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WEST OXFORDSHIRE
DISTRICT COUNCIL

Tuesday, 18 May 2021

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CABINET

You are summoned to a meeting of the Cabinet to be held in the Council Chamber, Council Offices, Woodgreen, Witney, OX28 1NB on **Wednesday, 26 May 2021 at 2.00 pm.**

A handwritten signature in cursive script that reads "Giles Hughes".

Giles Hughes
Chief Executive

To: Members of the Cabinet

Councillor Michele Mead (Leader), Councillor Suzi Coul, Councillor Merilyn Davies, Councillor Jeff Haine, Councillor David Harvey and Councillor Norman MacRae MBE

(This membership may be subject to change following the Annual Council meeting on Wednesday 19 May 2021)

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. **Notice of Decisions**
To receive notice of the decisions taken at the meeting held on 21 April 2021.
2. **Apologies for Absence**
3. **Declarations of Interest**
To receive any declarations from Members of the Committee on any items to be considered at the meeting
4. **Participation of the Public**
To receive any submissions from members of the public, in accordance with the Council's Rules of Procedure.
5. **Receipt of Announcements**
Purpose:
To receive any announcements from the Leader of the Council or Members of the Cabinet.
6. **Appointments of Representatives to Outside Bodies**
Purpose:
To consider the appointment of representatives to Outside Bodies for 2021/2022

Recommendation:
That Cabinet makes appointments to the bodies listed in Annex A.
7. **Ubico Business Case for Expansion and Extension of the Partnership to Gloucester City Council**
Purpose
To present Members with a proposal for Gloucester City Council becoming an equal shareholder in Ubico Limited and to present the findings of a due diligence appraisal of the business case.

Recommendation
It is recommended that Cabinet:

a) Endorse the proposal contained within this report and recommends that the Leader (As the Ubico Shareholder Representative) formally supports Gloucester City Council joining Ubico Limited, as an equal shareholder, subject to any comments it wishes to make.
8. **Local Development Scheme (LDS) Update (Pages 5 - 22)**
Purpose
To approve an update of the Council's Local Development Scheme (LDS), which provides information on which planning policy documents the Council intends to prepare and when, to ensure transparency and enable effective community engagement. The LDS also provides information on Neighbourhood Planning.

Recommendation

That the updated Local Development Scheme attached at Annex A to the report be approved.

9. **Opening Woodstock Outdoor Pool (Pages 23 - 30)**

Purpose


To approve a revised outdoor pool opening programme for the 2021 season, allowing the pool to open as an addition to the GLL planned Covid 19 recovery programme.

Recommendation

- a) *That the Cabinet approve the proposed school summer holiday opening programme for Woodstock Outdoor Pool for the 2021 season.*
- b) *And, that the Cabinet acknowledge the forecast additional cost of this addition to the Recovery programme of the Leisure Contract.*
- c) *And that the Cabinet either;*
 - i.) *approve delegated authority for the Head of Paid Services, in consultation with the Section 151 Officer and Cabinet member, to allow an amendment to the minimum opening hours of the leisure contract via an exchange of letters for 2021*
 - or;*
 - ii.) *approve delegated authority for the Head of Paid Services, in consultation with the Section 151 Officer and Cabinet Member, to allow amendments to the minimum opening hours of the leisure contract via an exchange of letters for the remaining contract term.*

(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>Cabinet: Wednesday 26 May 2021</p>
<p>Report Number</p>	<p>Agenda Item No. 6</p>
<p>Subject</p>	<p>Appointments of Representatives to Outside Bodies</p>
<p>Wards affected</p>	<p>ALL</p>
<p>Accountable member</p>	<p>Councillor Michele Mead, Leader Michele.mead@westoxon.gov.uk</p>
<p>Accountable officer</p>	<p>Amy Bridgewater-Carnall, Democratic Services Tel: 01993 861522; Email: amy.bridgewater-carnall@westoxon.gov.uk</p>
<p>Summary/Purpose</p>	<p>To consider the appointment of representatives to Outside Bodies</p>
<p>Annex</p>	<p>Annex A - 2021/22 Outside Body Appointments</p>
<p>Recommendations</p>	<p>That Cabinet makes appointments to the bodies listed in Annex A.</p>
<p>Corporate priorities</p>	<p>N/A</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. Appointments to outside bodies are a responsibility of the Cabinet, which it carries out annually in May.

2. MAIN POINTS

- 2.1. The appointments for 2021/22 are included in Annex A to this report. Please note that this list is still a work in progress and will be subject to change following the Annual Council meeting on 19 May 2021.
- 2.2. Any Councillor who does not wish to continue with an existing appointment appointed; or who wishes to be considered as an appointee to one or more particular bodies, is requested to let Democratic Services know as soon as possible and by no later than 5 pm on Friday 21 May. The details of any requests will then be made available for the meeting.

3. FINANCIAL IMPLICATIONS

- 3.1. Travel and subsistence allowances will be payable in respect of the majority of appointments made, if claimed.
- 3.2. Provision for this is included in the Council's budget.

4. LEGAL IMPLICATIONS

- 4.1. None.

5. ALTERNATIVE OPTIONS

- 5.1. The Cabinet is free to make such appointments as it considers appropriate.

6. BACKGROUND PAPERS

- 6.1. None.


WEST OXFORDSHIRE DISTRICT COUNCIL
REPRESENTATIVES ON OUTSIDE BODIES 2021/22

OUTSIDE BODY	NUMBER OF REPRESENTATIVES	REPRESENTATIVE(S) 2019/2020
1. The Burford School Foundation (4 year term of office as Trustee)	2	Derek Cotterill (to 2022) Andrew Beaney (to 2024)
2. Charlbury Conservation Area Advisory Committee	2	Andy Graham Liz Leffman
3. Chipping Norton Theatre – Council of Management	1	Andy Graham
4. Radcot Conservation Area Advisory Committee	1	Suzi Coul
5. Cotswold AONB Conservation Board	1	1 x vacancy
6. West Oxfordshire Local Advisory Board (GLL Better)	1	Michele Mead
7. Oxford Airport Consultative Committee	2	Elizabeth Poskitt Harry St John
8. Oxfordshire Association of Local Councils	1	Derek Cotterill
9. Oxfordshire Buildings Trust	1	Elizabeth Poskitt
10. Oxfordshire Community Foundation: Adviser to Grants Panel	1	Michele Mead
11. Oxfordshire County Council Pension Fund Committee	2 District Council representatives appointed through Leaders Group	Alaa Al-Yousuf

OUTSIDE BODY	NUMBER OF REPRESENTATIVES	REPRESENTATIVE(S) 2019/2020
12. Oxfordshire Environment Partnership	1	Ted Fenton
13. Oxfordshire Joint Health Overview & Scrutiny Committee	1	2 x vacancy (to include Standing Deputy)
14. Wild Oxfordshire	1	Andrew Coles and/or Harry St John
15. Oxfordshire Partnership Board (Appointments by Office)	1	Vacancy
16. Oxfordshire Play Association	Unrestricted	Jill Bull Laetisia Carter Elizabeth Poskitt
17. Oxfordshire Playing Fields Association	3	Andrew Beaney Owen Collins Vacancy
18. Community First (Oxfordshire)	1	Michele Mead
19. Oxfordshire Safer Communities Partnership	1	Norman MacRae
20. School Organisation Stakeholder Group	1	Vacancy Maxine Crossland (Substitute)
21. Thames Valley Police and Crime Panel	1	Norman MacRae
22. Burford Traffic Advisory Committee	2	Derek Cotterill Vacancy
23. Chipping Norton Traffic Advisory Committee	2	Mike Cahill Geoff Saul
24. Witney Traffic Advisory Committee	2	Andrew Coles Vacancy

OUTSIDE BODY	NUMBER OF REPRESENTATIVES	REPRESENTATIVE(S) 2019/2020
25. Woodstock Traffic Advisory Committee	2	Julian Cooper Elizabeth Poskitt
26. Traffic Penalty Tribunal Joint Committee	2	Norman MacRae David Harvey
27. Volunteer Link-Up	1	Jane Doughty
28. West Oxfordshire Community Safety Partnership	1	Norman MacRae
29. West Oxfordshire Landlords Forum	5	Julian Cooper Jane Doughty David Harvey Harry St John Geoff Saul
30. Witney CCTV Management Group	1	Vacancy David Harvey (Deputy/Observer) Ted Fenton (Substitute)
31. Witney Educational Foundation (4 year term of office as Trustee)	2	Mr D S T Enright (to Dec 2020) Vacancy (to December 2023)
32. Citizens Advice West Oxfordshire Management Committee	1	Vacancy
33. World Heritage UK	1	Julian Cooper
34. LGA General Assembly (Appointment by Office)	1	Vacancy Vacancy (Deputy)
35. South East England Councils (SEEC)	1	Vacancy Vacancy (Deputy)
36. Oxfordshire Leaders Group (Appointment by Office)	1	Vacancy Vacancy (Deputy)
37. Oxfordshire Growth Board (Appointment by Office)	1	Vacancy Vacancy (Deputy)

OUTSIDE BODY	NUMBER OF REPRESENTATIVES	REPRESENTATIVE(S) 2019/2020
38. Oxfordshire Growth Board Scrutiny Panel	3	Julian Cooper Derek Cotterill Ted Fenton
39. Oxfordshire Growth Board Housing Sub-Group	1 Plus 1 substitute	Jeff Haine Vacancy (substitute)
40. Oxfordshire Growth Board Infrastructure Sub-Group	1 Plus 1 substitute	Jeff Haine Vacancy (substitute)
41. Oxfordshire Growth Board Spatial Planning Sub-Group	1 Plus 1 substitute	Jeff Haine Vacancy (substitute)
42. South West Audit Partnership Board – Member Representative	1	Jane Doughty

 <p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>	<p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>
<p>Name and date of Committee</p>	<p>CABINET - 26 MAY 2021</p>
<p>Report Number</p>	<p>Agenda Item 7</p>
<p>Subject</p>	<p>Ubico Business Case for Expansion and Extension of the Partnership to Gloucester City Council</p>
<p>Wards affected</p>	<p>ALL</p>
<p>Accountable member</p>	<p>Councillor Norman MacRae, Cabinet Member for Environment; Email: norman.macrae@westoxon.gov.uk</p>
<p>Accountable officer</p>	<p>Scott Williams, Business Manager – Contracts Email: scott.williams@publicagroup.uk</p>
<p>Summary/Purpose</p>	<p>To present Members with a proposal for Gloucester City Council becoming an equal shareholder in Ubico Limited and to present the findings of a due diligence appraisal of the business case.</p>
<p>Annexes</p>	<p>None</p>
<p>Recommendation/s</p>	<p>It is recommended that Cabinet:</p> <p><i>a) Endorse the proposal contained within this report and recommends that the Leader (As the Ubico Shareholder Representative) formally supports Gloucester City Council joining Ubico Limited, as an equal shareholder, subject to any comments it wishes to make.</i></p>
<p>Corporate priorities</p>	<p>The proposal contained within this report supports the Council priority: Climate Action - Leading the way in protecting and enhancing the environment by taking action locally on climate change and biodiversity.</p>
<p>Key Decision</p>	<p>NO</p>
<p>Exempt</p>	<p>NO</p>
<p>Consultees/ Consultation</p>	<p>The following people have all been consulted on this report and the detail contained within:</p> <p>Councillor Norman MacRae and Senior Council and Publica and Ubico officers.</p>

I. BACKGROUND

- 1.1 West Oxfordshire District Council (WODC) and Cotswold District Council (CDC), along with Forest of Dean District Council (FoDDC), and four other partners in Gloucestershire are shareholders in Ubico Limited, a teckal company designed to deliver environmental services, offering better value for money than commercial contracts.
- 1.2 The teckal model enables councils to commission services without the costs associated with an EU procurement process. Ubico delivers environmental services on behalf of the Council at a cost price. Ubico holds no assets, the depot it operates from, the vehicles it uses to perform the services, and the waste and recycling containers that are provided to residents are all owned by the authority. This ensures that the shareholders have full control over high value expenditure.
- 1.3 Ubico has submitted a tender bid to Gloucester City Council (GCi) for its environmental services contract, which has been successful and would mean that GCi would join the partnership and become an equal shareholder in the company.
- 1.4 Publica, a teckal company also owned by WODC, provides business support services to Ubico in the form of finance, ICT, procurement and human resources.

2. BUSINESS CASE APPRAISAL

- 2.1 The purpose of the appraisal was to review the confidential extended partnership business case, which has been provided to the existing shareholders, in order to provide assurance to the Leader of the Council.
- 2.2 Cheltenham Borough Council (CBC), and the other Ubico shareholders are performing their own reviews and are therefore not included or referenced in this appraisal. Stroud District Council and Forest of Dean District Council have already agreed to GCi joining the partnership.
- 2.3 The business case has been evaluated on the following criteria:
 - 1) That the business case provides benefits;
 - 2) That there is no financial detriment to this Council;
 - 3) That there is no detriment to the Council's short, medium or long-term transformation plans with Ubico as part of the Environmental Services Innovation Programme (ESIP).
- 2.4 In order to effectively review the business case, senior officers from Waste, Finance, HR, ICT, Legal, and South West Audit Partnership (SWAP) have been involved in the appraisal.
- 2.5 The appraisal has taken the form of an assessment of three key areas of risk:
 - Risk to the councils Environmental Services Innovation Programme (ESIP)
 - Risk concerning the business support costs to Publica of integrating GCi into Ubico Limited and the partnership

- Risks concerning the ongoing business support costs to Publica of GCi becoming a member of the partnership

3. ENVIRONMENTAL SERVICES INNOVATION PROGRAMME (ESIP)

3.1 Ubico has confirmed that the GCi mobilisation and integration would be run as a separate project with resources separate to business as usual and other innovation based projects (which are in their business plan and funded in business as usual or incremental investment by partners). They have been recruiting project resources and have appointed a senior manager as the project sponsor and are recruiting to back-fill this post which provides evidence that the project will not affect either operational delivery or programmes they are committed too.

3.2 Ubico are working on other initiatives concurrently and whilst they accept that they will have to be realistic about managing commitments around a GCi service commencement date (1 April 2022), much of the resource that will be focussed on that project day to day, will be funded and dedicated to the mobilisation in isolation. Ubico is working on the critical path for the mobilisation in order to raise any resource conflicts early on and resolve them with stakeholders.

3.3 A dedicated ESIP team has been established to deliver the projects which includes Publica and Ubico staff. The Publica transformation fund has been used to ensure Ubico posts are backfilled so that there is no detriment to operational service delivery. In addition, robust programme governance is in place to ensure risks and issues are managed. Ubico has appointed a manager as a Senior Supplier for ESIP to work alongside a Publica Business Manager who will also act as the ESIP Senior Supplier. This relationship will be critical to ensuring the delivery of the programme and ESIP will be sponsored by a Group Manager and monitored by the Publica - Service Improvement Group (SIG) that is chaired by an Executive Director. Monthly meetings take place with shareholder Cabinet Members and this will provide the opportunity to monitor and track the programme.

3.4 Following approval of ESIP by the shareholder councils in April, the programme is currently in the mobilisation phase. A Programme Initiation Document (PID) is being developed, which contains a long list of potential projects and benefits that will form the programme plan. This process has been discussed with the shareholder Cabinet Members and senior council officers and a project plan will be presented to them by the 4th June.

4. COSTS OF INTEGRATION AND RESOURCING TO PUBLICA

4.1 The Business Support Services Group Manager, ICT and HR Business Managers have been working closely with the Finance Director of Ubico and project lead to identify the additional support costs associated with GCi joining the partnership in April 2022.

4.2 Ubico is working with GCi to determine the final mobilisation plan. It will be adequate to provide mobilisation resources: dedicated operational involvement, consultative/legal advice, procurement, finance analysis and project/program management. They expect all of these areas to be resourced internally within the partnership and they have engaged with functional leads at Publica regarding IT, HR and Finance resources.

4.3 The resource requirements from an ICT and Finance Teams perspective is relatively small and there are adequate resources as long as timescales are worked through in partnership as part of the planning process.

4.4 There will need to be additional resourcing in HR to support the mobilisation to ensure that the due diligence is completed for the TUPE process, as well as ensuring that the transfer to Ubico of the staff is managed effectively.

5. ADDITIONAL ONGOING COSTS TO PUBLICA

5.1 A proposal outlining the additional HR resources required to support day-to-day activities has been presented along with options in regards to ICT and assurance has been given that the budget has been calculated to meet these costs and others that will be generated by the increased volumes of work in areas such as accounts payable / receivable.

6. CONCLUSIONS AND FURTHER ASSURANCE REQUIRED

6.1 As a result of the Publica functional leads engaging with the Executive team at Ubico throughout the process, both sides are confident that the resources required to support mobilisation and the ongoing day to day support activities if GCi joins the partnership have been identified and the budget will be in place to cover all the associated costs.

7. FINANCIAL FINDINGS/IMPLICATIONS

7.1 There would be a financial benefit to the Council in GCi joining the Ubico partnership through an estimated reduction of £33,000 per annum in corporate overhead costs.

7.2 A costing exercise designed to establish the impact of GCi joining the partnership on the Business Support Services in Publica including a full evaluation of transactional resources required has started. Assurance will need to be obtained that additional expenditure relating to the addition of the Gloucester City Contract does not result in increased contract costs for this Council, as outlined in the business plan, this should be mitigated through the ring fencing of contract costs or savings which are passed directly back to the partner contracted.

7.3 Further future savings could be achieved through productivity from cross partner initiatives such as depot sharing, asset sharing, partners sharing the development of innovation (such as zero carbon fleet and digital working pilots) and creating scalable commercial offerings. Savings could also be achieved through shared procurement/maintenance.

8. LEGAL FINDINGS/IMPLICATIONS

8.1 Legal Agreements will need to be reviewed and agreed including a new Shareholder's Agreement, Deed of Adherence and a Contract and Terms of Engagement with regard to the Contract activities.

9. ICT FINDINGS/IMPLICATIONS

- 9.1 The system integration for GCi is easier than that of previous new Ubico partners, as there are no existing systems that have to be integrated.
- 9.2 Whilst a suitable project timeline will need to be agreed, the Publica ICT team are sighted and there is the necessary budget factored in to support for the integration.
- 9.3 There are no major risks, issues or concerns related to this business case from an I.C.T. perspective.

10. HUMAN RESOURCES FINDINGS/IMPLICATIONS

- 10.1 There are always risks associated with TUPE transfer but that will be covered off in the due diligence plan which the Publica HR team are accustomed to producing, having supported Ubico in previous similar such contract/staff integrations.
- 10.2 There are no major risks, issues or concerns related to this business case from a Human Resource perspective.

11. AUDIT FINDINGS/IMPLICATIONS

- 11.1 There are no major risks, issues or concerns related to this business case that have been highlighted from an Audit perspective.

12. ENVIRONMENTAL SERVICES FINDINGS/IMPLICATIONS

- 12.1 Whilst there is not a significant financial benefit to the existing shareholders in GCi joining the Ubico partnership, it is clear that this would strengthen the business case/s for larger scale initiatives such as cross boundary working and sharing of resources.
- 12.2 In addition to the reputational risk to the company if the service delivery failed in GCi, there is also a reputational risk to the existing shareholders if a large proportion of the management team had to be drafted in to resolve, because it would potentially weaken the management capacity overseeing the existing front line services/contracts and so if there were a localised problem, then it may not be rectified suitably or in a timely manner, causing reputational damage locally.
- 12.3 In response to this Ubico has confirmed that because there would be a separate team formed to manage the GCi integration, this would ensure that the front line services for the existing partners retain effective management oversight and control.

13. EQUALITIES IMPACT

- 13.1 None associated with this report.

14. CLIMATE CHANGE IMPLICATIONS

- 14.1 None associated with this report.

15. ALTERNATIVE OPTIONS


15.1 The Council can choose to oppose GCi joining the Ubico Partnership as an equal shareholder however, the final decision will be made based on the majority.

16. CONCLUSION

16.1 The conclusion of the due diligence review is that Ubico has provided sufficient assurance to the Council to enable the Cabinet to recommend that the Leader approves the admission of GCi to Ubico as a shareholder.

17. BACKGROUND PAPERS

17.1 None

 <p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>	<p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>
<p>Meeting</p>	<p>Cabinet: Wednesday 26 May 2021</p>
<p>Report Number</p>	<p>Agenda Item No. 8</p>
<p>Subject</p>	<p>Local Development Scheme (LDS) Update</p>
<p>Wards affected</p>	<p>ALL</p>
<p>Accountable member</p>	<p>Councillor Jeff Haine, Cabinet Member for Strategic Planning Email: jeff.haine@westoxon.gov.uk</p>
<p>Accountable officer</p>	<p>Chris Hargraves, Planning Policy Manager Tel: 01993 861686; Email: Chris.Hargraves@publicagroup.uk</p>
<p>Summary/Purpose</p>	<p>To approve an update of the Council’s Local Development Scheme (LDS), which provides information on which planning policy documents the Council intends to prepare and when, to ensure transparency and enable effective community engagement. The LDS also provides information on Neighbourhood Planning.</p>
<p>Annex</p>	<p>Annex A - Local Development Scheme (2021 – 2024)</p>
<p>Recommendations</p>	<p>That the updated Local Development Scheme attached at Annex A to the report be approved.</p>
<p>Corporate priorities</p>	<p>The LDS is a procedural document and has no direct effect/implications in terms of the priorities and objectives set out in the Council Plan (2020 – 2024) however, the planning documents it refers to relate to a large number of the plan’s priorities and objectives including climate action, strong local communities and healthy towns and villages.</p>
<p>Key Decision</p>	<p>No</p>
<p>Exempt</p>	<p>No</p>
<p>Consultees/ Consultation</p>	<p>None</p>

I. BACKGROUND

- 1.1. Members will be aware that a Local Development Scheme (LDS) is required under section 15 of the Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011).
- 1.2. The LDS must specify (among other matters) the development plan documents (i.e. Local Plans) which form (or will form) the development plan for the area. Local planning authorities are also encouraged to include details of other documents which form (or will form) part of the development plan for the area, such as neighbourhood plans. The LDS can also include details of any supplementary planning documents (SPDs) which the authority has adopted or intends to adopt.
- 1.3. The LDS must be made publicly available including on the Council's website and must be kept up to date, being revised at least annually or more frequently where the need arises.
- 1.4. The Council's most recent LDS was approved in November 2020, however since then, a number of issues have arisen which mean that it is necessary to agree a further update.

2. LOCAL DEVELOPMENT SCHEME UPDATE (2021 – 2024)

- 2.1. The updated LDS is attached at Annex A and covers the period May 2021 – May 2024. The main changes from the previous version are summarised below.

East Chipping Norton, West Eynsham, North Witney and East Witney SPDs

- 2.2. Members will be aware that strategic housing sites at East Chipping Norton, West Eynsham, North Witney and East Witney are allocated for development as part of the West Oxfordshire Local Plan 2031 and form a key part of the Council's overall strategy for meeting identified housing needs to 2031.
- 2.3. Members will also be aware that in previous iterations of the Council's LDS, the Council has indicated an intention to prepare supplementary planning documents (SPDs) to guide the future development and delivery of each site.
- 2.4. The NPPF defines a supplementary planning document as documents '*which add further detail to the policies in the development plan. They can be used to provide further guidance for development on specific sites, or on particular issues, such as design. Supplementary planning documents are capable of being a material consideration in planning decisions but are not part of the development plan*'.
- 2.5. It is relevant to note however that the Local Plan does not require the preparation of a supplementary planning document rather, for each site, the Local Plan refers to '*comprehensive development to be led by an agreed masterplan*'.
- 2.6. The Government's planning practice guidance on design explains what a masterplan is:
'Masterplans set the vision and implementation strategy for a development. They are distinct from local design guides by focusing on site specific proposals such as the scale and layout of development, mix of uses, transport and green infrastructure. Depending on the level of detail, the masterplan may indicate the intended arrangement of buildings, streets and the public realm'.
- 2.7. Notwithstanding the fact that the Local Plan does not require a supplementary planning document for the four strategic sites, in the absence of agreed developer-led masterplans, the Council has previously committed to preparing supplementary planning documents to provide a vision and broad framework for the development of each site – effectively to guide any future masterplanning and facilitate the delivery of new homes in accordance with Local Plan timescales.

- 2.8. The most advanced of these is East Chipping Norton with a draft SPD having been scheduled for consideration by Cabinet in March 2021. However, shortly before that meeting was due to be held, correspondence was received from one of the land controlling interests, expressing concerns about the scope, purpose and need for the SPD.
- 2.9. Effectively, the argument has been made that the East Chipping Norton SPD as drafted 'over-steps the mark' in terms of what a supplementary planning document can do and fetters the Local Plan which, as outlined above, requires an '*agreed masterplan*' for each of the strategic sites rather than a supplementary planning document.
- 2.10. In light of these concerns, Officers have sought independent legal advice which has confirmed that aspects of the East Chipping Norton SPD, as currently drafted, do potentially conflict with the relevant legislative requirements, in particular the inclusion of specific requirements that are intended to guide the determination of applications for planning permission (which need to be addressed through a Local Plan rather than a supplementary planning document).
- 2.11. Alongside this, Officers have held discussions with the land controlling interests at West Eynsham who have expressed similar reservations regarding the preparation of a SPD for that site on the basis that it is not required by the Local Plan 2031.
- 2.12. It is also relevant to note that limited progress has been made in respect of the SPDs for East Witney and North Witney due to Officer resources having been focused on other matters, primarily the preparation of the Salt Cross Garden Village Area Action Plan. This is likely to remain the case over the coming months as the AAP is subject to independent examination.
- 2.13. In light of the above considerations, the updated LDS attached at Annex A no longer refers to the preparation of SPDs for the four strategic development areas. Officers will instead, focus resources on continuing to proactively engage with the relevant land controlling interests in order to agree a comprehensive masterplan for each site as soon as possible.
- 2.14. This will include discussions on the most appropriate form and extent of stakeholder engagement to ensure that the views of the local community and other interested parties are able to be taken into account.
- 2.15. As outlined above, the four strategic sites form a key part of the Council's overall strategy for housing delivery to 2031 and with the housing trajectory in the Local Plan 'stepping up' in the second half of the plan period (i.e. from 2021/22 onwards) it is imperative that effective progress is made in bringing these sites forward.
- 2.16. Officers will therefore continue to work closely with the various land controlling interests to expedite the masterplanning process and in doing so, ensure that important considerations including the Council's own technical evidence and previous and future stakeholder engagement is properly taken into account.
- 2.17. Any agreed masterplan would then become a material consideration for relevant planning applications that have either already come forward or come forward in the future for each site.

Hanborough Station Masterplan SPD

- 2.18. Members will be aware that the previous LDS published in November 2020 included reference to the potential development of masterplan for Hanborough Station to be taken forward as a SPD.
- 2.19. Subsequently, in December 2020 Cabinet formally approved to release funding from the Council's unallocated Housing and Planning Delivery Grant (HPDG) to take the SPD forward through external consultants as a jointly funded project with Oxfordshire County Council.

- 2.20. The updated LDS attached at Annex A therefore commits to the preparation of the Hanborough Station masterplan, albeit the scope and timing of the process are still currently being determined.

Other changes

- 2.21. The other changes to the LDS are more minor and include a slight shift from September 2021 to November 2021 for the initial consultation on the review of the Local Plan to 2040. This is to reflect the fact that Officer resources will be focused primarily on the Garden Village AAP over the summer months.
- 2.22. Dates for the AAP itself have also been updated to reflect the fact that it was formally submitted in February 2021 with hearing sessions now scheduled for June/July 2021.
- 2.23. The section on neighbourhood planning has been updated to reflect new neighbourhood plans which are now in preparation for Ascott under Wychwood and Cassington.
- 2.24. The other minor change is that reference to the Community Infrastructure Levy (CIL) has been removed on the basis that there is no specific requirement for this to be reported as part of the LDS.
- 2.25. Officers are currently in the process of determining the most appropriate way forward in light of the CIL consultation responses received in autumn 2020 (around 170 responses) responses to the draft Developer Contributions SPD received in December 2020, the supporting CIL evidence base as well as the Government's stated intention to abolish CIL (and Section 106) and replace it with a new, nationally set, value-based flat rate charge.
- 2.26. Further updates on the proposed way forward in respect of CIL will therefore be published on the Council's website in due course.

3. FINANCIAL IMPLICATIONS

- 3.1. The report raises no specific financial implications.

4. LEGAL IMPLICATIONS

- 4.1. The preparation and maintenance of an up to date Local Development Scheme (LDS) is a legislative requirement.

5. RISK ASSESSMENT

- 5.1. The report raises no significant risks. Failure to maintain an up to date LDS could put the Council at risk of legal challenge through the plan making process.

6. EQUALITIES IMPACT

- 6.1. The report raises no specific implications for any particular equality strand.

7. CLIMATE CHANGE IMPLICATIONS (IF REQUIRED)

- 7.1. The report raises no specific implications in relation to climate change although the various documents referred to in the LDS clearly present an opportunity to address the climate emergency through various mechanisms.

8. ALTERNATIVE OPTIONS

- 8.1. No alternatives have been considered.

9. BACKGROUND PAPERS

- 9.1. None.



**WEST OXFORDSHIRE
DISTRICT COUNCIL**

www.westoxon.gov.uk

West Oxfordshire Local Development Scheme (LDS)

May 2021

Contents

1.	Introduction.....	3
2.	West Oxfordshire Local Plan 2040.....	3
3.	Salt Cross Garden Village Area Action Plan (AAP).....	4
4.	Supplementary Planning Documents (SPDs).....	5
5.	Neighbourhood Planning.....	6
6.	Statement of Community Involvement (SCI).....	6
7.	LDF Monitoring Report.....	7
8.	LDS availability and updates.....	7
	Appendix 1 – Document Profiles.....	9
	Appendix 2 – Overall Timetable.....	14

I. Introduction

- 1.1 This is the West Oxfordshire District Council Local Development Scheme (LDS). It explains what planning policy documents the Council already has in place and what will be prepared during the three-year period May 2021 – May 2024.

2. West Oxfordshire Local Plan 2040

- 2.1 The current [West Oxfordshire Local Plan 2031](#) was formally adopted on 27 September 2018. The plan carries full weight in the determination of planning applications, providing an overall framework for growth in the period up to 2031.
- 2.2 National policy requires local plans to be kept up to date and a review of the Local Plan will therefore be needed in due course. At this point, it is envisaged that the review of the West Oxfordshire Local Plan will largely stem from the Oxfordshire Plan 2050¹ and underlying evidence base including in relation to future housing needs.
- 2.3 National policy states that strategic policies (such as those contained within a Local Plan) should look ahead over a minimum period of 15 years from the date of adoption. As such, it is anticipated that the new West Oxfordshire Local Plan is likely to have an end-date of 2040.
- 2.4 Assuming the new Local Plan is adopted by September 2023 (i.e. five years from the date of adoption of the current plan) the following indicative dates are expected to apply:
- Informal engagement (Regulation 18²) – Nov 2021 – Sept 2022
 - Publication of pre-submission draft Local Plan (Reg 19) – Sept 2022
 - Submission of pre-submission draft Local Plan (Reg 22) – Feb 2023
 - Examination – May 2023
 - Adoption – September 2023

¹ <https://oxfordshireplan.org/>

² The Town and Country Planning (Local Planning) (England) Regulations 2012

3. Salt Cross Garden Village Area Action Plan (AAP)

- 3.1 A key element of the adopted Local Plan is the allocation of land to the north of the A40 near Eynsham for a new garden village of around 2,200 homes together with business space and other supporting uses and facilities. The proposal is being supported by central Government through its locally led garden village, towns and cities programme.
- 3.2 Development of the garden village is being led by a separate [Area Action Plan](#) (AAP) which, when adopted will form part of the statutory development plan for West Oxfordshire alongside the Local Plan 2031.
- 3.3 Following a successful ‘preferred options’ consultation in August/October 2019, the District Council formally published the pre-submission draft AAP for an 8-week period of consultation from 28 August – 23 October 2020.
- 3.4 Responses were received from 60 individuals and organisations and the AAP was formally submitted for independent examination on 10 February 2021. The appointed Inspector is Mr Darren McCreery MA BA (Hons) MRTPI.
- 3.5 The indicative timetable provided by the Inspector shows examination hearing sessions starting on 28 June 2021 and running for 2-weeks. The following dates are therefore expected to now apply through to adoption³
- Publication of pre-submission draft AAP (Reg 19) – August/October 2020 (complete)
 - Submission of pre-submission draft AAP (Reg 22) – February 2021 (complete)
 - Examination hearings – June/July 2021
 - Adoption – Autumn/winter 2021
- 3.6 Further information on the purpose, scope and timing of the AAP is set out at Appendix I.

³ Note: the date of adoption will depend on the outcome of the examination hearing sessions including the potential need for consultation on main modifications to address any issues of soundness raised by the Inspector.

4. Supplementary Planning Documents (SPDs)

- 4.1 Supplementary planning documents do not form part of the statutory development plan but are important material considerations in the determination of planning applications. Their main purpose is to elaborate on specific local plan policies and explain in more detail how those policies will operate.
- 4.2 At present, the Council has two adopted SPDs including the [West Oxfordshire Design Guide SPD](#) adopted in 2016 and the [Affordable Housing SPD](#) adopted in 2007.
- 4.3 Three new SPDs are proposed as follows:
- Developer contributions
 - Affordable housing
 - Hanborough Station Masterplan
- 4.4 The Developer Contributions SPD is intended to provide additional clarity on the use of planning obligations and CIL and the Affordable Housing SPD will provide additional detail in respect of the delivery of affordable housing – a key issue for West Oxfordshire.
- 4.5 Further information on the anticipated purpose, scope and timing of these SPDs is set out at Appendix I.
- 4.6 It should be noted that progress with the Developer Contributions SPD is however subject to possible national policy changes including the potential replacement of CIL and Section 106 agreements with a single nationally set, value-based flat rate charge as proposed by Government in the [Planning White Paper](#) published in August 2020.
- 4.7 The Hanborough Station Masterplan SPD will be prepared by external consultants, jointly funded by West Oxfordshire District Council and Oxfordshire County Council. The scope and timing of the SPD is currently being considered and further information will be published on the Council's website and in future updates of the LDS as the details are confirmed.

5. Neighbourhood Planning

5.1 Neighbourhood planning gives communities direct power to develop a shared vision for their neighbourhood and shape the development and growth of their local area.

5.2 There are currently five adopted Neighbourhood Plans in West Oxfordshire including:

- Chipping Norton Neighbourhood Plan (adopted 15 March 2016)
- South Leigh Neighbourhood Plan (adopted 8 January 2019)
- Shilton Neighbourhood Plan (adopted 2 September 2019)
- Hailey Neighbourhood Plan (adopted 2 September 2019)
- Eynsham Neighbourhood Plan (adopted 6 February 2020)

5.3 There are six other Neighbourhood Plans currently in progress including:

- Ascott under Wychwood
- Brize Norton Neighbourhood Plan
- Cassington
- Charlbury Neighbourhood Plan
- Milton-under-Wychwood Neighbourhood Plan
- Woodstock Neighbourhood Plan

5.4 Because the progress and timing of neighbourhood plans are beyond the control of the District Council, the LDS does not include any information on their anticipated timetables. Further information can however be obtained from the District Council's website⁴.

6. Statement of Community Involvement (SCI)

6.1 A Statement of Community Involvement (SCI) explains how local communities and other stakeholders will be engaged in the preparation of the Local Plan and other related documents. It also provides information about how local communities and other stakeholders will be engaged in relation to the determination of planning applications.

6.2 Local planning authorities are required to review their Statements of Community Involvement every 5 years. The Council's current SCI was adopted in February 2020⁵ and will therefore need to be refreshed no later than February 2025 or sooner if required.

⁴ <https://www.westoxon.gov.uk/planning-and-building/planning-policy/neighbourhood-planning/>

⁵ <https://www.westoxon.gov.uk/media/jo0g3prh/statement-of-community-involvement.pdf>

- 6.3 A minor addendum to the SCI was published in June 2020 to address the fact that due to Covid-19 and the associated restrictions on public access to certain venues, that certain documents may not be able to be made physically available for inspection (as would be the Council's standard practice) but that the Council will make all reasonable endeavours to provide hard copies of documents to those who may not be able to access electronic documents online.

7. LDF Monitoring Report

- 7.1 In accordance with national planning regulations the Council is required to produce a monitoring report addressing various matters including plan progress and implementation, neighbourhood planning, CIL (where applicable) and the duty to co-operate.
- 7.2 The Council's most recent monitoring report covers the period 1st April 2019 – 31st March 2020⁶.

8. LDS availability and updates

- 8.1 The LDS must be made publicly available and kept up-to-date.
- 8.2 In terms of availability, a copy of this LDS is online at <https://www.westoxon.gov.uk/planning-and-building/planning-policy/local-development-framework/>
- 8.3 As circumstances allow, hard copies will also be made available in the locations listed in the following table.
- 8.4 The LDS will be updated at least annually and more often if there are any significant changes in timescales or documents being prepared.

⁶ <https://www.westoxon.gov.uk/media/e0fpkd1/local-plan-annual-monitoring-report-2019-2020.pdf>

West Oxfordshire District Council Offices Elmfield New Yatt Road Witney OX28 1PB Tel: 01993 861000 Open: Monday – Friday 9am to 5pm	Witney Town Centre Shop 3 Welch Way Witney OX28 6JH Tel: 01993 861000 Open: Monday – Friday 9am to 5pm	Witney Town Council Town Hall Market Square Witney OX28 6AG Tel: 01993 704379 Open: Monday – Friday 9am to 1pm, 2pm to 5pm
Carterton Town Council 19 Alvescot Road Carterton OX18 3JL Tel: 01993 842156 Open: Monday – Friday 9.30am to 4.30pm	Chipping Norton Town Council The Guildhall Chipping Norton OX7 5NJ Tel: 01608 642341 Open: Monday – Friday 9am to 1pm	Burford Visitor Information Centre 33 High Street Burford OX18 4QA Tel: 01993823558 Open: Mon – Sat 9.30am to 5pm, Sun 10am to 4pm
Bampton Library Old Grammar School Church View Bampton OX18 2NE Tel: 01993 850076	Burford Library 86A High Street Burford OX18 4QF Tel: 01993 823377	Carterton Library 6 Alvescot Road Carterton OX18 3JH Tel: 01993 841492
Charlbury Library Charlbury Community Centre Enstone Road Charlbury OX7 3PQ Tel: 01608 811104	Chipping Norton Library Goddards Land Chipping Norton OX7 5NP Tel: 01608 643559	Eynsham Library 30 Mill Street Eynsham OX29 4JS Tel: 01865 880525
North Leigh Library Memorial Hall Park Road North Leigh OX29 6SA Tel: 01993 882935	Stonesfield Library Village Hall Longore Stonesfield OX29 8EF Tel: 01993 898187	Witney Library Welch Way Witney OX28 6JH Tel: 01993 703659
Woodstock Library The Oxfordshire Museum Fletcher's House Park Street Woodstock OX20 1SN Tel: 01993 814124	Wychwood Library 29 High Street Milton-under-Wychwood OX7 6LD Tel: 01993 830281	

Appendix I – Document Profiles

West Oxfordshire Local Plan 2040	
Status	Development Plan Document (DPD)
Overview	The Local Plan will set out the overall framework for future growth in West Oxfordshire to 2040. This is expected to include strategic policies dealing with the overall strategy for the pattern, scale and quality of development as well as non-strategic policies dealing with other matters including site allocations and development management policies.
Geographical coverage	District-wide
Timetable	<p>Informal engagement (Regulation 18) – November 2021 – Sept 2022</p> <p>Publication of pre-submission draft Local Plan (Reg 19) – Sept 2022</p> <p>Submission of pre-submission draft Local Plan (Reg 22) – Feb 2023</p> <p>Examination – May 2023</p> <p>Adoption – September 2023</p>
Conformity	Prepared in conformity with the National Planning Policy Framework (NPPF) National Planning Practice Guidance (NPPG).
Management arrangements	Document production to be led by the Council’s Planning Policy Team under the direction of the Planning Policy Manager.
Resource requirements	Internal resources comprise the Council’s Planning Policy Team with input from other teams and services as appropriate. External resources will be drawn upon in terms of the production of supporting technical evidence.
Community engagement	Engagement to be carried out in accordance with the requirements of the adopted Statement of Community Involvement (SCI).

Salt Cross Garden Village Area Action Plan (AAP)

Status	Development Plan Document (DPD)
Overview	Supplements the Local Plan 2031 providing additional detail on the Oxfordshire Cotswolds Garden Village Strategic Location for Growth (SLG) – now referred to as Salt Cross Garden Village. The AAP will establish a vision for the garden village, supported by a series of core objectives and policies arranged on a thematic basis. A key focus of the AAP will be delivery and implementation.
Geographical coverage	Oxfordshire Cotswolds Garden Village Strategic Location for Growth (SLG) north of Eynsham
Timetable	<p>'Issues' consultation - June 2018 (COMPLETE)</p> <p>'Preferred options' consultation – Aug 2019 (COMPLETE)</p> <p>Final (pre-submission) draft AAP consultation – Aug/Oct 2020 (COMPLETE)</p> <p>Submission – February 2021 (COMPLETE)</p> <p>Examination hearings – June/July 2021</p> <p>Adoption – autumn/winter 2021</p>
Conformity	Prepared in conformity with the National Planning Policy Framework (NPPF) National Planning Practice Guidance (NPPG) and the West Oxfordshire Local Plan (2031).
Management arrangements	Document production to be led by the Council's Planning Policy Team under the direction of the Planning Policy Manager.
Resource requirements	Internal resources comprise the Council's Planning Policy Team with input from other teams and services as appropriate. External resources will be drawn upon in terms of the production of supporting technical evidence.
Community engagement	Engagement on the preparation of the document to be carried out in accordance with the requirements of the adopted Statement of Community Involvement (SCI).

Developer Contributions SPD	
Status	Supplementary Planning Document (SPD)
Overview	Intended to provide further guidance on the Council's approach towards the use of and inter-relationship between planning obligations, planning conditions and the Community Infrastructure Levy (CIL).
Geographical coverage	District-Wide
Timetable	<p>Informal consultation – November 2020 (COMPLETE)</p> <p>Further consultation – September 2021</p> <p>Adoption – December 2021</p>
Conformity	Prepared in conformity with the National Planning Policy Framework (NPPF) National Planning Practice Guidance (NPPG) and the West Oxfordshire Local Plan (2031)
Management arrangements	Document production to be led by the Council's Planning Policy Team under the direction of the Planning Policy Manager.
Resource requirements	Internal resources comprise the Council's Planning Policy Team with input from other teams and services as appropriate.
Community engagement	Engagement on the preparation of the document to be carried out in accordance with the requirements of the adopted Statement of Community Involvement (SCI).

Affordable Housing SPD	
Status	Supplementary Planning Document (SPD)
Overview	The SPD will provide additional detail on the Council's affordable housing requirements under Policy H3 of the Local Plan including mix, tenure, design standards, rent levels, nominations, rural exception sites, community-led housing, self and custom-build and partnership working with registered and non-registered providers.
Geographical coverage	District-Wide
Timetable	Informal consultation – July 2020 (COMPLETE) Further consultation – March 2021 (COMPLETE) Adoption – September 2021
Conformity	Prepared in conformity with the National Planning Policy Framework (NPPF) National Planning Practice Guidance (NPPG) and the West Oxfordshire Local Plan (2031)
Management arrangements	Document production to be led by the Council's Housing Enabling Team under the direction of the Housing Enabling Manager.
Resource requirements	Internal resources comprise the Council's Housing Enabling Team with input from other teams and services as appropriate including Planning Policy.
Community engagement	Engagement on the preparation of the document to be carried out in accordance with the requirements of the adopted Statement of Community Involvement (SCI).


Hanborough Station Masterplan SPD

Status	Supplementary Planning Document (SPD)
Overview	To be confirmed.
Geographical coverage	Hanborough Station
Timetable	To be confirmed.
Conformity	Prepared in conformity with the National Planning Policy Framework (NPPF) National Planning Practice Guidance (NPPG) and the West Oxfordshire Local Plan (2031).
Management arrangements	Document production to be led by external consultants with input from West Oxfordshire District Council and Oxfordshire County Council as the commissioning authorities.
Resource requirements	Document production to be led by external consultants
Community engagement	Engagement on the preparation of the document to be carried out in accordance with the requirements of the adopted Statement of Community Involvement (SCI).

Appendix 2 – Overall Timetable

Document	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
Salt Cross Garden Village Area Action Plan (AAP)				S				H	H				A	
Developer Contributions SPD	IC										FC			A
Affordable Housing SPD					FC						A			
Hanborough Station Masterplan SPD	Dates to be confirmed													
Key: IC = Informal Consultation; FC = Formal Consultation; S = Submission; H = Hearings; A = Adoption														

Document	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23
West Oxfordshire Local Plan 2040	IC										FC				S			H					A
Key: IC = Informal Consultation; FC = Formal Consultation; S = Submission; H = Hearings; A = Adoption																							

 <p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>	<p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>
<p>Name and date of Committee</p>	<p>CABINET – Wednesday 26th May 2021</p>
<p>Report Number</p>	<p>Agenda Item 9</p>
<p>Subject</p>	<p>Opening Woodstock Outdoor Pool</p>
<p>Wards affected</p>	<p>All</p>
<p>Accountable member</p>	<p>CLlr Suzi Coul, Cabinet Member for Health and Leisure Email: suzi.coul@westoxon.gov.uk</p>
<p>Accountable officer</p>	<p>Scott Williams, Business Manager - Contracts Email: scott.williams@publicagroup.uk</p>
<p>Summary/Purpose</p>	<p>To approve a revised outdoor pool opening programme for the 2021 season, allowing the pool to open as an addition to the GLL planned Covid 19 recovery programme.</p>
<p>Annexes</p>	<p>ANNEX A - Opening Programme and Prices 2021</p>
<p>Recommendation/s</p>	<p>a) <i>That the Cabinet approve the proposed school summer holiday opening programme for Woodstock Outdoor Pool for the 2021 season.</i></p> <p>b) <i>And, that the Cabinet acknowledge the forecast additional cost of this addition to the Recovery programme of the Leisure Contract.</i></p> <p>c) <i>And that the Cabinet either;</i></p> <p style="padding-left: 40px;"><i>i.) approve delegated authority for the Head of Paid Services, in consultation with the Section 151 Officer and Cabinet member, to allow an amendment to the minimum opening hours of the leisure contract via an exchange of letters for 2021</i></p> <p style="padding-left: 40px;"><i>or;</i></p> <p style="padding-left: 40px;"><i>ii.) approve delegated authority for the Head of Paid Services, in consultation with the Section 151 Officer and Cabinet Member, to allow amendments to the minimum opening hours of the leisure contract via an exchange of letters for the remaining contract term.</i></p>
<p>Corporate priorities</p>	<p>Healthy Towns and Villages; Strong Local Communities</p>
<p>Key Decision</p>	<p>NO</p>
<p>Exempt</p>	<p>NO</p>
<p>Consultees/ Consultation</p>	<p>GLL Better (Leisure Contractor) and Senior Council and Publica officers</p>

1. BACKGROUND

- 1.1. Following the announcement of the Government Roadmap (the Roadmap) GLL were asked to provide a schedule of the re-opening of facilities in accordance with the relaxation of lockdown restrictions. This resulted in GLL establishing the minimum viable offer (MVO) which was a forecast of the allowed activities in accordance with the roadmap, and the order in which the services could be opened whilst minimising the risk that the business could become insolvent through lack of income.
- 1.2. GLL's business model as a social enterprise is based on using income to support the provision of leisure services for their partner Authorities. This business model allows the Authority to operate some services at a subsidy (i.e services which operate at a financial loss) by balancing these losses with services which operate at a financial gain. This holistic approach to the services across the District allows the provision of inclusive, accessible, and unique services which a purely commercial operator would not provide.
- 1.3. As part of establishing the MVO, GLL has identified that the Woodstock Outdoor Pool, due to its long season of 21 weeks which can be influenced largely by the weather, operates at a financial loss. Typically the pool makes an overall loss of circa £57,000 each year, however the benefits of this service can still be delivered in normal circumstances as the deficit is covered by GLL as part of the contracts overall financial arrangement.
- 1.4. GLL have analysed the income from the 3 years prior to the Covid 19 pandemic, and have established that the financial impact of opening for only the six week school summer holiday period would be approximately £19,000.

2. MAIN POINTS

- 2.1. There are two options to be considered for the operation of the outdoor pool for the summer of 2021.
 - a. Remain closed - zero subsidy required but likely costs associated with dilapidation
 - b. Open for school summer holidays - potential £19k subsidy
- 2.2. A programme of opening based on family swimming and access for young people has been developed (ANNEX A). There is also a provision for adult swimming at the beginning and end of each day. Officers have also worked with GLL to incorporate some financial offers (6 week membership, swim for £1 etc) and agreed to implement the 2019 pricing structure as a further financial help for users.

3. FINANCIAL IMPLICATIONS

- 3.1. Using financial information from previous years GLL have advised that the forecast cost of opening for the summer holiday period would be approximately £19,000. There is a risk that this amount could increase if attendance is lower than estimated. Similarly this amount could decrease if attendance is higher than estimated.
- 3.2. Any financial losses that arise from opening the outdoor pool will be borne by the Council through the open book accounting process.

4. LEGAL IMPLICATIONS

- 4.1. Under the leisure contract there is a provision for the Authority to agree any changes being implemented to the minimum opening hours. The Authority must agree this in

writing and GLL must advertise this change to the users for a period of 30 days prior to the change taking place.

- 4.2. Following a legal review it has been determined that this notification should take the form of a letter of agreement between the parties, which would need to be signed by the Head of Paid Service at the Council. The letter should set out clearly what has been agreed between the parties in terms of costs and the changes to the minimum opening hours.
- 4.3. This change will only be implemented for the current year (2021) although members could choose to extend the delegated Authority to cover future years of the contract to enable any changes that may be necessary for 2022 and onwards.

5. RISK ASSESSMENT

- 5.1. There is a risk that the services could be forced to close as a result of further Covid 19 (or similar variant) restrictions, in a deviation from the current roadmap. In this circumstance there will be some unrecoverable financial losses associated with the pre-season preparation and water treatment of the swimming pool. Staffing and Utility costs could be quickly reduced if another closure were implemented through redeployment, furlough scheme, turning off pool heating etc.
- 5.2. In 2020 it was envisaged that the pool would open for its usual season, and consequently the pre-season works took place prior to the first lockdown being announced. To this end the pool had received its annual maintenance and servicing regime. If the pool remains closed for the entirety of 2021 there is a risk that elements of the building or plant will require an increased investment to return them to service in 2022 after being out of service for a prolonged period of time.
- 5.3. If the public appetite for the pool is low, usually attributed to the weather, there could be a lower income stream than forecast. The forecast losses have been assessed by GLL and are not the 'Best Case' scenario. Whilst this could mean that with a very good season losses could be significantly less there is a risk that a very poor season could produce losses in excess of £19k. Previous years of operation at the site have shown though that a large number of people use the pool and it is popular with local residents and visitors alike.
- 5.4.

Benefits/Weaknesses Table	
Benefits	Weaknesses
Provision of local access to fitness and family swimming	Reputational risk to Council/GLL for opening a facility at a cost, particularly if poor weather leads to under use
Conservation of facility / prevention of facility deterioration and vandalism whilst closed	
Provision of an outdoor exercise venue, 1 of only 2 public outdoor pools in West Oxfordshire	

6. CLIMATE CHANGE IMPLICATIONS (IF REQUIRED)

- 6.1. There is an associated Carbon footprint with the operation of the outdoor pool, however the shorter season and operation in what should be the warmest part of the year will significantly reduce this carbon footprint in comparison to previous years where the pool is open for circa 21 weeks.

7. ALTERNATIVE OPTIONS

- 7.1. The Council could choose to explore different timeframes for the re-opening, although each will have a different effect on the modelling, a shorter than 6 week opening for example will still incur the same pre-start costs but won't allow as long to recoup some of that investment. In comparison opening for longer will mean days/weeks of operation whilst children are still at school and much lower income is made during the daytimes.

8. BACKGROUND PAPERS

- 8.1. Annex A - 'Woodstock Outdoor Pool Season 2021.doc'

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Woodstock Outdoor Pool Season 2021

Opening dates & hours

The centre will operate for 6 weeks between Thursday 22nd July 21 – Wednesday 1st September 21 & its opening hours will be

- Monday-Friday 0700-1900
- Weekends 0900-1700

Timetable

WOAP - POOL TIMETABLE																											
Main Pool	07:00	07:30	08:00	08:30	09:00	09:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00	16:30	17:00	17:30	18:00	18:30	19:00		
Mon-Fri	Swim For Adults					Learn to Swim & Dive	Family session					Family session					Family session					Family session					Swim For Adults
Weekends						Swim For Adults	Family session					Family session					Family session					Swim For Adults					

Bookings & Prices

All bookings will be managed through our online ticketing platform which will enable tickets to be pre sold to avoid congestion at reception & to allow greater flexibility with any pricing strategy. For customers that can not book online, reception will be able to take bookings / payments in advance in addition to online platform.

It is proposed we set pricing at the agreed structure used in 2019 to help promote the reopening & affordability for all. The pricing matrix is illustrated below.

Outdoor Swimming		2019 Price	2019 Price	2019 Price
		Full	Standard Discount	Higher Discount
Adult	per session	£ 4.95	£ 3.45	£ 2.45
Junior		£ 2.95	£ 2.05	£ 1.45
Family		£ 13.90	£ 9.75	£ 6.95
60+/Student		£ 3.15	£ 2.20	£ 1.55
Spectator		£ 2.45	£ 1.70	£ 1.20
3yr and under		FREE	FREE	FREE

- Family pricing consists of 2 adults & 2 juniors (between 4-15 years inclusive)

We will also create an early bird discount so that customers receive further discount for making bookings in advance of a session at a predetermined deadline to be decided.

6 week season tickets for unlimited access during the period will be available, further more adding value for money as they prices are built on 11 x headline price. If you attend a minimum of twice per week across the summer then this will create further savings. The season ticket pricing matrix is below.

Outdoor Swimming		2019 Price	2019 Price	2019 Price
		Full	Standard Discount	Higher Discount
Season Ticket				
Adult		£ 54.45	£ 37.95	£ 26.95
Junior		£ 32.45	£ 22.55	£ 15.95
Family		£ 152.90	£ 107.25	£ 76.45
60+/Student		£ 34.65	£ 24.20	£ 17.05

We will offer a 'kids for a £1' initiative within the family sessions on Tuesday & Thursday between 1600-1800.

COVID measures

The centre will fully comply with national & local guidelines at the time of opening, including the display of the COVID secure certificate at reception. The centre has 3 possible ingress/egress points (reception, gate by disabled bay, double gate near school). This will aid with managing the flow of customers.

Café & refreshments

The centre will offer refreshments to customers which will be agreed with WODC prior to opening depending on any potential restrictions. As a minimum confectionary items, cold drinks & ice creams can be sold from reception.