	358.70	20,000	55.76	109.38	165.14
COMBE	335.65	13,686	40.77	109.38	150.15
CORNBURY & WYCHWOOD	27.58	0	0.00	109.38	109.38
CORNWELL	27.96	0	0.00	109.38	109.38
CRAWLEY	80.83	2,100	25.98	109.38	135.36
CURBRIDGE & LEW	309.69	17,500	56.51	109.38	165.89
DUCKLINGTON	635.01	35,701	56.22	109.38	165.60
ENSTONE	579.54	33,214	57.31	109.38	166.69
EYNHAM	2,039.58	146,200	71.68	109.38	181.06
FAWLER	45.19	0	0.00	109.38	109.38
FIFIELD	107.28	6,000	55.93	109.38	165.31
FILKINS & BROUGHTON	215.14	18,500	85.99	109.38	195.37
FINSTOCK	293.39	23,287	79.37	109.38	188.75
FREELAND	693.37	66,005	95.19	109.38	204.57
FULBROOK	241.97	4,692	19.39	109.38	128.77
GLYMPTON	42.48	0	0.00	109.38	109.38
GRAFTON & RADCOT	31.25	0	0.00	109.38	109.38
GREAT TEW	89.94	149	1.66	109.38	111.04
HAILEY	499.88	35,266	70.55	109.38	179.93
HANBOROUGH	1,352.42	94,481	69.86	109.38	179.24
HARDWICK WITH YELFORD	52.35	0	0.00	109.38	109.38
HEYTHROP	65.49	1,200	18.32	109.38	127.70
HOLWELL	25.31	0	0.00	109.38	109.38
IDBURY	74.79	700	9.36	109.38	118.74
KELMSCOTT	40.81	0	0.00	109.38	109.38
KENCOT	63.34	0	0.00	109.38	109.38
KIDDINGTON WITH ASTERLEIGH	54.95	0	0.00	109.38	109.38
KINGHAM	390.32	29,288	75.04	109.38	184.42

BASIC AMOUNTS OF COUNCIL TAX 2021/22

PARISH	TAX BASE	PRECEPT £	BAND D COUNCIL TAX		TOTAL BAND D COUNCIL TAX £ p
			PARISHES	DISTRICT	
			£ p	£ p	
LANGFORD	155.62	8,000	51.41	109.38	160.79
LEAFIELD	372.79	61,945	166.17	109.38	275.55
LITTLE FARINGDON	41.68	0	0.00	109.38	109.38
LITTLE TEW	104.62	1,300	12.43	109.38	121.81
LYNEHAM	88.89	0	0.00	109.38	109.38
MILTON-UNDER-WYCHWOOD	766.01	50,000	65.27	109.38	174.65
MINSTER LOVELL	636.22	42,691	67.10	109.38	176.48
NORTH LEIGH	891.59	30,000	33.65	109.38	143.03
NORTHMOOR	185.68	4,000	21.54	109.38	130.92
OVER NORTON	196.69	20,805	105.78	109.38	215.16
RAMSDEN	182.04	20,275	111.38	109.38	220.76
ROLLRIGHT	244.73	12,006	49.06	109.38	158.44
ROUSHAM	25.91	0	0.00	109.38	109.38
SALFORD	125.01	6,750	54.00	109.38	163.38
SANDFORD ST MARTIN	144.97	6,790	46.84	109.38	156.22
SHILTON	287.62	6,600	22.95	109.38	132.33
SHIPTON-UNDER-WYCHWOOD	675.69	36,332	53.77	109.38	163.15
SOUTH LEIGH	167.11	7,766	46.47	109.38	155.85
SPELSBURY	149.84	7,833	52.28	109.38	161.66
STANDLAKE	665.66	25,000	37.56	109.38	146.94
STANTON HARCOURT	447.71	25,000	55.84	109.38	165.22
STEEPLE BARTON	592.59	21,560	36.38	109.38	145.76
STONESFIELD	688.86	33,993	49.35	109.38	158.73
SWERFORD	89.30	3,200	35.83	109.38	145.21
SWINBROOK & WIDFORD	91.47	1,500	16.40	109.38	125.78
TACKLEY	480.03	27,122	56.50	109.38	165.88
TAYNTON	78.53	4,000	50.94	109.38	160.32
WESTCOT BARTON	82.68	1,000	12.09	109.38	121.47
WESTWELL	47.47	0	0.00	109.38	109.38
WITNEY TOWN COUNCIL	10,638.06	1,691,877	159.04	109.38	268.42
WOODSTOCK	1,563.18	122,800	78.56	109.38	187.94
WOOTTON	295.45	8,801	29.79	109.38	139.17
WORTON	48.38	0	0.00	109.38	109.38
AVERAGE COUNCIL TAX LEVY			91.12	109.38	200.50
TAX BASE FOR THE DISTRICT	44,917.96				
TOTAL PRECEPTS		4,092,790			

AMOUNTS OF COUNCIL TAX 2021/2022 - DISTRICT COUNCIL AND PARISHES

PARISH	BASIC AMOUNT OF COUNCIL TAX			BANDINGS							
	WODC	PARISHES	TOTAL	A	B	C	D	E	F	G	H
	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p
ALVESCOT	109.38	71.54	180.92	120.61	140.72	160.82	180.92	221.12	261.33	301.53	361.84
ASCOTT-UNDER-WYCHWOOD	109.38	79.15	188.53	125.69	146.63	167.58	188.53	230.43	272.32	314.22	377.06
ASTHAL	109.38	23.98	133.36	88.91	103.72	118.54	133.36	163.00	192.63	222.27	266.72
ASTON,COTE,SHIFFORD & CHIMNEY	109.38	49.74	159.12	106.08	123.76	141.44	159.12	194.48	229.84	265.20	318.24
BAMPTON	109.38	114.52	223.90	149.27	174.14	199.02	223.90	273.66	323.41	373.17	447.80
BLACK BOURTON	109.38	109.74	219.12	146.08	170.43	194.77	219.12	267.81	316.51	365.20	438.24
BLADON	109.38	103.81	213.19	142.13	165.81	189.50	213.19	260.57	307.94	355.32	426.38
BLENHEIM	109.38	0.00	109.38	72.92	85.07	97.23	109.38	133.69	157.99	182.30	218.76
BRIZE NORTON	109.38	66.78	176.16	117.44	137.01	156.59	176.16	215.31	254.45	293.60	352.32
BROADWELL	109.38	7.38	116.76	77.84	90.81	103.79	116.76	142.71	168.65	194.60	233.52
BRUERN	109.38	0.00	109.38	72.92	85.07	97.23	109.38	133.69	157.99	182.30	218.76
BURFORD TOWN COUNCIL	109.38	99.44	208.82	139.21	162.42	185.62	208.82	255.22	301.63	348.03	417.64
CARTERTON TOWN COUNCIL	109.38	74.10	183.48	122.32	142.71	163.09	183.48	224.25	265.03	305.80	366.96
CASSINGTON	109.38	67.32	176.70	117.80	137.43	157.07	176.70	215.97	255.23	294.50	353.40
CHADLINGTON	109.38	39.19	148.57	99.05	115.55	132.06	148.57	181.59	214.60	247.62	297.14
CHARLBURY TOWN COUNCIL	109.38	79.23	188.61	125.74	146.70	167.65	188.61	230.52	272.44	314.35	377.22
CHASTLETON	109.38	0.00	109.38	72.92	85.07	97.23	109.38	133.69	157.99	182.30	218.76
CHILSON	109.38	5.22	114.60	76.40	89.13	101.87	114.60	140.07	165.53	191.00	229.20
CHIPPING NORTON TOWN COUNCIL	109.38	115.09	224.47	149.65	174.59	199.53	224.47	274.35	324.23	374.12	448.94
CHURCHILL & SARSDEN	109.38	93.09	202.47	134.98	157.48	179.97	202.47	247.46	292.46	337.45	404.94
CLANFIELD	109.38	55.76	165.14	110.09	128.44	146.79	165.14	201.84	238.54	275.23	330.28
COMBE	109.38	40.77	150.15	100.10	116.78	133.47	150.15	183.52	216.88	250.25	300.30
CORNBURY & WYCHWOOD	109.38	0.00	109.38	72.92	85.07	97.23	109.38	133.69	157.99	182.30	218.76
CORNWELL	109.38	0.00	109.38	72.92	85.07	97.23	109.38	133.69	157.99	182.30	218.76
CRAWLEY	109.38	25.98	135.36	90.24	105.28	120.32	135.36	165.44	195.52	225.60	270.72
CURBRIDGE & LEW	109.38	56.51	165.89	110.59	129.03	147.46	165.89	202.75	239.62	276.48	331.78
DUCKLINGTON	109.38	56.22	165.60	110.40	128.80	147.20	165.60	202.40	239.20	276.00	331.20
ENSTONE	109.38	57.31	166.69	111.13	129.65	148.17	166.69	203.73	240.77	277.82	333.38
EYNHAM	109.38	71.68	181.06	120.71	140.82	160.94	181.06	221.30	261.53	301.77	362.12
FAWLER	109.38	0.00	109.38	72.92	85.07	97.23	109.38	133.69	157.99	182.30	218.76
FIFIELD	109.38	55.93	165.31	110.21	128.57	146.94	165.31	202.05	238.78	275.52	330.62
FILKINS & BROUGHTON	109.38	85.99	195.37	130.25	151.95	173.66	195.37	238.79	282.20	325.62	390.74

AMOUNTS OF COUNCIL TAX 2021/2022 - DISTRICT COUNCIL AND PARISHES

PARISH	BASIC AMOUNT OF COUNCIL TAX			BANDINGS							
	WODC	PARISHES	TOTAL	A	B	C	D	E	F	G	H
	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p
FINSTOCK	109.38	79.37	188.75	125.83	146.81	167.78	188.75	230.69	272.64	314.58	377.50
FREELAND	109.38	95.19	204.57	136.38	159.11	181.84	204.57	250.03	295.49	340.95	409.14
FULBROOK	109.38	19.39	128.77	85.85	100.15	114.46	128.77	157.39	186.00	214.62	257.54
GLYMPTON	109.38	0.00	109.38	72.92	85.07	97.23	109.38	133.69	157.99	182.30	218.76
GRAFTON & RADCOT	109.38	0.00	109.38	72.92	85.07	97.23	109.38	133.69	157.99	182.30	218.76
GREAT TEW	109.38	1.66	111.04	74.03	86.36	98.70	111.04	135.72	160.39	185.07	222.08
HAILEY	109.38	70.55	179.93	119.95	139.95	159.94	179.93	219.91	259.90	299.88	359.86
HANBOROUGH	109.38	69.86	179.24	119.49	139.41	159.32	179.24	219.07	258.90	298.73	358.48
HARDWICK WITH YELFORD	109.38	0.00	109.38	72.92	85.07	97.23	109.38	133.69	157.99	182.30	218.76
HEYTHROP	109.38	18.32	127.70	85.13	99.32	113.51	127.70	156.08	184.46	212.83	255.40
HOLWELL	109.38	0.00	109.38	72.92	85.07	97.23	109.38	133.69	157.99	182.30	218.76
IDBURY	109.38	9.36	118.74	79.16	92.35	105.55	118.74	145.13	171.51	197.90	237.48
KELMSCOTT	109.38	0.00	109.38	72.92	85.07	97.23	109.38	133.69	157.99	182.30	218.76
KENCOT	109.38	0.00	109.38	72.92	85.07	97.23	109.38	133.69	157.99	182.30	218.76
KIDDINGTON WITH ASTERLEIGH	109.38	0.00	109.38	72.92	85.07	97.23	109.38	133.69	157.99	182.30	218.76
KINGHAM	109.38	75.04	184.42	122.95	143.44	163.93	184.42	225.40	266.38	307.37	368.84
LANGFORD	109.38	51.41	160.79	107.19	125.06	142.92	160.79	196.52	232.25	267.98	321.58
LEAFIELD	109.38	166.17	275.55	183.70	214.32	244.93	275.55	336.78	398.02	459.25	551.10
LITTLE FARINGDON	109.38	0.00	109.38	72.92	85.07	97.23	109.38	133.69	157.99	182.30	218.76
LITTLE TEW	109.38	12.43	121.81	81.21	94.74	108.28	121.81	148.88	175.95	203.02	243.62
LYNEHAM	109.38	0.00	109.38	72.92	85.07	97.23	109.38	133.69	157.99	182.30	218.76
MILTON-UNDER-WYCHWOOD	109.38	65.27	174.65	116.43	135.84	155.24	174.65	213.46	252.27	291.08	349.30
MINSTER LOVELL	109.38	67.10	176.48	117.65	137.26	156.87	176.48	215.70	254.92	294.13	352.96
NORTH LEIGH	109.38	33.65	143.03	95.35	111.25	127.14	143.03	174.81	206.60	238.38	286.06
NORTHMOOR	109.38	21.54	130.92	87.28	101.83	116.37	130.92	160.01	189.11	218.20	261.84
OVER NORTON	109.38	105.78	215.16	143.44	167.35	191.25	215.16	262.97	310.79	358.60	430.32
RAMSDEN	109.38	111.38	220.76	147.17	171.70	196.23	220.76	269.82	318.88	367.93	441.52
ROLLRIGHT	109.38	49.06	158.44	105.63	123.23	140.84	158.44	193.65	228.86	264.07	316.88
ROUSHAM	109.38	0.00	109.38	72.92	85.07	97.23	109.38	133.69	157.99	182.30	218.76
SALFORD	109.38	54.00	163.38	108.92	127.07	145.23	163.38	199.69	235.99	272.30	326.76
SANDFORD ST MARTIN	109.38	46.84	156.22	104.15	121.50	138.86	156.22	190.94	225.65	260.37	312.44

AMOUNTS OF COUNCIL TAX 2021/2022 - DISTRICT COUNCIL AND PARISHES

PARISH	BASIC AMOUNT OF COUNCIL TAX			BANDINGS							
	WODC	PARISHES	TOTAL	A	B	C	D	E	F	G	H
	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p
SHILTON	109.38	22.95	132.33	88.22	102.92	117.63	132.33	161.74	191.14	220.55	264.66
SHIPTON-UNDER-WYCHWOOD	109.38	53.77	163.15	108.77	126.89	145.02	163.15	199.41	235.66	271.92	326.30
SOUTH LEIGH	109.38	46.47	155.85	103.90	121.22	138.53	155.85	190.48	225.12	259.75	311.70
SPELSBURY	109.38	52.28	161.66	107.77	125.74	143.70	161.66	197.58	233.51	269.43	323.32
STANDLAKE	109.38	37.56	146.94	97.96	114.29	130.61	146.94	179.59	212.25	244.90	293.88
STANTON HARCOURT	109.38	55.84	165.22	110.15	128.50	146.86	165.22	201.94	238.65	275.37	330.44
STEEPLE BARTON	109.38	36.38	145.76	97.17	113.37	129.56	145.76	178.15	210.54	242.93	291.52
STONESFIELD	109.38	49.35	158.73	105.82	123.46	141.09	158.73	194.00	229.28	264.55	317.46
SWERFORD	109.38	35.83	145.21	96.81	112.94	129.08	145.21	177.48	209.75	242.02	290.42
SWINBROOK & WIDFORD	109.38	16.40	125.78	83.85	97.83	111.80	125.78	153.73	181.68	209.63	251.56
TACKLEY	109.38	56.50	165.88	110.59	129.02	147.45	165.88	202.74	239.60	276.47	331.76
TAYNTON	109.38	50.94	160.32	106.88	124.69	142.51	160.32	195.95	231.57	267.20	320.64
WESTCOT BARTON	109.38	12.09	121.47	80.98	94.48	107.97	121.47	148.46	175.46	202.45	242.94
WESTWELL	109.38	0.00	109.38	72.92	85.07	97.23	109.38	133.69	157.99	182.30	218.76
WITNEY TOWN COUNCIL	109.38	159.04	268.42	178.95	208.77	238.60	268.42	328.07	387.72	447.37	536.84
WOODSTOCK	109.38	78.56	187.94	125.29	146.18	167.06	187.94	229.70	271.47	313.23	375.88
WOOTTON	109.38	29.79	139.17	92.78	108.24	123.71	139.17	170.10	201.02	231.95	278.34
WORTON	109.38	0.00	109.38	72.92	85.07	97.23	109.38	133.69	157.99	182.30	218.76

AGGREGATE AMOUNTS OF COUNCIL TAX 2021/22


PARISH	BASIC AMOUNT OF COUNCIL TAX				TOTAL £ p	BANDINGS							
	OXON CC	PCCTV	WODC	PARISHES		A	B	C	D	E	F	G	H
	£ p	£ p	£ p	£ p		£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p
ALVESCOT	1,573.11	231.28	109.38	71.54	1,985.31	1,323.54	1,544.12	1,764.72	1,985.31	2,426.50	2,867.67	3,308.85	3,970.62
ASCOTT-UNDER-WYCHWOOD	1,573.11	231.28	109.38	79.15	1,992.92	1,328.62	1,550.04	1,771.49	1,992.92	2,435.80	2,878.66	3,321.54	3,985.84
ASTHAL	1,573.11	231.28	109.38	23.98	1,937.75	1,291.84	1,507.13	1,722.45	1,937.75	2,368.37	2,798.97	3,229.59	3,875.50
ASTON,COTE,SHIFFORD & CHIMNEY	1,573.11	231.28	109.38	49.74	1,963.51	1,309.01	1,527.17	1,745.34	1,963.51	2,399.85	2,836.18	3,272.52	3,927.02
BAMPTON	1,573.11	231.28	109.38	114.52	2,028.29	1,352.20	1,577.55	1,802.93	2,028.29	2,479.03	2,929.75	3,380.49	4,056.58
BLACK BOURTON	1,573.11	231.28	109.38	109.74	2,023.51	1,349.01	1,573.83	1,798.68	2,023.51	2,473.19	2,922.84	3,372.52	4,047.02
BLADON	1,573.11	231.28	109.38	103.81	2,017.58	1,345.06	1,569.22	1,793.41	2,017.58	2,465.94	2,914.28	3,362.64	4,035.16
BLENHEIM	1,573.11	231.28	109.38	0.00	1,913.77	1,275.85	1,488.48	1,701.13	1,913.77	2,339.06	2,764.33	3,189.62	3,827.54
BRIZE NORTON	1,573.11	231.28	109.38	66.78	1,980.55	1,320.37	1,540.42	1,760.49	1,980.55	2,420.68	2,860.79	3,300.92	3,961.10
BROADWELL	1,573.11	231.28	109.38	7.38	1,921.15	1,280.77	1,494.22	1,707.69	1,921.15	2,348.08	2,774.99	3,201.92	3,842.30
BRUERN	1,573.11	231.28	109.38	0.00	1,913.77	1,275.85	1,488.48	1,701.13	1,913.77	2,339.06	2,764.33	3,189.62	3,827.54
BURFORD TOWN COUNCIL	1,573.11	231.28	109.38	99.44	2,013.21	1,342.14	1,565.82	1,789.52	2,013.21	2,460.60	2,907.97	3,355.35	4,026.42
CARTERTON TOWN COUNCIL	1,573.11	231.28	109.38	74.10	1,987.87	1,325.25	1,546.11	1,767.00	1,987.87	2,429.63	2,871.36	3,313.12	3,975.74
CASSINGTON	1,573.11	231.28	109.38	67.32	1,981.09	1,320.73	1,540.84	1,760.97	1,981.09	2,421.34	2,861.57	3,301.82	3,962.18
CHADLINGTON	1,573.11	231.28	109.38	39.19	1,952.96	1,301.98	1,518.96	1,735.97	1,952.96	2,386.96	2,820.94	3,254.94	3,905.92
CHARLBURY TOWN COUNCIL	1,573.11	231.28	109.38	79.23	1,993.00	1,328.67	1,550.10	1,771.56	1,993.00	2,435.90	2,878.77	3,321.67	3,986.00
CHASTLETON	1,573.11	231.28	109.38	0.00	1,913.77	1,275.85	1,488.48	1,701.13	1,913.77	2,339.06	2,764.33	3,189.62	3,827.54
CHILSON	1,573.11	231.28	109.38	5.22	1,918.99	1,279.33	1,492.54	1,705.77	1,918.99	2,345.44	2,771.87	3,198.32	3,837.98
CHIPPING NORTON TOWN COUNCIL	1,573.11	231.28	109.38	115.09	2,028.86	1,352.58	1,577.99	1,803.43	2,028.86	2,479.73	2,930.57	3,381.44	4,057.72
CHURCHILL & SARSDEN	1,573.11	231.28	109.38	93.09	2,006.86	1,337.91	1,560.88	1,783.88	2,006.86	2,452.84	2,898.79	3,344.77	4,013.72
CLANFIELD	1,573.11	231.28	109.38	55.76	1,969.53	1,313.02	1,531.85	1,750.69	1,969.53	2,407.21	2,844.87	3,282.55	3,939.06
COMBE	1,573.11	231.28	109.38	40.77	1,954.54	1,303.03	1,520.19	1,737.37	1,954.54	2,388.89	2,823.22	3,257.57	3,909.08
CORNBURY & WYCHWOOD	1,573.11	231.28	109.38	0.00	1,913.77	1,275.85	1,488.48	1,701.13	1,913.77	2,339.06	2,764.33	3,189.62	3,827.54
CORNWELL	1,573.11	231.28	109.38	0.00	1,913.77	1,275.85	1,488.48	1,701.13	1,913.77	2,339.06	2,764.33	3,189.62	3,827.54
CRAWLEY	1,573.11	231.28	109.38	25.98	1,939.75	1,293.17	1,508.69	1,724.22	1,939.75	2,370.81	2,801.86	3,232.92	3,879.50
CURBRIDGE & LEW	1,573.11	231.28	109.38	56.51	1,970.28	1,313.52	1,532.43	1,751.36	1,970.28	2,408.13	2,845.96	3,283.80	3,940.56
DUCKLINGTON	1,573.11	231.28	109.38	56.22	1,969.99	1,313.33	1,532.21	1,751.10	1,969.99	2,407.77	2,845.54	3,283.32	3,939.98
ENSTONE	1,573.11	231.28	109.38	57.31	1,971.08	1,314.06	1,533.05	1,752.07	1,971.08	2,409.11	2,847.11	3,285.14	3,942.16
EYNSHAM	1,573.11	231.28	109.38	71.68	1,985.45	1,323.64	1,544.23	1,764.85	1,985.45	2,426.67	2,867.87	3,309.09	3,970.90
FAWLER	1,573.11	231.28	109.38	0.00	1,913.77	1,275.85	1,488.48	1,701.13	1,913.77	2,339.06	2,764.33	3,189.62	3,827.54
FIFIELD	1,573.11	231.28	109.38	55.93	1,969.70	1,313.14	1,531.98	1,750.85	1,969.70	2,407.42	2,845.12	3,282.84	3,939.40
FILKINS & BROUGHTON	1,573.11	231.28	109.38	85.99	1,999.76	1,333.18	1,555.36	1,777.57	1,999.76	2,444.16	2,888.54	3,332.94	3,999.52

AGGREGATE AMOUNTS OF COUNCIL TAX 2021/22

PARISH	BASIC AMOUNT OF COUNCIL TAX					BANDINGS							
	OXON CC	TVPA	WODC	PARISHES	TOTAL	A	B	C	D	E	F	G	H
	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p
FINSTOCK	1,573.11	231.28	109.38	79.37	1,993.14	1,328.76	1,550.21	1,771.68	1,993.14	2,436.07	2,878.98	3,321.90	3,986.28
FREELAND	1,573.11	231.28	109.38	95.19	2,008.96	1,339.31	1,562.52	1,785.74	2,008.96	2,455.40	2,901.83	3,348.27	4,017.92
FULBROOK	1,573.11	231.28	109.38	19.39	1,933.16	1,288.78	1,503.56	1,718.37	1,933.16	2,362.76	2,792.34	3,221.94	3,866.32
GLYMPTON	1,573.11	231.28	109.38	0.00	1,913.77	1,275.85	1,488.48	1,701.13	1,913.77	2,339.06	2,764.33	3,189.62	3,827.54
GRAFTON & RADCOT	1,573.11	231.28	109.38	0.00	1,913.77	1,275.85	1,488.48	1,701.13	1,913.77	2,339.06	2,764.33	3,189.62	3,827.54
GREAT TEW	1,573.11	231.28	109.38	1.66	1,915.43	1,276.96	1,489.77	1,702.61	1,915.43	2,341.09	2,766.73	3,192.39	3,830.86
HAILEY	1,573.11	231.28	109.38	70.55	1,984.32	1,322.88	1,543.35	1,763.84	1,984.32	2,425.29	2,866.24	3,307.20	3,968.64
HANBOROUGH	1,573.11	231.28	109.38	69.86	1,983.63	1,322.42	1,542.82	1,763.23	1,983.63	2,424.44	2,865.24	3,306.05	3,967.26
HARDWICK WITH YELFORD	1,573.11	231.28	109.38	0.00	1,913.77	1,275.85	1,488.48	1,701.13	1,913.77	2,339.06	2,764.33	3,189.62	3,827.54
HEYTHROP	1,573.11	231.28	109.38	18.32	1,932.09	1,288.06	1,502.73	1,717.41	1,932.09	2,361.45	2,790.79	3,220.15	3,864.18
HOLWELL	1,573.11	231.28	109.38	0.00	1,913.77	1,275.85	1,488.48	1,701.13	1,913.77	2,339.06	2,764.33	3,189.62	3,827.54
IDBURY	1,573.11	231.28	109.38	9.36	1,923.13	1,282.09	1,495.76	1,709.45	1,923.13	2,350.50	2,777.85	3,205.22	3,846.26
KELMSCOTT	1,573.11	231.28	109.38	0.00	1,913.77	1,275.85	1,488.48	1,701.13	1,913.77	2,339.06	2,764.33	3,189.62	3,827.54
KENCOT	1,573.11	231.28	109.38	0.00	1,913.77	1,275.85	1,488.48	1,701.13	1,913.77	2,339.06	2,764.33	3,189.62	3,827.54
KIDDINGTON WITH ASTERLEIGH	1,573.11	231.28	109.38	0.00	1,913.77	1,275.85	1,488.48	1,701.13	1,913.77	2,339.06	2,764.33	3,189.62	3,827.54
KINGHAM	1,573.11	231.28	109.38	75.04	1,988.81	1,325.88	1,546.84	1,767.83	1,988.81	2,430.78	2,872.72	3,314.69	3,977.62
LANGFORD	1,573.11	231.28	109.38	51.41	1,965.18	1,310.12	1,528.47	1,746.83	1,965.18	2,401.89	2,838.59	3,275.30	3,930.36
LEAFIELD	1,573.11	231.28	109.38	166.17	2,079.94	1,386.63	1,617.72	1,848.84	2,079.94	2,542.16	3,004.35	3,466.57	4,159.88
LITTLE FARINGDON	1,573.11	231.28	109.38	0.00	1,913.77	1,275.85	1,488.48	1,701.13	1,913.77	2,339.06	2,764.33	3,189.62	3,827.54
LITTLE TEW	1,573.11	231.28	109.38	12.43	1,926.20	1,284.14	1,498.15	1,712.18	1,926.20	2,354.25	2,782.28	3,210.34	3,852.40
LYNEHAM	1,573.11	231.28	109.38	0.00	1,913.77	1,275.85	1,488.48	1,701.13	1,913.77	2,339.06	2,764.33	3,189.62	3,827.54
MILTON-UNDER-WYCHWOOD	1,573.11	231.28	109.38	65.27	1,979.04	1,319.36	1,539.25	1,759.15	1,979.04	2,418.83	2,858.61	3,298.40	3,958.08
MINSTER LOVELL	1,573.11	231.28	109.38	67.10	1,980.87	1,320.58	1,540.67	1,760.77	1,980.87	2,421.07	2,861.25	3,301.45	3,961.74
NORTH LEIGH	1,573.11	231.28	109.38	33.65	1,947.42	1,298.28	1,514.65	1,731.04	1,947.42	2,380.19	2,812.94	3,245.70	3,894.84
NORTHMOOR	1,573.11	231.28	109.38	21.54	1,935.31	1,290.21	1,505.23	1,720.28	1,935.31	2,365.39	2,795.44	3,225.52	3,870.62
OVER NORTON	1,573.11	231.28	109.38	105.78	2,019.55	1,346.37	1,570.75	1,795.16	2,019.55	2,468.35	2,917.12	3,365.92	4,039.10
RAMSDEN	1,573.11	231.28	109.38	111.38	2,025.15	1,350.10	1,575.11	1,800.13	2,025.15	2,475.19	2,925.21	3,375.25	4,050.30
ROLLRIGHT	1,573.11	231.28	109.38	49.06	1,962.83	1,308.56	1,526.64	1,744.74	1,962.83	2,399.02	2,835.19	3,271.39	3,925.66
ROUSHAM	1,573.11	231.28	109.38	0.00	1,913.77	1,275.85	1,488.48	1,701.13	1,913.77	2,339.06	2,764.33	3,189.62	3,827.54
SALFORD	1,573.11	231.28	109.38	54.00	1,967.77	1,311.85	1,530.48	1,749.13	1,967.77	2,405.06	2,842.33	3,279.62	3,935.54
SANDFORD ST MARTIN	1,573.11	231.28	109.38	46.84	1,960.61	1,307.08	1,524.91	1,742.77	1,960.61	2,396.31	2,831.99	3,267.69	3,921.22

AGGREGATE AMOUNTS OF COUNCIL TAX 2021/22

PARISH	BASIC AMOUNT OF COUNCIL TAX				TOTAL	BANDINGS							
	OXON CC	TVPA	WODC	PARISHES		A	B	C	D	E	F	G	H
	£ p	£ p	£ p	£ p		£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p
SHILTON	1,573.11	231.28	109.38	22.95	1,936.72	1,291.15	1,506.33	1,721.53	1,936.72	2,367.11	2,797.48	3,227.87	3,873.44
SHIPTON-UNDER-WYCHWOOD	1,573.11	231.28	109.38	53.77	1,967.54	1,311.70	1,530.30	1,748.93	1,967.54	2,404.78	2,842.00	3,279.24	3,935.08
SOUTH LEIGH	1,573.11	231.28	109.38	46.47	1,960.24	1,306.83	1,524.62	1,742.44	1,960.24	2,395.86	2,831.45	3,267.07	3,920.48
SPELSBURY	1,573.11	231.28	109.38	52.28	1,966.05	1,310.70	1,529.14	1,747.60	1,966.05	2,402.96	2,839.85	3,276.75	3,932.10
STANDLAKE	1,573.11	231.28	109.38	37.56	1,951.33	1,300.89	1,517.69	1,734.52	1,951.33	2,384.97	2,818.58	3,252.22	3,902.66
STANTON HARCOURT	1,573.11	231.28	109.38	55.84	1,969.61	1,313.08	1,531.91	1,750.77	1,969.61	2,407.31	2,844.99	3,282.69	3,939.22
STEEPLE BARTON	1,573.11	231.28	109.38	36.38	1,950.15	1,300.10	1,516.78	1,733.47	1,950.15	2,383.52	2,816.88	3,250.25	3,900.30
STONESFIELD	1,573.11	231.28	109.38	49.35	1,963.12	1,308.75	1,526.86	1,745.00	1,963.12	2,399.38	2,835.61	3,271.87	3,926.24
SWERFORD	1,573.11	231.28	109.38	35.83	1,949.60	1,299.74	1,516.35	1,732.98	1,949.60	2,382.85	2,816.08	3,249.34	3,899.20
SWINBROOK & WIDFORD	1,573.11	231.28	109.38	16.40	1,930.17	1,286.78	1,501.24	1,715.71	1,930.17	2,359.10	2,788.02	3,216.95	3,860.34
TACKLEY	1,573.11	231.28	109.38	56.50	1,970.27	1,313.52	1,532.42	1,751.35	1,970.27	2,408.12	2,845.94	3,283.79	3,940.54
TAYNTON	1,573.11	231.28	109.38	50.94	1,964.71	1,309.81	1,528.10	1,746.41	1,964.71	2,401.32	2,837.91	3,274.52	3,929.42
WESTCOT BARTON	1,573.11	231.28	109.38	12.09	1,925.86	1,283.91	1,497.88	1,711.88	1,925.86	2,353.84	2,781.79	3,209.77	3,851.72
WESTWELL	1,573.11	231.28	109.38	0.00	1,913.77	1,275.85	1,488.48	1,701.13	1,913.77	2,339.06	2,764.33	3,189.62	3,827.54
WITNEY TOWN COUNCIL	1,573.11	231.28	109.38	159.04	2,072.81	1,381.88	1,612.18	1,842.50	2,072.81	2,533.44	2,994.05	3,454.69	4,145.62
WOODSTOCK	1,573.11	231.28	109.38	78.56	1,992.33	1,328.22	1,549.58	1,770.96	1,992.33	2,435.08	2,877.81	3,320.55	3,984.66
WOOTTON	1,573.11	231.28	109.38	29.79	1,943.56	1,295.71	1,511.65	1,727.61	1,943.56	2,375.47	2,807.36	3,239.27	3,887.12
WORTON	1,573.11	231.28	109.38	0.00	1,913.77	1,275.85	1,488.48	1,701.13	1,913.77	2,339.06	2,764.33	3,189.62	3,827.54

 WEST OXFORDSHIRE DISTRICT COUNCIL	WEST OXFORDSHIRE DISTRICT COUNCIL
Name and date of Committee	Council: Wednesday 24 February 2021
Report Number	Agenda Item No. 9
Subject	Climate Action Biannual Report
Wards affected	All
Accountable member	Councillor David Harvey, Cabinet Member for Climate Change Email: david.harvey@westoxon.gov.uk
Accountable officer	Ness Scott, Climate Change Manager Tel: 07525 802994; Email: vanessa.scott@publicagroup.uk
Summary/Purpose	<p>This paper presents to Full Council:</p> <ul style="list-style-type: none"> • A biannual report on the climate action taken by West Oxfordshire District Council in response to the climate and ecological emergency during the last six months: August 2020-January 2021. • The West Oxfordshire Climate Change Strategy for approval. • A Sustainability Standards Checklist in planning for approval.
Annexes	<p>Annex 1: Climate Change Strategy for West Oxfordshire.</p> <p>Annex 2: Sustainability Standards Checklist.</p>
Recommendations	<p>(a) That the contents of the biannual report on climate action for West Oxfordshire be noted;</p> <p>(b) That the Climate Change Strategy for West Oxfordshire and Sustainability Standards Checklist for planning be approved; and</p> <p>(c) That the Council's priorities for the next six months be noted.</p>
Corporate priorities	<ol style="list-style-type: none"> 1. To protect the environment whilst supporting the local economy 2. Working with communities to meet the current and future needs and aspirations of residents 3. To provide efficient and value for money services, whilst delivering quality front line services
Key Decision	Yes
Exempt	No

<p>Consultees/ Consultation</p>	<p>The two documents presented to Full Council have been developed by the Council’s Climate Change Manager:</p> <p>1) The Climate Change Strategy has been developed following a climate action survey carried out by the Council in May 2020. The results from the public consultation have informed the development of a vision and strategic objectives within the Strategy. The cross-party Climate Action Working Group has seen both first and final drafts of the Strategy ahead of this being presented to Full Council and have been closely consulted on this piece of work. The Strategy has also been through an internal consultation with Council Officers.</p> <p>2) A Sustainability Standards Checklist has been developed by an internal working group including the Council’s Business Manager for Planning and Officers from Planning Policy and Development Management teams. It has been designed with input from the Council’s existing biodiversity, landscape, conservation heritage specialists and represents a collaborative output. A Checklist has also been presented to, and endorsed by, members of the cross-party Climate Action Working Group.</p>
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I. BACKGROUND

I.1. This paper presents to Full Council:

- A biannual report on the climate action taken by West Oxfordshire District Council in response to the climate and ecological emergency during the last six months: August 2020-January 2021.
- The West Oxfordshire Climate Change Strategy for approval ([Annex 1](#)).
- A Sustainability Standards Checklist in planning for approval ([Annex 2](#)).

2. BIENNIAL REPORT ON COUNCIL MOTIONS ASSOCIATED WITH CLIMATE ACTION.

Table 1: Biennial reporting on Council motions associated with climate action and pre-approved work programme.

Notice of Motion	Biennial Reporting Tracker
<p>2.1. Date of Full Council: 26th June 2019</p> <p>NOTICE OF MOTION – CLIMATE CHANGE</p>	<p>A first report setting out the framework for how the Council planned to deliver climate action in West Oxfordshire was agreed at Full Council on 22 January 2020. All projects and actions that are not specifically referenced within the January 2020 report, but have evolved as projects being taken forward by the Council in response to the climate and ecological emergency, are introduced outside of this reporting tracker and discussed separately within Section 3.0 to ensure a full and complete commentary of the Council’s work in progress.</p> <p>The first climate action biennial report was presented at Full Council on 29 July 2020. Actions implemented between August 2020 and January 2021 are summarised here.</p> <p>Members of the cross-party Climate Action Working Group have participated in three meetings held on: 11 Aug ‘20, 01 Oct ‘20 and 11 Feb ‘21.</p> <p>A. Carbon Action Plan</p> <p>The Council’s Carbon Action Plan was presented to, and approved by, Full Council on 28 October 2020 and published: https://www.westoxon.gov.uk/environment/climate-action/our-route-to-carbon-neutral/. This Plan sets out how the Council will become carbon neutral by 2030.</p> <p>The Carbon Action Plan is an output identified in the Council’s Local Recovery Plan (October 2020). A two-year fixed-term position has been funded as part of the recovery to facilitate the Council’s transition to carbon neutral. An Energy Projects Specialist is now being advertised as a new staff member within the climate team.</p> <p>Now the Carbon Action Plan has been published, the Council’s focus has moved to i) recruiting an Energy Projects Specialist and ii) implementing the individual actions, also referred to as work packages, set out within the Plan.</p> <p>Work package one: Following a full tender process, a consultant has now been appointed to assess the sustainability of Council offices. Energy performance will be modelled and waste, water</p>

Notice of Motion	Biannual Reporting Tracker
	<p>and cycle-storage facilities will be assessed and recommendations for retrofit put forward. This work is now in progress.</p> <p>B. Climate Change Strategy</p> <p>The Council has met its original commitment to delivering a Climate Change Strategy for West Oxfordshire and now presents this to Full Council, as Annex 1, for approval.</p> <p>C. Climate Action Network</p> <p>The Council has developed a public-facing, Climate Action Network which now has approximately 300 people registered. During these unprecedented times, virtual means of communication and engagement with residents have necessarily been prioritised over face-to-face meetings. With the climate action survey in May of 2020 confirming that people would like to hear more about the Council’s work to address climate change, quarterly/seasonal bulletins are now being produced to engage with stakeholders from across the District. The Network continually grows, facilitated by an invitation to join online via our climate action webpages: https://www.westoxon.gov.uk/environment/climate-action/</p>
<p>2.2. Date of Full Council: 22nd January 2020</p> <p>NOTICE OF MOTION – TREE PLANTING</p>	<p>The Council has met its commitment to delivering a Sustainability Standards Checklist for planning and now presents this to Full Council, as Annex 2, for approval.</p> <p>This Checklist was developed in 2020 in collaboration with Planning Policy and Development Management Officers and incorporates all elements of environmental sustainability for consideration in planning. Within this, there is an expectation on applicants to consider biodiversity and tree planting.</p> <p>Raising standards for sustainability within new development is also a priority identified within the Council’s Local Recovery Plan (October 2020). A one-year fixed-term position has been funded as part of the recovery to implement the Council’s commitment to increasing standards. A Sustainable Planning Specialist is now being advertised as a new staff member within the Development Management team and will focus on the implementation of a Checklist.</p>
<p>2.4. Date of Full Council: 22nd January 2020</p>	<p>The Climate Change Strategy for West Oxfordshire incorporates, as a leading theme, “<i>Protecting and restoring natural ecosystems.</i>”</p>

Notice of Motion	Biannual Reporting Tracker
<p>NOTICE OF MOTION – CLIMATE ACTION BIODIVERSITY PLAN</p>	<p>The Strategy defines a vision and strategic objectives for this theme and is the first step taken in response to a call for a Biodiversity Plan.</p> <p>With the Climate Change Strategy now developed and objectives clearly defined, the Council will go on to consider its short- to medium-term actions for biodiversity. It is proposed that this takes the shape of a succinct biodiversity work programme focusing on a list of projects that can be delivered by existing staff working for the Council.</p> <p>The development of Land Management Plans, for land within the Council’s stewardship, with ecological enhancement as a key consideration is a priority identified in the Council’s Local Recovery Plan (October 2020). Subsequently, a two-year fixed-term position has been funded to focus on this work. This month, Rachel Crookes joins the Council as the new Biodiversity & Countryside Land Management Officer.</p> <p>Rachel will provide staff resource within the climate team to focus on a biodiversity work programme and the development of enhanced land management plans for land within the Council’s stewardship. Draft, and enhanced land management plans are proposed for consultation later in the summer of 2021 to allow Rachel the opportunity to settle in to the role and assess sites, applying her own specialist knowledge and experience to the task in hand.</p> <p>A baseline set of Land Management Plans, representing the current status quo, will be produced by April 2021. This will form the basis from where enhanced land management plans will then be developed.</p>

3. CLIMATE ACTION UNDERWAY

3.1 In future biannual reports, all work reported on within Section 3.0 will fall under the heading “Climate Change Strategy” as they each represent District-wide initiatives that are underway and contribute towards the Council’s strategy themes (pending the approval of a Climate Change Strategy by Full Council).

Table 2: A summary of climate action underway as part of an evolving work programme.

3.2 Electric Vehicle (EV) Infrastructure & Strategy	
3.2.1 The Oxfordshire Park and Charge Project	<p>The Council is a partner in the Innovate-UK funded, Oxfordshire Park & Charge Electric Vehicle Charging Point (EVCP) project. During 2020, the Council has worked extensively with the Oxfordshire Park & Charge team to assess the viability of car parks within the Council’s stewardship for the installation of EVCP. Six car parks are now selected as part of Tranche One for EVCP being installed in West Oxfordshire during the spring and summer of 2021. Refer to the Cabinet report presented on 18th November 2020 for further details. Council car parks selected include:</p> <ul style="list-style-type: none"> • Hensington Road, Woodstock • Back Lane, Eynsham • Woodford Way, Witney • Woodgreen Offices, Witney • Black Bourton, Carterton • New Street, Chipping Norton <p>More recently, the Park & Charge legal agreements were the focus of a report to Cabinet on 17th February 2021.</p>
3.2.2 Oxfordshire EV Infrastructure Strategy (OEVIS) – emerging.	<p>An Oxfordshire-wide EV Infrastructure Strategy (OEVIS) is being developed to set a consistent design and technical standard for EV infrastructure across the county. This strategy is being co-ordinated by the iHub Innovation Team at OCC, with partnership involvement and representation from all District Councils. Councillor David Harvey is lead for WODC on the Members Group; the Group Manager – Commissioning and/or the Climate Change Manager represents WODC on the Project Board, and the Climate Change Manager/Planning Officers/Parking Strategy Manager have represented WODC on Working Group topics dependent on agenda items.</p>

	A draft OEVIS is now progressing through the consultation stage prior to a more formal adoption process.
3.3 Energy Retrofit	
3.3.1 Better Housing Better Health (BHBH) and Fuel Poverty Grants (FPGs), delivered by the National Energy Foundation (NEF).	<p>A Fuel Poverty Grant of £20,000 was agreed at Full Council on 29th July 2020. The FPG provides additional support towards energy-efficiency measures and housing retrofit for those in fuel poverty: https://www.westoxon.gov.uk/environment/climate-action/energy-efficiency-and-affordable-warmth/</p> <p>During the winter period, the National Energy Foundation (NEF) has been working on behalf of the Council as point of contact administering both ECO and FPG applications. For both grants, NEF utilises the ECO Flexible Eligibility criteria which have been accepted by all Councils across Buckinghamshire and Oxfordshire and is aimed at residents defined to either be living on a low income in a high-cost property or those who have a low income coupled with a particular vulnerability to the cold.</p> <p>At the time of writing this report, two Fuel Poverty Grants had been successfully processed, with further applications pending.</p>
3.4 Local Recovery Plan	
3.4.1. West Oxfordshire's Local Recovery Plan (October 2020)	<p>In June 2020, the Council prepared its Local Recovery Plan to complement the delivery of the Council Plan 2020-24 through the Covid-19 Recovery Themes of Economy, Community, Climate and Council, Service Delivery and Finance. These themes are closely aligned with the six Council Plan priorities so that actions prioritised as part of the recovery also contribute to the Council Plan.</p> <p>https://www.westoxon.gov.uk/about-the-council/plans-and-policies/council-plan-2020-to-2024/</p> <p>Projects focusing on climate within the Local Recovery Plan also cross-reference and interlink with the aims and objectives of the Council's Carbon Action Plan and Climate Change Strategy. These documents set out the Plans for now implementing targeted projects, contributing to the Council's delivery of a green recovery.</p>

4. FINANCIAL IMPLICATIONS

- 4.1. The Council's 2020/21 budget included a provision of £200,000 and a commitment to review the possibility of adding further funds to climate projects in the subsequent two financial years.
- 4.2. The Council's Local Recovery Fund (October 2020) has committed funding to the recruitment of new staff resource as part of a team able to dedicate their time to implementing the two documents being presented today for approval. This included funds for a new Biodiversity & Countryside Land Management Officer (two-year fixed term contract); an Energy Projects Specialist (two-year fixed term contract); a Sustainable Planning Specialist (one-year fixed term contract) and a Climate Change Manager (fixed-term for a further two years).

5. LEGAL IMPLICATIONS

- 5.1. There are no perceived legal implications associated with the proposals within this report. A Climate Change Strategy presents a vision and organises the Council's priorities so that effort can be both targeted and focused in these areas. The Sustainability Standards Checklist will form a part of an existing validation process in planning.

6. RISK ASSESSMENT

- 6.1. There are no immediate risks considered to be arising from the contents of this report.

7. EQUALITIES IMPACT

- 7.1. The design of all projects as a response to the climate and ecological emergency have an equal impact across Council functions, for all customers and staff.

8. CLIMATE CHANGE IMPLICATIONS

- 8.1. The proposals within this report will have a direct, positive impact on the Council's operations with regard to energy and resource efficiency, water efficiency, waste reduction and recycling and associated carbon reduction. In addition, multiple cross-benefits towards climate change mitigation and adaptation are planned district-wide through work across functions and with partner organisations.

9. ALTERNATIVE OPTIONS

- 9.1. One alternative option is to take no action at all.

10. BACKGROUND PAPERS

- 10.1. The following documents have been identified by the author of the report in accordance with section 100D.5(a) of the Local Government Act 1972 and are listed in accordance with section 100 D.1(a) for inspection by members of the public:
 - Meeting minutes and motion agreed at Full Council on 26th June 2019.
 - Meeting minutes and motions agreed at Full Council on 22nd January 2020.
 - Climate action biannual report at Full Council on 29th July 2020.
 - Carbon Action Plan and report at Full Council on 28th October 2020.
 - Local Recovery Plan and report at Full Council on 28th Council 2020.
- 10.2. These documents will be available for inspection at the Council Offices at Woodgreen during normal office hours for a period of up to 4 years from the date of the meeting. Please contact the author of the report.

Annex 1:

CLIMATE CHANGE STRATEGY FOR WEST OXFORDSHIRE 2021-2025

Climate Action as a District

Presented to Full Council: 24th February 2021



WEST OXFORDSHIRE
DISTRICT COUNCIL

CLIMATE ACTION for West Oxfordshire

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1.0 Introduction

1.1 Why a Climate Change Strategy?

West Oxfordshire District Council is in the unique position of being able both to contribute strategically to climate action for Oxfordshire and the South East, whilst also being able to take local, grassroots action in the district. We can:

- listen and respond to the individual and collective views of residents and communities;
- influence and shape the development of strategy and policy for climate at county and regional level;
- communicate our local response to the climate and ecological emergency as good practice that can be shared beyond the boundaries of West Oxfordshire and
- make a positive difference towards the national effort to address climate change, channelling Government stimuli for a green industrial revolution to deliver local benefit.

In line with the commitments set out in the Council Plan (2020-2024), this Climate Change Strategy (“Strategy”) has been developed as the framework for how the Council’s priorities for climate action across the district, for 2021-2025, can be achieved.

In 2020, we saw change few could have imagined. In what is widely regarded as a fast-paced and quickly evolving landscape, the Council has designed this Strategy to ensure its scope can adapt effectively to, and encompass changes in, national and regional policy, green industry and green technology. The Strategy identifies five themes as the focus of local climate action:

- 1) Protecting & restoring natural ecosystems
- 2) Energy
- 3) Active travel & low-carbon transport
- 4) Standards in new development
- 5) Engage, support and educate

Each theme is accompanied by a set of strategic objectives that the Council pledges its support to delivering in meeting its vision. The Council will report annually on its progress against the objectives of the Strategy and, where appropriate, revise the document so it remains current.

1.2 Context

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

Shortly after the Paris Agreement, UNFCCC invited the Intergovernmental Panel on Climate Change (IPCC) – a world-leading body for assessing the science related to climate change – to produce: *Global Warming of 1.5°C, an IPCC special report on the impacts of global warming of 1.5°C above*

pre-industrial levels and related global greenhouse gas emission pathways, in the context of strengthening the global response to the threat of climate change, sustainable development, and efforts to eradicate poverty.

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

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

In 2020, the UK’s response to Covid-19 as a global health crisis served to emphasise the importance of climate action. The cross benefits and interrelationships between public health and the natural environment were clear. Natural green spaces and access to nature provided many with a source of refuge and outdoor relaxation during periods of lockdown, while improvements in local air quality as a result of a reduction in transport emissions were welcomed not only for their immediate environmental benefit, but as an important factor in people’s longer-term health and wellbeing. For those able to work from home during lockdown, there was a national shift to home working with transport emissions dropping dramatically as a result. Some experts attributed the clearer skies in April during lockdown to a reduction in air pollution, which then saw UK solar energy breaking the all-time peak generation record. National fossil-fuel consumption also fell during these corresponding months in April and May of 2020 as a consequence of solar energy generation levels. Indeed, it was in 2020 that Great Britain generated a full calendar month of coal-free electricity for the first time since the Industrial Revolution.

Low- and zero-carbon (LZC) energy production has since been increasingly documented as an industry that is key to our green recovery and economic growth moving forward. The Council went on to develop its Local Recovery Plan with climate action at its heart, capturing the positive lessons learned through its response to the Covid pandemic and recognising the value communities in the district place on the natural environment.

The Prime Minister has also, this year, noted 2020 as a “defining year of climate action” for the planet in discussion ahead of the United Nations Climate Change Conference of the Parties (COP26), and recently published The Ten-Point Plan for a Green Industrial Revolution¹. The UK government will, in the coming months, develop strategies for how it intends to deliver The Ten-Point Plan.

1.3 Action as a Council

The Council has taken many positive steps for climate action during 2020. This work has been steered and driven forward by members of our cross-party Climate Action Working Group (see Figure 1).

¹

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/936567/10_POIN_T_PLAN_BOOKLET.pdf

Cllr David Harvey leads the Council’s response as Cabinet Member for Climate Change and Chair of the Working Group, and has said:

“We are all responsible for taking climate action so that we leave to our future generations an environment that we ourselves would wish to live in. The way in which we respond to the climate and ecological crisis today is our legacy. Action is needed and this Group is committed to leading the way by example.”

Figure 1: Members of the Cross-Party Climate Action Working Group.



This leadership is illustrated in The Council Plan 2020-2024² and Local Recovery Plan, October 2020³. Both include Climate Action as a key theme and commit to: *Leading the way in protecting and enhancing the environment by taking action locally on climate change and biodiversity.*

As part of delivering the Council’s strategic priorities, a Carbon Action Plan was also produced in October 2020⁴. It sets out the Council’s trajectory for how it will deliver its commitment to becoming carbon neutral by 2030.

This Strategy now represents the Council’s focus on climate action as a District and defines a framework for delivering its vision and priorities.

² <https://www.westoxon.gov.uk/about-the-council/plans-and-policies/council-plan-2020-to-2024/>

³ <https://www.westoxon.gov.uk/media/8d8b970bc2e9597/west-oxon-covid-recovery-plan.pdf>

⁴ <https://www.westoxon.gov.uk/environment/climate-action/our-route-to-carbon-neutral/>

2.0 Our Vision

The Council has defined its vision and now pledges its commitment to shaping a district where:

- the restoration of natural ecosystems and biodiversity are delivered widely and consistently.
- everyone feels they have access to wildlife-rich sites, to the benefit of their health and wellbeing.
- housing-energy retrofit is a continuous programme of activity and is helping to reduce energy consumption for households, addressing fuel poverty and improving health.
- clean and local energy is commonplace, providing local communities with energy independence and resilience.
- active forms of travel including cycling and walking are widely adopted and ultra-low-emission transport infrastructure is equipped to meet rising demand.
- growth and new development are designed to the highest standards of energy performance and environmental sustainability.
- partnership with national, regional, county, district and local partners and communities continues to progress clear and positive outcomes for climate action.
- everyone feels they can work collectively to make a difference, taking climate action at home, at work and as part of their local communities.

3.0 Strategy Themes

The Council’s vision and themes have been developed in response to:

1. The Data

Government data on CO₂ emissions for West Oxfordshire within the Local Authority’s Scope of Influence.

2. Your Views

The results of our public Climate Action Survey carried out in spring of 2020.



3.1 The Council’s Approach

Five themes are presented within the Strategy to encapsulate the Council’s vision and act as a focus for planning climate action as a district.

Whilst themes have been identified within the Strategy, the Council notes there are intrinsic links between each of the themes. One theme cannot be entirely separated from another. These linkages are sometimes referred to as co-benefits. A simple example is when improvements to natural ecosystems and wildlife go on to improve the soil and the habitat’s capacity for carbon sequestration, which in turn helps us to mitigate climate change. These same improvements to nature also help to improve local air quality and with it the general health and wellbeing of nearby communities.

Understanding the linkages between the themes is important in order to be able to plan projects that derive multiple benefits. One carefully planned and climate-conscious action has the potential to begin a sequence of positive environmental outcomes. For instance, an organisation’s policy to encourage staff to work from home will help to reduce transport emissions, improve local air quality and contribute to a cleaner atmosphere. People will then enjoy travelling on foot or by bicycle, and perhaps as a result feel more encouraged to take these more active and sustainable forms of travel in future. The Council will maximise opportunities to embed the principles of the Strategy so that the objectives for climate action are a consideration across all Council priorities and decision making.

In taking forward the Strategy, the Council also recognises the importance of planning projects that lead to multiple benefits for people living and working in West Oxfordshire. The Council will consider the benefits of designing mitigation and adaptation measures at a local level in order to address the issues of climate change.

Mitigation is the act of **reducing and preventing** the effects of climate change. For example:

- Generating heat from clean energy such as solar, wind or hydrothermal and **preventing** the need for the burning of fossil fuels - a process of combustion that releases greenhouse gas

emissions impacting on climate change - replaces an energy source so that climate change impact is mitigated.

- Changing land use, selecting crops, restoring and creating new ecosystems as a way of increasing carbon storage in soils and plants and developing long-term carbon sequestration is a way of **reducing** the effects of climate change.

Adaptation is the act of developing new approaches and strategies to reduce and **manage** the negative effects of climate change. For example: reducing the impacts of flood risk from sea level rise by constructing seawalls as flood defence.

Principles of a circular economy are also relevant across all five themes and will be considered by the Council in procurement decisions. These are principles based on an approach that designs out waste and pollution, keeps products and materials in use, and regenerates natural systems. It is one approach that offers a solution to improving quality of life whilst also tackling the issues of climate change. It has an increasing role to play in the future economy, from a global level down to a local level.

4.0 The Data

The most recent government data on CO₂ emissions indicates that West Oxfordshire currently accounts for 14% of total emissions in the County⁵, see Figure 2. Calculated as tonnes of CO₂ emitted per capita, the District was 5.1, which is the second-lowest total in the County after Oxford City (see Figure 3). These figures represent total CO₂ emissions by sector and include, in their entirety, major industrial and transport infrastructures such as railway lines and motorways, see Figure 4.

Figure 2. Total CO₂ Emissions in 2018 by Area in Oxfordshire.

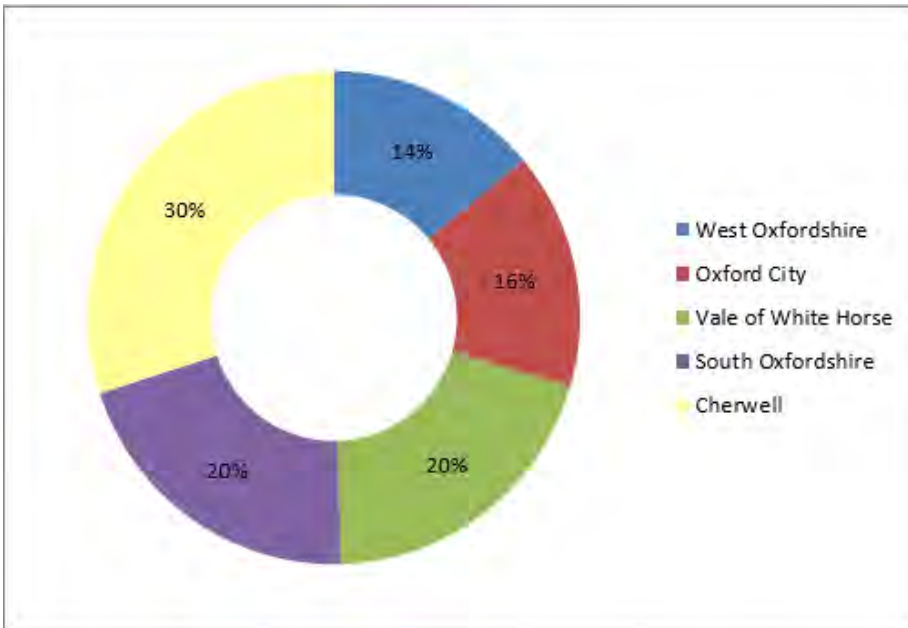


Figure 3. Total CO₂ Emissions in 2018 per Capita by Area.

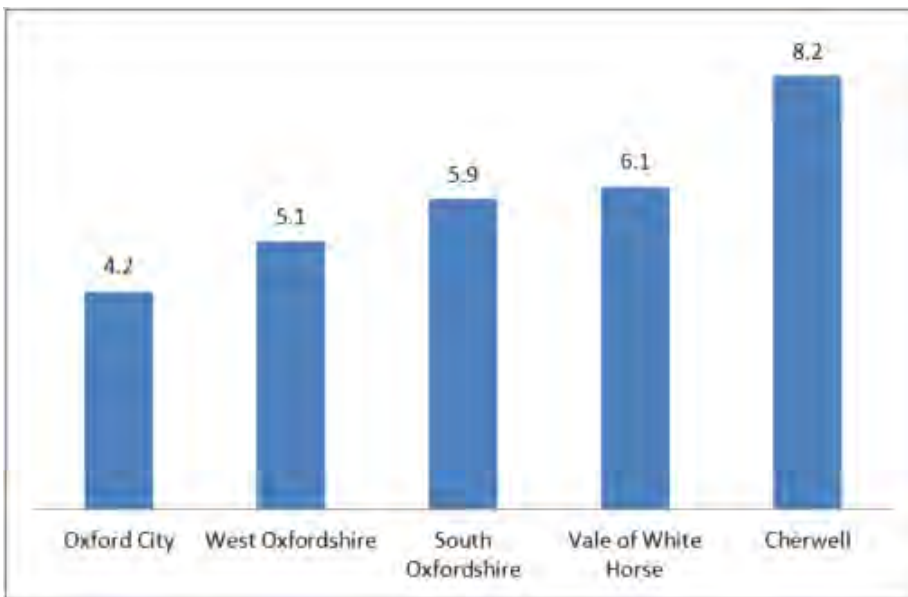
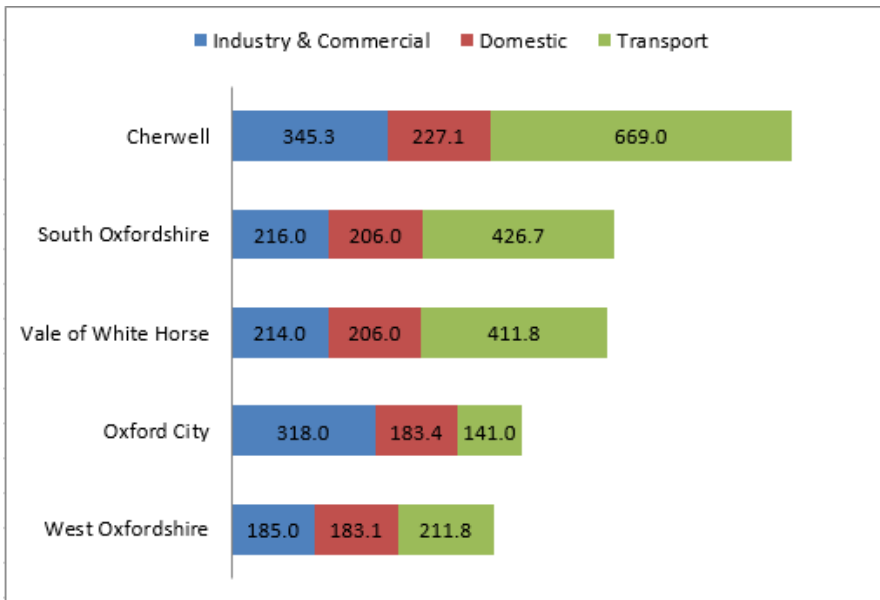


Figure 4. Total kilotonnes of CO₂ Emissions in 2018 by Area & Sector.

⁵ BEIS UK Greenhouse Gas Inventory 2005-2018, published June 2020
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In the Council’s planning of climate action, it has been important to consider the total CO₂ in the Local Authority’s **Scope of Influence**. This is a subset which excludes industrial sites, railways, motorways and land use. The District Council has an ability to have either a direct or influencing impact on these CO₂ emissions.

The most recent government data shows CO₂ emissions for West Oxfordshire are fairly evenly distributed across industrial and commercial, domestic and transport sectors (see Figure 5).

Since 2005, there has been a steady decrease in CO₂ emissions across “industry & commercial” and “domestic” sectors. “Transport” emissions show less of a decline during the same period, indicating a continued reliance on internal combustion engine vehicles as a district, see Figure 6.

Figure 5. West Oxfordshire’s Total kilotonne CO₂ Emissions in 2018 by Sector.

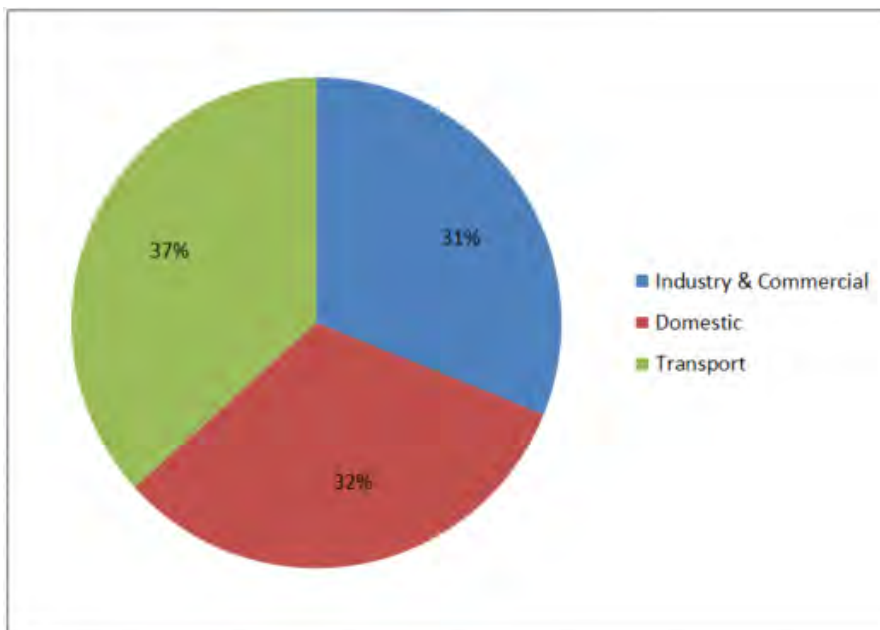
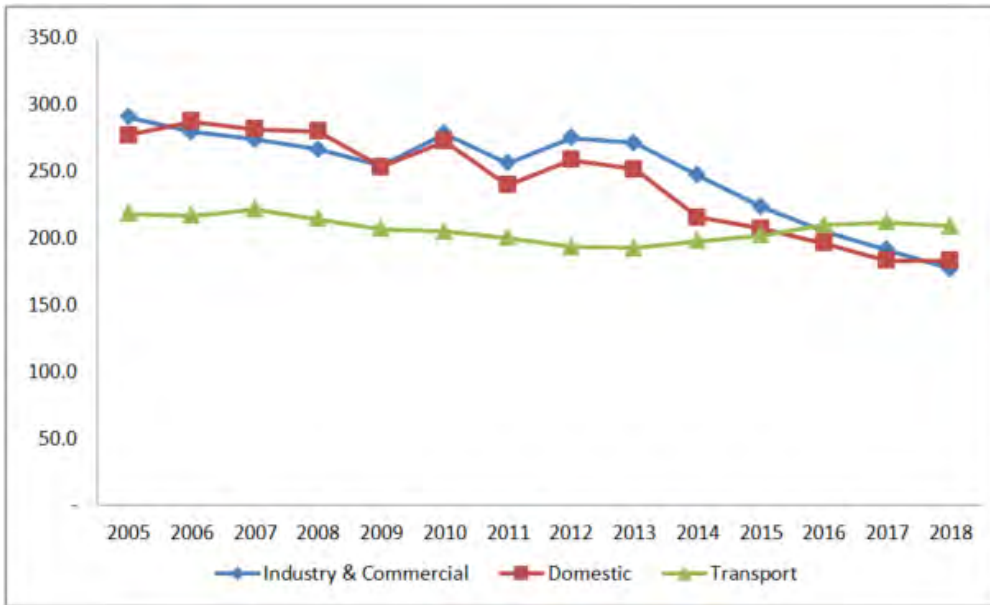


Figure 6. West Oxfordshire’s Total kilotonne CO₂ Emissions in 2018 within Local Authority Scope of Influence, by Sector.



5.0 Your Views

In the spring of 2020 the Council carried out its Climate Action Survey and young people's art competition to engage with people living and working in West Oxfordshire, inviting their views on climate action.

The Council collected both quantitative and qualitative data from its Survey to



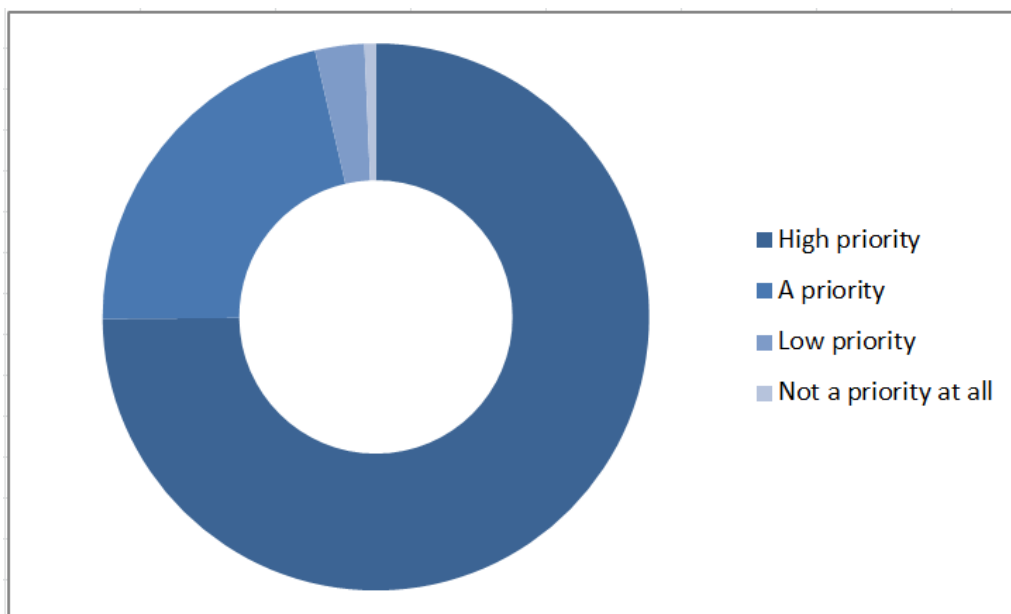
© Climate action competition, winning art by Millie Freer

which 446 responses were received, equivalent to one in every 250 residents in the district.

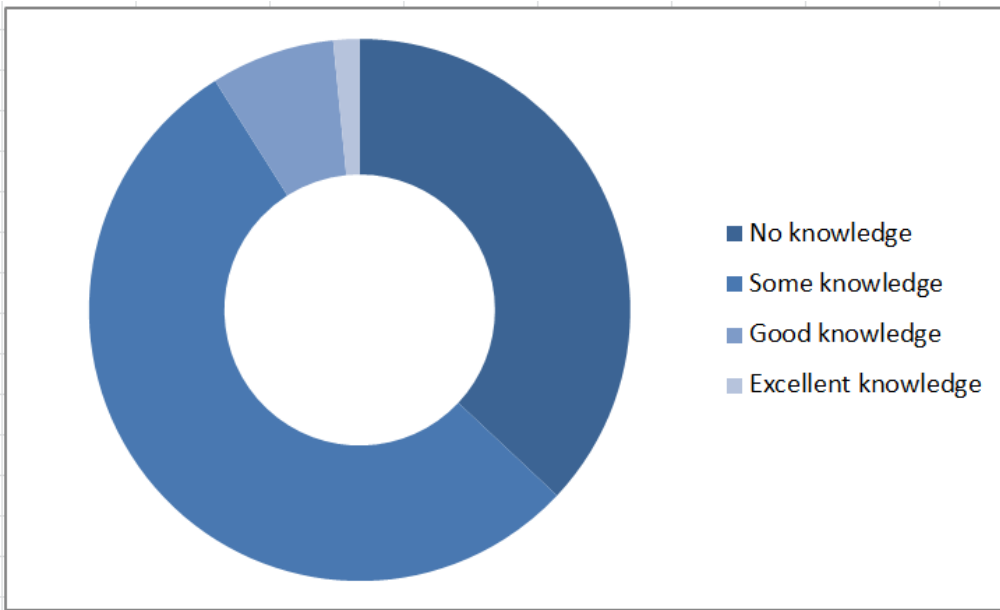
This data has provided the Council with a strong sense of what is important to those living and working in West Oxfordshire.

The Council received the following responses to their survey questions.

Q1. How much of a priority is the issue of climate change to you?

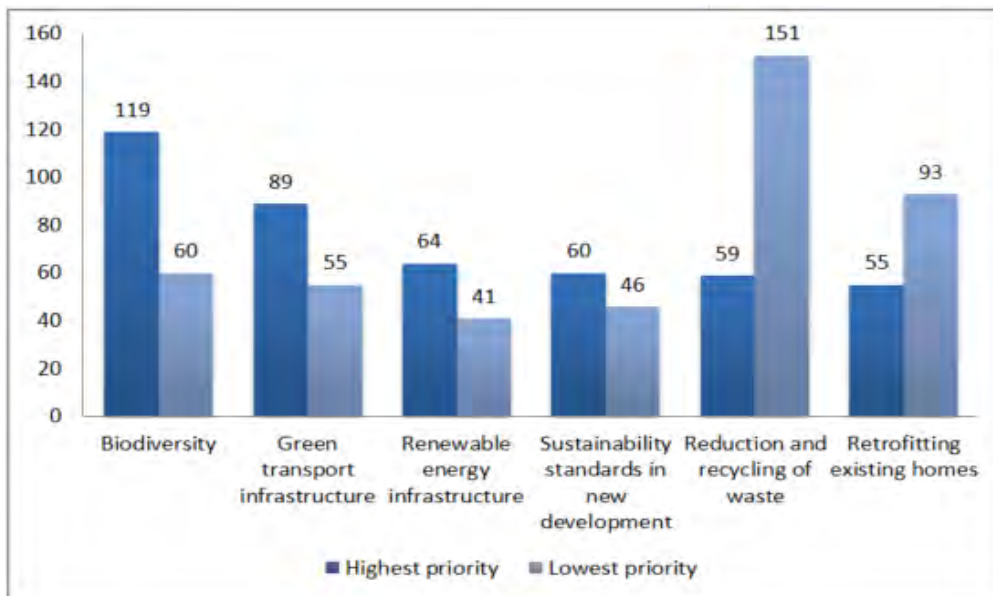


Q2. How much do you know about the Council's work on climate change?

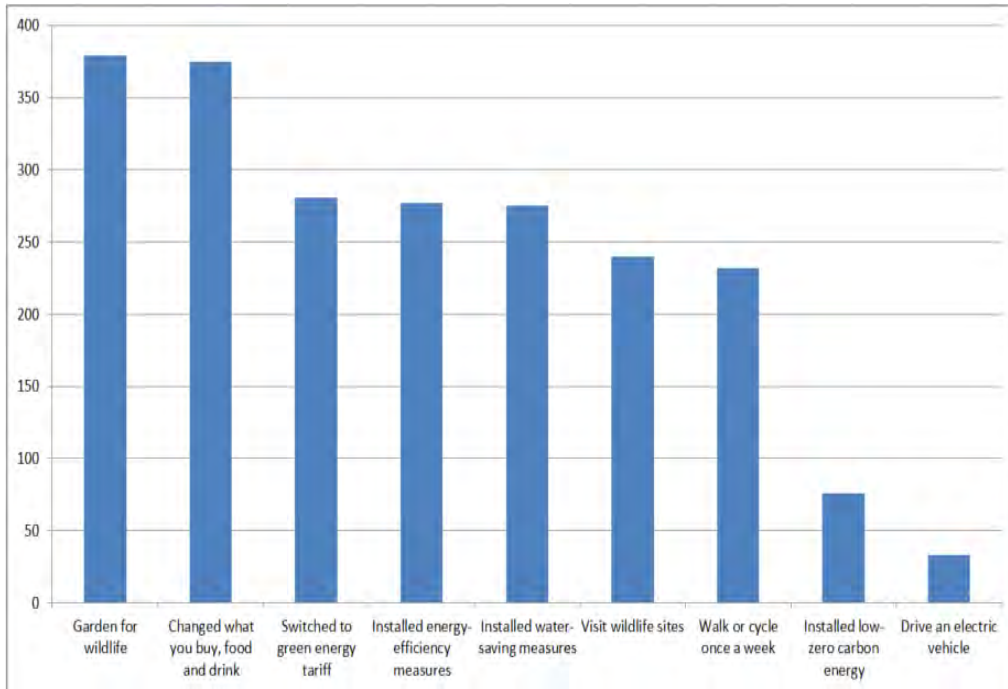


The cross-party Climate Action Working Group has now analysed the data, which includes all written feedback. The Working Group has taken the priorities and ideas of its residents fully into account in the prioritisation of the Strategy and in the development of its vision and objectives.

Q3. Rank by priority the areas you believe the Council should focus on.



Q4. What action have you already taken to tackle climate change?



6.0 Theme One: Protecting & Restoring Natural Ecosystems



Snake's head fritillary © Lynne Ebbs

6.1 Vision

The Council pledges its commitment to shaping a district where:

- the restoration of natural ecosystems and biodiversity are delivered widely and consistently.
- everyone feels they have access to wildlife-rich sites, to the benefit of their health and wellbeing.
- partnership with national, regional, county, district and local partners and communities continues to progress clear and positive outcomes for climate action.
- everyone feels they can work collectively to make a difference, taking climate action at home, at work and as part of their local communities.

6.2 Strategic objectives 2021-2025

The Council will deliver its vision by:

- protecting existing biodiversity value and creating new opportunities for the restoration of natural ecosystems at sites under the Council's stewardship. This will be carried out with a new, dedicated biodiversity and countryside land-management staff member. Land Management Plans will be developed.

- working with councils, regional and local partners to identify and deliver strategic opportunities for the restoration of natural ecosystems, improving habitat connectivity, wildlife corridors, and nature-based solutions in land-use management. For example, further developing a pilot initiative currently under way with Oxfordshire County Council and the Wychwood Project to assess a **Natural Capital approach** as a method for understanding the multiple benefits of nature, informing strategic opportunities for restoring natural ecosystems.
- partnering with councils in the development of Oxfordshire strategy and policy for biodiversity, nature conservation, climate-change adaptation and mitigation. This will be carried out by continuing to play an active role in the development of the Oxfordshire Plan 2050.
- leading a county-wide collaboration on a **Local Nature Partnership (LNP)** for Oxfordshire.
- collaborating with partners on habitat mapping and species surveys. This will focus on continually improving the quality of data on the condition of our natural ecosystems to inform decision-making in planning and Council strategy. More immediately, this will be done by continuing support given to the Thames Valley Environmental Records Centre (TVERC) and collaborating with Oxfordshire councils and partners on the Oxfordshire tree-mapping project and the emerging Nature Recovery Network.
- delivering targets for natural landscape, **biodiversity net-gain and nature-based solutions** as part of new development in West Oxfordshire by retaining, as a minimum, existing dedicated resource in planning policy and development management teams. Embed good-practice principles as an expectation within the West Oxfordshire Sustainability Standards Checklist and Local Plan review.
- working across Council departments to link the objectives of this Strategy and theme with Council Plan (2020-2024) priorities, implementing each objective for: healthy towns and villages; a vibrant district economy; strong local communities; meeting the housing needs of our changing population; modern Council services and sustainable finance.
- engaging, supporting and communicating good practice for biodiversity and nature recovery with the West Oxfordshire community.

6.3 Delivery Partners

Key delivery partners and existing networks that the Council currently coordinates with, and will continue to, include:

Oxfordshire County Council, Oxfordshire district councils, Publica councils, town and parish councils, Department for Environment, Food and Rural Affairs (DEFRA), Cotswold Conservation Board for the AONB, universities and colleges.

NGOs: Wychwood Project, Wild Oxfordshire, Trust for Oxfordshire's Environment (TOE), Thames Valley Environmental Records Centre (TVERC), Lower Windrush Valley Project (LWVP),

Berkshire, Buckinghamshire and Oxfordshire Wildlife Trust (BBOWT), Catchment Partnerships, Witney Woodland Volunteers.

Landowners: Including Blenheim, RAF Brize Norton, National Farmers Union (NFU).

6.4 Strategic Frameworks

The following strategic frameworks have been identified by the Council as critical to protecting and restoring biodiversity in West Oxfordshire. They are frameworks the Council will continue to contribute towards, facilitating action at a local level.

- The UK's Ten-Point Plan (November 2020): Nature Strategy and England Tree Strategy (emerging)
- The Environment Bill: Biodiversity-Net Gain and Local Nature Recovery Network Strategies (emerging)
- Oxfordshire Plan 2050 (emerging)
- Oxfordshire Nature Recovery Network (emerging)
- Natural Capital Framework.

7.0 Theme Two: Energy



Southill Solar © WODC

7.1 Vision

The Council pledges its commitment to shaping a district where:

- housing-energy retrofit is a continuous programme of activity and is helping to reduce energy consumption for households, addressing fuel poverty and improving health.
- clean and local energy is commonplace, providing local communities with energy independence and resilience.
- partnership with national, regional, county, district and local partners and communities continues to progress clear and positive outcomes for climate action.
- everyone feels they can work collectively to make a difference, taking climate action at home, at work and as part of their local communities.

7.2 Strategic objectives 2021-2025

The Council will deliver its vision:

- leading by example through the implementation of its **Carbon Action Plan (2020)** and commitment to becoming a carbon-neutral Council by 2030.

- working with both existing and new partners to create opportunities for **energy-efficiency and low-/zero-carbon housing-energy retrofit**. This will be carried out through continued partnership with the Oxfordshire Affordable Warmth Network and financial support to housing-energy retrofit delivered through the Better Housing Better Health (BHBH) service run by the Council’s partner, the National Energy Foundation (NEF).
- contributing to projects developed as an Oxfordshire partnership, to Government’s **Green Homes Grant Local Authority Delivery (LAD)** Scheme, focused on new and targeted housing energy retrofit projects.
- promoting and signposting partnership projects that support housing energy retrofit in West Oxfordshire, such as the Oxfordshire Cosy Homes Initiative.
- developing opportunities for new partnerships as the route to achieving wide-scale domestic and non-domestic energy retrofit projects.
- working towards **net-zero housing and economic growth** in West Oxfordshire, supporting a transition to a zero-carbon economy and clean-energy supply. This will be carried out through, for example, the review of the West Oxfordshire Local Plan and by continuing to play an active role in the work of the Oxfordshire Growth Board, contributing to the development of county-wide strategy and policy for zero-carbon economic growth by 2050.
- supporting initiatives that offer opportunities for **local jobs in the low-/zero-carbon sectors**, promoting events and opportunities through the existing business network for West Oxfordshire.
- contributing to the planning of projects as a pathway to achieving net-zero for the West Oxfordshire community, developing plans for a clean- and local-energy transition. For example, continuing support for the development of a whole-system **Local Area Energy Plan (LAEP)** for Eynsham and a pilot initiative being led by the Low Carbon Hub (LCH) as models for other parts of West Oxfordshire.
- working across Council departments to link the objectives of this Strategy and theme with Council Plan (2020-2024) priorities, implementing each objective for: healthy towns and villages; a vibrant district economy; strong local communities; meeting the housing needs of our changing population; modern Council services and sustainable finance.

7.3 Delivery Partners

Key delivery partners and existing networks that the Council currently coordinates with, and will continue to, include:

Oxfordshire County Council, Oxfordshire district councils’ Energy Officers Group and Cross-County Climate Change Officers Group, town and parish Councils, Publica councils, Oxfordshire Local Enterprise Partnership (OxLEP), Oxfordshire Growth Board, Department for Business, Energy and Industrial Strategy (BEIS), Greater South East Energy Hub (GSEEH), Housing Associations and Registered Providers, including Cottsway Housing, universities and colleges.

NGOs: Low Carbon Hub (LCH) and Smart and Fair Futures Project, Cosy Homes Oxfordshire, Local Energy Oxfordshire (Project LEO). Oxfordshire Affordable Warmth Network and National Energy Foundation (NEF).

Landowners: Blenheim, RAF Brize Norton.

7.4 Strategic Frameworks

The following strategic frameworks, policies and plans have been identified by the Council as critical to delivering housing-energy retrofit and a local clean-energy transition in West Oxfordshire. They are frameworks the Council will continue to contribute towards, facilitating action at a local level.

- The UK's Ten-Point Plan (November 2020): Energy White Paper, Industrial Decarbonisation Strategy, Net-Zero Strategy, Heat & Buildings Strategy, Hydrogen Strategy (emerging)
- UK Net-Zero by 2050
- UK Industrial Strategy and Clean Growth Strategy
- Oxfordshire Industrial Strategy (2019)
- Oxfordshire Plan 2050 (emerging)
- Oxfordshire Low-Carbon Economy Report (updating)
- Oxfordshire Energy Strategy and target to: *“reduce County-wide emissions by 50% by 2030 (compared to 2008 levels) as a necessary pathway to achieving zero-carbon growth by 2050.”*
- Whole-system Local Area Energy Plan for Eynsham (emerging)

8.0 Theme Three: Active Travel & Low-Carbon Transport



© Richard Fairhurst

8.1 Vision

The Council pledges its commitment to shaping a district where:

- active forms of travel including cycling and walking are widely adopted and ultra-low-emission transport infrastructure is equipped to meet rising demand.
- growth and new development are designed to the highest standards of energy performance and environmental sustainability.
- partnership with national, regional, county, district and local partners and communities continues to progress clear and positive outcomes for climate action.
- everyone feels they can work collectively to make a difference, taking climate action at home, at work and as part of their local communities.

8.2 Strategic objectives 2021-2025

The Council will deliver its vision:

- leading by example through the implementation of its **Carbon Action Plan (2020)** and commitment to becoming a carbon-neutral Council by 2030. An agile working strategy currently encourages Council staff to home work. Whilst a review of cycle-storage facilities

at the Council offices will be done to ensure staff and Councillors feel there are facilities that enable them to cycle to work.

- working towards **net-zero-carbon growth by 2050** in partnership with Oxfordshire councils and county-wide partners, supporting the transition to **ultra-low-emission transport and active travel**. This will be done as part of a review of the West Oxfordshire Local Plan and by contributing to the development of the Oxfordshire Plan 2050 and Oxfordshire Local Transport & Connectivity Plan (emerging).
- identifying and exploring new opportunities for low-traffic neighbourhoods and cycle networks that are direct, safe, comfortable and attractive. This will be done to improve access to active forms of travel across the district, reducing demand for transport.
- delivering **EV infrastructure across the district**, at sites in Council ownership, meeting the policy ambitions and standards set out within the Oxfordshire EV Infrastructure Strategy (emerging) and target for 5% of local-authority-managed car-parking spaces providing EV charging by 2025. This is equivalent to 175 of the total 3,500 car parking spaces owned by the Council and includes public car parks, Council offices and commercial centres, depots, offices and industrial units to let. Consideration will also be given to the potential for electric-bike- and scooter-charging hubs.
- working as a partner in the Oxfordshire Park & Charge project to install EV-charging infrastructure in Council-owned car parks in 2021, contributing to a 5% target.
- implementing standards for EV-charging infrastructure and active travel in new development. This will be done by delivering the policy expectations and standards for EV set out for Salt Cross Garden Village within the Area Action Plan (AAP) and the Oxfordshire EV Infrastructure Strategy (emerging). Standards for EV charging and active travel are also included in the Council's Sustainability Standards Checklist in Planning and will be included as part of a review of the West Oxfordshire Local Plan.
- researching alternative, low-/zero-carbon fuel sources and opportunities to **pilot new technologies** that emerge to support the transition away from fossil fuels to modes of ultra-low-emission transport.
- working across Council departments to link the objectives of this Strategy and theme with Council Plan (2020-2024) priorities, implementing each objective for: healthy towns and villages; a vibrant district economy; strong local communities; meeting the housing needs of our changing population; modern Council services and sustainable finance.
- monitoring Air Quality Management Areas (AQMAs) at Bridge Street, Witney and Horsefair and High Street, Chipping Norton, where National Air Quality Standards are not met and are therefore the subject of Air Quality Action Plans; work with partners to seek reduction in traffic levels in these areas to improve air quality.

8.3 Delivery Partners

Key delivery partners and existing networks that the Council currently coordinates with, and will continue to, include:

Oxfordshire County Council, Oxfordshire Park and Charge, Oxfordshire district councils working with the Oxfordshire EV Infrastructure Strategy Project Board and Working Group, Energy Officers Group and Cross-County Climate Change Officers Group, town and parish Councils, Publica councils, Department for Transport (DfT), universities and colleges.

8.4 Strategic Frameworks

The following strategic frameworks, policies and local plans have been identified by the Council as critical to the delivery of low-carbon and active travel infrastructure in West Oxfordshire. They are frameworks the Council will continue to contribute towards, facilitating action at a local level.

- The UK's Ten-Point Plan (November 2020): Transportation Decarbonisation Plan (emerging) and commitment to end the sale of all new petrol and diesel cars and vans by 2030.
- UK Net-Zero by 2050
- UK Clean Air Strategy (2019)
- UK Air Quality Strategy (2007)
- Oxfordshire Infrastructure Strategy
- Oxfordshire Plan 2050 (emerging)
- Oxfordshire Local Transport & Connectivity Plan (emerging)
- Oxfordshire Sustainable Travel Programme (2020)
- The Oxfordshire EV Infrastructure Strategy (draft) and LA policy: *"Oxfordshire's local authorities will seek to achieve an aspirational target of converting 5% of local-authority-managed car park spaces to fast or rapid EV charging by 2025. These targets will apply across each Council's estate to allow for challenges in very small or isolated car parks."*
- West Oxfordshire Local Plan, 2040 (emerging)
- Local Air Quality Action Plans for Bridge Street, Witney and Horsefair and High Street, Chipping Norton

9.0 Theme Four: Standards in New Development



9.1 Vision

The Council pledges its commitment to shaping a district where:

- the restoration of natural ecosystems and biodiversity are delivered widely and consistently.
- everyone feels they have access to wildlife-rich sites, to the benefit of their health and wellbeing.
- clean and local energy is commonplace, providing local communities with energy independence and resilience.
- active forms of travel including cycling and walking are widely adopted and ultra-low-emission transport infrastructure is equipped to meet rising demand.
- growth and new development are designed to the highest standards of energy performance and environmental sustainability.
- partnership with national, regional, county, district and local partners and communities continues to progress clear and positive outcomes for climate action.

9.2 Strategic objectives 2021-2025

The Council will deliver its vision:

- taking action locally to accelerate the transition to **net-zero carbon** as a standard for all new development in West Oxfordshire, working with county and regional partners, landowners, developers and local residents.

- implementing climate policies, including targets for biodiversity net gain and net-zero-carbon development, at **Salt Cross Garden Village** as a requirement of the Area Action Plan (AAP).
- increasing standards for new development, including major and minor, new and refurbishment applications. This will be done by requiring applicants to submit a Sustainability Statement demonstrating how they will meet the Council's Sustainability Standards Checklist in planning and design for: **Water use and flood risk, Biodiversity, Green and Active Travel, Aligning with Net-Zero Carbon, Sustainable Construction, Materials and Waste and Voluntary Standards for Sustainability**. This will be carried out with a new, dedicated staff member. This will also be incorporated as part of a review of the West Oxfordshire Local Plan.
- creating **toolkits and best-practice guidance** to support new-build and retrofit projects designed to be low-/zero-carbon, both in their operation and in terms of whole-life embodied carbon.
- innovating new methods of **energy-data collection** to support a requirement for the post-construction monitoring of buildings in operation. This will be carried out in the interests of closing the performance gap between stages of design and construction, increasing transparency on how new developments are performing in operation.
- supporting the appropriate siting and development of strategic solar photovoltaics (PV) and renewables, for a local transition to clean energy.
- growing capacity and resource for collaboration on projects with Catchment Partnerships and the Environment Agency to ensure **flood-risk and water management** is appropriately considered as part of the decision-making process in development planning and as a feature of climate-change mitigation and adaptation.
- delivering targets for **natural landscape, biodiversity net gain and nature-based solutions** as part of new development in West Oxfordshire by retaining, as a minimum, existing dedicated resource in planning policy and development-management teams.
- working across Council departments to link the objectives of this Strategy and theme with Council Plan (2020-2024) priorities, implementing each objective for: healthy towns and villages; a vibrant district economy; strong local communities; meeting the housing needs of our changing population; modern Council services and sustainable finance.

9.3 Delivery Partners

Key delivery partners and existing networks that the Council currently coordinates with, and will continue to, include:

Oxfordshire County Council, Oxfordshire Innovation Hub, Oxfordshire Cross-County Climate Change Officers Group, town and parish Councils, Publica councils, Oxfordshire Growth Board, Ministry of Housing, Communities & Local Government, Homes England, universities and colleges.

NGOs/QUANGOs: Homes England, Low Carbon Hub (LCH) and Local Energy Oxfordshire (Project LEO), Trust for Oxfordshire's Environment (TOE), Thames Valley Environmental Records Centre (TVERC), Wildlife Trusts, Catchment Partnerships, Natural England, Environment Agency.

Developers and Landowners, Housing Associations and Registered Providers.

9.4 Strategic Frameworks

The following strategic frameworks, policies and local plans have been identified by the Council as critical to raising standards in development in West Oxfordshire. They are frameworks the Council will continue to contribute towards, facilitating action at a local level.

- The UK's Ten-Point Plan (November 2020): Energy White Paper, Industrial Decarbonisation Strategy, Net-Zero Strategy, Heat & Buildings Strategy, Hydrogen Strategy, Nature Strategy and England Tree Strategy (emerging)
- National Planning Policy Framework (NPPF)
- The Environment Bill: Biodiversity Net Gain and Local Nature Recovery Network Strategies (emerging)
- Oxfordshire Nature Recovery Network
- Natural Capital Framework.
- UK Net-Zero by 2050
- UK Industrial Strategy and Clean Growth Strategy
- Building Regulations
- Oxfordshire Plan 2050 (emerging)
- Oxfordshire Innovation Framework
- Oxfordshire Energy Strategy and target to: *“reduce county-wide emissions by 50% by 2030 (compared to 2008 levels) as a necessary pathway to achieving zero-carbon growth by 2050.”*
- West Oxfordshire Local Plan (2018) & West Oxfordshire Local Plan, 2040 (emerging)
- Salt Cross Area Action Plan (submission draft August 2020)
- West Oxfordshire Sustainability Standards Checklist

10.0 Theme Five: Engage, Support & Educate



10.1 Vision

The Council pledges its commitment to shaping a district where:

- partnership with national, regional, county, district and local partners and communities continues to progress clear and positive outcomes for climate action.
- everyone feels they can work collectively to make a difference, taking climate action at home, at work and as part of their local communities.

10.2 Strategic objectives 2021-2025

The Council will deliver its vision:

- maintaining the **Climate Action Network** for West Oxfordshire as a channel for the Council to publicly disseminate information on climate action, local projects and initiatives. A quarterly, seasonal bulletin will be produced as a way of sharing information on Council news and local events.
- developing local case studies and good practice on how action can be taken to address climate change. Whether this might be, for example, a nature-conservation project at a local school or a housing-retrofit project completed in a conservation area, the Council will encourage people in West Oxfordshire to use the Climate Action Network as a forum for sharing good practice and learning from each other's experiences.
- raising awareness about biodiversity, nature's recovery and natural capital through various mechanisms, including Council communications. Provide education on how people can reduce their impact on, and help to increase, biodiversity.

- facilitating local action in partnership with parish and town councils in West Oxfordshire through events and meetings held by the Council through its dedicated Town and Parish Council Forum.
- promoting events and opportunities through the existing business network for West Oxfordshire.
- developing press and communications on Council action taken to address climate change – via radio, video and in print. This will continue to be done using press releases, via social-media channels and via the Council’s dedicated webpages.

10.3 Channels

The following channels will be used by the Council to engage, support and educate:

Facebook, LinkedIn, Twitter, website, email, Town and Parish Council Forum, Competitions and Community Events.

11.0 Monitoring & Review

The Council will report annually on its progress against the objectives of the Strategy and, where appropriate, revise the document so it remains current.

Figures on CO₂-emissions reductions as a district will be included as part of the Council's Annual Monitoring Report (AMR) under climate. Both qualitative and quantitative measures will be included in the AMR as a method for reviewing and reporting on progress against the Strategy.

Annex 2:

Sustainability Standards Checklist for Planning

Why have we produced a checklist?

In 2018, the latest climate science from the Intergovernmental Panel on Climate Change (IPCC) showed the world that we had only 12 years to prevent irreversible catastrophic damage from a changing climate, and that any temperature increase above 1.5°C would involve far worse effects than previously thought, in terms of drought, flood, poverty for many people, and catastrophic biodiversity loss.

Recognising that local action is required in response to a global issue, WODC declared a climate and ecological emergency. In the wake of that emergency, as part of a suite of overall measures, the Council now expects developers and applicants to adopt the highest possible standards of energy and sustainable design to ensure new development in West Oxfordshire is designed as fit for the future. WODC has adopted a number of policies within the local plan to help protect and enhance our environment and reduce the impact from climate change. The Sustainability Standards Checklist for Planning now seeks to deliver targeted climate action locally in fulfilment of Local Plan objectives CO11, CO14, CO15, CO16, CO17, and CO18.

Planning at a local level is governed by the National Planning Policy Framework (NPPF), February 2019, which defines an expectation that development will contribute to the achievement of sustainable development with emphasis on the environment as one of its three overarching objectives: *'to contribute to protecting and enhancing our natural, built and historic environment; including making effective use of land, helping to improve biodiversity, using natural resources prudently, minimising waste and pollution, and mitigating and adapting to climate change, including moving to a low carbon economy'*

From national to local planning policy, the co-benefits derived from designing an environmentally-sustainable development are well evidenced. The Council's commitment to taking positive action in response to the local climate and ecological emergency is further weight to the importance of planning for sustainability.

A national and local response to the Covid-19 global pandemic has further emphasised the cross benefits and interrelationships between public health and the natural environment. Natural green spaces and access to nature provided many with a source of refuge and outdoor relaxation during lockdown, while improvements in local air quality as a result of a reduction in transport emissions were welcomed not only for their immediate environmental benefit, but as an important factor in people's longer-term health and wellbeing. For those able to work from home, there was a national shift to home working with transport emissions dropping dramatically as a result. Some experts attributed the clearer skies during the country's first lockdown to a reduction in air

pollution, which then saw UK solar energy breaking the all-time peak generation record. National fossil-fuel consumption also fell during these corresponding months as a consequence of solar energy generation levels with news of Great Britain hitting coal-free electricity records making the headlines. The role of low- and zero-carbon energy has since been well documented as an industry key to our green recovery and economic growth moving forward.

The Council aims to capture the positive lessons learned; recognise the value our communities place on the natural environment and embed climate action as a foundation to our green recovery. To this end, achieving the highest environmental standards in all future development considerations has also been identified as a priority in the Council's Recovery Plan.

The Council will expect all applicants to take full consideration of these Corporate priorities and policy requirements and demonstrate, within their planning applications, how exemplary standards of sustainability outlined within this Checklist are being met in response to the following issues:

- Water use and flood risk.
- Biodiversity.
- Green and Active Travel.
- Aligning with Net-Zero Carbon.
- Sustainable Construction, Materials and Waste.
- Voluntary Standards for Sustainability.

The checklist aims to:

- Deliver local action through planning in response to the climate and ecological emergency in West Oxfordshire.
- Ensure all development in West Oxfordshire is built to the highest standards of sustainability.
- Provide good-practice guidance and case studies to developers and applicants.
- Create a live Checklist that can be responsive to changes in industry guidance.

This document does not supersede any national or local planning policy requirements. Applicants will still be required to fulfil any other relevant statutory requirements.

Who is the Checklist for?

The Sustainability Standards Checklist has been written for everyone submitting an application to West Oxfordshire District Council. There are three Checklists in total, each containing questions specific to three different application types. Follow the links provided below to view the relevant Checklist for each of the following:

- [Major planning applications](#)

This Checklist is for applications for residential, non-residential or mixed-use development that involves mineral extraction, waste development, the provision of > ten dwellings and/or a site area >0.5 ha or floor space of > 1,000sqm.

- [Householder and minor planning applications](#)

This Checklist is for applications that seek to alter or enlarge a single house, including works within the boundary/garden of a house. It should be used for projects such as extensions, conservatories, loft conversions, dormer windows, garages, carports and outbuildings that do not fall within permitted development rights.

- [Alterations, retrofit and conversion of heritage assets and traditional buildings](#)

This Checklist is for applications for development that have an impact on heritage assets including archaeology and traditional buildings.

What are you expected to do?

A completed Sustainability Standards Checklist and supporting documents will be required from the applicant to allow for an individual planning application to be validated. This will then be used by Development Management as a consideration in the determination of a planning application. You are expected to include, within your Sustainability Statement, a response to each of the questions included within this Checklist (e.g. A1, B1, C1, etc).

Major Planning Applications

Defined as any application that involved mineral extraction, waste development, the provision of > ten dwellings and/or a site area >0.5 ha or floor space of > 1,000sqm.

Applicants submitting a major planning application – whether residential, non-residential or mixed-use – will be expected to submit a Sustainability Statement with their application to set out the way in which sustainability standards within this checklist are being met.

Target standard	Assessment Method	Relevant Policy	Industry guidance, good practice and case studies <i>If any links fail to work/have expired please make this known to a planning officer at the earliest convenience.</i>
A. Water Use and Flood Risk			
1. Can you demonstrate that the water consumption of new dwellings will not exceed 110l per person per day?	Water-efficiency calculations carried out for a cross section of house typologies representative of the development. Detail within a Sustainability Statement.	LP OS3	
2. Do you include measures to conserve water through rainwater capture and/or water recycling?	Describe measures within a Sustainability Statement.	LP OS3	

3. Has flood risk been appropriately assessed and will you be implementing sustainable flood risk management as adaptation and mitigation for extreme weather events?

Describe measures within a Sustainability Statement, cross-referencing a Flood Risk Assessment (FRA) and ecological reports where applicable.

LP OS3, OS4, EH7

Preparing a flood risk assessment, standing advice: <https://www.gov.uk/guidance/flood-risk-assessment-standing-advice>

CIRIA SUDS Manual: <https://www.ciria.org/ItemDetail?iProductCode=C753&Category=BOOK&WebsiteKey=3f18c87a-d62b-4eca-8ef4-9b09309c1c91>

RSPB: (<https://www.rspb.org.uk/our-work/our-positions-and-casework/our-positions/water-and-wetlands/current-water-policy-issues/sustainable-flood-management>)

Living roofs: <https://livingroofs.org>

Case studies:

Open water and wetland creation: London Wetland Centre: (<https://www.wwt.org.uk/wetland-centres/london/>)

Greenwich Peninsula Ecology Park: (<https://thelandtrust.org.uk/space/greenwich-ecology-park/>)

B. Biodiversity			
<p>1. Have you evaluated the biodiversity value of the site and are you taking steps to protect, conserve and enhance its existing value?</p> <p>2. Have you applied the mitigation hierarchy and incorporated features for species within the development?</p> <p>3. How will you compensate for any residual impacts?</p>	<p>Summarise within the Sustainability Statement, cross-referencing ecological assessments, protected species and habitat surveys where appropriate.</p>	<p>LP EH3</p>	<p>Biodiversity information on the Council website: https://www.westoxon.gov.uk/planning-and-building/wildlife-and-biodiversity/</p> <p>Find out about the requirements for the natural environment in planning, including the mitigation hierarchy, at: https://www.gov.uk/guidance/natural-environment</p> <p>Biodiversity and Planning guidance for Oxfordshire: https://www2.oxfordshire.gov.uk/cms/sites/default/files/folders/documents/environmentandplanning/countryside/naturalenvironment/Wholedocument.pdf</p> <p>Find an ecological consultant here: https://cieem.net/i-am/registered-practices/</p> <p>Data searches from TVERC: http://www.tverc.org/cms/content/data-searches</p> <p>CIEEM Ecological Impact Assessment report guidelines: https://cieem.net/resource/guidelines-for-ecological-impact-assessment-ecia/</p> <p>CIEEM Preliminary Ecological Appraisal best practice guidance: https://cieem.net/resource/guidance-on-preliminary-ecological-appraisal-gpea/</p>

			<p>Great crested newt district licensing scheme details: https://www.westoxon.gov.uk/planning-and-building/wildlife-and-biodiversity/great-crested-newt-district-licensing-scheme/ and https://naturespaceuk.com/</p> <p>Ecological assessment of air quality impacts: https://cieem.net/wp-content/uploads/2020/12/Air-Quality-advice-note.pdf</p>
<p>4. Can you demonstrate that your development delivers a net gain in biodiversity on site and/or off-site?</p>	<p>A brief summary of the biodiversity net gain outcome in the Sustainability Statement only.</p> <p>A biodiversity net gain strategy or chapter within an Ecological Impact Assessment report will need to be submitted separately along with the metric (i.e. the excel spreadsheet), associated drawings and GIS layers as stipulated in the Council’s guidance note and data standards document.</p>	<p>LP EH3</p>	<p>General biodiversity net gain guidance: https://www.gov.uk/guidance/natural-environment</p> <p>The Biodiversity Metric 2.0 Calculation Tool - Beta Test December 2019 Update Excel spreadsheet is available to download along with the User Guide and other accompanying information at: http://publications.naturalengland.org.uk/publication/5850908674228224</p> <p>Download the Council’s guidance note and data standards requirements at: https://www.westoxon.gov.uk/planning-and-building/planning-permission/make-a-planning-application/planning-application-supporting-information/</p> <p>Download the CIEEM biodiversity net gain good practice guidelines at: https://cieem.net/resource/biodiversity-net-gain-good-practice-principles-for-development/</p>

<p>5. Are your proposals for biodiversity net gain ecologically meaningful and do they contribute towards Oxfordshire’s emerging Nature Recovery Network including Conservation Target Areas, the conservation, restoration and enhancement of priority habitats, ecological networks and the species protection and recovery of priority species?</p>	<p>The Ecological Impact Assessment and/or Biodiversity Net Gain Strategy, and a copy of the metric with all assumptions, justifications and deviations fully explained, will need to be submitted as part of the application.</p> <p>Describe the interrelationships with the requirements as a summary within the Sustainability Statement.</p>	<p>LP EH3</p> <p>NPPF paras 174 and 175</p>	<p>Emerging Oxfordshire Nature Recovery Network map: https://www.wildoxfordshire.org.uk/biodiversity/oxfordshires-nature-recovery-network/</p>
<p>6. Does your proposal ensure habitat connectivity and linkages to the wider landscape (“wildlife corridors”), and does it incorporate wildlife features as part of a high-quality green infrastructure network?</p> <p>For example, biodiverse school grounds, allotments, orchards, roadside verges, cycleways, amenity spaces, green roofs and attenuation basins.</p>	<p>Summarise within the Sustainability Statement, cross-referencing where appropriate to the:</p> <ul style="list-style-type: none"> ● Ecological Impact Assessment ● Green Infrastructure Strategy or equivalent ● Building with Nature assessment ● Surface water drainage strategy ● Associated drawings 	<p>LP EH3 and EH4</p>	<p>Building with Nature: https://www.buildingwithnature.org.uk/about</p> <p>CIRIA SUDS Manual: https://www.ciria.org/Memberships/The_SuDs_Manual_C753_Chapters.aspx</p> <p>Green Infrastructure: https://www.westoxon.gov.uk/media/dyduqtn/interim-green-infrastructure-study-june-2011.pdf</p>

<p>7. Do your proposals include the planting of trees, woodland, scrub or orchard?</p> <p>8. Have tree species been selected with consideration to climate change adaptation and mitigation?</p>	<p>Summarise the climate change implications of the landscape strategy for the site in the Sustainability Statement, cross-referencing ecological and landscape reports and site plans where appropriate.</p>		<p>The Oxfordshire Trees for the Future Project: https://www.oxtrees.uk/mapping</p>
<p>9. Have you considered how retained and newly created habitats will be managed in the long term and who will be responsible for this management?</p>	<p>Summarise the proposals for the long-term management and stewardship of habitats and green infrastructure assets.</p> <p>Note: habitats featured in the biodiversity net gain strategy must be managed for a minimum period of 30 years both on and off-site.</p>		
C. Green and Active Travel			
<p>1. How is your development designed to prioritise walking, cycling and public transport use?</p>	<p>Describe proposals for active and green travel within a Sustainability Statement.</p>	<p>LP T1, T3</p>	<p>OCC Walking Standards - https://www.oxfordshire.gov.uk/sites/default/files/file/roads-and-transport-policies-and-plans/walkingstandards.pdf</p>

<p>2. Do you provide adequate space for the sheltered, safe, secure and well-lit storage of bicycles within the development?</p> <p>Within the design of a non-domestic development, have you provided a sufficient number of spaces to cycle storage?</p>	Describe within a Sustainability Statement.	LP T1, T3	OCC Cycling Standards - https://www.oxfordshire.gov.uk/sites/default/files/file/roads-and-transport-policies-and-plans/cyclingstandards.pdf
3. What provisions have been made to encourage home working?	Describe within a Sustainability Statement.		
4. What provisions have been made to encourage shared mobility options?	Describe within a Sustainability Statement.		Oxfordshire Innovation Framework (emerging)
5. How have provisions for modal interchange been considered in development design?	Describe within a Sustainability Statement. Cross reference a layout plan to represent where transport infrastructure has been co-located and hubs have been created.		Oxfordshire Innovation Framework (emerging)

<p>6. Do you provide infrastructure for the charging of electric vehicles, scooters and/or bikes?</p>	<p>Confirm within a Sustainability Statement alignment with the requirements of the emerging Oxfordshire Infrastructure Electric Vehicle Strategy (OIEVS).</p>		<p>Oxfordshire Infrastructure Electric Vehicle Strategy (emerging).</p>
<p>D. Aligning with Net-Zero Carbon</p>			
<p>I. Have you designed the fabric of the development to standards of ultra-low energy demand?</p>	<p>To achieve ultra-low energy demand through design, energy budgets (EUI targets) using predicted energy modelling should demonstrate the following targets:</p> <ul style="list-style-type: none"> · Residential <35 kwh/m2.yr · Office <55 kwh/m2.yr · Research labs <55-240 kwh/m2.yr · Retail <80 kwh/m2.yr · Community space (e.g. health care) <100 kwh/m2.yr · Sports and Leisure <80 kwh/m2.yr · School <65 kwh/m2.yr <p>To ensure best practice, an accurate method of predictive energy modelling is expected by the</p>	<p>LP OS3</p>	<p>LETI Climate Emergency Design Guide: https://www.leti.london/cedg</p> <p>Levitt Bernstein, Easi Guide Passiv Haus Design Guide for Medium Density Housing: https://www.levittbernstein.co.uk/site/assets/files/3553/passivhaus-easi-guide_screen_portrait.pdf</p>

	Council (e.g. using Passive House Planning Package - PP or CIBSE TM45 or equivalent). This modelling should be carried out with the intention of meeting target EUIs.		
2. Has your development been designed to be fossil-fuel free?	Confirm within a Sustainability Statement.		
3. Has your development been designed to have a zero-operational carbon balance and deliver 100% of the energy consumption required by buildings on-site using renewables?	A Sustainability Statement should include the total kWh/yr of energy consumption of the buildings (accounting for both regulated and unregulated energy) on the site and the total kWh/yr of energy generation by renewables to show that the zero-carbon operational balance is met.	LP EH6	
4. Have you considered the embodied carbon emissions of your development and taken steps to minimise these?	Describe measures within a Sustainability Statement, cross-referencing lifecycle modelling carried out to assess embodied carbon and steps taken to minimise impact.		<p>LETI Embodied Carbon Primer: https://www.leti.london/ecp</p> <p>https://www.architecture.com/-/media/gathercontent/whole-life-carbon-assessment-for-architects/additional-documents/11241wholelifecarbonguidancev7pdf.pdf</p> <p>https://www.bregroup.com/greenguide/podpage.jsp?id=2126</p>

<p>5. Has thermal comfort and the risk of overheating been assessed and have passive design measures to mitigate for overheating risk been prioritised over the use of more energy-intensive alternatives such as mechanical cooling?</p>	<p>Compliance with CIBSE TM52 for non-domestic and CIBSE TM59 for domestic, completed for units considered at highest-risk, demonstrating that overheating risk is appropriately mitigated for. Summarise within a Sustainability Statement, cross referencing thermal modelling where appropriate.</p>		
E. Sustainable Construction, Materials and Waste			
<p>1. Are you registered with the Considerate Construction Scheme?</p>	<p>Confirm within a Sustainability Statement.</p>	<p>LP OS3</p>	<p>https://www.ccscheme.org.uk/</p>
<p>2. Will you be developing a Site Waste Management Plan (SWMP) as a way of reducing and managing construction waste?</p>	<p>Describe proposals for a SWMP within a Sustainability Statement.</p>	<p>LP OS3</p>	<p>http://www.wrap.org.uk/sites/files/wrap/how%20to%20A5%20brochure%20low-res1.pdf</p>
<p>3. What are your set targets for recycling construction waste / reducing waste going to landfill?</p>	<p>Confirm your target within a Sustainability Statement.</p>		

<p>4. Are you taking steps to source construction materials that are sustainably sourced, sourced from local areas, 'healthy' materials (not environmentally sensitive, e.g. non-toxic) and robust?</p> <p>Describe your construction methods and whether off-site construction has been considered.</p>	<p>Detail steps taken to source construction materials in an environmentally-sustainable way within a Sustainability Statement.</p> <p>If you are using the BRE Green Guide Specification in the selection of materials, cross-reference within a Sustainability Statement to explain how this has informed design decisions made.</p>	LP OS3	<p>https://www.london.gov.uk/sites/default/files/gla_migrate_files_destination/Sustainable%20Design%20%26%20Construction%20SPG.pdf</p> <p>BRE Green Guide: https://www.bregroup.com/greenguide/podpage.jsp?id=2126</p>
<p>5. Have you provided safe and convenient access, both within and outside of the development, for the recycling of waste?</p>	<p>Identify locations and areas allocated to waste recycling within a Sustainability Statement, cross-referencing site and floor plans where appropriate.</p>	LP OS3	<p>https://www.newham.gov.uk/downloads/file/632/wastemanagementguidelinesarchitectspropertydevelopers</p>
<p>6. How have you considered innovative or advanced waste collection systems as part of your waste strategy?</p>	<p>Outline within a Sustainability Statement, cross-referencing the waste strategy where applicable.</p>	LP OS3	<p>https://www.westoxon.gov.uk/media/y03fsvl4/underground-refuse-systems.pdf</p>

F. Voluntary Standards for Sustainability			
1. Are you pursuing a Building Research Establishment Environmental Assessment Method (BREEAM) certification for your non-domestic development?	Describe your target rating for BREEAM within a Sustainability Statement, cross-referencing BREEAM pre-assessment where applicable.		https://www.breeam.com/NC2018/content/resources/output/10_pdf/a4_pdf/print/nc_uk_a4_print_mono/nc_uk_a4_print_mono.pdf Case studies: https://www.breeam.com/case-studies/
2. Are you employing Building with Nature principles?	Describe within a Sustainability Statement.		https://www.buildingwithnature.org.uk/about
3. Are you signed up to One Planet Living principles developed by Bioregional?	Describe within a Sustainability Statement.		https://www.bioregional.com/one-planet-living
4. Are you employing a different standard, not referenced above, as a tool for measuring the sustainability of your development?	Describe within a Sustainability Statement.		

Minor or Householder Planning Applications

Defined as including proposals that seek to alter or enlarge a single house, including works within the boundary/garden of a house. It should be used for projects such as extensions, conservatories, loft conversions, dormer windows, garages, carports and outbuildings that do not fall within permitted development rights.

Applicants submitting a minor or householder planning application will be expected to submit a Sustainability Statement with their application to set out the way in which sustainability standards within this checklist are being met.

Target standard	Assessment Method	Relevant Policy	Industry guidance, good practice and case studies <i>If any links fail to work/have expired please make this known to a planning officer at the earliest convenience.</i>
A. Water Use and Flood Risk			
1. If your proposals include plans for a new dwelling, can you demonstrate that water consumption will not exceed 110l per person per day?	Include a water-efficiency calculation within a Sustainability Statement.	LP OS3	http://www.thewatercalculator.org.uk/
2. Do you include measures to conserve water through rainwater capture and/or water recycling?	Describe these measures within a Sustainability Statement.	LP OS3	

<p>3. Is your property in an area of flood risk? If it is, have you included measures to adapt to that risk as mitigation for extreme weather events?</p>	<p>Describe the adaptations you have made within a Sustainability Statement.</p>	<p>LP OS3, OS4 EH7</p>	<p>Future flood risk maps: https://flood-warning-information.service.gov.uk/long-term-flood-risk?_ga=2.37985379.1539273661.1597231849-1593929561.1586958755</p>
<p>B. Biodiversity</p>			
<p>1. Have you considered whether your project will impact on ecological features of the site, such as a protected species, a priority habitat, an important wildlife or landscape feature or a designated site?</p> <p>2. How have you mitigated all of the impacts?</p> <p>3. How will you compensate for any residual impacts?</p>	<p>Confirm within a Sustainability Statement, cross-referencing ecological assessments and species/habitat surveys where appropriate.</p> <p>Note: This may not be relevant to Householder Applications depending on the scale and nature of the proposal.</p>	<p>LP EH3</p>	<p>Finding an ecological consultant: https://events.cieem.net/RegisteredPracticeDirectory/Registered-Practice-Directory.aspx</p> <p>Householder’s guide to engaging an ecologist: https://cieem.net/resource/a-householders-guide-to-engaging-an-ecologist/#:~:text=This%20document%20sets%20out%20broadly,for%20a%20small%2Dscale%20development.</p> <p>Wildlife Assessment Check (tool for householders and small to medium-scale developers to understand when a survey may be required): https://www.biodiversityinplanning.org/wildlife-assessment-check/</p> <p>Preliminary Ecological Appraisal best practice guidance: https://cieem.net/resource/guidance-on-preliminary-ecological-appraisal-gpea/</p>

Wildlife and Biodiversity information on the Council website:
<https://www.westoxon.gov.uk/planning-and-building/wildlife-and-biodiversity/>

Find out about the requirements for the natural environment in planning, including the mitigation hierarchy, at:
<https://www.gov.uk/guidance/natural-environment>

Biodiversity and Planning guidance for Oxfordshire:
<https://www2.oxfordshire.gov.uk/cms/sites/default/files/folders/documents/environmentandplanning/countryside/naturalenvironment/Wholedocument.pdf>

Bat Conservation Trust, best practice guidance for bat surveys (Collins, 2016):
https://cdn.bats.org.uk/pdf/Resources/Bat_Survey_Guidelines_2016_NON_PRINTABLE.pdf?mtime=20181115113931&focal=none

Standing Advice for Protected Species and Ancient Woodland: <https://www.gov.uk/guidance/protected-species-how-to-review-planning-applications>

DEFRA Hedgerow Survey Handbook:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/69285/pb11951-hedgerow-survey-handbook-070314.pdf

<p>4. Can you demonstrate that your development delivers a net gain in biodiversity on site and/or off-site?</p>	<p>This is not relevant to Householder Applications at this time.</p> <p><i>Not all Minor Applications will be required to submit a biodiversity net gain strategy at this time. However, this may be requested at the Council's discretion or you can seek advice from the Council's biodiversity team.</i></p> <p>A brief summary of the biodiversity net gain outcome in the Sustainability Statement only.</p> <p>A biodiversity net gain strategy or chapter within an Ecological Impact Assessment report will need to be submitted separately along with the metric (i.e. the excel spreadsheet), associated drawings and GIS layers as stipulated in the Council's guidance note and data standards document.</p>	<p>LP EH3</p>	<p>General biodiversity net gain guidance: https://www.gov.uk/guidance/natural-environment</p> <p>The Biodiversity Metric 2.0 Calculation Tool - Beta Test December 2019 Update Excel spreadsheet is available to download along with the User Guide and other accompanying information at: http://publications.naturalengland.org.uk/publication/5850908674228224</p> <p>Download the Council's guidance note and data standards requirements at: https://www.westoxon.gov.uk/planning-and-building/planning-permission/make-a-planning-application/planning-application-supporting-information/</p> <p>Download the CIEEM biodiversity net gain good practice guidelines at: https://cieem.net/resource/biodiversity-net-gain-good-practice-principles-for-development/</p>
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<p>5. Are your proposals for biodiversity net gain ecologically meaningful and do they contribute towards Oxfordshire’s emerging Nature Recovery Network including Conservation Target Areas, the conservation, restoration and enhancement of priority habitats, ecological networks and the species protection and recovery of priority species?</p>	<p>This is not relevant to Householder Applications at this time.</p> <p>The Ecological Impact Assessment and/or Biodiversity Net Gain Strategy, and a copy of the metric with all assumptions, justifications and deviations fully explained, will need to be submitted as part of the application.</p> <p>Describe the interrelationships with the requirements as a summary within the Sustainability Statement.</p>	<p>LP EH3</p> <p>NPPF paras 174 and 175</p>	<p>Emerging Oxfordshire Nature Recovery Network map: https://www.wildoxfordshire.org.uk/biodiversity/oxfordshires-nature-recovery-network/</p>
<p>6. Does your proposal ensure habitat connectivity and linkages to the wider landscape (“wildlife corridors”), and does it incorporate wildlife features as part of a high-quality green infrastructure network?</p> <p>For example, biodiverse school grounds, allotments, orchards, roadside verges, cycleways, amenity spaces, green roofs and attenuation basins.</p>	<p>This is not relevant to Householder Applications at this time.</p> <p>Summarise within the Sustainability Statement, cross-referencing where appropriate to the:</p> <ul style="list-style-type: none"> ● Ecological Impact Assessment ● Green Infrastructure Strategy or equivalent ● Building with Nature assessment 	<p>LP EH3 and EH4</p>	<p>Building with Nature: https://www.buildingwithnature.org.uk/about</p> <p>CIRIA SUDS Manual: https://www.ciria.org/Memberships/The_SuDs_Manual_C753_Chapters.aspx</p> <p>Green Infrastructure: https://www.westoxon.gov.uk/media/dyyduqtn/interim-green-infrastructure-study-june-2011.pdf</p>

	<ul style="list-style-type: none"> • Surface water drainage strategy • Associated drawings 		
<p>7. Do your proposals include the planting of trees, woodland, scrub or orchard?</p> <p>8. Have tree species been selected with consideration to climate change adaptation and mitigation?</p>	<p>This is not relevant to Householder Applications at this time.</p> <p>Summarise the climate change implications of the landscape strategy for the site in the Sustainability Statement, cross-referencing ecological and landscape reports and site plans where appropriate.</p>		<p>The Oxfordshire Trees for the Future Project: https://www.oxtrees.uk/mapping</p>
<p>9. Have you considered how retained and newly created habitats will be managed in the long term and who will be responsible for this management?</p>	<p>This is not relevant to Householder Applications at this time.</p> <p>Summarise the proposals for the long-term management and stewardship of habitats and green infrastructure assets.</p> <p>Note: habitats featured in the biodiversity net gain strategy must be managed for a minimum period of 30 years both on and off-site.</p>		

6. Are you including two or more wildlife enhancement features from the following list?

Wildlife boxes and other features:

- Built-in (preferred) or externally-mounted bat boxes
- Built-in or externally-mounted bird boxes
- Insect /bee bricks
- Artificial refugia (e.g. log piles, compost heaps)
- Hedgehog highways (150mm gaps under fences or holes through walls)

Habitat creation:

- Native broadleaved woodland
- Species-rich native hedgerow (at least 6 tree/shrub species)
- Wildlife pond (shallow margin, left to colonise)

Confirm the specific enhancement measures that you are providing in the Sustainability Statement and refer to any relevant ecological reports or site plans if applicable.

Where it is agreed in consultation with the Council that site constraints prevent this from being a viable option, an in-kind contribution to a wildlife conservation organisation working in the local area may be accepted as an alternative to wildlife features on-site.

Wildlife gardening - general advice

- <https://www.wildoxfordshire.org.uk/communities/resources/>
- <https://www.bbwt.org.uk/actions>
- <https://www.rhs.org.uk/science/conservation-biodiversity/wildlife/encourage-wildlife-to-your-garden>
- <https://www.wildlifetrusts.org/gardening>
- <https://www.rspb.org.uk/birds-and-wildlife/advice/gardening-for-wildlife/>
- <https://www.nationaltrust.org.uk/features/nine-ways-to-build-a-wildlife-friendly-garden>

Bird and bat boxes:

- <https://www.swift-conservation.org>
- <https://www.rspb.org.uk/birds-and-wildlife/advice/how-you-can-help-birds/nestboxes/nestboxes-for-small-birds/making-and-placing-a-bird-box/>
- <https://www.bats.org.uk/our-work/buildings-planning-and-development/bat-boxes>

Insect boxes and artificial refugia:

- <https://www.rspb.org.uk/birds-and-wildlife/advice/gardening-for-wildlife/insects-and-minibeasts/>
- <https://butterfly-conservation.org/how-you-can-help/get-involved/gardening>

naturally for 2 years and no fish)

- Orchard (local fruit tree varieties)
- Wildflower meadow
- Flowering lawn (seed mix containing species that respond well to regular cutting)
- Tussocky grassland
- Green roof (wildflower meadow or green hay preferred)
- Living wall
- Native tree and shrub planting
- Non-native tree/shrub/other planting with recognised wildlife benefits

Habitat enhancement:

- Supplementary planting to fill gaps in hedgerows with native species or incorporate additional species, e.g. climbers such as honeysuckle or dog rose

- <https://www.bumblebeeconservation.org/gardeningadvice/>

Hedgehog highways:

- <https://www.hedgehogstreet.org/help-hedgehogs/link-your-garden/>
- <https://www.wildlifetrusts.org/actions/how-create-hedgehog-hole>

Wildlife ponds:

- <https://freshwaterhabitats.org.uk/habitats/pond/>
- <https://freshwaterhabitats.org.uk/projects/clean-water/>

Grassland restoration and creation:

- <http://www.magnificentmeadows.org.uk/advice-guidance/section/how-can-i-restore-or-recreate-a-meadow>
- <https://www.rspb.org.uk/get-involved/activities/give-nature-a-home-in-your-garden/garden-activities/startawildflowermeadow/>
- <https://www.rhs.org.uk/advice/profile?pid=436>
- https://plantlife.love-wildflowers.org.uk/wildflower_garden

Hedgerow management:

- <https://www.wildlifetrusts.org/how-manage-hedgerow-wildlife>

<ul style="list-style-type: none"> • Replacement of conifers with native broadleaved species • Pond restoration (e.g. removal of non-native species, liner replacement or removal of fish) • Over-sowing grassland with native wildflower seed mix • Spring bulb planting • Wildflower plug planting 			<ul style="list-style-type: none"> • http://www.hedgelinek.org.uk/cms/cms_content/files/30_complete_good_hedge_management_guide_leaflet.pdf • https://ptes.org/hedgerow/managing-hedgerows-top-tips/ <p>Tree planting / woodland creation:</p> <ul style="list-style-type: none"> • https://www.woodlandtrust.org.uk/plant-trees/advice/ • https://www.rhs.org.uk/garden-inspiration/design/inspiring-woodland-gardens • https://www.gardeningknowhow.com/special/shade/woodland-garden.htm • https://www.wildlifetrusts.org/actions/how-make-woodland-edge-garden-wildlife • https://www.forestresearch.gov.uk/tools-and-resources/biomass-energy-resources/fuel/woodfuel-production-and-supply/woodfuel-production/forestry-for-woodfuel-and-timber/planting-woodland/
<p>C. Green and Active Travel</p>			
<p>I. Do you provide adequate space for the sheltered, safe, secure and well-lit storage of bicycles?</p>	<p>Describe within a Sustainability Statement.</p>	<p>LP T1, T3</p>	

<p>2. What provisions have been made to encourage home working?</p>	<p>Describe within a Sustainability Statement.</p>		
<p>3. Do you provide infrastructure for the charging of electric vehicles, scooters and/or bikes?</p>	<p>Confirm within a Sustainability Statement alignment with the requirements of the emerging Oxfordshire Infrastructure Electric Vehicle Strategy (OIEVS).</p>		<p>Oxfordshire Infrastructure Electric Vehicle Strategy (emerging).</p>

D. Aligning with Net-Zero Carbon			
<p>I. Have you designed the fabric of the building to standards of ultra-low energy demand?</p>	<p>To achieve ultra-low energy demand through design, energy budgets (EUI targets) using predicted energy modelling should demonstrate the following targets:</p> <ul style="list-style-type: none"> · Residential <35 kwh/m2.yr · Office <55 kwh/m2.yr · Research labs <55-240 kwh/m2.yr · Retail <80 kwh/m2.yr · Community space (e.g. health care) <100 kwh/m2.yr · Sports and Leisure <80 kwh/m2.yr · School <65 kwh/m2.yr <p>To ensure best practice, an accurate method of predictive energy modelling is expected by the Council (e.g. using Passive House Planning Package - PHPP or CIBSE TM45 or equivalent).</p> <p>This modelling should be carried out with the intention of meeting target EUIs.</p>	<p>LP OS3</p>	<p>LETI Climate Emergency Design Guide: https://www.leti.london/cedg</p> <p>Levitt Bernstein, Easi Guide Passiv Haus Design Guide for Medium Density Housing: https://www.levittbernstein.co.uk/site/assets/files/3553/passivhaus-easi-guide_screen_portrait.pdf</p>

2. Has your project been designed to be fossil-fuel free?	Confirm within a Sustainability Statement.		
3. Has your project been designed to have a zero-operational carbon balance and deliver 100% of the energy consumption required by the building/s on-site using renewables?	A Sustainability Statement should include total kWh/yr of energy consumption (including both regulated energy and unregulated energy) of the building/s on the site and the total kWh/yr of energy generation by renewables to show that the zero-carbon operational balance is met.	LP EH6	
4. Have you considered the embodied carbon emissions of your project and taken steps to minimise these?	Describe measures within a Sustainability Statement, cross-referencing lifecycle modelling carried out to assess embodied carbon where appropriate and steps taken to minimise impact.		<p>LETI Embodied Carbon Primer: https://www.leti.london/ecp</p> <p>https://www.architecture.com/-/media/gathercontent/whole-life-carbon-assessment-for-architects/additional-documents/11241wholelifecarbonguidancev7pdf.pdf</p> <p>https://www.bregroup.com/greenguide/podpage.jsp?id=2126</p>
5. Has thermal comfort and the risk of overheating been considered and have passive-design measures to mitigate for overheating risk been incorporated within the design?	Summarise passive-design measures within a Sustainability Statement.		

E. Sustainable Construction, Materials and Waste			
1. Are you registered with the Considerate Construction Scheme?	Confirm within a Sustainability Statement.	LP OS3	https://www.ccscheme.org.uk/
2. Will you be developing a Site Waste Management Plan (SWMP) as a way of reducing and managing construction waste?	Describe proposals for a SWMP within a Sustainability Statement.	LP OS3	http://www.wrap.org.uk/sites/files/wrap/how%20to%20A5%20brochure%20low-res%20l.pdf
3. What are your targets for recycling construction waste / reducing waste going to landfill?	Confirm your target within a Sustainability Statement.		
4. Are you taking steps to source construction materials that are sustainably sourced, sourced from local areas, 'healthy' materials (not environmentally sensitive, e.g. non-toxic) and robust?	<p>Detail steps taken to source construction materials in an environmentally-sustainable way within a Sustainability Statement.</p> <p>If you are using the BRE Green Guide Specification in the selection of materials, cross-reference within a Sustainability Statement to explain how this has informed design decisions made.</p>	LP OS3	<p>https://www.london.gov.uk/sites/default/files/gla_migrate_files_destination/Sustainable%20Design%20%26%20Construction%20SPG.pdf</p> <p>BRE Green Guide: https://www.bregroup.com/greenguide/podpage.jsp?id=2126</p>

5. Have you provided safe and convenient access, both within and outside of the development, for the recycling of waste?	Identify locations and areas allocated to waste recycling within a Sustainability Statement, cross-referencing site and floor plans where appropriate.	LP OS3	https://www.newham.gov.uk/downloads/file/632/wastemanagementguidelinesarchitectspropertydevelopers
F. Voluntary Standards for Sustainability			
1. Are you pursuing a Building Research Establishment Environmental Assessment Method (BREEAM) certification for your non-domestic development?	Describe your target rating for BREEAM within a Sustainability Statement, cross-referencing BREEAM pre-assessment where applicable.		https://www.breeam.com/NC2018/content/resources/output/10_pdf/a4_pdf/print/nc_uk_a4_print_mono/nc_uk_a4_print_mono.pdf Case studies: https://www.breeam.com/case-studies/
2. Are you employing Building with Nature principles?	Describe within a Sustainability Statement.		https://www.buildingwithnature.org.uk/about
3. Are you signed up to One Planet Living principles developed by Bioregional?	Describe within a Sustainability Statement.		https://www.bioregional.com/one-planet-living

4. Are you employing a different standard, not referenced above, as a tool for measuring the sustainability of your development?

Describe within a Sustainability Statement.

Planning Applications for Alterations, Retrofit and Conversion of Heritage Assets and Traditional Buildings

Applicants submitting a planning application for alterations, retrofit and / or conversion will be expected to submit a Sustainability Statement with their application to set out the way in which sustainability standards within this checklist are being met.

**Please note: some alterations / retrofit / conversion proposals may need planning / listed building consent - it is wise to seek advice from the LPA.*

Target standard	Assessment Method	Relevant Policy	Industry guidance, good practice and case studies <i>If any links fail to work/have expired please make this known to a planning officer at the earliest convenience.</i>
A. Alterations / Retrofit / Conversion of Heritage Assets or Traditional Buildings			
<p>I. Understanding your building can guide decision-making, so have you provided a heritage statement / assessment of the building's significance, fabric (internal and external), its original / current uses etc., and have you considered the impact of your proposal on the heritage asset*?</p>	<p>Refer to the Heritage Statement in the Sustainability Statement</p>	<p>LP OS3, OS4, EH9, EH10, EH11, EH12, EH13, EH14 EH15 and E16</p>	<p>Statements of Heritage Significance:</p>

<p><i>*this question is for owners of heritage assets.</i></p>			
<p>2. Have you considered a 'Whole Building Approach' as part of your scheme?</p>	<p>Include details within a Sustainability Statement.</p>		<p>Historic England: Energy Efficiency and Historic Buildings Design Guide I6 Greener Traditional Buildings</p>
<p>3. Have you considered whether your proposal adheres to Responsible Retrofit measures?</p>	<p>Include details within a Sustainability Statement.</p>		<p>Planning responsible retrofit of traditional buildings</p> <p>Application of Part L of the Building Regulations to Historic and Traditionally Constructed Buildings: Energy Efficiency and Historic Buildings</p> <p>BSI PAS 2035:2019 - Retrofitting Dwellings for Improved Energy Efficiency</p> <p>The Responsible Retrofit Guidance Wheel - Guidance Wheel STBA.</p>
<p>4. Have you undertaken a Building Services Survey? <i>(the survey is an opportunity to review how the building is currently performing and its energy efficiency. This can guide future decision-making).</i></p>	<p>Include details within a Sustainability Statement</p>		<p>Condition Surveys and Investigations</p>

5. Have you considered a future programme of maintenance and monitoring for your traditional building securing its long term performance and energy efficiency measures?	Include details within a Sustainability Statement		Maintenance Plans for Older Buildings Care of Buildings
B. Water Use and Flood Risk			
1. If your proposals include plans for new development, can you demonstrate that water consumption will not exceed 110l per person per day?	Include a water-efficiency calculation within a Sustainability Statement.	LP OS3	http://www.thewatercalculator.org.uk/
2. Do you include measures to conserve water through rainwater capture and/or water recycling?	Describe these measures within a Sustainability Statement.	LP OS3	
3. Is your property in an area of flood risk? If it is, have you included measures to adapt to that risk as mitigation for extreme weather events?	Describe the adaptations you have made within a Sustainability Statement.	LP OS3, OS4 EH7	Future flood risk maps: https://flood-warning-information.service.gov.uk/long-term-flood-risk?_ga=2.37985379.1539273661.1597231849-1593929561.1586958755

C. Biodiversity			
<p>1. Have you considered whether your project will impact on ecological features of the site, such as a protected species, an important natural habitat or designated site?</p> <p>2. How have you mitigated all of the impacts?</p> <p>3. How will you compensate for any residual impacts?</p>	<p>Confirm within a Sustainability Statement, cross-referencing ecological assessments and species survey where appropriate.</p>	<p>LP EH3</p>	<p>Find an ecological consultant: https://events.cieem.net/RegisteredPracticeDirectory/Registered-Practice-Directory.aspx</p> <p>Householder’s guide to engaging an ecologist: https://cieem.net/resource/a-householders-guide-to-engaging-an-ecologist/#:~:text=This%20document%20sets%20out%20broadly,for%20a%20small%2Dscale%20development.</p> <p>Wildlife Assessment Check (tool for householders and small to medium-scale developers): https://www.biodiversityinplanning.org/wildlife-assessment-check/</p> <p>Preliminary Ecological Appraisal best practice guidance: https://cieem.net/resource/guidance-on-preliminary-ecological-appraisal-gpea/</p> <p>Bat Conservation Trust, best practice guidance for bat surveys (Collins, 2016): https://cdn.bats.org.uk/pdf/Resources/Bat_Survey_Guidelines_2016_NON_PRINTABLE.pdf?mtime=20181115113931&focal=none</p>

			<p>Standing Advice for Protected Species and Ancient Woodland: https://www.gov.uk/guidance/protected-species-how-to-review-planning-applications</p> <p>DEFRA Hedgerow Survey Handbook: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/69285/pb11951-hedgerow-survey-handbook-070314.pdf</p>
<p>4. Are you including two or more of the following enhancement features from the following list? Please note that applicable features will depend on the type and scale of your development.</p> <p>Wildlife boxes and other features:</p> <ul style="list-style-type: none"> ● Built-in (preferred) or externally-mounted bat boxes ● Built-in or externally-mounted bird boxes ● Insect /bee bricks ● Artificial refugia (e.g. log piles, compost heaps) 	<p>Confirm the specific enhancement measures that you are providing in the Sustainability Statement and refer to any relevant ecological reports or site plans if applicable.</p> <p>Where it is agreed in consultation with the Council that site constraints prevent this from being a viable option, an in-kind contribution to a wildlife conservation organisation working in the local area may be accepted as an alternative to wildlife features on-site.</p>		<p>The type and number of enhancements features will depend upon the type and scale of your development. Please contact the Council if you require further advice on the relevant enhancement features applicable to your development.</p> <p>Advice is available from the following websites.</p> <p>Wildlife gardening - general advice:</p> <ul style="list-style-type: none"> ● https://www.wildoxfordshire.org.uk/communities/resources/ ● https://www.bbowt.org.uk/actions ● https://www.rhs.org.uk/science/conservation-biodiversity/wildlife/encourage-wildlife-to-your-garden ● https://www.wildlifetrusts.org/gardening ● https://www.rspb.org.uk/birds-and-wildlife/advice/gardening-for-wildlife/ ● https://www.nationaltrust.org.uk/features/nine-ways-to-build-a-wildlife-friendly-garden

- Hedgehog highways (150mm gaps under fences or holes through walls)

Habitat creation:

- Native broadleaved woodland
- Species-rich native hedgerow (at least 6 tree/shrub species)
- Wildlife pond (shallow margin, left to colonise naturally for 2 years and no fish)
- Orchard (local fruit tree varieties)
- Wildflower meadow
- Flowering lawn (seed mix containing species that respond well to regular cutting)
- Tussocky grassland
- Green roof (wildflower meadow or green hay preferred)
- Living wall
- Native tree and shrub planting

Bird and bat boxes:

- <https://www.swift-conservation.org>
- <https://www.rspb.org.uk/birds-and-wildlife/advice/how-you-can-help-birds/nestboxes/nestboxes-for-small-birds/making-and-placing-a-bird-box/>
- <https://www.bats.org.uk/our-work/buildings-planning-and-development/bat-boxes>

Insect boxes and artificial refugia:

- <https://www.rspb.org.uk/birds-and-wildlife/advice/gardening-for-wildlife/insects-and-minibeasts/>
- <https://butterfly-conservation.org/how-you-can-help/get-involved/gardening>
- <https://www.bumblebeeconservation.org/gardeningadvice/>

Hedgehog highways:

- <https://www.hedgehogstreet.org/help-hedgehogs/link-your-garden/>
- <https://www.wildlifetrusts.org/actions/how-create-hedgehog-hole>

Wildlife ponds:

- <https://freshwaterhabitats.org.uk/habitats/pond/>

- Non-native tree/shrub/other planting with recognised wildlife benefits

Habitat enhancement:

- Supplementary planting to fill gaps in hedgerows with native species or incorporate additional species, e.g. climbers such as honeysuckle or dog rose
- Replacement of conifers with native broadleaved species
- Pond restoration (e.g. removal of non-native species, liner replacement or removal of fish)
- Over-sowing grassland with native wildflower seed mix
- Spring bulb planting
- Wildflower plug planting

- <https://freshwaterhabitats.org.uk/projects/clean-water/>

Grassland restoration and creation:

- <http://www.magnificentmeadows.org.uk/advice-guidance/section/how-can-i-restore-or-recreate-a-meadow>
- <https://www.rspb.org.uk/get-involved/activities/give-nature-a-home-in-your-garden/garden-activities/startawildflowermeadow/>
- <https://www.rhs.org.uk/advice/profile?pid=436>
- https://plantlife.love-wildflowers.org.uk/wildflower_garden

Hedgerow management:

- <https://www.wildlifetrusts.org/how-manage-hedgerow-wildlife>
- http://www.hedgeline.org.uk/cms/cms_content/files/30_complete_good_hedge_management_guide_leaflet.pdf
- <https://ptes.org/hedgerow/managing-hedgerows-top-tips/>

Tree planting / woodland creation:

- <https://www.woodlandtrust.org.uk/plant-trees/advice/>
- <https://www.rhs.org.uk/garden-inspiration/design/inspiring-woodland-gardens>

			<ul style="list-style-type: none"> • https://www.gardeningknowhow.com/special/shade/woodland-garden.htm • https://www.wildlifetrusts.org/actions/how-make-woodland-edge-garden-wildlife • https://www.forestresearch.gov.uk/tools-and-resources/biomass-energy-resources/fuel/woodfuel-production-and-supply/woodfuel-production/forestry-for-woodfuel-and-timber/planting-woodland/
D. Green and Active Travel			
1. Do you provide adequate space for the safe, secure and well-lit storage of bicycles?	Describe within a Sustainability Statement.	LP T1, T3	
2. What provisions have been made to encourage home working?	Describe within a Sustainability Statement.		
3. Do you provide infrastructure for the charging of Electric Vehicles?	Confirm within a Sustainability Statement alignment with a requirement for 10% active EV charging and 20% passive EV charging points where applicable.		Draft Oxfordshire Electric Vehicle Strategy (in progress).

E. Energy and Renewables			
<p>1. Has your project been designed to be fossil-fuel free?</p>	<p>Confirm within a Sustainability Statement.</p>		<p>Carbon in the Built Historic Environment</p> <p>Design Guide 16 Greener Traditional Buildings</p> <p>The Alliance for Sustainable Building Products: The Alliance for Sustainable Building Products: Homepage</p> <p>Environmental Product Declaration: https://www.environdec.com</p>
<p>2. Does your project include renewable energy technologies?</p>	<p>A Sustainability Statement should estimate the total kWh/yr of renewable energy generation alongside the estimated total kWh/yr of energy demand of the buildings.</p>	<p>LP EH6</p>	<p>Carbon in the Built Historic Environment</p> <p>Renewable Energy</p> <p>Energy Efficiency and Historic Buildings</p> <p>12 Design Guide Sustainable Building Design - pdf</p> <p><i>*N.B. Listed Building Home Owners: 'Before opting to introduce green energy measures to your home such as (e.g. solar panels) which can have a harmful impact on the character of your home, have you considered switching to Green Energy Suppliers - their electricity is generated by natural, renewable sources such as wind, the sun or the power of the tides - as opposed to using fossil</i></p>


			<i>fuels like coal or oil'. Green energy is environmentally friendly and competitively priced'.</i>
3. Have you considered the embodied carbon emissions of your project and taken steps to minimise these?	Describe measures within a Sustainability Statement, cross-referencing lifecycle modelling carried out to assess embodied carbon where appropriate.		https://www.architecture.com/-/media/gathercontent/whole-life-carbon-assessment-for-architects/additional-documents/11241wholelifecarbonguidancev7pdf.pdf https://www.bregroup.com/greenguide/podpage.jsp?id=2126 Carbon in the Built Historic Environment Design Guide 16 Greener Traditional Buildings Renewable Energy Energy Efficiency and Historic Buildings 12 Design Guide Sustainable Building Design - pdf
F. Sustainable Construction, Materials and Waste			
1. Are you registered with the Considerate Construction Scheme?		LP OS3	https://www.ccscheme.org.uk/

<p>2. Will you be developing a Site Waste Management Plan (SWMP) as a way of reducing and managing construction waste?</p>	<p>Describe proposals for a SWMP within a Sustainability Statement.</p>	<p>LP OS3</p>	<p>http://www.wrap.org.uk/sites/files/wrap/how%20to%20A5%20brochure%20low-res%20.pdf</p>
<p>3. What are your targets for recycling construction waste / reducing waste going to landfill?</p>	<p>Confirm your target within a Sustainability Statement.</p>		
<p>4. Are you taking steps to source construction materials that are sustainably sourced, sourced from local areas, 'healthy' materials (not environmentally sensitive, e.g. non-toxic) and robust?</p>	<p>Detail steps taken to source construction materials in an environmentally-sustainable way within a Sustainability Statement.</p> <p>If you are using the BRE Green Guide Specification in the selection of materials, cross-reference within a Sustainability Statement to explain how this has informed design decisions made.</p> <p>If you are using the Alliance for Sustainable Buildings Products specification in the selection of materials, cross-reference within a Sustainability Statement to explain how</p>	<p>LP OS3</p>	<p>https://www.london.gov.uk/sites/default/files/gla_migrate_files_destination/Sustainable%20Design%20%26%20Construction%20SPG.pdf</p> <p>BRE Green Guide: https://www.bregroup.com/greenguide/podpage.jsp?id=2126</p> <p>The Alliance for Sustainable Building Products: https://asbp.org.uk/</p> <p>12 Design Guide Sustainable Building Design - pdf</p> <p>Design Guide 16 Greener Traditional Buildings</p>

	this has informed design decisions made.		
5. Have you provided safe and convenient access, both within and outside of the development, for the recycling of waste?	Identify locations and areas allocated to waste recycling within a Sustainability Statement, cross-referencing site and floor plans where appropriate.	LP OS3	https://www.newham.gov.uk/downloads/file/632/wastemanagementguidelinesarchitectspropertydevelopers
G. Voluntary Standards for Sustainability			
1. Are you pursuing a Building Research Establishment Environmental Assessment Method (BREEAM) certification for your non-domestic development?	Describe your target rating for BREEAM within a Sustainability Statement, cross-referencing BREEAM pre-assessment where applicable.		https://www.breeam.com/NC2018/content/resources/output/10_pdf/a4_pdf/print/nc_uk_a4_print_mono/nc_uk_a4_print_mono.pdf Case studies: https://www.breeam.com/case-studies/
2. Are you employing Building with Nature principles?	Describe within a Sustainability Statement.		https://www.buildingwithnature.org.uk/about
3. Are you signed up to One Planet Living principles developed by Bioregional?	Describe within a Sustainability Statement.		https://www.bioregional.com/one-planet-living

4. Are you employing a different standard, not referenced above, as a tool for measuring the sustainability of your development?

Describe within a Sustainability Statement.

 WEST OXFORDSHIRE DISTRICT COUNCIL	WEST OXFORDSHIRE DISTRICT COUNCIL
Name and date of Committee	Council – Wednesday 24 February 2021
Report Number	Agenda Item No. 10
Subject	Emergency/Urgency Delegations Decisions
Wards affected	All
Accountable member	Councillor Michele Mead, Leader of the Council Email: michele.mead@westoxon.gov.uk
Accountable officer	Keith Butler Head of Democratic Services Tel: 01993 861521 Email: keith.butler@westoxon.gov.uk
Summary/Purpose	To note decisions taken under the emergency and urgency delegation arrangements approved by Council on 13 May 2020.
Appendices	Appendix A – Covid winter grant scheme overview paper
Recommendation	That the report be noted.
Corporate priorities	N/A
Key Decision	N/A
Exempt	No
Consultees/ Consultation	None

1. BACKGROUND

- 1.1. At its meeting on 13 May 2020, the Council approved Emergency and Urgency delegations to the Chief Executive to enable decisions to be taken which were either an emergency, or where there was urgency such that the matter could not reasonably await the next meeting of whichever body would otherwise take that decision.
- 1.2. The report on the matter included the statement that: *“Any decision under the above provisions shall be recorded and published, and reported to Council, Cabinet or the appropriate Committee or Sub-Committee, such report to include the reasons that the powers needed to be used”*.
- 1.3. This report specifies two decisions taken under those powers.

2. COVID WINTER GRANT SCHEME

- 2.1. The Government announced the Covid winter grant scheme in November. The overview paper reproduced in [Appendix A](#) gives the relevant information and outlines the approach which was approved.

3. RE-OPENING HIGH STREETS SAFELY FUND (RHSS)

- 3.1. The Government awarded the Council £97,972 under this fund, and required the agreement of a contract to agree the terms and conditions, in the absence of which the Council would not be able to reclaim relevant expenditure.
- 3.2. Because of the associated timescales, the Chief Executive used the urgency powers to (i) agree the contract; and (ii) clarify that he or the Chief Finance Officer were authorised to make decisions as to the use/allocation of the fund monies, following consultation with the Cabinet Member for Resources.

4. REASONS FOR USE OF URGENCY POWERS

- 4.1. If the required decision in relation to the winter grant scheme had awaited a meeting of the Cabinet, there would have been delay in implementation, to the detriment of those the grants are intended to support.
- 4.2. In the case of the RHSS fund, awaiting a cabinet meeting would have meant that the contract could not be completed by the due date, thereby preventing the Council from reclaiming expenditure already incurred.

5. FINANCIAL IMPLICATIONS

- 5.1. This report has no financial implications.

6. LEGAL IMPLICATIONS

- 6.1. This report has no financial implications.

7. ALTERNATIVES/OPTIONS

- 7.1. Not applicable.

8. BACKGROUND PAPERS

- 8.1. None

Covid Winter grant scheme
@30/12/20

Background

The £170 million [Covid Winter Grant Scheme](#) announced on 8 November will be run by local authorities in England. The funding will be ring-fenced, with at least 80% earmarked to support with food and essential utility costs, and will cover the period to the end of March 2021. It will allow local authorities to directly help the hardest-hit families and individuals over the winter period.

The National scheme – Key points

Draft guidance was issued on 20 November and confirmed on 24 November:

- Oxfordshire will receive £1.368m, to be spent by the end of March 2021
- At least 80% is to be spent on families with children
- Other households made vulnerable directly or indirectly due to the impact of COVID-19 can also be assisted with the remaining 20%
- At least 80% is to be spent on supporting with the costs of food, energy or water bills
- The remaining 20% can fund other items “clearly linked” to the scheme conditions, eg. warm clothing or purchase of equipment such as fridges or ovens. Funding for advisory services or housing costs are not eligible nor are mobile phone top up costs.
- Oxfordshire County Council is the accountable body
- Related support announced in parallel includes:
 - An expansion of the Holiday Activities and Food Programme from Easter 2021 (details to be published in January)
 - An increase in the value of the DHSC Healthy Start voucher scheme from April 2021
 - A £16m DEFRA grant scheme to provide supplies of food directly to food banks and other community providers

How will the scheme be applied in Oxfordshire

1. Food vouchers for vulnerable families – estimated £900,000

The families of all those children with benefits related entitlement to free school meals will receive a supermarket voucher or other equivalent support, for £15 per child to cover each week of the Christmas, February half term and Easter holidays. A family with two children will therefore receive £150, or other equivalent support, over the period. Vouchers will be paid out in advance of each holiday period. We know that some families in need have not registered or are not eligible for free school meals and so we are working in partnership with schools to meet these needs and ensure as wide a reach as possible. In addition, vouchers or equivalent payments will be available to the most economically vulnerable families with children in childcare settings. Equivalent support is also being arranged for the most in-need care-leavers. Finally plans are being developed with services such as midwifery and health-visiting to ensure that the families of the youngest children and those not in formal settings can be supported.

2. Local welfare support to be distributed by Districts and City council – estimated £460,000

The city and district councils have developed a local scheme to support the families and individuals we know are in most need, working closely with Citizens Advice and other

voluntary sector partners. This will include additional support to homeless people and people in temporary accommodation.

- In West Oxfordshire the total budget available is £60,596. The majority of funding will be distributed by Citizens Advice West Oxfordshire along the lines of the existing Emergency funding for food and essential support scheme. Fuel and food support will be available to individuals in need. There will also be funding for the purchase of white goods where deemed necessary.
- WODC Housing team will have a crisis fund to support people in urgent need
- WODC Housing team will also oversee a fund to assist people in temporary accommodation – single adults in emergency accommodation, help for people accommodated through the Everyone-In initiative and those with no recourse to public funds
- There will be an emergency fund held by the Locality support team to assist local neighbourhood groups as needs emerge
- The scheme will be fully operational from 4th Jan and reviewed monthly to judge efficacy.

Total available budget - £60,596	Dec 2020	Feb 2021	April 2021
	50% of funds	25% of funds	25% of funds
Individual support via Citizens Advice including fuel and white goods support	£23,000	£11,000	£11,000
Emergency fund for local groups support	£5,000	£2,500	£2,500
Housing crisis fund	£1,000	£850	£1000
Cohorts 1-3 in temporary accommodation (cohorts 1-3 as defined by OCC)	£1,250	£750	£650
	£30,250	£15,150	£15,150

Funding will be released from government to OCC as follows:

- First payment - 50% of the allocation at the start of the scheme (in December 2020)
- Second payment – [up to] 25% at the end of February 2021
- Final payment – [up to] 25% following the end of the scheme in April/May 2021

The administrative cost incurred by Citizens Advice in overseeing this scheme will be met from a different Covid support fund held by OCC. A memorandum of understanding between CA and each Council has been drafted and is being reviewed, awaiting signature.

DEFRA support

Provision from the voluntary sector remains vital to supporting those in need. During the autumn, Oxfordshire councils funded community food providers, including food banks, through the Emergency Assistance scheme, to the value of £250,000. A new government scheme from DEFRA will be providing food directly to food banks during the winter months and councils are working with their local VCS to establish what additional funding from the Winter Support Grant or other sources will be needed to ensure community food providers retain sufficient capacity during the winter period.

Further details: Heather McCulloch Community Wellbeing Manager – 01993 861562
 heather.mcculloch@westoxon.gov.uk

WEST OXFORDSHIRE DISTRICT COUNCIL

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

<u>Registration Number</u>	<u>Description of documents</u>	<u>Parties in addition to the Council</u>
11860	Agreement relating to the use of Sports Facilities at Bartholomew School, Eynsham	Eynsham Partnership Academy (2)
11860A	Duplicate	
11861	Rent Review Memorandum – Land and Buildings at Downs Road, (Plot G) Witney (Headlease dated 22/11/2014)	Coopers Property Holdings Ltd (1)
11861A	Duplicate	
11862	Rent Review Memorandum – Land and Buildings at Downs Road, (Plot G) Witney (Underlease dated 01/10/2017)	Ubico Ltd (2)
11862A	Duplicate	
11863	S106 Deed of Variation – Land at Bicester Road, Enstone known as 1-7 and 9 Clay Hill Close, Bicester Road, Enstone	Green Square Group Ltd (2) Prudential Trustee Company Ltd (3)
11863A	Duplicate	
11863B	Triplicate	
11864	S106 Deed of Variation – Land at Rear of Blankstones Farm, Eynsham known as 1-12 and 14-19 and 21-31 Blankstone Close, Eynsham	Green Square Group Ltd (2) Prudential Trustee Company Ltd (3)
11864A	Duplicate	
11864B	Triplicate	
11865	S106 Deed of Variation – Cornish Terrace	Westlea Housing Association Ltd (2)
11865A	Duplicate	
11866	S106 Second Deed of Variation – Land Rear of 2 Shipton Road, Milton-under-Wychwood known as Flat 1-44, The Paddocks, Shipton Road, Milton-under-Wychwood	Green Square Group Ltd (2) Prudential Trustee Company Ltd (3)
11866A	Duplicate	
11866B	Triplicate	
11867	S106 Deed of Variation – Flat 1-44, The Paddocks, Shipton Road, Milton-under-Wychwood	Green Square Group Ltd (2) Prudential Trustee Company Ltd (3)
11867A	Duplicate	
11867B	Triplicate	
11868	S106 Deed of Variation – Land at Banbury Road, Woodstock known as 1, 2, 3, 5, 7, 9, 11 Budds Close, Woodstock	Green Square Group Ltd (2) The Housing Finance Corporation Ltd (3)
11868A	Duplicate	
11868B	Triplicate	
11869	S106 Deed of Variation – Land off The Slade, Charlbury known as 63-93 and 112-126 Ticknell Piece Road, Charlbury	Green Square Group Ltd (2) The Housing Finance Corporation Ltd (3)
11869A	Duplicate	

11869B	Triplicate	
11870	S106 Deed of Variation – Land at Meadow End, Fulbrook known as 23-30 Meadow End, Fulbrook	Green Square Group Ltd (2) The Housing Finance Corporation Ltd (3)
11870A	Duplicate	
11870B	Triplicate	
11871	Lease Extension Document – Plot I, Phase III, Carterton Industrial Estate, Black Bourton Road, Carterton	The Garden Company Ltd (2)
11872	Agreement for Printing and Delivery of Letters for Garden Waste Service	Breeze Ltd (2)
11873	Deed of Surrender – Site 3A Galleys Island, Braintree, Essex	Pizza Hut (UK) Ltd (1)
11873A	Duplicate	
11874	Deed of Variation to S106 Agreement – Land at Stanton Harcourt Road, Old Station Way, Eynsham – plus plans	Horizon Property Capital Development Ltd (2) Lentus Composites Ltd (3)
11874A	Duplicate	James Robert Price,
11874B	Triplicate	Victoria Sophia
11874C	Quadruplicate	Robinson, Thomas Neil
11874D	Quintuplicate	Whitehouse and
11874E	Sextuplicate	Maxwell James
11874F	Septuplicate	Whitehouse (4) Jane Victoria Hoskins Whitehouse and Roger Neil Whitehouse (5) Horizon Property Capital Ltd (6) National Westminster Bank PLC (7)