

# Public Document Pack



Tuesday, 8 March 2022

Tel: 01993 861522

e-mail - [democratic.services@westoxon.gov.uk](mailto:democratic.services@westoxon.gov.uk)

## CABINET

You are summoned to a meeting of the Cabinet which will be held in the Council Chamber, Woodgreen, Witney OX28 1NB on **Wednesday, 16 March 2022 at 2.00 pm.**



Giles Hughes  
Chief Executive

To: Members of the Cabinet

Councillors: Michele Mead (Leader), David Harvey (Deputy Leader), Suzi Coul, Marilyn Davies, Jane Doughty, Jeff Haine and Norman MacRae MBE.

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 Democratic Services officers know prior to the start of the meeting.

# AGENDA

1. **Notice of Decisions** (Pages 5 - 10)  
To receive notice of the decisions taken at the meeting held on 16 February 2022.

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. **Oxfordshire Plan - Feedback from Consultation** (Pages 11 - 28)  
Purpose

This report provides an update on the Oxfordshire Plan Statement of Community Involvement in response to the recent lifting of coronavirus restrictions. The statement sets out how we will consult with people and local organisations in the preparation of this plan.

Once adopted, the Oxfordshire Plan will provide a high-level spatial framework to shape the future planning of the county up to 2050 and will sit alongside Local Plan reviews and Neighbourhood Plans.

#### Recommendation

Cabinet are asked to approve the adoption of the revised Oxfordshire Plan Statement of Community Involvement, and to note that the statement will be kept under regular review as the project continues.

7. **Response to Oxfordshire County Council's Draft Local Transport & Connectivity Plan (LTCP)** (Pages 29 - 40)

#### Purpose

To agree a formal response to Oxfordshire County Council's Draft Local Transport and Connectivity Plan (LTCP) which is the subject of public consultation from 5 January – 16 March 2022.

#### Recommendations

- a) To note the report; and
- b) To agree that the draft response attached at Annex A be submitted as West Oxfordshire District Council's formal representation to the draft Local Transport and Connectivity Plan (LTCP).

**8. Covid 19: Oxfordshire System Recovery and Renewal Framework**

(Pages 41 - 66)

Purpose

To approve the Oxfordshire System Recovery and Renewal Framework, as set out in Annex 1, as the key partnership document guiding joint programme planning beyond the COVID-19 Pandemic period.

Recommendations

- a) Adopt the Oxfordshire System Recovery and Renewal Framework, as set out in Annex 1, as the key partnership document guiding joint programme planning beyond the COVID-19 Pandemic period; and
- b) Delegate final revisions to the Chief Executive, in consultation with the Leader of the Council, as partnership organisations complete their engagement and decision-making processes.

**9. Finance and Service Performance Report 2021-22 Quarter 3 (Pages 67 - 88)**

Purpose

This report provides details of the Council's financial and operational performance at the end of 2021-22 Quarter Three (Q3).

Recommendation

That the 2021/22 Q3 finance and service performance be noted.

**10. Glover Review of Protected Landscapes - Consultation response to Government Report (Pages 89 - 106)**

Purpose

To note the report and proposed consultation response to the government's formal consultation.

Recommendations

- a) To approve Annex A for submission to Government as the Council's response to the consultation on the Government response to the Glover Review; and
- b) To give delegated authority to the Chief Executive to make minor alterations to the responses in Annex A in consultation with the Cabinet Member for Strategic Planning prior to submission.

**11. West Eynsham Strategic Development Area (SDA) Masterplan**

(Pages 107 - 258)

Purpose

To consider the masterplan document which has been prepared on behalf of the main landowners/developers to guide the future development of the West Eynsham Strategic Development Area (SDA).

Recommendations

That Cabinet:

- a) Notes the content of the report; and
- b) Agrees to approve the West Eynsham SDA Masterplan, attached at Annex A, as a material planning consideration for any current or future planning applications that come forward in relation to the West Eynsham SDA.

**12. Electric Vehicle Charging Point Infrastructure and Fee Setting**

(Pages 259 - 278)

Purpose

To seek agreement to proceed with EVCP installations utilising funding allocated within the MTFs, to make amendments to the Parking Order(s) and to consider the approach to setting fees that customers will pay to charge their vehicles.

Recommendations

- (a) approve, subject to receipt of appropriate grant funding, the first phase of EVCPs, as detailed in this report, with costs of approximately £42,404;
- (b) note that a further report will be brought to Cabinet to agree final estimated costs, once grant funding has been obtained and prior to work commencing;
- (c) agree that a standard fee per kWh is introduced based on the formula within the report, comprising revenue costs + £0.04. Based on current electricity price forecasts of £0.24 per kWh, the fee to the customer would be £0.37 per kWh;
- (d) that delegated authority is given to the Deputy Chief Executive in consultation with the Deputy Leader and Cabinet Members for Finance and Climate Change to review and set fees between the annual renewal process, to mitigate the risk of financial losses to the Council, as costs fluctuate;
- (e) that amendments are made to the Parking Order, restricting vehicles from parking in charging bays unless they are charging a vehicle; and
- (f) delegated authority is given to the Deputy Chief Executive in consultation with the Cabinet Member for Environment to review and make a final decision following consultation feedback on the amendments to the Parking Order.

**13. Community Revenue Grant applications 2022/23 (Pages 279 - 298)**

Purpose

To approve Community Revenue Grant awards for 2022/23.

Recommendations

- a) That the recommended Community Revenue Grant awards for 2022/23 be approved, as detailed in Annex I; and
- b) That officers be requested to review the Community Revenue Grant programme as part of a fundamental review of all of the Council's Community Grant schemes in time for 2023/2024 in order to address the long term security of funding for key organisations, meet the current needs of residents and encourage innovative proposals.



## WEST OXFORDSHIRE DISTRICT COUNCIL

Minutes of the meeting of the  
**Cabinet**

Held in the Council Chamber at 2.00 pm on **Wednesday, 16 February 2022**

### PRESENT

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

Also present, Councillors: Joy Aitman, Alaa Al-Yousuf, Julian Cooper, Derek Cotterill, Colin Dingwall, Duncan Enright, Andy Graham, Dan Levy, Mark Johnson and Alex Postan.

Officers: Amy Bridgewater-Carnall (Senior Strategic Support Officer), Georgina Dyer (Chief Accountant), Mandy Fathers (Business Manager for Operations and Enabling), Elizabeth Griffiths (Chief Finance Officer, Deputy Chief Executive and Section 151 Officer), Giles Hughes (Chief Executive), Bill Oddy (Group Manager - Commercial Development) and Frank Wilson (Group Finance Director - Publica).

#### **77 Notice of Decisions**

The notice of decisions taken at the meeting held on 19 January 2022 were agreed.

#### **78 Apologies for Absence**

There were no apologies for absence.

#### **79 Declarations of Interest**

Councillor Harvey declared an interest in Agenda Item 8 – Discretionary Rate Relief – Business Rates because he was a retailer.

#### **80 Participation of the Public**

There was none.

#### **81 Receipt of Announcements**

##### Passing of former Councillor Eve Coles

Councillor Mead announced the sad death of former District Councillor Eve Coles who had recently passed away. A formal eulogy would be given at the Council meeting next week but Members were asked to hold a moments silence in memory of Eve.

##### Ice Skating in Witney and Carterton

Councillor Coul was pleased to update Members on the successful take up of the ice skating provision in Witney and Carterton. This had been made possible using funds from the Welcome Back fund. Of the four thousand places available, all but half a dozen had been booked, just in time for the half term holidays.

##### Hedgehog Highways

Councillor Harvey was delighted to advise that the roll out of the Hedgehog Highway scheme had been well received and applications were being received from households hoping to receive one of the 250 plaques available.

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### Consultation on Oxfordshire Plan 2050

Councillor Haine advised that the Economic & Social Overview and Scrutiny Committee had considered the Oxfordshire Plan 2050 : Summary of Consultation report at their meeting last week. The report had been well received with comments made on the housing numbers and a member of the public addressing the meeting from the Need not Greed group.

## **82 Budget 2022/23**

Members received a report from the Section 151 Officer which asked them to consider the revenue budget proposals for 2022/23, the Councils Capital Programme for 2022/23 to 2030/31, and the level of Council Tax for 2022/23.

The report 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. The report also included the Chief Finance Officer's report on the robustness of estimates and the adequacy of the Council's reserves.

The report advised that the draft base budget had been considered by Cabinet on 19 January and Council on 26 January 2022. This report updated Members on the proposed changes to any expenditure budgets and funding streams and outlined the feedback received from public consultation. In addition, the Council's suite of financial documents for 2022/23 were also included.

The report highlighted the main points including a number of late updates and notifications from Central Government. Whilst the revenue budget remained mainly unchanged, there were increased income expectations, an amendment to funding calculated as part of the NNDR I submission and adjustments to Minimum Revenue Provision (MRP) and interest on borrowing. The budget changes were detailed on page 14 of the document pack.

The report concluded with a summary advising that overall the Council was in a strong position this year but funding cuts were expected to pose challenges from next year onwards. The healthy reserves cushion the Council from the immediate impact of that, while plans were in place to mitigate it by generating further income to reduce the reliance on government funding streams beyond our control. All of this was discussed in detail in the Strategy papers and CFOs report attached at Annex K to the report.

Councillor Coul introduced the report and reminded Members that this budget had been discussed at length at Cabinet and Scrutiny. Councillor Coul reiterated that the Council was in a strong position overall with healthy reserves to help mitigate future funding cuts. She therefore proposed the recommendations as laid out and this was seconded by Councillor Mead. In seconding the proposal, the Leader expressed her thanks to all of the officers involved in collating the report which had not been an easy task with a lot of late information and additions from government.

Councillor Postan addressed the meeting and reminded Members of the work that the Finance Team had undertaken in processing over £100 million in grants to local communities, whilst also administering the budget process.

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Councillor MacRae added his support and applauded the work of the Finance Team, who had worked hard to present this budget, under difficult circumstances.

In response to a query from Councillor Cooper, the Chief Accountant provided clarification on the Business Rates pool, administered by Cherwell District Council and explained that the budget did not contain details of any potential gain. She advised that the amount was difficult to predict but could be in the region of £300k to £600k. Mrs Dyer assured the meeting that an estimate would be forthcoming in March with a view to the final results being received towards the end of May.

Councillor Graham queried how the figure relating to interest on long term loans had been reached in paragraph 2.6 of the report. Mrs Griffiths advised that the Medium Term Financial Strategy was a forecast, it had been agreed in the Capital Investment Strategy that the Council would make £10 million investment, with the assumption that £10 million would be borrowed to achieve this.

Councillor Coul reminded the meeting that the Capital Investment Strategy had been agreed and would be reviewed in due course but any potential future investments would undergo full scrutiny and could include the provision of solar energy amongst other opportunities.

Having read the report and having heard from the Members present, Cabinet

**Resolved that**

- a) The following be recommended to Council for approval:
  - (i) The updated Medium Term Financial Strategy in Annex A;
  - (ii) General Fund revenue budgets as summarised in Annex B;
  - (iii) The Capital Programme for 2021/22 to 2030/31 set out in Annex E;
  - (iv) Fees and Charges for 2022/23 as set out in Annex D;
  - (v) The Council's Pay Policy Statement as set out in Annex F;
  - (vi) The Council's Capital Strategy 2022/23 as set out in Annex G;
  - (vii) The Council's Investment Strategy 2022/23 as set out in Annex H;
  - (viii) The Council's Treasury Management Strategy 2022/23 as set out in Annex I;
  - (ix) The level of District Council Tax for 2022/23 for a Band D property of £114.38; and
- b) the estimate of Business Rates income for 2022/23, as set out in the excerpt from the government return NNDR1, in Annex L, and the Parish Precepts and Tax Levels set out in Annex M be noted.

### **83 Covid-19 Additional Relief Fund (CARF)**

Members received a report from the Business Manager for Operations and Enabling which sought approval for the Council's Covid19 Additional Relief Fund (CARF) Discretionary Relief to local business ratepayers guidelines.

The report advised that on 15 December 2021, the Government announced details of a £1.5bn scheme providing Local Authorities with additional funding to help businesses with their business rates liabilities to further offset the impact of the ongoing COVID-19 pandemic. Guidance was also issued advising that billing authorities would be responsible for designing

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the scheme that was to operate in their areas. There were set guidelines that authorities had to adhere to and these were outlined at section 1.3 of the report.

Section 2 of the report detailed the qualifying criteria of businesses, ineligible organisations and advised that the funding would be awarded to eligible business rate accounts before the Council started its annual billing processes for 2022/2023 and would be automatically awarded to business rate accounts for the financial year 2021/2022.

Section 3 of the report explained the financial implications and the methodology used to recommend that 15% relief was chosen to provide capacity to award relief to any businesses that were not identified within the modelling but whom might be eligible.

An alternative option was that Members could consider an alternative percentage rate of award to that being recommended.

Councillor Coul introduced the report and highlighted the monumental volume of grants that Council officers had been managing and processing. She reminded Members of the complexity of many of the schemes and applauded the accuracy and timeliness of the officers. Councillor Coul requested that her thanks be expressed to all officers involved in administering these grants over the past few years. In proposing the report, Councillor Coul outlined that this relief was proposed to help those eligible businesses affected by Covid and would be automatically applied to business rate accounts.

This was seconded by Councillor Doughty.

In response to a query from Councillor Graham, officers confirmed that this scheme was not the latest one to be referred to in the Business Matters newsletter.

Having read the report and having heard from the Members present, Cabinet

**Resolved that**

- a) the scheme that awarded 15% relief to all eligible businesses in respect of Covid 19 Additional Relief Funding, be approved; and
- b) the Group Manager for Resident Services be requested to implement the scheme.

#### **84 Discretionary Rate Relief - Business Rates (Expanded Retail Discount)**

Members received a report from the Business Manager of Operations and Enabling, Mandy Fathers which asked them to consider a scheme of rate relief for retail premises as outlined by Government in the Autumn Statement 2021.

The report advised that the Government were introducing a new temporary relief for eligible retail, hospitality and leisure businesses in England, to support local high street as they adapted and recovered for 2022/23. The report noted that the government recognised that ongoing difficulties as well as longer-term challenges continued to face the retail, leisure and hospitality sectors.

Therefore, the Chancellor announced in his Autumn Budget that eligible hereditaments would receive 50% business rate relief up to a cash cap of £110,000 per business. Local authorities

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were expected to use their discretionary relief powers (under section 47 of the Local Government Finance Act 1988, as amended) to grant these discounts in line with the relevant edibility criteria as detailed within Annex A to the report.

There were no alternative options available.

Councillor Coul introduced the report and highlighted that this scheme was aimed at assisting those businesses mainly affected by the Omicron strain of Covid-19. She proposed the recommendations as laid out and this was seconded by Councillor MacRae who expressed his support.

In response to a query from Councillor Levy, the Chief Accountant, Georgina Dyer advised that the Council expected to be reimbursed by Government, in line with previous schemes.

Having read the report and having heard from the Members present, Cabinet

**Resolved that**

- a) the Expanded Retail Discount scheme granting 50% relief to eligible businesses as set out in Annex A (up to a £110,000 cap), be approved; and
- b) the Group Manager for Resident Services be requested to implement the scheme as part of the annual billing processes.

## **85 Planned Expenditure of the Homelessness Prevention Grant 2022/23**

Members received a report from the Group Manager for Resident Services which asked them to consider the planned expenditure of the Homelessness Prevention Grant for 2022/23.

The report advised that the Department of Levelling Up, Housing and Local Communities (DLUHC) increased the level of funding allocated to homelessness services in 2021/22 and this had continued into 2022/23. This included an additional small uplift to ensure that local authorities were able to meet any new burdens following the implementation of the Domestic Abuse Act 2021.

The funding allocated to West Oxfordshire District Council for 2022/23 was £253,328 plus the Domestic Abuse New Burdens uplift of £6,828, giving a total of £260,156. The DLUHC had set out its expectations on how this fund was to be spent in a letter to Chief Executives dated 21st December 2021. A copy of this was attached at Annex A to the report. Section 2.2 of the report outlined how the Council proposed to meet the expectation set by DLUHC and further detail on each area was provided in paragraphs 2.3 to 2.10. Members were asked to approve the expenditure, along with the delegation of any amendments to the allocations, further uplifts or grants to the Housing Manager, in consultation with the Cabinet Member for Housing and Homelessness and the Chief Finance Officer.

There were no alternative options considered as the allocation was ring fenced to specific outcomes, however, Members may want to consider other options that had not been referred to within the report

The Cabinet Member for Housing and Homelessness, Councillor Davies, introduced the report and signposted members to paragraph 2.2 of the report which outlined where the

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money would be spent. She reiterated the importance of flexibility when implementing the grants, to enable the funds to reach those in need. Councillor Davies therefore proposed the recommendations as laid out and this was seconded by Councillor Harvey.

Councillor Enright addressed the meeting and applauded the progress made in this area over the past three to four years. He expressed his thanks to Councillor Davies and the officers involved.

Following a question from Councillor Cooper, the Business Manager for Operational Services explained that the allocation of funding displayed in Annex A differed from area to area as a result of the different demographics. The Chief Executive added that this criteria was set by Government and was included in the letter from the Department of Levelling Up, Housing and Local Communities.

Councillor Graham added his support to the document and asked that the issue of sustainability be brought back to the attention of the minister responsible. The Leader agreed to put the issue back on his radar.

Having read the report and having heard from the Members present, Cabinet


**Resolved that**

- a) the expenditure detailed within paragraphs 2.1 to 2.10 of this report, is approved
- b) the delegation of any amendments to these allocations to the Housing Manager, in consultation with the Cabinet Member for Housing and Homelessness and the Chief Finance Officer, is approved, subject to compliance with the ring fenced grant conditions; and
- c) the delegation of any other uplifts or grants that may be given over the financial year to contain Covid outbreaks or address increased demands on the Housing Service be given to the Housing Manager, in consultation with the Cabinet Member for Housing and Homelessness and Chief Finance Officer, is approved, subject to compliance with the ring fenced grant conditions as set out in 3.1 to 3.5.

The Meeting closed at 2.27 pm

CHAIRMAN

# Agenda Item 6

 <p><b>WEST OXFORDSHIRE DISTRICT COUNCIL</b></p>	<p><b>WEST OXFORDSHIRE DISTRICT COUNCIL</b></p>
<p>Name and date of Committee</p>	<p><b>Cabinet – 16 March 2022</b></p>
<p>Report Number</p>	<p><b>Agenda Item No. 6</b></p>
<p>Subject</p>	<p><b>Oxfordshire Plan 2050 : Statement of Community Involvement</b></p>
<p>Wards affected</p>	<p>All</p>
<p>Accountable member</p>	<p>All relevant Cabinet Members</p>
<p>Accountable officer</p>	<p>Giles Hughes, Chief Executive Tel: (01993) 861658 Email: <a href="mailto:giles.hughes@westoxon.gov.uk">giles.hughes@westoxon.gov.uk</a></p> <p>Philip Wadsworth – Programme Lead of the Oxfordshire Plan Future Oxfordshire Partnership - <a href="mailto:Philip.wadsworth@oxfordshire.gov.uk">Philip.wadsworth@oxfordshire.gov.uk</a></p>
<p>Summary/Purpose</p>	<p>This report provides an update on the Oxfordshire Plan Statement of Community Involvement in response to the recent lifting of coronavirus restrictions. The statement sets out how we will consult with people and local organisations in the preparation of this plan.</p> <p>Once adopted, the Oxfordshire Plan will provide a high-level spatial framework to shape the future planning of the county up to 2050 and will sit alongside Local Plan reviews and Neighbourhood Plans.</p>
<p>Annexes</p>	<p>Appendix 1: Statement of Community Involvement</p>
<p>Recommendation</p>	<p>Cabinet are asked to approve the adoption of the revised Oxfordshire Plan Statement of Community Involvement, and to note that the statement will be kept under regular review as the project continues.</p>
<p>Corporate priorities</p>	
<p>Key Decision</p>	<p>No</p>
<p>Exempt</p>	<p>No</p>

## I. BACKGROUND

- I.1 This report seeks approval to adopt the revised Oxfordshire Plan 2050 Statement of Community Involvement following the lifting of the coronavirus restrictions. It also provides an update on the recent consultation and the next steps.
- I.2 The Statement of Community Involvement (see appendix I) outlines how the community and stakeholders will be consulted during the preparation of the Oxfordshire Plan.
- I.3 The Oxfordshire Plan is a joint statutory spatial plan and covers the authorities of Cherwell District Council, Oxford City Council, South Oxfordshire District Council, Vale of White Horse District Council and West Oxfordshire District Council. These authorities have made a commitment as part of the housing and growth deal agreement with government to prepare the Oxfordshire Plan on a joint basis to guide the future planning and development of the county up to 2050. Once adopted, the Oxfordshire Plan will form part of the development plan of each authority and will be an important material consideration in the determination of planning applications.
- I.4 The Oxfordshire Plan will provide a positive and high-level planning framework to support the delivery of new homes, economic development and associated infrastructure across Oxfordshire, with a bold vision to confront our climate crisis, build a fairer and more prosperous economy, foster more thriving and accessible neighbourhoods, and support a truly green recovery that protects the future of our wildlife and environment up to 2050.
- I.5 The Oxfordshire Plan will build on the Future Oxfordshire Partnership's strategic vision (further details are provided at <https://futureoxfordshirepartnership.org>) and the objectives of other relevant plans and strategies at the county level, including the Oxfordshire Infrastructure Strategy, Oxfordshire Industrial Strategy and Oxfordshire Transport and Connectivity Plan. A flow diagram summarising the relationship between the Oxfordshire Plan and other relevant plans and strategies, such as Local Plans, is attached at appendix I in the draft Statement of Community Involvement. The Oxfordshire Plan, once adopted, will guide and inform the preparation of the Local Plan reviews and other development plan documents, where relevant.
- I.6 Since July 2021, much progress has been made on the preparation of the Oxfordshire Plan, including a further round of public consultation (regulation 18, part 2) and the gathering of supporting evidence. The recent public consultation (July–October 2021) generated significant interest from a wide range of individuals and organisations. We received a total of 3723 individual responses to the consultation, from around 422 individuals and organisations, including statutory consultees, district councils, neighbouring authorities, town and parish councils, major employers, infrastructure providers, developers, landowners and government agencies.
- I.7 We are in the process of analysing the responses to the recent consultation (regulation 18, part 2) on the emerging plan. Officers across the local planning authorities are still reflecting on the feedback from the recent scrutiny committee meetings on the key messages from the regulation 18 (part 2) consultation and will report on the detailed findings and next steps in due course.
- I.8 Officers are also reviewing the Oxfordshire Plan work programme in the context of the feedback from the recent consultation and discussions with the government on the timings of future stages. This includes consideration of the inter-relationships between the



Oxfordshire Plan and Local Plan reviews and other relevant supporting strategies (e.g. Oxfordshire Infrastructure Strategy). That detail must be worked through to help inform the next stages of the Oxfordshire Plan process, including the timetable through to adoption, and we will engage with the government (Department for Levelling Up, Housing & Communities).

## **2. MAIN POINTS**

- 2.1 The revised Statement of Community Involvement (SCI) is outlined in appendix I. It replaces the previous version of the statement, adopted in July 2021.
- 2.2 This statement sets out Oxfordshire's approach to the effective and meaningful engagement of people and organisations during the next stages of plan preparation. In turn, it will help to ensure that the emerging policies and proposals of the Oxfordshire Plan reflect the needs, aspirations and concerns of residents and businesses across Oxfordshire.
- 2.3 The statement has been updated to reflect the government's recent lifting of the coronavirus restrictions (as set out in legislation) and the increased use of social media and other digital engagement tools in the process of preparing the Oxfordshire Plan. It also explains:
- how consultation and engagement on the Oxfordshire Plan will take place;
  - who will be consulted and when; and
  - how future consultation stages will be monitored to ensure they remain effective and meaningful.
- 2.4 Please note: the attached statement is specific to the production of the Oxfordshire Plan 2050. Local planning authorities in Oxfordshire will publish their own individual SCIs related to the production of their local plan reviews and other relevant development plan documents.
- 2.5 This statement also outlines the stages of the Oxfordshire Plan preparation process, including the extent and nature of the public consultation activities as well as the role of different organisations and representatives. These stages are as follows:
- Early informal consultation and engagement (regulation 18)
  - Formal consultation on draft plan (regulation 19)
  - Submission and examination (regulations 22 and 34).
  - Adoption (regulation 36).

## **3. FINANCIAL IMPLICATIONS**

- 3.1 The next stages of the plan process may incur small additional costs to the overall plan budget, in respect of publicity, marketing, consolidation of web-based information, printing and commissioning of consultation documents. However, efficiency savings can be achieved through the more effective use of digital engagement tools, twin-tracked consultations and more efficient deployment of resources. So overall the financial implications of approving this revised Statement of Community Involvement are neutral.

## **4. LEGAL IMPLICATIONS**

- 4.1 The Oxfordshire Plan must be prepared in accordance with the procedures and processes set out in the latest Statement of Community Involvement (SCI)<sup>2</sup>. It must also meet the

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<sup>2</sup> Planning and Compulsory Purchase Act 2004.

requirements of the duty to cooperate set out in the Localism Act (2011) and the tests of soundness set out in the National Planning Policy Framework. Failure to demonstrate compliance with the requirements set out in the legislation would render the plan incapable of adoption.

- 4.2 Subject to the approval of the five Oxfordshire authorities, the revised SCI will be made publicly available on the Oxfordshire Plan website at <https://oxfordshireplan.org>.

## **5. RISK ASSESSMENT**

- 5.1 The main risk associated with not proceeding with publishing the updated SCI is that the Oxfordshire Plan process could be challenged for not complying with appropriate regulations. Officers have limited control over this risk. Any risks will be managed as part of the operational risk register process escalating as and when necessary.

## **6. ALTERNATIVE OPTIONS**

- 6.1. None

## **7. BACKGROUND PAPERS**

- 7.1. None



# STATEMENT OF COMMUNITY INVOLVEMENT

## HOW THE PUBLIC AND STAKEHOLDERS WILL BE INVOLVED IN THE DEVELOPMENT OF THE OXFORDSHIRE PLAN

UPDATED IN FEBRUARY 2022

### Produced by



### Supported by



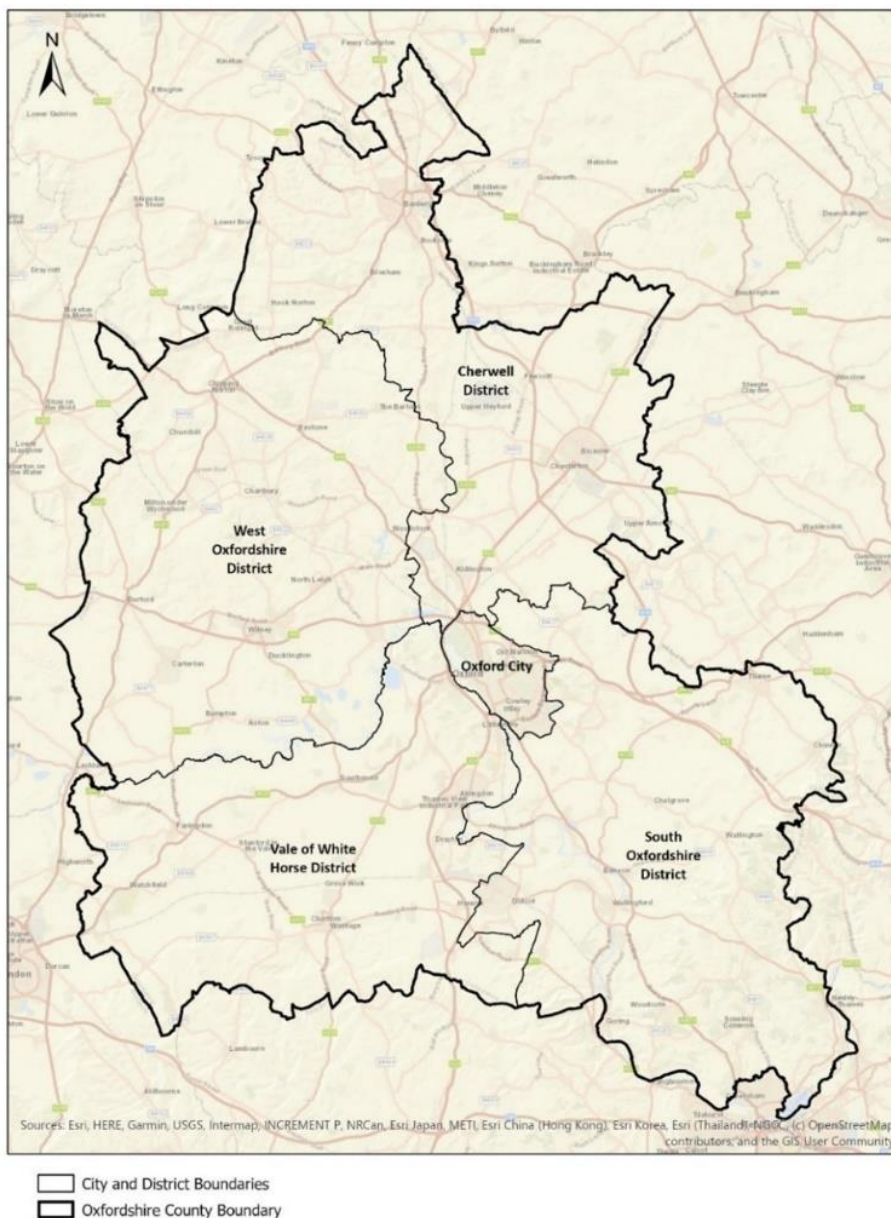
## 1 Introduction

1.1 This statement sets out how people and organisations can get involved in shaping the future of Oxfordshire. It updates and replaces the previous Statement of Community Involvement, published in June 2021.

1.2 This update provides the latest information on the progress of the Oxfordshire Plan, including how community and stakeholder engagement will operate. It has also been updated in response to the recent lifting of coronavirus restrictions. It explains the consultation methods that will be used at different points in the preparation of this plan to ensure effective community and stakeholder engagement from the outset.

1.3 The Oxfordshire Plan is a joint statutory plan and covers the authorities of Cherwell District Council, Oxford City Council, South Oxfordshire District Council, Vale of White Horse District Council and West Oxfordshire District Council (as defined in figure 1).

**Figure 1: Oxfordshire authority boundaries**



1.4 Recent changes to government legislation (following the lifting of the coronavirus restrictions) and the increased use of digital engagement tools (e.g. social media platforms) mean that this statement needs to be

updated.

1.5 This statement sets out Oxfordshire’s approach to the effective engagement of people and organisations during the production of the Oxfordshire Plan. Early and meaningful engagement will help to ensure that planning policies in the emerging plan reflect the needs, aspirations and concerns of residents and businesses across Oxfordshire. It also explains:

- how consultation and engagement on the Oxfordshire Plan will take place;
- who will be consulted and when; and
- how future consultation stages will be monitored to ensure they remain effective and meaningful.

1.6 Community engagement lies at the heart of good planning in Oxfordshire. In Oxfordshire, good planning will make a significant and positive difference to the lives of residents and businesses and help deliver the new homes, jobs, services we need and safeguard the environmental assets we value. By preparing this plan, the public and stakeholders will have the opportunity to share their ideas and feedback on the future planning of Oxfordshire, including the future role of Oxfordshire’s settlements.

1.7 The Oxfordshire Plan will be prepared in line with the procedures and processes set out in this statement<sup>1</sup>.

1.8 We hope that you find this statement clear and easy to read. Technical terms are defined in the text or the glossary (see appendix 1). All the most up-to-date information on the emerging plan is available from our website at <https://oxfordshireplan.org>.

## 2. Background

2.1 Local authorities in Oxfordshire have agreed a housing and growth deal with the government to plan and support the delivery of significant new affordable homes and major infrastructure investment in response to the growing needs of the population. This deal includes a commitment to produce a joint statutory spatial plan (known as the “Oxfordshire Plan”) to guide the future planning of the county up to 2050.

2.2 The Oxfordshire Plan will provide a positive, high-level planning framework to guide the delivery of new homes, economic development and associated infrastructure across the county, with a bold ambition to confront our climate crisis, build a fairer and more prosperous economy, foster more thriving and accessible neighbourhoods and support a truly green recovery that protects the future of our environment and wildlife. Specifically, it will outline:

- a shared vision of how the county will develop and change over the next 25-30 years, based on the shared priorities of the Future Oxfordshire Partnership<sup>2</sup>;
- the broad pattern, scale and quality of new development (including the provision of affordable homes, employment and supporting infrastructure) that will come forward across the whole of Oxfordshire, and how it will be apportioned to the city and districts;
- a series of theme-based policies to guide and inform planning decisions at the strategic level, including the preparation and implementation of Local Plan reviews and major planning applications; and
- approach to delivery and implementation, including review triggers, monitoring targets, phasing

<sup>1</sup> Planning and Compulsory Purchase Act 2004.

<sup>2</sup> The Future Oxfordshire Partnership has developed a long-term strategic vision on the future of Oxfordshire up to 2050, in consultation with key strategic partners and the wider public, which will inform the development of other plans and wider strategies, including the Oxfordshire Plan (see <https://futureoxfordshirepartnership.org>).

timescales and funding mechanisms.

2.3 Once adopted, the Oxfordshire Plan will form part of the development plan of each authority in Oxfordshire<sup>3</sup>.

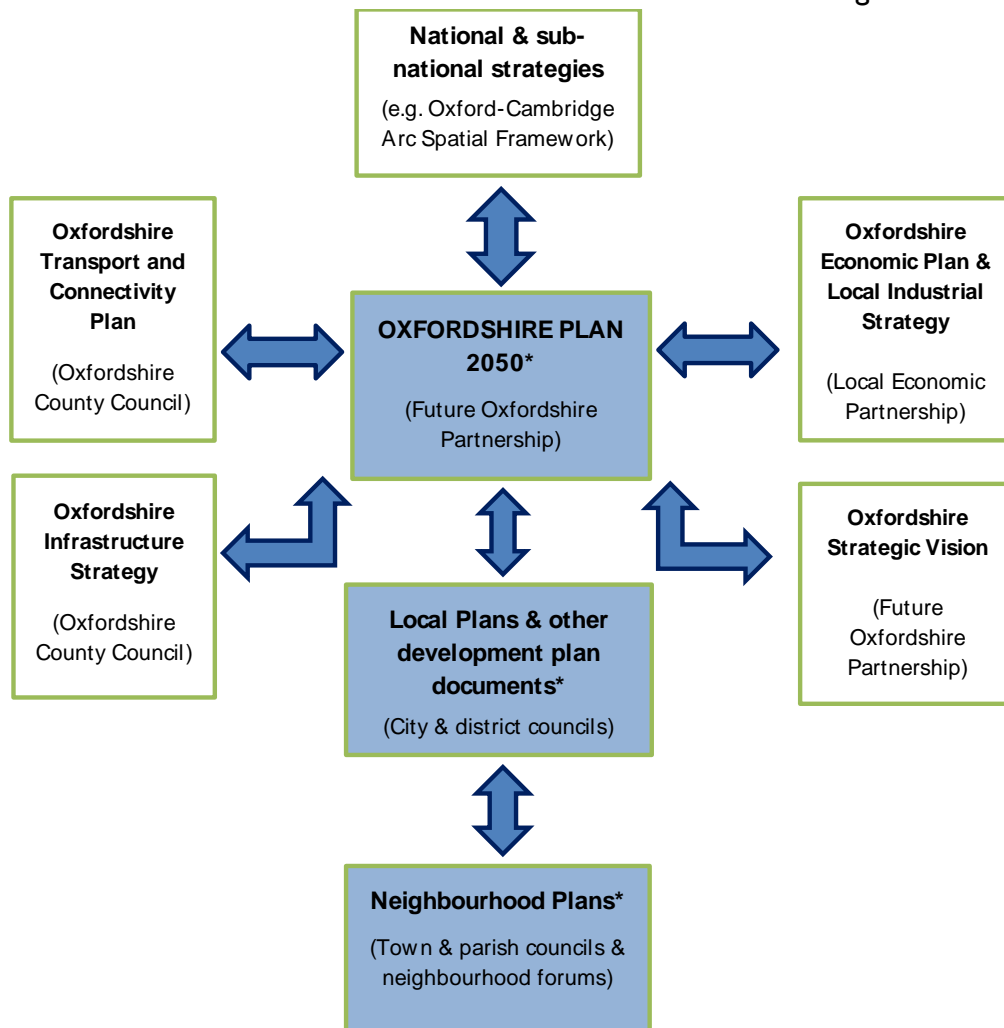
2.4 Figure 2 overleaf shows the relationship between the Oxfordshire Plan and other relevant plans and strategies, such as Local Plans. The Oxfordshire Plan will build on the current suite of adopted Local Plans (up to 2031/2036) and look ahead to align with the long-term priorities of county-wide strategies, such as the Local Industrial Strategy, Oxfordshire Infrastructure Strategy and Oxfordshire Transport and Connectivity Plan, up until 2050. It will also sit alongside the high-level policies expected to be set out in the government’s emerging Oxford-Cambridge Arc Spatial Development Framework.

2.5 The Oxfordshire Plan will, in turn, inform and guide the review and roll-forward of city and district Local Plans and other development plan documents (e.g. area action plans), where appropriate. Local Plan reviews will need to align with the policies set out in the Oxfordshire Plan.

**Figure 2: Relationship between the Oxfordshire Plan 2050 and other relevant plans and strategies**

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<sup>3</sup> Oxfordshire’s development plan consists of the Oxfordshire Plan, Local Plans (plus any supporting development plan documents, such as area action plans, where appropriate) and Neighbourhood Plans. Future planning decisions will be determined in accordance with the development plan unless other relevant considerations need to be taken into account (section 28 of the Planning and Compulsory Purchase Act 2004 - as amended).



\*Statutory documents which form part of Oxfordshire’s development plan

### 3. How the public and stakeholders will be involved in the preparation of the Oxfordshire Plan

3.1 As presented in figure 3, the Oxfordshire Plan involves different stages of preparation, which require public consultation and engagement. This statement sets out how these requirements will be met.

3.2 The Oxfordshire Plan must also be prepared in line with other specific legal and procedural requirements. A sustainability appraisal will be undertaken at each stage of preparation to evaluate the social, economic and environmental impacts of the plan policies and alternative options (as per the regulations<sup>4</sup>). In doing so, it will ensure that the plan contributes to the achievement of sustainable development. Specific consultation bodies (Environment Agency, Heritage England and Natural England) will need to be notified on the scope and content of the sustainability appraisal alongside the preparation of the plan. These policies will also be assessed in terms of their potential impact on:

- different groups of people (as per the Equality Act); and
- the integrity of internationally designated nature conservation sites (as per the Habitat Regulations).

3.3 Comments will be invited on the findings of the sustainability appraisal and other supporting documents at each stage of public consultation.

<sup>4</sup> Planning and Compulsory Purchase Act 2004

3.4 The Oxfordshire Plan will also need to be prepared in accordance with the duty to co-operate set out in legislation<sup>5</sup>. It places a legal duty on local authorities to co-operate with neighbouring districts, boroughs and counties, as well as other organisations including the local primary care trust and transport authorities on an ongoing and collaborative basis, particularly in the context of strategic cross-boundary matters. Oxfordshire authorities are working together under the duty to co-operate to progress the Oxfordshire Plan through to adoption.

#### **4. Who will be engaged during the preparation of the Oxfordshire Plan?**

4.1 A wide range of groups, organisations and individuals will be invited to participate in the plan preparation process. These include specific and general consultation bodies (as defined in the regulations).

4.2 Specific consultation bodies include:

- statutory consultees as set out in the relevant regulations, including neighbouring councils and government agencies, such as Highways England, Natural England, Environment Agency and Historic England;
- town and parish councils;
- neighbouring authorities; and
- local service providers (including the emergency services, utility companies and public health providers)

4.3 General consultation bodies must be consulted at key stages of the plan process where the proposed subject matter will be of interest to them. These include:

- national and regional organisations, such as the National Trust and wildlife trusts;
- businesses and economic groups including the Oxfordshire Local Enterprise Partnership, universities and colleges;
- housebuilders, developers, landowners and housing associations;
- local organisations and societies, such as civic amenity groups and community boards
- hard-to-reach groups, such as young people, people with disabilities, ethnic minorities and gypsy and travelers; and
- residents and individuals, who may have an interest in the Oxfordshire Plan

#### **5. How do we consult?**

5.1 A range of different methods will be used at each stage of the plan process to inform, consult and engage with the public and interested parties, depending on the nature of the consultation and the specific needs of the audience or target group. This will involve:

- updating the web pages to include relevant links to documents and post latest news;
- producing consultation documents and materials that are clear, concise and avoid unnecessary technical language, as far as possible, without understating the complexities of any issues or decisions;
- preparing press releases and advertising in the local press;
- holding engagement events, such as exhibitions and briefings, face-to-face or online, where reasonably practicable;

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<sup>5</sup> Localism Act 2011



- making consultation documents available upon request, in other languages, large print, braille and audio;
- preparing visual aides (e.g. presentations) that are accessible to blind people, people with impaired hearing and people with mental health issues or learning difficulties;
- preparing response forms/survey forms to facilitate responses to the consultation;
- producing a glossary explaining the technical and planning terms used in the plan;
- using high-quality visuals and graphics to enhance the text and illustrate key points from the plan, where appropriate;
- preparing leaflets/newsletters summarising the purpose of the consultation and how to make comments; and
- maintaining an up-to-date consultation database containing specific and general consultees and others that have expressed an interest to be consulted on the plan, in accordance with the General Data Protection Regulations. Where consultation is required, all those on the consultation database will be notified. When individual or organisations makes a representation on the Oxfordshire Plan or its supporting documentation, they will be added to the consultation database.

5.2 Where appropriate, we may use panels or reference groups as part of future public engagements as well as undertake additional research, such as an opinion poll.

5.3 We want everyone to have an opportunity to shape and influence how Oxfordshire is planned and developed in the future, irrespective of their differences, including by way of age, disability, gender reassignment, pregnancy and maternity, race, religion and belief, sex, employment status, social background and sexual orientation. Consultation events and meetings will be carefully planned to maximise accessibility to a range of stakeholders and individuals, from different parts of Oxfordshire, at a range of times (subject to meeting covid-19 guidelines). Hard copies of the consultation documents can also be printed on request (subject to a small fee to cover costs).

5.4 All consultation documents and relevant evidence will be made available online (via the Oxfordshire Plan web site). Where requested, consultation documents will be made available in other languages or formats (e.g. braille, large print and sign language), as appropriate.

5.5 We will ensure that personal data gathered within public consultation processes will comply with the General Data Protection Regulations 2018 and the Data Protection Act 2018, in terms of how it is collected and managed.

5.6 We will also raise awareness of the publication of documents and public consultations via our website, social media (Facebook, Twitter and Instagram), an email to those on our mailing list and through a press release sent to local media. It may be possible due to changes in covid-19 advice to reinstate hard copies of the plan and relevant consultation documents at deposit locations (all libraries and council offices in Oxfordshire).

5.7 Additional days will be added to public consultation periods where statutory public holidays fall within the formal consultation period.

5.8 Some public events, meetings, workshops, exhibitions and focus groups may now be able to take place in person, albeit with possible restrictions<sup>6</sup>. We will also continue to undertake public engagement virtually, using online meeting systems, web pages and social media, in the interests of public health and ease of access. For the latest information on the plan, please see the Oxfordshire Plan 2050 website at <https://oxfordshireplan.org>.

## 6. How to comment on the Oxfordshire Plan?

6.1 As set out in previous statements, stakeholders and members of the public can respond to public consultations on the Oxfordshire Plan in one of the following ways:

- Online (via the Oxfordshire Plan website at <https://oxfordshireplan.org>).
- Email: [info@oxfordshireplan.org](mailto:info@oxfordshireplan.org)
- Post: Oxfordshire County Council, Oxfordshire Plan 2050, County Hall, New Road, Oxford, OX1 1ND

6.2 A comments form will be produced at each stage of public consultation. The form will be able to be used through the consultation portal on the web site, or alternatively the form or letters can be emailed or posted to us. Receiving comments through both electronic and handwritten formats will ensure those without internet access will not be disadvantaged in terms of engagement.

6.3 We would encourage people and organisations to make use of the “Oxfordshire Plan 2050” website, which will set out the information we are seeking at each consultation stage, together with clear instructions on how to register comments. Online engagement will be the easiest way to respond to public consultations and will allow us to quickly consider your comments on the plan.

6.4 All comments received in response to a public consultation will be considered. A consultation report summarising comments and our responses to the issues raised will be made available on the Oxfordshire Plan website.

## 7. When we will consult?

7.1 Figure 3 below sets out the stages of plan preparation, including key milestones and extent and nature of the public consultation activities, as well as the role of different organisations and representatives. These stages are as follows:

- Early informal consultation and engagement (regulation 18).
- Formal consultation on draft plan (regulation 19).
- Submission and examination (regulations 22 and 34).
- Adoption (regulation 36).

**Figure 3: Stages of preparation**

<b>Regulation 18 consultation</b>		
<b>Description of plan stage:</b>		
Regulation 18 is the earliest stage of plan engagement and represents the scoping stage to decide what should be included within the plan. This includes potential policy options and spatial options. Due to the nature of this stage with its ambition to gain a variety of views on what could be included in the plan, multiple consultations can take place, of which two have taken place so far.		
<b>Who was/will be involved?</b>	<b>What were we/are we consulting on?</b>	<b>How did we consult, or how are we consulting?</b>
<i>Informal consultation on the emerging Oxfordshire Plan<sup>7</sup></i>		
Various bodies/stakeholders are consulted in line with those required under	A report summarising the results of the consultation (including an explanation of how the views from stakeholders	<ul style="list-style-type: none"> <li>• Oxfordshire Plan 2050 website</li> <li>• Contact consultees/organisations and</li> </ul>

<p>regulation 18 of the Town and Country Planning (Local Planning) Regulations 2012.</p> <p>This includes the general public and other interested bodies as appropriate.</p>	<p>have been considered in the development of the plan). Following the consultation, we will update the plan to take account of the responses from stakeholders, the results of the sustainability appraisal and the supporting evidence.</p>	<p>other interested parties by email</p> <ul style="list-style-type: none"> <li>• Social media posts</li> <li>• Events/ exhibitions</li> <li>• Press release</li> <li>• Documents available to view in council buildings</li> </ul>
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**Publication (regulation 19)**

**Description of plan stage:**

Regulation 19 is the second stage of the consultation process and is the stage at which the final draft version of the plan is published. At this stage, representations must relate to the tests relating to how the plan has been prepared (legal compliance) and its content (soundness), as outlined in government guidance. The public consultation represents the last opportunity to influence and help shape the direction of the plan before it is submitted to the secretary of state.

<b>Who was/will be involved?</b>	<b>What were we/are we consulting on?</b>	<b>How did we consult, or how are we consulting?</b>
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*Consultation on the submission draft plan*

<p>Various bodies/stakeholders will be consulted in line with those required under regulation 19 of the Town and Country Planning (Local Planning) Regulations 2012. This will include the general public and other interested bodies as appropriate.</p>	<p>We will consult on the draft submission plan over a period of at least six weeks. This will set out the final proposed strategy and policies of the plan.</p>	<ul style="list-style-type: none"> <li>• Oxfordshire Plan 2050 website</li> <li>• Contact consultees/organisations and other interested parties by email</li> <li>• Social media posts</li> <li>• In person and/or virtual consultation events with key stakeholders and the public (depending on government regulations at the time of the consultation)</li> <li>• Press release</li> <li>• Documents available to view in libraries and council buildings</li> </ul>
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**Submission and independent examination (regulations 22 and 34)**

**Description of plan stage:**

Following the close of the regulation 19 consultation, the Oxfordshire Plan will be submitted alongside the representations received during the regulation 19 consultation and supporting evidence (including the sustainability appraisal) to the secretary of state, who will appoint an inspector to carry out an independent examination.

Supporting documents will include technical studies, background papers and written summaries of previous public consultations setting out how the issues raised through the publication stage have been addressed in the plan.

<p>The examination will assess whether the plan has been prepared in accordance with legal and procedural requirements (e.g. duty to co-operate and public consultation) and meets the test of soundness. The four tests of soundness are set out in the National Planning Policy Framework (NPPF).</p>		
Who was/will be involved?	What were we/are we consulting on?	How did we consult, or how are we consulting?
<p><i>Issues and matters</i></p>		
<p>We will notify people/organisations listed in the regulations and others as appropriate via the programme officer about the commencement of the examination.</p>	<p>The inspector will consider the evidence used to support the plan and any representations which have been put forward from stakeholders and other interested parties.</p> <p>All documentation associated with the examination will be recorded and made available to the public and stakeholders via the Oxfordshire Plan examination library on our joint website. The examination library will be kept up to date as the examination progresses.</p>	<ul style="list-style-type: none"> <li>• Oxfordshire Plan 2050 website</li> <li>• Contact consultees/organisations and other interested parties by email</li> <li>• Social media posts</li> <li>• In person and/or virtual consultation events with key stakeholders and the public (dependent on government regulations at the time of the consultation)</li> <li>• Press release</li> </ul>
<p><i>Public hearing sessions</i></p>		
<p>Anyone has the right to attend and speak at hearings if they wish, so long as they have submitted representations on the Oxfordshire Plan during the formal consultation stage (regulation 19) and stated in advance that they wish to attend the hearings.</p>	<p>The planning inspector will hold several public hearing sessions in the form of informal roundtable discussions, where the inspector will probe the key issues and matters relating to the plan and its preparation.</p> <p>Stakeholders and members of the public will be invited to attend and speak at specific hearings at which they wish to discuss the issues raised in their representations.</p>	<ul style="list-style-type: none"> <li>• Oxfordshire Plan 2050 website</li> <li>• Contact consultees/organisations and other relevant stakeholders via email to notify them of the hearings</li> <li>• Press release</li> <li>• Social media posts</li> </ul>
<p><i>Consultation on the inspector's main modifications to the submission plan</i></p>		
<p>We will consult people/organisations listed in the regulations, general public and other interested bodies as appropriate.</p>	<p>As part of this examination process, the inspector will propose changes that they consider necessary to ensure it is 'sound' and legally compliant. These are known as 'main modifications'.</p> <p>All main modifications will be subject to a 6-week period of consultation (see below). The inspector will consider all the representations made before finalising the examination report and the schedule of recommended main modifications.</p> <p>Following the close of the public consultation, we will publish a statement of consultation setting out a summary of</p>	<ul style="list-style-type: none"> <li>• Oxfordshire Plan 2050 website</li> <li>• Contact consultees/organisations and other relevant stakeholders by email</li> <li>• Press release</li> <li>• Social media posts</li> </ul>

	the comments made on the main modifications.	
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<b>Receipt and publication of the inspector’s report (regulation 35) and subsequent adoption of the plan (regulation 36)</b>		
<b>Description of plan stage:</b>		
<p>This is the last stage of the preparation process following the public examination, at which the inspector publishes their recommendations on the soundness of the plan in a final report. If the inspector confirms that the plan is sound and legally compliant, we will be able to formally adopt the plan (subject to the ‘main modifications’ identified in the report). In addition, we will be able to make minor, non-material changes (‘additional modifications’) at any time before formal adoption to improve the clarity, consistency and accuracy of the plan.</p>		
<b>Who was/will be involved?</b>	<b>What were we/are we consulting on?</b>	<b>How did we consult, or how are we consulting?</b>
<i>Receipt and publication of the inspector’s report</i>		
<p>We will notify people/organisations listed in the regulations and others as appropriate via programme officer about the publication of the inspector’s report.</p>	<p>At the end of the examination, the planning inspector will publish a report on the submitted plan to the six Oxfordshire authorities recommending whether they can adopt the plan. In most cases, the report will recommend some changes (known as ‘main modifications’ – see below) that are necessary to allow the plan to be adopted.</p> <p>There is no consultation on the inspector’s report, but it will be made available to the public via our website.</p>	<ul style="list-style-type: none"> <li>• Oxfordshire Plan 2050 website</li> <li>• Contact consultees/organisations and other relevant stakeholders by email</li> <li>• Press release</li> <li>• Social media posts</li> </ul>
<i>Adoption</i>		
<p>We will notify people/organisations listed in the regulations and others as appropriate via programme officer about the adoption of the plan.</p>	<p>Once the examination has closed, approval will be sought from the six Oxfordshire authorities to accept the recommendations of the inspector’s report and formally adopt the Oxfordshire Plan.</p>	<ul style="list-style-type: none"> <li>• Oxfordshire Plan 2050 website – publish the adoption version of the plan</li> <li>• Press release</li> <li>• Social media posts</li> <li>• Contact organisations and other relevant stakeholders via email</li> <li>• Publish an adoption statement, which will advise of a six-week period within which any challenge via judicial review must be made.</li> <li>• Publish a summary of the Oxfordshire Plan Sustainability Appraisal and Habitat Regulations Assessment</li> </ul>

## 8. Monitoring and review

8.1 This statement will be kept under regular review and will be updated where necessary to reflect changes

to the Oxfordshire Plan timetable and other circumstances, such as the ongoing coronavirus pandemic.


## Appendix 1: Glossary

Term	Acronym	Explanation
Authority Monitoring Report	AMR	Councils are required to produce an authority monitoring report (as set out in section 113 of the 2011 Localism Act) to review the progress and effectiveness of the plan and the extent to which its policies are being achieved.
Department for Levelling Up, Housing and Communities	DLUHC	A ministerial department which “supports communities across the UK to thrive, making them great places to live and work” (see <a href="http://www.gov.uk">www.gov.uk</a> )
Development plan		<p>Councils have a statutory duty (either jointly or individually) to prepare and update development plans across their areas in consultation with the local community and stakeholders. The development plan guides future planning decisions and ensures these are rational and consistent, having regard to other material considerations.</p> <p>Oxfordshire’s development plan, once adopted, will include the following documents.</p> <ul style="list-style-type: none"> <li>• Oxfordshire Plan</li> <li>• Oxfordshire Minerals and Waste Plan</li> <li>• Local Plans (city and districts)</li> <li>• Neighbourhood Plans</li> </ul>
Duty to co-operate		Councils are required under the Localism Act to work together on a cooperative and ongoing basis to deal with cross-boundary issues, such as public transport, large-scale housing allocations or large employment clusters.
Equalities impact assessment		An assessment of impacts against different characteristics (e.g. gender, ethnicity and disability) protected under the 2010 Equality Act
Examination		The examination will assess whether the plan meets the tests of soundness (as set out in National Planning Policy Framework) and complies with the regulations.
Future Oxfordshire Partnership	FOP	Joint committee of the six councils of Oxfordshire (as listed in paragraph 1.3 above) along with the local economic partnership and other key partners. The partnership is overseeing the delivery of the Oxfordshire Plan.
Habitat Regulations Assessment	HRA	An assessment of the potential effects of a plan or programme on the integrity of internationally important nature conservation sites
Local Development Scheme	LDS	A scheduled work programme and timetable to guide the preparation of joint plans or single plans
Localism Act		This act introduced several new rights and powers to allow local communities to shape new development, including the provision to prepare a ‘neighbourhood plan’ to guide future planning of an area
Local Plans		Local plans are prepared to guide the future planning and development of an area. Work has begun on the review of the adopted local plans in each administrative area. Wherever possible, preparation will be undertaken in parallel with the timetable of the Oxfordshire Plan.
National Planning Policy Framework	NPPF	This document sets out the government’s policies on the planning system in England.

		Although not part of the development plan, the policies set out in the framework must be considered in the preparation of statutory plans, such as joint plans. The framework sets out a presumption in favour of sustainable development when preparing plans and making planning decisions.
National Planning Practice Guidance	NPPG	National planning guidance which helps explain how the policies in the framework (NPPF) will be applied. Regular updates are published online.
Neighbourhood Plans		A planning document which sets out the vision to guide the future planning of a neighbourhood area, and contains policies relating to the development and use of land in this area. Once adopted, it will have formal status as development plan document and form part of Oxfordshire’s development plan. All neighbourhood plans must be in general conformity with the strategic policies set out in the Oxfordshire Plan / Local Plans.
Oxford-Cambridge Arc		The five counties (Bedfordshire, Buckinghamshire, Cambridgeshire, Northamptonshire and Oxfordshire) around the line between Oxford, Milton Keynes and Cambridge. The arc has one of the fastest-growing economies in England. It supports more than 2 million jobs and adds over £110 billion to the economy every year.
Oxford-Cambridge Arc Spatial Framework		A long-term statutory decision-making framework to guide the future growth of the Oxford-Cambridge Arc to 2050. This will inform the preparation of other plans (e.g. Oxfordshire Plan) and strategies across the arc.
Planning and Compulsory Purchase Act		National planning legislation from central government aimed at improving the planning process and enhancing community involvement in it.  Under section 15 of the act, councils are required to set out current planning policy documents, and any new or replacement documents that it intends to produce in the future, and list them within a local development scheme.
Spatial strategy		The strategy will set out the broad locations where new homes, jobs and services will be provided across Oxfordshire to meet identified needs in line with the overall vision and objectives of the Oxfordshire Plan. Specific proposals will be shown on a key diagram.  In this context, preferred means that the strategy is deemed to be the most sustainable and appropriate way of meeting Oxfordshire’s future needs in the light of reasonable alternatives.
Oxfordshire Housing and Growth Deal		Signed agreement between the government and the six authorities of Oxfordshire / Oxfordshire Local Economic Partnership to secure funding towards the delivery of new affordable homes, jobs and infrastructure investment up to 2031 and beyond. The deal committed to prepare a joint statutory plan to guide the future planning of the county up to 2050.
Reasonable alternatives		The different realistic options considered in developing the policies in the Oxfordshire Plan
Statement of Community Involvement	SCI	This document outlines how the community and stakeholders will be involved in the preparation and continuing review of the Oxfordshire Plan.
Strategic Environmental Assessment	SEA	A general term used internationally to describe environmental assessment as applied to policies, plans and programmes.
Sustainability appraisal	SA	A systematic process (a requirement of the Planning and Compulsory Purchase Act 2004) aimed at appraising the social, environmental and economic effects of plan, strategies and policies to ensure they accord with the objectives of sustainable development. SA also incorporates the requirements of the SEA Directive.

<p>Tests of soundness</p>		<p>Plans must be positively prepared, justified, effective and consistent with national planning policy in line with the National Planning Policy Framework.</p>
<p>Town and Country Planning (Local Planning) (England) Regulations</p>		<p>The regulations set out the public participation and consultation required when preparing and revising a statutory plan. Regulations 18, 19, 20 relate to informal and formal consultations of plan preparation. Regulation 24 relates to the independent examination of the plan.</p>



 <p><b>WEST OXFORDSHIRE DISTRICT COUNCIL</b></p>	<p><b>WEST OXFORDSHIRE DISTRICT COUNCIL</b></p>
<p>Name and date of Committee</p>	<p><b>CABINET – 16 MARCH 2022</b></p>
<p>Report Number</p>	<p><b>Agenda Item 7</b></p>
<p>Subject</p>	<p><b>RESPONSE TO OXFORDSHIRE COUNTY COUNCIL’S DRAFT LOCAL TRANSPORT AND CONNECTIVITY PLAN (LTCP)</b></p>
<p>Wards affected</p>	<p>ALL</p>
<p>Accountable member</p>	<p>Cllr Jeff Haine Cabinet Member for Strategic Planning Email: <a href="mailto:jeff.haine@westoxon.gov.uk">jeff.haine@westoxon.gov.uk</a></p>
<p>Accountable officer</p>	<p>Chris Hargraves, Planning Policy Manager Tel: 01993 861686 Email: <a href="mailto:Chris.Hargraves@westoxon.gov.uk">Chris.Hargraves@westoxon.gov.uk</a></p>
<p>Summary/Purpose</p>	<p>To agree a formal response to Oxfordshire County Council’s Draft Local Transport and Connectivity Plan (LTCP) which is the subject of public consultation from 5 January – 16 March 2022.</p>
<p>Annexes</p>	<p>Annex A – Draft WODC response</p>
<p>Recommendation/s</p>	<p>a) <i>To note the report; and</i> b) <i>To agree that the draft response attached at Annex A be submitted as West Oxfordshire District Council’s formal representation to the draft Local Transport and Connectivity Plan (LTCP).</i></p>
<p>Corporate priorities</p>	<p>The draft LTCP relates directly to a number of priorities set out in the West Oxfordshire Council Plan (2020 – 2024) including climate action, healthy towns and villages, a vibrant economy and strong local communities.</p>
<p>Key Decision</p>	<p>NO</p>
<p>Exempt</p>	<p>NO</p>
<p>Consultees/ Consultation</p>	<p>The draft LTCP is the subject of public consultation from 5 January – 16 March 2022.</p>

## **1. BACKGROUND**

- 1.1.** The Local Transport and Connectivity Plan (LTCP) outlines Oxfordshire County Council's long-term vision for transport in the county and the policies required to deliver this. The Plan covers the time period up to 2050.
- 1.2.** The local and regional policy context has changed significantly since the publication of the previous Local Transport Plan (LTP4) in 2016. The LTCP is an opportunity to develop a transport policy framework that reflects these changes.
- 1.3.** The LTCP also represents an opportunity to adopt and implement a new way of thinking which considers people first and seeks to create healthy places whilst improving biodiversity and air quality.
- 1.4.** The draft vision and policies contained within will be used to influence and inform how the County Council manage transport and the types of schemes which are implemented.
- 1.5.** The LTCP has been consulted on in three stages, commencing in March 2020. This consultation is the final third stage before the Plan is finalised later in the year.
- 1.6.** In support of the LTCP, the County Council commissioned consultants to conduct an Integrated Sustainability Appraisal (ISA) to ensure that the LTCP protects the environment, human health and allows equal access for all residents.
- 1.7.** The LTCP will be supported by a set of more detailed place based area and corridor strategies which will be developed as a 'part 2' of the LTCP in 2022. Further engagement with stakeholders will be carried out as these are developed.

## **2. SUMMARY OVERVIEW**

- 2.1.** The LTCP sets out the key future transport challenges facing the county including the need to decarbonise the network, to reduce reliance on the private car, increase capacity for future growth, improve connectivity and a number of other wider challenges facing the county.
- 2.2.** The Plan is underpinned by a vision that outlines a long-term strategy for transport in the county and supports the policies in the document. In support of this vision, five proposed key themes are proposed which include Environment, Healthy Place-Shaping, Productivity and Connectivity. In order to achieve and track delivery of the vision and key themes, the County Council have also identified a set of targets outlined in the document.
- 2.3.** Stemming from the vision and key themes, a number of policies are included in the document to make the vision and targets achievable. The policy areas include:
  - Walking and cycling
  - Healthy place shaping
  - Public transport
  - Road safety
  - Digital connectivity
  - Data
  - Environment, carbon and air quality
  - Network, parking and congestion management
  - Innovation

- Freight and logistics
- Regional connectivity; and,
- Local Connectivity

**2.4.** Alongside the main LTCP document, the County Council have also published supporting strategies for freight and logistics, active and healthy travel and innovation, which provide more detail about these particular topics.

### **3. WEST OXFORDSHIRE RESPONSE TO DRAFT LTCP**

- 3.1.** The District Council's suggested draft response to the consultation is attached at Annex A. As can be seen, the response is largely very supportive including in relation to the overall vision and objectives of the document as well as the general structure and presentation.
- 3.2.** Given the predominantly rural nature of the County, specific observations were made in relation to the need for stronger recognition of the challenges faced in rural areas.
- 3.3.** We suggested that the vision should have an urban and rural focus and explain how the two will effectively be brought together through improved connectivity whether digital or physical.
- 3.4.** We consider improved multi-modal travel and connections to be vital to reduce the number of miles travelled within the County by car. As an example of this, where a change from train to bus may be required, the logistics should be in place to ensure any such trip is as simple and convenient as possible.
- 3.5.** Notwithstanding these initiatives, private transport will remain a key mode of transport in rural areas as it allows many residents in West Oxfordshire and other parts of the county to access employment, leisure and appointments, which would otherwise not be possible. Therefore, we advised that the focus should be on encouraging cleaner electric vehicles in these areas, alongside other measures.
- 3.6.** Under the walking and cycling policy area, we raised the importance of future policies strengthening the need for new developments to provide attractive active travel linkages to key facilities to facilitate sustainable travel and avoid car dependency.
- 3.7.** We agree with the proposed 'transport user hierarchy' in principle which prioritises walking and cycling above other modes of transport but felt that there should be more flexibility to allow for certain circumstances where it is necessary to prioritise another modes.
- 3.8.** Under the healthy place shaping policy area, we confirmed our support for the 20-minute neighbourhood concept although raised the need for this to be applied with a level of flexibility and discretion. It is not always appropriate to apply a strict 20 minute neighbourhood concept to more rural areas where average densities are lower.
- 3.9.** Within the transport corridor strategies section, we considered that more information should be included concerning the A40 works which are extensive and subject to a live planning application. The scheme will transform the function of this corridor and the dominant mode of transport and therefore is particularly relevant.
- 3.10.** A number of other observations were made which can be read in full within the draft response.

#### **4. NEXT STEPS**

- 4.1.** Subject to the approval of Cabinet, the draft consultation response attached at Annex A will be formally submitted to Oxfordshire County Council who will then consider all responses received with a view to finalising and adopting the LTCP and supporting strategies in summer 2022.

#### **5. FINANCIAL IMPLICATIONS**

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

#### **6. LEGAL IMPLICATIONS**

- 6.1.** The report raises no direct legal implications.

#### **7. RISK ASSESSMENT**

- 7.1.** The report raises no specific risks.

#### **8. EQUALITIES IMPACT**

- 8.1.** The LTCP is accompanied by an Integrated Sustainability Appraisal (ISA) that incorporates a Strategic Environmental Assessment (SEA), Equality Impact Assessment (EqIA), Health Impact Assessment (HIA) and Community Safety Assessment.

#### **9. CLIMATE CHANGE IMPLICATIONS**

- 9.1.** Sustainable communities that are resilient to climate change is one of the key themes that underpin the LTCP. Decarbonisation of the transport system is a central tenet of the strategy part of the vision of which is 'for a zero-carbon Oxfordshire transport system that enables all parts of the county to thrive'.

#### **10. ALTERNATIVE OPTIONS**

- 10.1.** The LTCP is accompanied by an Integrated Sustainability Appraisal (ISA) which considers a number of 'reasonable alternatives' to inform the development of the final draft plan.

#### **11. BACKGROUND PAPERS**

- 11.1.** None.

West Oxfordshire District Council (WODC) welcomes on-going engagement on the Local Transport and Connectivity Plan (LTCP), which outlines the long-term vision for transport in the County, and the policies required to deliver this.

We previously commented on the development of the vision document, which we were generally very supportive towards. We did feel that some important considerations needed stronger emphasis including the response to climate change which should form a 'golden thread' that runs through all parts of this plan. In addition, we felt that there should be a stronger focus on the role of emerging technologies and the importance of multi-modal travel in reducing car usage rates. We also considered that there should be a stronger recognition of the challenges faced in rural areas where public transport is much less accessible than in urban areas of the county. Finally, we felt that more could be said about the possible opportunities of a post-Covid world.

Overall we are extremely supportive of the Plan. It provides some useful background and contextual information, is easy to navigate and includes some useful case studies.

Our comments regarding this Plan are provided below and they are divided into relevant headings which correspond to the consultation document for ease of reference.

## **Vision**

As we expressed before, we support the overall vision which aims to achieve a net-zero Oxfordshire transport system. However, as previously stated, this vision should make reference to the need for improved multi-modal travel which is vital if we are to reduce the number of miles travelled within the County by car. There should however be recognition that private transport will remain a key mode of transport in rural areas and therefore the focus should be on encouraging cleaner electric vehicles in these areas.

Reference to improved outcomes for health and well-being and social inclusivity is welcome. It however remains unclear what is meant by the reference to education which could usefully be expanded/ clarified. Mention could also be made here to the need to support walkable and well-balanced communities which will reduce the need for short distance car trips.

The vision refers to the protection of the natural and historic environment. This should however go further and refer to positive gains or enhancement. This should also make reference to the importance of green infrastructure which helps to enhance the natural environment and also supports active travel and healthy lifestyles.

Given the predominantly rural nature of the County, the vision should seek to articulate how the current challenges faced will be addressed in rural areas. Perhaps the vision should have an urban and rural focus and explain how the two will effectively be brought together through improved connectivity whether digital or physical (for example through

improvements in multi-modal connections and the future opportunities associated with automated vehicles).

## **Key Themes**

We previously stated that we support the five key themes proposed as these are relevant and sensible to achieving the overall vision. We do however suggest that climate change is included as a separate theme given its critical importance and cross-cutting nature which affects every aspect of our lives. Conversely, we wonder whether health and place-shaping could be combined as they go largely hand in hand under the banner of healthy place-shaping.

Within the environment theme, there should be mention of heritage alongside the natural environment to ensure consistency with the overall vision.

Under the connectivity theme, mention is made of the need for seamless interchange between different travel modes. This is a critically important issue and should be explicitly mentioned within the vision itself.

Within the productivity theme, 'well-maintained' should be added in reference to the transport network.

## **Headline Targets**

Whilst we do not object to the proposed targets, we do not necessarily feel that these best reflect the proposed vision and key themes. The vision and themes are multi-dimensional covering not just the number of car borne trips but an array of other related lifestyle choices and limitations. These include the proportion of trips on foot or bike, public transport usage rates, fear of crime related to active travel routes, access to facilities to support agile working, recreational opportunities etc. These all link to the vision and themes and should be reflected in the targets. Assessing the number of trips alone does not provide an accurate picture of travel patterns or behaviour nor does it link into the need to reduce overall private transport miles rather than simply the number of trips. This is particularly relevant in rural areas where the first part of a journey may be by private transport but where the latter part may be by more sustainable means via a mobility hub, for example.

Notwithstanding the comments above, in terms of the targets proposed, it would be useful if more information could be set out to explain what steps will be necessary to achieve a reduction in car trips. In addition, the 2050 target is vague and it would be useful to understand in more detail what is envisaged by a 'climate positive future'.

## **Walking and cycling policies**

We strongly agree that encouraging more walking and cycling is central to delivering the vision for travel in Oxfordshire. However, in rural areas there will remain higher usage of private vehicles and we are encouraged that the LTCP recognises that a more targeted approach will be necessary in these areas. It may be more realistic to accept that many

journeys will continue via private transport in rural areas but that walking and cycling rates can be increased through the development of smart mobility hubs and good connections.

It is particularly important to ensure that future policies require new developments to provide strong active travel linkages to key facilities, amenities and mobility hubs in the wider area to facilitate sustainable travel and avoid car dependency. This is still difficult to achieve based on current policy and is fundamental to achieve the overall vision of the Plan.

We agree with the transport user hierarchy outlined in Policy 1 in principle although there should be more flexibility to allow for certain circumstances where it is necessary to prioritise another mode. For example, it may be necessary to prioritise a bus lane over a cycle lane at a certain pinch point if this forms a crucial part of the overall network.

Stronger mention should be made to bicycle parking (as well as facilities for e-scooters or similar where these are considered a safe option) and opportunities for bike hire scheme at key destinations such as town centres, P&R sites and railway stations etc. In addition, the creation/ improvement of safe and convenient connections to key sites such as to schools should be listed.

### **Healthy place shaping policies**

We fully support the aim of these policies given the importance of creating safe and healthy neighbourhoods and tackling issues such as obesity. We agree that streets should be designed to prioritise people over motor vehicles and to create places where people feel welcome, safe and choose to walk and cycle. Obesity and poor mental health can often be linked to a lack of exercise and time outdoors. Therefore increasing the amount of accessible green space and connections will promote walking and cycling which plays an important role in assisting physical and mental wellbeing

Considering the 20-minute neighbourhood concept under Policy 17, whilst we support the principles behind this, this should be applied with a level of flexibility and discretion. It is not always appropriate to apply a strict 20 minute neighbourhood concept on new developments across the whole county particularly where they relate to more rural areas where average densities are lower. Therefore, whilst the principles can be adopted County wide, in reality 20 minute neighbourhoods in their truest sense are much more appropriate in larger urban/ suburban schemes and towns. We are encouraged that there is an acknowledgement that this concept does need to be tailored to rural areas.

### **Road Safety**

In terms of road safety, this policy area should include reference to 'safe speeds' and planning for pedestrians/ cyclists. Mention should also be made to 'people-centric street designs' within residential areas to aid safety.

Whilst we support the 20mph speed limit policies (Policies 21-24) in general, we feel that this should be applied to particular streets only according to a set of criteria such as outside schools or busy pedestrian streets in a town centre rather than being applied to a wider

blanket area. By focusing these areas to small 'zones', they are more likely to be observed and these should be accompanied by other speed reduction measures that are appropriate and sympathetic to the character of the area. Excessive signage should be avoided, particularly in historic areas.

### **Public transport policies**

We previously raised the need for the public transport policies to improve opportunities to integrate the various transport modes in a more streamline way using the latest technologies to assist. Whilst this is mentioned in this section, this could be applied more strongly within the policies themselves.

P&R sites and railway stations should be seen as multi-modal hubs wherever possible rather than being considered separately. Opportunities to locate P&R hubs close to services (such as shops/ childcare facilities and so on) should also be taken where possible and practicable. We are encouraged that the Eynsham Park and Ride is planned to operate as a multi-modal hub and it has been included as a case study in the Plan. We also feel that Hanborough Station could helpfully be included as a case study given the work being undertaken on the Hanborough Masterplan and its relationship with Salt Cross. We also support the concept of smaller rural hubs which may consist of bus stops in key locations where other facilities such as bike hire could be located and more emphasis on these could be included in the policies.

Considering community transport opportunities (Policy 27), which is particularly important in rural areas, technology could transform the ways in which these operate. These may become automated vehicles and bookable electronically. The opportunities that will result from these have yet to be fully explored but as an example, these could help to provide a regular shuttle service to larger transport hubs radically improving multi-modal connections. These can also utilise cleaner energy than traditional vehicles such as electricity and potentially hydrogen as this is developed in the future.

We previously raised the need for this Plan to highlight the challenges of multi-modal trips and we are encouraged further details have been provided (Policies 36-37). We particularly support the statement that multi-modal travel recognises that various transport modes are not mutually exclusive and, in many cases, support one another. As an example of this, where a change from train to bus may be required, the logistics should be in place to ensure any such trip is as simple and convenient as possible. This will require consideration of how to implement/ improve multi-ticketing options. The importance of utilising technology in making real-time information accessible through apps and the ability to purchase/ scan tickets using smartphones is also vital in improving customer experience and reducing the total number of miles made by car.

### **Digital Connectivity**

We fully support the inclusion of this section given its importance in reducing the need to travel and the ability it has to transform our travel experience.



We previously raised that emerging opportunities should also be reflected upon from strongly such as increased rates of home working and a reduction in face to face meetings which have been possible through improved digital connectivity. This technology is developing at a fast pace and is likely to continue to develop in a post-Covid world, providing new opportunities in the way we work and communicate; the benefits of which allows commuting to be reduced from the levels we saw before the pandemic - reducing stress, congestion and pollution.

Within this section, the opportunities for 'local community business hubs' and the future role of mobile technology should be strengthened further as this is likely to expand and transform in coming years.

### **Environment, carbon and air quality**

We strongly support the aim of reducing carbon emissions and improving air quality across the county whilst recognising that cars will still be a part of the transport mix particularly in rural areas where there are limited alternatives but that cleaner technologies can assist in reducing emissions.

In considering the tools that can help to achieve this, we suggest that a stronger focus could be given to technological advances, not just in terms of vehicles which may include clean driverless shuttles in the future but also in terms of changing behaviours. For example, technology now allows much more communication to be virtual and which has a huge impact on our carbon footprint. This technology is likely to develop rapidly and will have a dramatic impact on the way we work, shop and socialise – all of which will affect our travel behaviour and in turn, our environment.

Finally, we note that the Green Infrastructure section is also heavily related to walking/ cycling and Healthy Place Shaping so this topic crosses all these sections. There could also be a stronger emphasis in Policy 50 on the need for ecological improvements and biodiversity net gain which green infrastructure, including green corridors, could help achieve.

### **Network, parking and congestion management**

We agree that there needs to be disincentives to car use in certain circumstances, particularly in urban and congested areas as well as parking management.

This however needs a targeted approach, which is flexible and recognises that in rural areas of the County, which makes up a large area, private transport remains the only feasible option. Therefore, it is vital that this approach is tailored and goes hand in hand with the development of other opportunities including the provision of easily accessible mobility hubs, bus services and community transport and walking/ cycling routes.

In addition, whilst we agree that parking management is an important element of disincentivising high car usage in congested areas, this should also be balanced with the economic benefits of convenient access to town centres. Free car parking across West

Oxfordshire continues to be extremely popular and valued by businesses, residents and visitors.

### **Innovation**

We strongly support the need to embrace future innovations to help support modal shift whilst recognising that technology alone will not solve all of the challenges identified, particularly in the short term.

We believe that emerging technology will play a crucial role in contributing to our ambitions of modal shift and addressing climate change. As such, this is considered to be a cross-cutting issue which is relevant to all sections of this Plan including active travel and public transport.

We consider there to be some exciting opportunities and case studies included in this section which we welcome, however like all emerging technologies we also need to be mindful at all stages of the potential risks such as those posed by E-scooters on pedestrian safety and also those posed by drones in terms of privacy.

### **Regional/ Local connectivity and cross-boundary working**

In respect of regional/local connectivity, it will be essential for LTCP5 to reflect and 'join-up' with broader infrastructure planning work being progressed through the OXIS refresh.

We support all the initiatives suggested in this section including zero-emission vehicles, mobility hubs, the rollout of 5G, the improvement in greenway etc and it is important that all these initiatives are implemented together, rather than in isolation, to create improved connectivity in rural areas.

Within the 'transport corridor strategies' section, more information should be included about the A40 works which are extensive and are subject to a live planning application. The scheme will transform the function of this corridor and the dominant mode of transport and therefore is particularly relevant to this section.


Under the 'rural journeys' section, we welcome recognition that residents in rural communities face specific connectivity challenges that will require a targeted approach and we also welcome the explanation as to the reasons why this is the case. As we previously stated, it should also be recognised that in many rural areas, achieving modal shift away from the car is not currently a feasible option for many. Private transport allows many residents in West Oxfordshire and other parts of the county to access employment, leisure and appointments which would otherwise not be possible. Therefore, in rural areas including larger villages, it may be more realistic to accept that many journeys will continue via private transport and there should be an emphasis of promoting cleaner electric vehicles by incorporating charging points within new developments, for example.

## **Monitoring**

The proposed key performance indicators are supported in general. As previously suggested, rates of commuting and home-working could be included. Some wider indicators on health and well-being may also be helpful. There could also be data on personal safety relevant to the creation of pedestrian connections, which should include natural surveillance and suitable lighting etc. In addition, wider indicators of biodiversity would be useful such the creation/ loss of habitat including wildlife corridors linked to active travel connections/ along roads.

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# Agenda Item 8

 <p><b>WEST OXFORDSHIRE DISTRICT COUNCIL</b></p>	<p><b>WEST OXFORDSHIRE DISTRICT COUNCIL</b></p>
<p>Name and date of Committee</p>	<p><b>CABINET - 16 MARCH 2022</b></p>
<p>Report Number</p>	<p><b>Agenda Item 8</b></p>
<p>Subject</p>	<p><b>COVID 19: OXFORDSHIRE SYSTEM RECOVERY AND RENEWAL FRAMEWORK</b></p>
<p>Wards affected</p>	<p>All Wards</p>
<p>Accountable member</p>	<p>Cllr Michele Mead , Leader Email: Michele.mead@westoxon.gov.uk</p>
<p>Accountable officer</p>	<p>Giles Hughes Chief Executive Email: giles.hughes@westoxon.gov.uk</p>
<p>Summary/Purpose</p>	<p>To approve the Oxfordshire System Recovery and Renewal Framework, as set out in Annex I, as the key partnership document guiding joint programme planning beyond the COVID-19 Pandemic period.</p>
<p>Annexes</p>	<p>Annex A – Oxfordshire System Recovery and Renewal Framework</p>
<p>Recommendation/s</p>	<p>That Cabinet is recommended to:-</p> <ul style="list-style-type: none"> <li>a) Adopt the Oxfordshire System Recovery and Renewal Framework, as set out in Annex I, as the key partnership document guiding joint programme planning beyond the COVID-19 Pandemic period;</li> <li>b) Delegate final revisions to the Chief Executive, in consultation with the Leader of the Council, as partnership organisations complete their engagement and decision-making processes.</li> </ul>
<p>Corporate priorities</p>	
<p>Key Decision</p>	<p>YES</p>
<p>Exempt</p>	<p>NO</p>
<p>Consultees/ Consultation</p>	<p>Oxfordshire System Leaders Health Protection Board</p>

## I. BACKGROUND

- 1.1. Effective partnership working across Oxfordshire has been at the heart of the local system response to the COVID-19 pandemic. As the national and local picture improves, system partners have developed a shared framework for Recovery and Renewal (see Annex 1). This document sets overarching common ambitions for the issues and themes that will be worked on together as organisations and the community learn from the pandemic. It aims to ensure that Oxfordshire is best placed to recover from the immediate impacts of the pandemic, to support the long-term renewal of communities and places, and enhance our joint impact on national and international challenges.
- 1.2. System partners have worked closely together since early in 2020 to deliver a joined-up response across the board spectrum of COVID-19 impact. Partners have developed joint structures to support those required to stay at home, to encourage and enforce adherence to COVID restrictions, to monitor and contain the spread of the virus and to maintain the continuity of essential services. Joint responses have managed the impact on health and social care services and worked closely with education providers. From later in 2020 and into 2021, joint activity delivered community testing and laterally the successful roll out of the vaccination programme. Partnership interventions have also sought to address the secondary impacts of the pandemic for individuals, communities and businesses through joint work on community engagement, business support, financial hardship and economic recovery.
- 1.3. Throughout 2021 and early 2022, Oxfordshire's system-wide COVID-19 response has continued to focus on the immediate health impacts of the pandemic, containing outbreaks and minimising the transmission of the virus in the community. In line with the easing of most legal restrictions during the summer of 2021, system-partners revisited the long-term impact of COVID-19 and reviewed the shared focus of planning for recovery and renewal.
- 1.4. The pandemic has led to economic, community and service impact that has yet to be fully understood at the system level. However, it can clearly be seen that existing inequalities and service and community pressures have been amplified, with likely long-term impacts. As with many pre-existing challenges, the impact and effective responses will often lie across several agencies and sectors.
- 1.5. To coordinate and prioritise COVID and post-COVID activity, and prioritise resource allocation, partners agreed to develop a set of joint themes for the next phase in the pandemic period and to bring together shared system priorities and joint ambitions for recovery and renewal in an overarching framework.
- 1.6. This framework was initially drafted during late 2021 through engagement with system partners, drawing on priorities, impact analysis and community insight held within individual organisations and thematic partnerships. Progress was paused during December to allow partners to focus on the enhanced response to the Omicron variant and the framework is now being brought forward for formal adoption and incorporation into partnership planning for the new business year.

## 2. INTRODUCING THE FRAMEWORK

2.1. The intention of agreeing a joint framework is to provide a mechanism for driving systems working on renewal and an ongoing structure for collaboration. It will enable us to better coordinate how we recover from the impacts of COVID and implement changes in the light of what we have learnt for our communities, organisations and partnerships.

2.2. At the time of writing, the significant increase in infection rates related to the Omicron variant is waning. While service pressure in health and social care remains significant and the impact on educational settings remains high, system partners are stepping back from the period of most concern. Nevertheless, the potential for changes in the nature of the pandemic and for service disruption generated by the cumulative risks associated with COVID's direct and indirect impact remains. Therefore, while planning for the future, a level of COVID readiness will need to be maintained. Reflecting this position, the framework for recovery and renewal is arranged around three key aims:

- **Consolidating recovery and building resilience:**  
Protecting key services and keeping social life and the economy open by sustaining our system response to COVID-19 and working together on addressing new pressures. This includes changes to service delivery as well as ways of working eg. engagement with Voluntary and Community Sector (VCS), businesses and key partners.
- **Addressing the unequal impact of COVID-19:**  
Proactively using qualitative and quantitative data and insight to identify the groups most impacted across a range of cross-cutting issues, beyond the immediate impact on health, and tackling impact with a focus on the total strengths and needs of individuals and families
- **Supporting renewal:**  
Identifying new approaches and activities underpinned by the lessons we have learnt to date, building Oxfordshire's resilience, not only against future waves of the pandemic but also in terms of economic and community resilience to wider societal challenges including climate change and ecological impacts.

2.3. Across the three themes, two cross cutting priorities are recognised as needing to inform recovery and renewal thinking across the county:

- **Climate change action**  
Championing climate action across the County as we work together to address climate change, build climate resilience and support nature recovery.
- **Tackling inequality**  
Driving equal access and delivery of support across all local communities, narrowing health, social and educational inequalities and tackling poverty.

2.4. The full framework document is available at Annex I.

- 2.5. This document is necessarily a start point for longer term planning. Its aim is to act as a bridge between current partnership COVID response, delivery and planning, and future longer-term planning across the partnership agenda. It seeks to bring together, rather than replace, existing county-wide plans and strategies and ensure that recovery and renewal activities are incorporated into the wider partnership context.

## **Next Steps**

- 2.6. The Oxfordshire COVID response system comprises health, local authority, education and community safety participants alongside representatives of strategic partnerships, including OxLEP. These partners connect to a broader network of key deliverers including schools, business, town and parish councils and the voluntary and community sector. Core system partners have agreed to adopt the joint Recovery and Renewal framework starting with local authorities, where recommendations to adopt the framework will be made to the relevant decision makers during March, 2022. Significant engagement with system partners has already taken place. However, where additions and revisions are requested through the decision-making process, this report recommends that agreement to a final published version is delegated to the Chief Executive, in consultation with the Leader of the Council.

## **3. FINANCIAL IMPLICATIONS**

- 3.1. Development of the Recovery and Renewal Framework was met within existing resource designated for COVID-19 programme management and funded from dedicated government grant.
- 3.2. The Recovery and Renewal Framework does not in itself direct resources and so while organisations are asked to adopt the framework as a strategic document within their policy making frameworks, there is no direct financial impact.

## **4. EQUALITY & INCLUSION IMPLICATIONS**

- 4.1. The Recovery and Renewal framework outlines the unequal impact of COVID and notes the need for detailed analysis to fully understand the direct and indirect impacts in the short, medium and long term. Activity already underway under system structures, for example on health inequality, vaccine outreach and support to homeless individuals, is directly addressing equality and inclusion as it relates to COVID-19. In the development and delivery of the ambitions set out within the framework and the progression of new partnership planning and activity, detailed equality impact will be required building on the new learning and impact from the COVID-19 period supported through re-analysis of data and information, for example within the updated Joint Strategy Needs Assessment and in the annual report of the Director of Public Health.

## **5. LEGAL IMPLICATIONS**

This framework sets out priorities for action across the Oxfordshire system but does not commit the Council to any specific actions at this stage. The legal implications will be considered when decisions are made in line with this framework.



**6. RISK ASSESSMENT**

This framework sets out priorities for action across the Oxfordshire system but does not commit the Council to any specific actions at this stage. Risks associated with any decisions will be considered when decisions are made in line with this framework. The framework is a very close fit to the Councils own recovery strategy approved in October 2020.

**7. ECOLOGICAL AND CLIMATE EMERGENCY IMPLICATIONS**

This framework puts climate change at the heart of the recovery strategy.

**8. ALTERNATIVE OPTIONS**

The Council could choose to continue to approve the framework.

**9. BACKGROUND PAPERS**

None.

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# Annex 1

# Oxfordshire's Recovery and Renewal Framework

*March 2022*

## Purpose of this document

Oxfordshire's **Recovery and Renewal Framework** provides an overarching system-wide ambition for the issues and themes that will be pursued through recovery and renewal. It has been developed in partnership by participants in the local COVID response structure including local authorities, health and emergency services, our local enterprise partnership and major local institutions, including Oxford's two universities.

### The Recovery and Renewal Framework is ...

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A bridge between current partnership COVID response, delivery and planning and future longer term planning for Oxfordshire.



A coordination and alignment, at a high level, of the system-wide plans that have already been developed or are being developed collaboratively.



A 'call to action' for all partners to consider other interventions which may need to be put in place to address these system-wide issues and themes.

### The Recovery and Renewal Framework is not...



A list of specific actions or activities as these are contained in the relevant strategies.



A set of specific individual metrics which are used to measure delivery (although broad overarching partnership framework outcomes have been identified).



A replacement for existing county-wide plans and strategies.

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# 1. Introduction and Context

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## The Oxfordshire picture

Oxfordshire's dynamic economy, rich culture and heritage and much-loved green spaces and ecological assets, together mean that its diverse and thriving communities are places where people want to live and work. Our quality of life is attractive to many.

Nevertheless, inequality remains a significant feature within our county and has real impact on the health, wellbeing and social and economic opportunities of many residents.

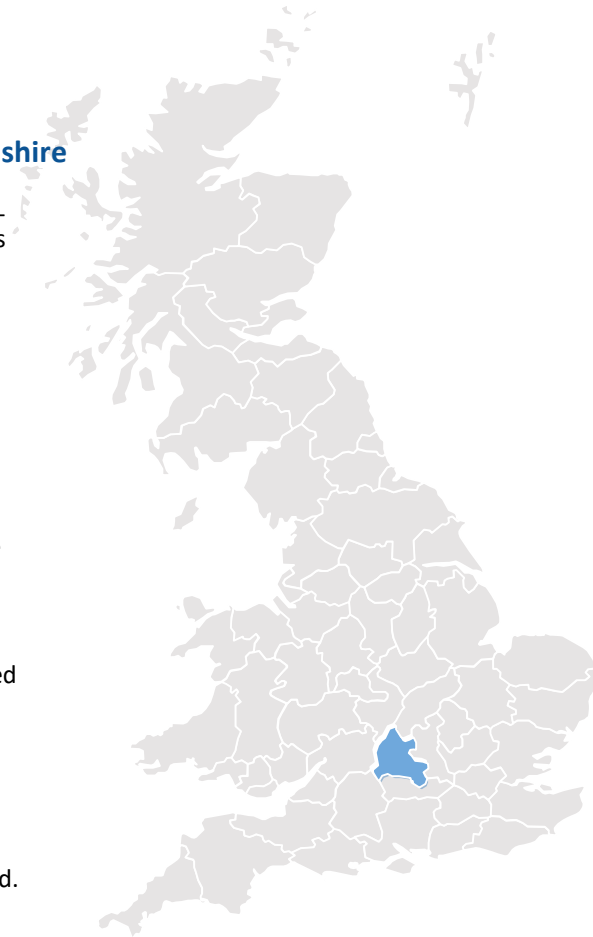
### Impact of the COVID-19 pandemic across Oxfordshire

The COVID-19 pandemic has had a profound impact on day-to-day life, business, education, and employment, as well as on the physical and mental health of many individuals. Disruption has led to financial pressures for many and the long-term impact on the economy is yet to be fully understood.

Despite these challenges, COVID-19 has demonstrated the strengths and assets of inclusive local communities. Thousands of key workers and volunteers played an exceptional role in protecting the most vulnerable throughout these unprecedented times. Engaged public services, business and the voluntary and community sector kept operating under enormous pressure. We are of course also incredibly proud of the role that our leading academic and health institutions took at the centre of the global response to COVID-19.

Throughout the pandemic, whole-systems working has acted as a 'force multiplier' in Oxfordshire, allowing us to flex and prioritise to meet the needs of the constantly changing situation to the maximum effect.

We want to learn the lessons from the past two years and build on the best partnership work in our county so that as we develop plans for the future, Oxfordshire not only recovers from the impact of COVID but is positively renewed.



## Looking ahead to Oxfordshire's recovery and renewal

The COVID-19 pandemic has led to economic, community and service impact that has yet to be fully understood at the system level. However, it is clear that it has amplified existing inequalities and service and community pressures, with long-term impact. As with many pre-existing issues, Oxfordshire's responses to these challenges will lie in collaboration across several agencies and sectors.

To help us sustain and develop the impact of our strong operational partnerships, an overarching **Oxfordshire Recovery and Renewal Framework** has been developed which sets out the system-wide vision and approach to moving into the post-COVID environment. This framework looks at how Oxfordshire can be best placed to recover from the immediate impacts of the pandemic, to support the long-term renewal of our communities and places, and to enhance our shared impact on national and international challenges.

Page 2

### The three key aims of Oxfordshire's Recovery and Renewal Framework



**Consolidating recovery and building resilience:** Protecting key services and keeping social life and the economy open by sustaining our system response to COVID-19 and working together on addressing new pressures. This includes changes to service delivery as well as ways of working eg. engagement with Voluntary and Community Sector (VCS), businesses and key partners.



**Addressing the unequal impact of COVID-19:** Proactively using qualitative and quantitative data and insight to identify the groups most impacted across a range of cross-cutting issues, beyond the immediate impact on health, and tackling impact with a focus on the total strengths and needs of individuals and families.



**Supporting renewal:** Identifying new approaches and activities underpinned by the lessons we have learnt to date, building Oxfordshire's resilience, not only against future waves of the pandemic but also in terms of economic and community resilience to wider societal challenges including climate change and ecological impacts.



# 2. Oxfordshire's Recovery and Renewal Themes

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## Oxfordshire's Recovery and Renewal Themes

Oxfordshire's three Recovery and Renewal themes consider the broad impact of COVID-19 on all aspects of society with a focus on addressing issues that have had the most significant consequences on Oxfordshire's people, places and businesses.



### Shared economic prosperity

Ensuring that Oxfordshire's strong economy has the widest impact.



### Better health and wellbeing

Supporting people in Oxfordshire to live healthy, safe and fulfilling lives. Focusing on children and young people and those with health vulnerabilities.



### Stronger communities

Developing stronger, more resilient communities where everyone can play an active part.

Across the three themes that we will use to organise our work, two key cross-cutting strategic priorities will inform recovery and renewal thinking across the county:



### Climate change action

Championing climate action across the County as we work together to address climate change, build climate resilience and support nature recovery.



### Tackling inequality

Driving equal access and delivery of support across all local communities, narrowing health, social and educational inequalities and tackling poverty.



## Shared economic prosperity: Introduction



### Key insights

# 15,800

furloughed employments in  
Oxfordshire as at 31 July

2021

Source: [GOV.UK](https://www.gov.uk)

Unemployment claimants  
increased by over

# 250%

in Oxfordshire  
during the pandemic

Source: [Oxfordshire Insights](#)

### Impact of COVID

The Oxfordshire economy has, on the whole, been resilient to the impact of the pandemic. The county's diverse business base and technology sectors have adapted but there are sectors which have particularly been affected including the visitor economy and areas of the labour market that have been vulnerable to furlough or redundancies and for young people entering into employment.

### Key areas of focus for economic prosperity across Oxfordshire

- Ensuring access to skills training and employment opportunities for all residents but in particular young people entering the employment market and those who will not return to their previous employment following the end of furlough support.
- Support for local employment and businesses, working with partners to make Oxfordshire a centre for green and sustainable technologies through a local 'Green New Deal'.
- Re-invigorating the visitor economy.

### The role of the Economic Recovery Task Group

As with other areas of recovery and renewal, there needs to be a whole system approach to tackling the economic impact of COVID-19 in the county. The Economic Recovery Task Group is coordinating the overall response and identification of specific interventions. This includes the alignment of resources across partners to drive delivery and secure further investment to support businesses, whilst building an inclusive economy that benefits all who live and work in Oxfordshire.

## Shared economic prosperity: Priority outcomes

There are a number of priority outcomes, which will help Oxfordshire deliver against its overarching aims for Recovery and Renewal.

### Consolidating recovery and building resilience



Rebuild the internationally renowned **visitor and arts economy** creating new jobs for young people.



Strengthen the **resilience of Oxfordshire's businesses**, specifically helping **small businesses, sole traders** and the **self-employed** to **re-stabilise and grow** post the pandemic.



**Realign skills** to meet the demands for **existing opportunities** in sectors with **high employment needs** and address **skills gaps**.

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### Addressing the unequal impact of COVID-19



Re-engage people **most impacted by the pandemic** to access activities, developing **healthy thriving communities** that are more physically and mentally **resilient to the working demands of employment**.



Proactively promote **equal and fair access** to all economic opportunities, **maximising the talent and creativity** from a **diverse and inclusive workforce** across Oxfordshire.



Reduce the **educational attainment gap** in disadvantaged families.

### Supporting renewal



Drive **world leading innovation** enabled by a continued investment in Oxfordshire's **pioneering science and technology clusters**.



Nurture the creation of **new opportunities** driven by **technological change** and our ambitions for a **net zero Oxfordshire** including green apprenticeships.

## Shared economic prosperity: Shared ambitions

Overarching ambitions have been identified to drive system-wide attention on this theme:

- Business sectors report good recovery post COVID-19.
- Increased opportunities to pilot new initiatives as a result of technological advancement and innovation.
- Increase in number of individuals in education, employment or training (including apprenticeships).
- Reduction in financial inequalities and support for initiatives that raise incomes for the lowest paid.
- Town centres and high streets accommodating a greater variety of spaces and businesses.
- Growth in visitor and arts economy (eg. increased visitor spend, increased employment in this sector etc).



## Better health and wellbeing: Introduction



### Key insights

In Oxfordshire, **3,165** people over 65 were admitted to hospital due to a fall in 2020

Source: [Oxfordshire Insights](#)

In January 2021,

**5,750+**

residents across Oxfordshire were claiming PIP for mental health reasons

Source: [Oxfordshire Community Foundation](#)

### Impact of COVID

Oxfordshire's health and social care services, like those across the UK, have been tested and stretched throughout the pandemic. The resilience demonstrated across the county is thanks to an **exceptional workforce, unprecedented partnership working and the power of communities.**

However the negative impact of COVID on health & wellbeing, particularly on those at higher risk of poor health outcomes, is not yet understood and there will be challenges ahead. As well as tackling new cases, long COVID, mental health and grief support, Oxfordshire will press ahead with their continuing commitment to preventative measures such as **tobacco control, cardiovascular disease prevention, tackling obesity and physical activity and mental wellbeing.** This work will help Oxfordshire to achieve its goals around **reducing inequalities and minimising the risks to those who isolated or who were acutely at risk during COVID.**

### Sustainable and healthy communities

**Healthy place-shaping** and other community planning based wellbeing initiatives, supports the creation of **active, sustainable and resilient communities** that will thrive as Oxfordshire recovers. The whole Oxfordshire system is committed to coming together with the aim of reducing inequalities whilst retaining a collective focus on a greener future (steps that promote climate action also deliver healthy communities). Oxfordshire will seek to create a health enabling built environment and increase biodiversity whilst encouraging all to enjoy healthy lifestyles that utilise local green spaces and leisure services.

### Supporting everyone

Oxfordshire's health and wellbeing approach exists across the whole lifespan of residents, thinking about the early years offer, young people aged 16-24, those with pre existing health conditions, right through to older age adults and those who care for them. Oxfordshire's overarching health and wellbeing strategy demonstrates a commitment for the NHS, social care, the VCSE and the community to work together to deliver new models of care that seek to **prevent, reduce or delay the need for care,** whilst ensuring all partners feel supported.

## Better health and wellbeing: Priority outcomes

There are a number of priority outcomes, which will help Oxfordshire deliver against its overarching aims for Recovery and Renewal.

### Consolidating recovery and building resilience



Adopt a **strengths-based, people-centred approach** encouraging individuals to be **more proactive about their health and wellbeing**, enabling **increased independence**.

### Addressing the unequal impact of COVID-19



Provide **coordinated services across the system** focused around individual strengths and needs and prioritising those cohorts **impacted by multiple and complex needs** eg. early years, 16-24 year olds, vulnerable adults etc.



Drive awareness and access to **health and wellbeing support** across the community, specifically for **children and young people** (including working with schools) and **adults with vulnerabilities**.

### Supporting renewal



Become a county where **mental wellbeing issues** are well understood, prioritised and addressed.



Extend the impact of **social prescribing** that links funding to **health improvement activities** delivered through **leisure, well-being and community facilities**.

## Better health and wellbeing: Shared ambitions

Overarching ambitions have been identified to drive system-wide attention on this theme:

- A reduction in the need for treatment in hospitals and care services (as people become more independent).
- Increase in the number and uptake of social wellbeing initiatives and community based support eg. opportunities to get active.
- Service plans include mental wellbeing as a core consideration.
- Fewer acute instances which compromise mental wellbeing.
- Increased understanding and sharing of core health and wellbeing data and insights across the system.
- Increased early identification of diseases.
- Increased referrals to local, non-clinical community services (social prescribing).





## Stronger communities: Introduction



### Key insights

In Oxfordshire, there was a

# 25%

increase in domestic violence call volumes post **March 2020** compared to the same periods in 2019

Source: [Domestic Abuse Review Group](#)

**23%** of people aged 85+ live in areas of Oxfordshire ranked in the top 10% of deprived areas on access to services in 2020

Source: [JSNA](#)

### Behaviours which emerged through the pandemic

Throughout the pandemic, Oxfordshire has witnessed the **strength of local communities** across the county. The established VCS and town and parish councils, along with countless informal community groups and networks, whether faith, place or interest based, have demonstrated leadership, commitment and resilience. The District and City Councils, working in partnership with the County Council and health services, have acted as local anchors, establishing new trusted new community support arrangements. As we move towards a still uncertain future, Oxfordshire will continue to **support and develop** local communities through the recovery whilst acknowledging and **learning lessons** from the pandemic response to date on the way that we **understand difference**, increasingly plan on a **whole-place** basis and prioritise **community voice**.

### Oxfordshire's commitments

We will continue to work **collaboratively across the system**, working with community groups to empower them to lead and to make the changes they need to enable recovery and to tackle issues such as **loneliness and isolation** and **digital enablement**. This links to **expanding community services and assets** to offer Oxfordshire's services in a more digitally accessible way with impact for all.

### Understanding data and insights

A stronger system-wide approach will need to be underpinned by **shared data and insight** which will be used to **inform decision-making** to develop stronger communities. This data and insight will also be critical to **monitoring the outcomes and improvements** that are delivered across local communities.

## Stronger Communities: Priority outcomes

There are a number of priority outcomes, which will help Oxfordshire deliver against its overarching aims for Recovery and Renewal.

### Consolidating recovery and building resilience



Support the **resilience and sustainability of the voluntary and community sector**, specifically to **deliver community-led interventions** with preventative impact.



Focus on **'community activation'**, **empowering residents** to take more **personal responsibility** for the delivery of **joint outcomes** across local communities.

### Addressing the unequal impact of COVID-19



Use **person and family centred approaches** working as an Oxfordshire system to align activities and promote more **joined up community development**.

### Supporting renewal



Drive the delivery of **place-based interventions** to provide support and services where they are most needed.



A stronger and more **collaborative system-wide approach** underpinned by **shared data and insight**.

## Stronger Communities: Shared ambitions

Overarching ambitions have been identified to drive system-wide attention on this theme:

- Local decision making and services are informed by collaborative efforts across the system.
- An increase in joint targeted activity between the system and community & voluntary groups, including hyper-local action where appropriate.
- A reduction in the number of citizens who feel isolated, along with an increase in usage of community and cultural resources, including public libraries and green spaces.
- Citizens in Oxfordshire are healthy, safe and achieving.
- Communities impacted most by COVID-19 receive the required support they need to sustain resilience against any future impact.
- Collaboration to release funding and monitor programmes and initiatives in the VCS, including sharing data and insights.

# 3. Key enablers

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## Overview of key enablers

The delivery of Oxfordshire's Recovery and Renewal Framework will need to be underpinned by two key enablers:



### Ongoing COVID readiness, response and resilience

Alongside recovery, the ongoing delivery of reactive COVID activity in line with national guidelines (incl. the CONTAIN framework) will be important to continuing to manage the health impacts of the pandemic. This includes a number of areas such as:

- Continuing to drive take-up of the vaccine programme across local communities.
- Maintaining clear communications, giving trusted information and guidance to influence behaviours and empower residents to take personal responsibility.
- Retaining proportionate capacity for testing, local contact tracing, and the support of self-isolation to minimise the risks of transmission.
- Supporting national efforts to reduce the risks of variants emerging globally entering the UK through ensuring local compliance with testing and quarantine regimes following international travel.
- Keeping in place robust contingency measures to deal with the unexpected eg. utilising powers to impose local restrictions etc.

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### Systems working

Over the last 18 months, a lot of time and effort has been invested by partners including local government, health and social care, emergency services, the VCS, businesses etc. to establish a whole-system partnership response to COVID-19. The value and strength of this approach is evident from the range of initiatives successfully delivered including (but not limited to):

- The establishment of **joint working groups** to ensure alignment across local place-based issues eg. the 'system-wide local outbreak control communications group' which has increased the collective reach of the system and enabled access to hard-to-reach groups in local communities.
- The ability to **deploy resources flexibly across the system** to rapidly mobilise activities and support direct delivery on the ground eg. passporting funding to the VCS to deliver targeted local initiative.
- The opportunities for **joined up community development** to deliver better local outcomes eg. through the healthy place-shaping agenda which is one specific example of how place-based, community-led models are helping to empower residents and create a better place for people to live and work in.


There is a significant opportunity for partners to continue to build on these successes, specifically as they think about transitioning to focus on Oxfordshire's recovery and renewal from the pandemic.

#### Partners across the system should use this overarching framework to:

- Guide and inform prioritisation of investment and resource to deliver these system-wide priority outcomes.
- Identify further areas where working in partnership across the system may enable the delivery of cross-cutting outcomes across Oxfordshire.

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# Agenda Item 9

 <p><b>WEST OXFORDSHIRE DISTRICT COUNCIL</b></p>	<p><b>WEST OXFORDSHIRE DISTRICT COUNCIL</b></p>
<p>Name and date of Committee</p>	<p><b>Cabinet: Wednesday 16 March 2022</b></p>
<p>Report Number</p>	<p><b>Agenda Item No. 9</b></p>
<p>Subject</p>	<p><b>Finance and Service Performance Report 2021-22 Quarter Three</b></p>
<p>Wards affected</p>	<p>All</p>
<p>Accountable member</p>	<p>Cllr Suzi Coul, Cabinet Member for Finance Email: <a href="mailto:suzi.coul@westoxon.gov.uk">suzi.coul@westoxon.gov.uk</a></p>
<p>Accountable officer</p>	<p>Giles Hughes, Chief Executive Tel: (01993) 861658 Email: <a href="mailto:giles.hughes@westoxon.gov.uk">giles.hughes@westoxon.gov.uk</a></p>
<p>Summary/Purpose</p>	<p>This report provides details of the Council's financial and operational performance at the end of 2021-22 Quarter Three (Q3)</p>
<p>Annexes</p>	<p>Annex A – Service Dashboards Annex B – Detailed Revenue Budget Comparison Annex C – Capital expenditure in the quarter</p>
<p>Recommendation</p>	<p>That the 2021/22 Q3 finance and service performance be noted</p>
<p>Corporate priorities</p>	<p>Climate Action: Leading the way in protecting and enhancing the environment by taking action locally on climate change and biodiversity Healthy Towns and Villages: Facilitating healthy lifestyles and better wellbeing for everyone A Vibrant District Economy: Securing future economic success through supporting existing local businesses and attracting new businesses to deliver the economic ambitions of the Local Industrial Strategy Strong Local Communities: Supporting and building prosperous and inclusive local communities Meeting the Housing Needs of our Changing Population: Securing the provision of market and affordable housing of a high quality for a wide range of householders making their home in West Oxfordshire Modern Council Services and Sustainable Finance: Delivering excellent modern services whilst ensuring the financial sustainability of the Council</p>
<p>Key Decision</p>	<p>No</p>
<p>Exempt</p>	<p>No</p>

## I. BACKGROUND

- I.1. The Council monitors service performance each quarter and a report on progress towards achieving the aim and priorities set out in the Corporate Plan is produced at the end of Q2 and Q4.
- I.2. A high level Commissioning Framework was approved by Cabinet in October 2020 which sets out the relationship between Publica and the Council and their respective responsibilities. Publica must ensure that it provides the necessary information, including a range of performance indicators, to the Council so it can assess whether the commissioned services are being delivered in accordance with the agreed quality and standard. The Council's Chief Executive is responsible for reviewing and approving the information provided in this report prior to its publication.
- I.3. A review of performance indicators was completed in Autumn 2021. Portfolio Holders were involved in discussions with relevant managers about priority areas and identifying suitable metrics to provide assurance on how the Council is performing. A mixture of 'old' and 'new' metrics have been grouped under the following themes: Finance, Revenues and Benefits, Customer Services, Development Management, Housing, and Waste and Environment; and are presented in a new condensed 'dashboard' style report. The aim is to provide a range of related information that can be digested quickly and easily to indicate how the Council is performing in each key area and to provide metrics that give early warning of any developing issues.
- I.4. The Council's Chief Executive has received a report on service performance and has assessed it in line with the high level Commissioning Statement. He has drawn particular attention to the following:
  - i. Due to the rapid spread of the Omicron variant in the UK, the Government announced on 8 December 2021 that England would move to Plan B which would include asking people to work from home if they can from 13 December 2021. Publica staff were advised accordingly but it also recognised the importance for some staff to still come into the offices for operational or personal reasons. The experience gained through the pandemic of hybrid and home working has informed the development of a business case to support agile working in the future.
  - ii. The Council is again distributing business grants on behalf of the government, recognising that the rise of the Omicron variant means some businesses are likely to struggle over the coming weeks. Businesses in the hospitality and leisure sectors in England will benefit from one-off grants of up to £6,000. The Council emailed eligible businesses in mid-January 2022, and the window for applications from other businesses followed shortly afterwards. An Additional Restrictions Grant will also be available for eligible businesses.
  - iii. The Council's business rates collection figure (in year) continues to be affected by the impact of Covid-19 on businesses, as is the case with other councils throughout the country. The Government supported certain businesses with 100% extended retail relief reducing to 66% at the end of June 2021 for the remainder of the financial year. The Council recently received £2.27m of Covid Additional Relief Fund (CARF) to be distributed to those businesses that are not eligible for the extended retail relief but



have been affected by Covid-19. There was a detailed report to Cabinet in February 2022.

- iv. Planning performance is looking more positive this quarter with improvements in determination times. Caseloads appear to be more manageable which has been helped by the two additional posts that the Council approved in Q2, and further improvements are expected once the service returns to full capacity in the next quarter.
- v. The number of fly tips collected has reduced from a previous high level during the first part of the pandemic. Enforcement activity has historically been low, with the removal of fly tips being prioritised, as well as targeted work where necessary. As part of the budget 2022/23, Council agreed to additional resources to increase enforcement activities around fly tipping and improving our response to issues raised.

## 2. COUNCIL PRIORITIES

2.1. Progress continues to be made towards delivery of the Council Plan, and some Q3 highlights are presented below. A comprehensive update presenting the 2021–22 progress towards delivery of the Council Plan and Covid-19 Recovery Plan will be provided at the end of the financial year.

- Successful bid to Homes England for a 3 year Housing Development and Community Facilitator to enable delivery of Salt Cross Garden Village. The post holder has started their appointment, focussing on projects developing community led housing and self-build housing at the Garden Village.
- Five-year Biodiversity Land Management Plans for twelve Council-owned natural green spaces have been developed, consulted on and subsequently embedded within Ubico's contract renewal 2022 as cost-neutral changes.
- Volunteer and Ubico staff training has been delivered to increase the uptake of, and awareness to, ecological land management principles.
- Launch of Sustainable Tourism Survey to encourage sustainable tourism practices within the visitor economy e.g. encouraging uptake of renewable energy solutions; enhancement of biodiversity.
- Partnership work with Wake Up to Woodstock, the Witney Chamber of Trade and local businesses to market tourism in Witney and Woodstock through: [www.cotswolds.com/woodstock](http://www.cotswolds.com/woodstock) and [www.cotswolds.com/witney](http://www.cotswolds.com/witney)
- Delivery of 80 extra care affordable homes in Chipping Norton in partnership with Oxfordshire County Council, and with the use of Growth Deal Funding.
- In partnership with Cottsway Housing and benefitting from Growth Deal Funding, the redevelopment of units which were no longer fit for purpose at Lavender Place, Bampton to provide 18 units for affordable social rent.
- Working in partnership with Blenheim Estates at their Park View development in Woodstock, 11 affordable homes have been delivered to date this year. These Affordable Rent homes continue the model established at Long Hanborough where residents pay 60% of market rent instead of 80%.

## 3. SERVICE PERFORMANCE

3.1. During Q3, there were indications of improvement in some key areas such as benefits and planning. The Council has been made aware of the issues caused by a lack of capacity due to both high workloads as a result of both internal (improvement work /new systems) and

external factors (Covid-19 related, economic) and vacant posts in some services. These issues have been addressed by an injection of additional resources, in particular over the last six months to support services to reduce the backlog of work, and services are reporting that workloads have become more manageable.

- 3.2. Concurrently, improvement work and programmes are on-going. The Planning service's improvement programme has already delivered significant improvements in the validation of applications, and the launch of the OpenPortal will in time reduce workloads in the Revenues and Benefits service as well as Customer services, as more residents/clients are able to self-serve.
- 3.3. Some of the performance indicators that are falling short of their targets are considered below together with rectifying actions:

- Overall, benefit processing times showed improvements at the end of Q3, in particular for Council Tax Support changes which improved by 10 days, and Housing Benefit changes improved by almost three and a half days. The increase in processing times was primarily due to high workloads related to the increase in Universal Credit claims since the start of the pandemic (with much of the New Claims time delays beyond our control), the implementation of the new benefits system, Covid-19 related work, and supporting the administration of discretionary housing grants to the most vulnerable residents in the District.

Resolution: With the injection of additional resources during the previous quarter, the service has successfully reduced the number of outstanding benefit cases. The recovery plan should result in further improvements in performance in Q4. There was a soft launch of the OpenPortal in November which provides a facility for clients to self-serve. Between the launch and 1 January 2022, 306 clients opened an account on the OpenPortal which provides access to both council tax and business rates information as well as benefit claims. This facility is expected to reduce the workload in the back office.

- At the end of Q3, the Council had collected 77.1% of business rates due in the year, which was behind target but was a similar position to this time last year, with that shortfall subsequently materially recovered, as some businesses continue to struggle financially due to the cumulative impact of Covid-19. Many businesses have been supported by extended retail relief and a range of mandatory and discretionary grants. Recovery action was paused during 2020-21 and Magistrates courts did not re-open for liability order hearings until Q1 of this financial year. Overall, there are relatively few options available for the recovery of business rates and the process takes quite a long time, as shown by the extended time taken to recover last year's non payment.

Resolution: The service is continuing to support businesses; sending out reminders, phoning and emailing businesses to encourage them to contact the Council and where possible to set up manageable repayment plans. There is a dedicated team in place for the recovery of rates who are up to date on cases so all possible steps have been taken.

- Overall, planning performance has started to improve with the percentage of applications determined within eight weeks or an agreed timescale moving closer to the target. The number of planning applications coming through especially householder applications started to rise in Summer 2020 in line with the national trend, which coincided with a reduction in capacity due to a number of vacant posts. Over many months, there have been multiple rounds of recruitment across the partnership to increase capacity, many of which were

internal, encouraging the retention of a significant number of existing staff. During Q3, one experienced senior planner left, and although that post was recruited to, it was late in the quarter.

Resolution: Capacity has increased in the service with the two additional posts agreed by the Council. Another three posts were offered in the quarter which should bring the service back to full capacity.

There is an improvement programme and roadmap in place and many elements have been completed. During Q3, a new validation team was established across the partnership, both improving validation times and reducing the number of applications awaiting validation.

Given the number of new starters, a new training programme has been created to build the professional capacity of the service and support the new recruits across the partnership to reach their full potential and deliver a great planning service for the Council.

- The number of missed bins per 100,000 scheduled collections has improved this quarter but remains relatively high at 212 misses per 100,000. This was due to a combination of reasons including the continued national shortage of HGV drivers and capacity levels in the crews, relatively high levels of waste, and the unavailability of the narrow access vehicle. In addition, In-Cab technology was implemented on 29 September so there were some changes to working practices.

Resolution: The service reports that the number of missed bins in January is showing improvements. The narrow access vehicle has been fixed, capacity levels have been restored, and the national shortage of HGV drivers is not currently affecting service delivery but remains a risk. The crews are receiving further training on In-Cab to ensure that the benefits are fully realised. The new technology is expected to improve efficiency in service delivery including reducing the number of misses by providing crew members with assistance to find all of the properties on their particular round.

#### 3.4. Some service areas have performed well or are showing improvements including:

- Through the Council's policies and partnership working, 69 affordable homes reached practical completion in Q3; 47 for affordable rent and 22 for shared ownership including 14 in West Witney (Bovis and Persimmon), 12 in East Carterton (Bloor), 11 in Burford Road, Minster Lovell; and nine in Park View, Woodstock East. A total of 222 reached practical completion during the first nine months of the year against a target of 207.
- The Council's customers are highly satisfied with services delivered by phone, with over 99% of customers responding positively. Surveys for services delivered face to face recommenced in July 2021, and are also yielding high satisfaction rates of nearly 96%.
- The average call waiting time improved for the second consecutive quarter. The average call waiting time reduced from 244 seconds in Q1 to 118 seconds in Q3. The service is continuing to identify 'quick wins' to reduce call waiting time, for example, a message to advise the caller that there was no change to waste collections over the Christmas period was added to the 'waste line' call waiting message.

Currently, 60% of staff in this Council's Customer services team are engaged in Council specific work and 40% are shared workers, adding the much needed resilience to a service that has a relatively high turnover of staff. The procurement of common systems and software across the partnership has provided an opportunity to streamline processes

resulting in more efficient services. Further gains in service efficiency and resilience could be delivered by increasing the level of shared working across the partnership.

- The number of fly tips collected appears to be falling reflecting the lifting of restrictions which follows a marked increase during the first part of the pandemic.

3.5. The service dashboards are attached at **Annex A**.

#### 4. FINANCIAL PERFORMANCE – Q3 2021/22

4.1. Significant variances and those of note are explored in the body of this report. A full list of variances by cost centre is included at **Annex B**.

4.2. Q3 results overall are broadly in line with what was reported in Q1 (£219k) and Q2 (£420k).

4.3. £227k of the £543k underspend is attributable to the disparity between the revised garden waste fees and the budget which wasn't updated to reflect them. This has been amended for 22/23.

4.4. Overall Q3 remains encouragingly on track.

### WEST OXFORDSHIRE DISTRICT COUNCIL - Budget Monitoring

#### Revenue Budget Monitoring 2021/22 - Quarter 3, 1st April 2021 to 31st December 2021

Service Area	Quarter 3			
	Original Budget 2021/22	Profiled Budget	Actual Exp	Variance (under) / over spend
	£	£	£	£
Democratic and Committee Services	952,702	735,586	767,320	31,733
Environmental & Regulatory Services	478,583	319,012	245,799	(73,214)
Environmental Services	7,088,145	4,426,038	4,380,681	(45,357)
Finance, Human Resources & Procurement	889,592	696,619	669,723	(26,896)
ICT, Change & Customer Services	1,801,649	1,286,255	1,223,943	(62,312)
Land, Legal & Property	863,453	556,305	425,304	(131,000)
Leisure & Communities	2,057,791	887,874	776,803	(111,071)
Planning & Strategic Housing	712,370	663,632	439,351	(224,282)
Revenues & Housing Support	894,923	922,777	832,429	(90,348)
Investment Property and Retained Services	(1,870,756)	(2,181,245)	(2,097,639)	83,606
<b>Total cost of services</b>	<b>13,868,452</b>	<b>8,312,853</b>	<b>7,663,713</b>	<b>(649,139)</b>
Plus:				
Investment income receipts	(787,778)	(590,834)	(485,038)	105,796
<b>Cost of services before financing:</b>	<b>13,080,674</b>	<b>7,722,019</b>	<b>7,178,676</b>	<b>(543,343)</b>

4.5. Income from car parking penalty charge notices has improved during Q3 to 35% of budget for off street and 42% of budget for on street. Even though this is a modest improvement on

results reported at Q2 it still represents a significant loss of income for the year with the shortfall currently estimated at £140,000.

- 4.6. Legal Services is forecast to be £65,000 underspent at the end of Q4. This is due to the impact of staffing changes at Cotswold District Council and provides a reduction in the Partnership fee payable for the year of £38,000. There is an underspend of £18,000 for external legal advice (barristers) together with other small underspends.
- 4.7. The Revenues Recovery Team have continued their good work throughout Q3, reducing Council Tax and Business Rates arrears relating to 2020/21 that were the direct result of Covid. The outstanding balances represent 1.85% of all Council Tax collectible in 2020/21 and 3.9% of Business Rates.

	20/21 Debt		
	31.03.21	21/22 Recovery	Outstanding
Council Tax	2,654,906	-969,226	1,685,680
Business Rates	1,871,523	-965,052	906,471

- 4.8. The Council entered into a new arrangement with our card transaction service in Q3 which, based on the previous 12 months transactional volume, will deliver a £44,000 cost reduction per annum. This will not eradicate the overspend in this cost centre by the end of Q4 which is forecast to be £95,000 but significant improvement will be seen over the course of the next financial year.
- 4.9. Land Charges income is forecast to be £50,000 below budget at the end of Q4 due to a fall in search requests over the year as a result of a slower moving housing market. Expenditure is being well controlled and is expected to be within budget at the end of Q4.
- 4.10. The costs of recycling have climbed steadily through Q3 compared to the first two quarters of the year. The average monthly contract cost from April to September was £47,000, this rose to between £83,000 and £97,000 a month in Q3 some of which is due to an increased level of recycling over the Christmas period. The recycle market is very volatile both in terms of income earned and gate fees per tonne for processing. The Contracts team are monitoring the fluctuations in both income and expenditure very closely.
- 4.11. Planning Application income in Q3 is consistent with the performance reported in Q1 & Q2 and is currently £184,000 above budget.
- 4.12. The Revenues Team will be administering both the Covid Additional Relief Fund and the £150 Council Tax rebate payments for properties in Bands A – D during Q4 and into Q1 of 2022/23. This is a significant additional workload. The Council has received New Burdens funding to administer multiple additional work streams during 2021/22 some of which may be used to offset the cost of temporary resource for these two schemes.
- 4.13. A more detailed analysis of budget variances can be found at **Annex B**.
- 4.14. Capital expenditure is showing a significant variance to budget, mainly due to timing differences in several major projects and the lack of suitable investments as discussed in the budget papers.
- 4.15. The High Speed Broadband project is complete with invoicing for payment expected imminently but other large expenditure such as the Ubico fleet replacement has been slowed due to the long lead time on vehicles between ordering and delivery.

- 4.16. Requests to roll forward unspent capital budget will be included formally in the Q4 outturn report for member approval.
- 4.17. An overview of the Capital budget showing spent to Q3 is included at **Annex C**.

## **5. LEGAL IMPLICATIONS**

- 5.1. None

## **6. RISK ASSESSMENT**

- 6.1. None

## **7. ALTERNATIVE OPTIONS**

- 7.1. None

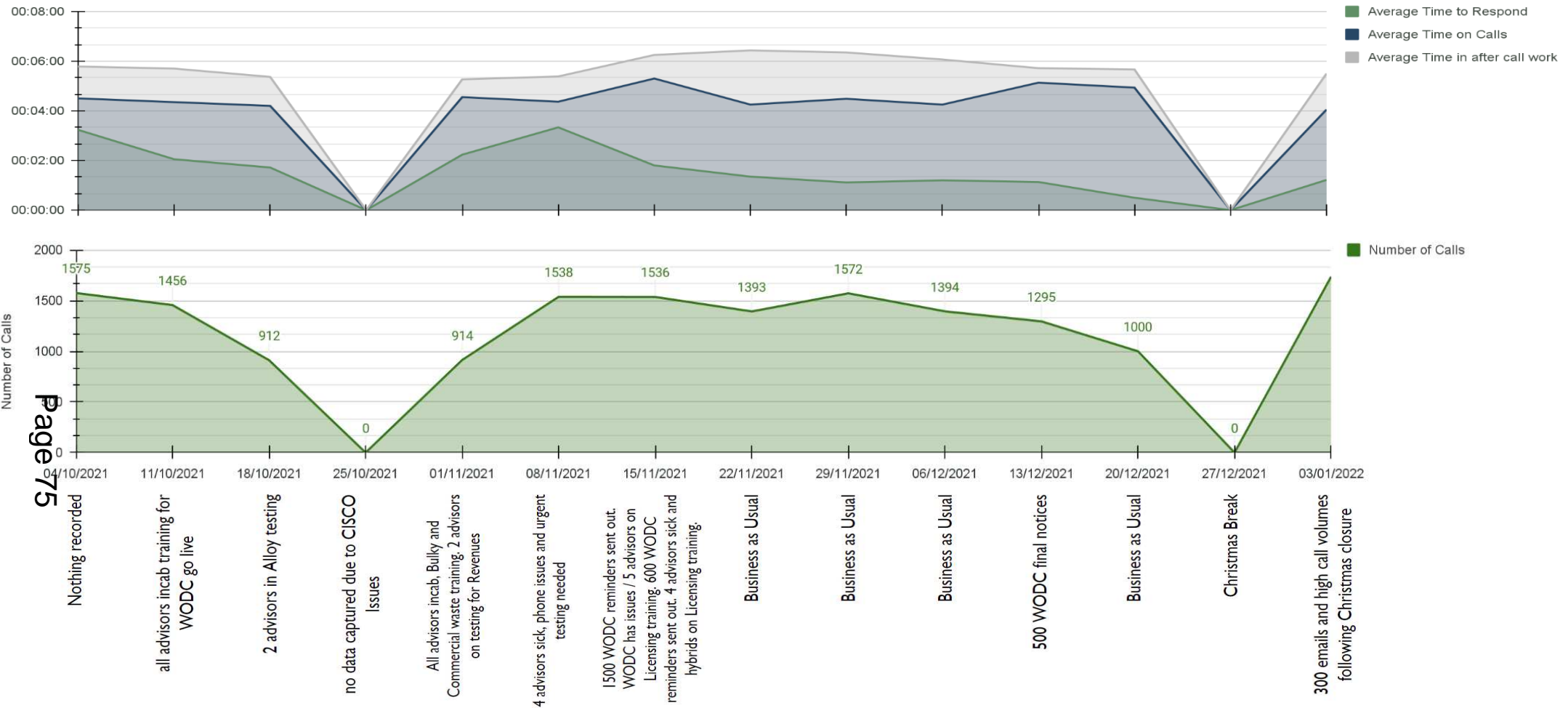
## **8. BACKGROUND PAPERS**

- 8.1. None



Satisfied

# Customer Services Quarter 3



Service delivery is affected by a range of factors both within the service such as staff absence and in other services such as the implementation of new software which requires advisors to be trained up; as well as mass comms sent to residents /clients such as council tax reminders, garden renewals and election registration.

No calls data was recorded between 22 Oct and 2 Nov due to an issue with CISCO. This did not affect service delivery.

There was a spike in average response time during the week commencing 8 November which then continued to improve for the remainder of the quarter. The spike was due to a relatively high call volume, lower capacity in the service, a temporary issue with the phones, as well as OpenPortal training for advisors, in preparation for a soft launch in November 2021.

As expected, the average time on call increased following the mail out of council tax reminders and final notices as some of the calls can be complex to resolve, require payment plans to

be set up or the completion of action sheets for the back office.

The Customer Services manager will work with services to ensure a more controlled roll out of communications which should reduce the variation in both call volumes and all aspects of call handling resulting in a more consistent service delivery.

Note: The response time, on call time, and after call time data include data for West Oxfordshire specific staff and shared staff, based on a 60% - 40% split respectively. This arrangement helps to improve resilience in the service.

# Development Management Quarter 3

Average Planner Caseload (snapshot)

39  
TARGET 50

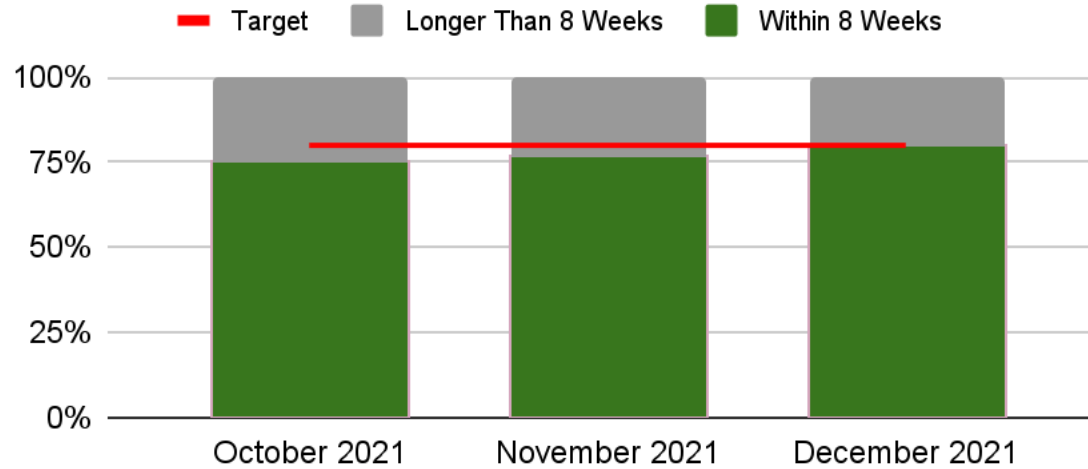
Average Senior Planner Caseload (snapshot)

39  
TARGET 35

Average Principal Planner Caseload (snapshot)

27  
TARGET 20

Planning Decisions (PS1/PS2) made within 8 weeks or agreed time (Excludes applications for discharge of conditions, pre application advice and general enquiries)



Average Cases closed per Planner in Quarter

52  
TARGET 50

Average Cases closed per Senior Planner in Quarter

29  
TARGET 40

Average Cases closed per Principal Planner in Quarter

23  
TARGET 25

Average days from receipt to validation

7  
TARGET 7

Customer Satisfaction



87.5%

The central bar chart shows performance gradually improving back towards target. The new validation processes have continued to deliver excellent performance with the time taken to validate applications far better than previously and more resilience to account for peaks of demand, staff absences etc.

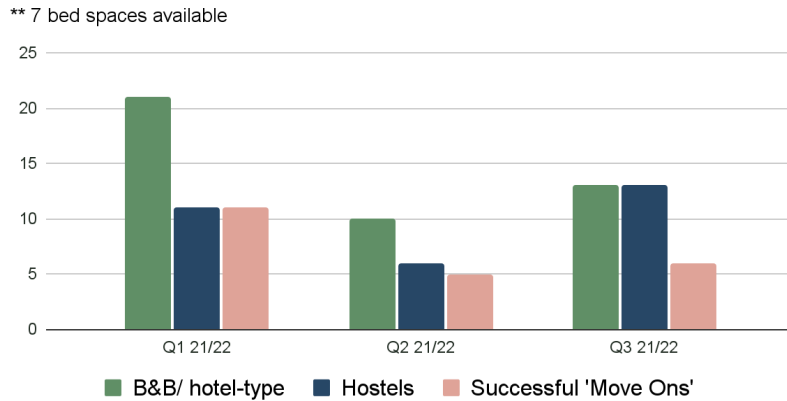
One experienced Senior Officer left during the quarter and was replaced by a new Senior/Principal Planner late in the quarter. The prolonged period when we were without Senior Planners has meant that the 'average cases closed per senior planner' was lower than expected; and their workload has had to be reallocated upwards/downwards, which has mainly impacted on principal planner caseloads. This will be corrected in time now vacancies are filled



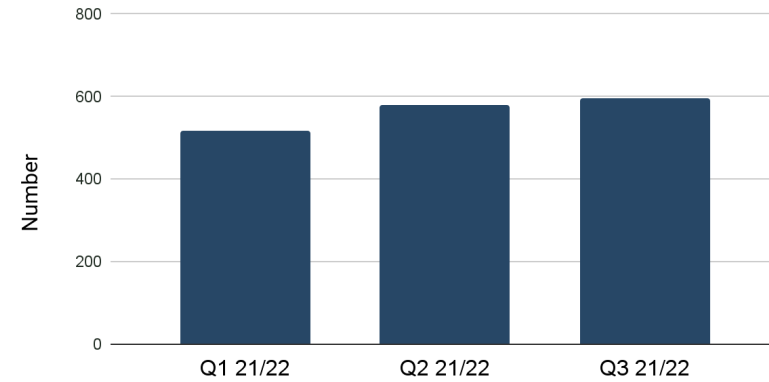


# Housing Quarter 3

Number of households in B&B and hostels (snapshot at the end of each quarter), and successful 'move ons'



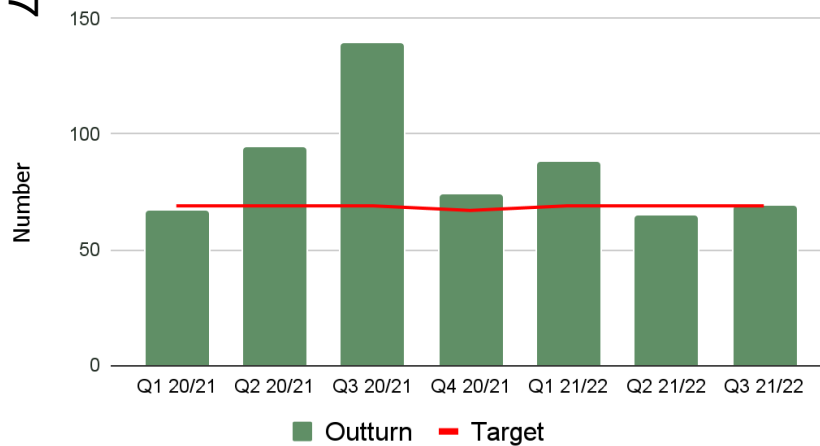
The number of Long Term Empty Properties (6 months plus) in the District



The number of households contacting the Council as homeless or threatened with homelessness has increased due to both the lifting of the eviction ban in October 2021, and the Government's Protect and Vaccinate directive in December and concerns about the impact of the Omicron variant on those who were at risk of rough sleeping. The Housing Team focuses on the Prevention approach where possible and specialist officers provide dedicated support and bespoke solutions to clients in order to move them on from emergency accommodation as quickly as possible. Increasing the supply of available housing is key to reducing homelessness in the District. However, the availability of social housing stock remains low and it is often difficult to place clients in private rented accommodation as these properties need a guarantor.

Through negotiation with developers, the Council facilitates the delivery of affordable housing; and through its policies and partnership working, 69 homes were completed for affordable rent and shared ownership making a total of 222 for the year. In addition, a range of proactive work is being undertaken to reduce the number of Long Term Empty (LTE) properties in the District. The Council's LTE officer contacts property owners to offer advice on the options available to them; and during Q3 was able to remove 146 properties from the LTE list, although 162 were added. A three month rolling action plan is in place, and includes tackling some of the complex cases such as those properties on LTE levy, where the account is in arrears and the owner is unresponsive; as well as contacting those householders whose properties are about to slip into LTE status or an increased levy.

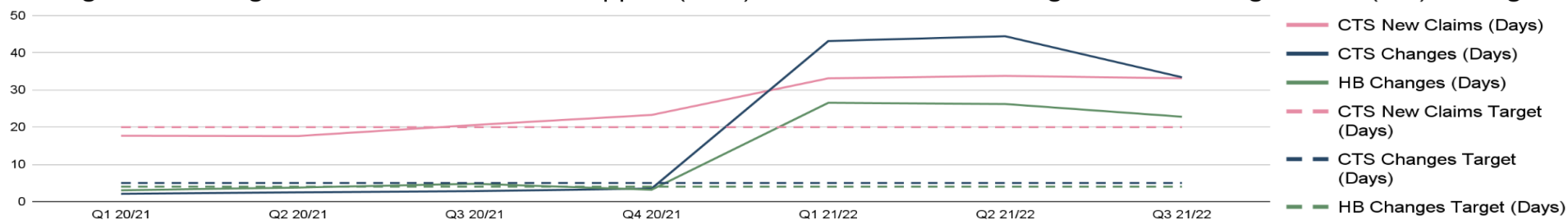
The number of affordable homes reaching practical completion



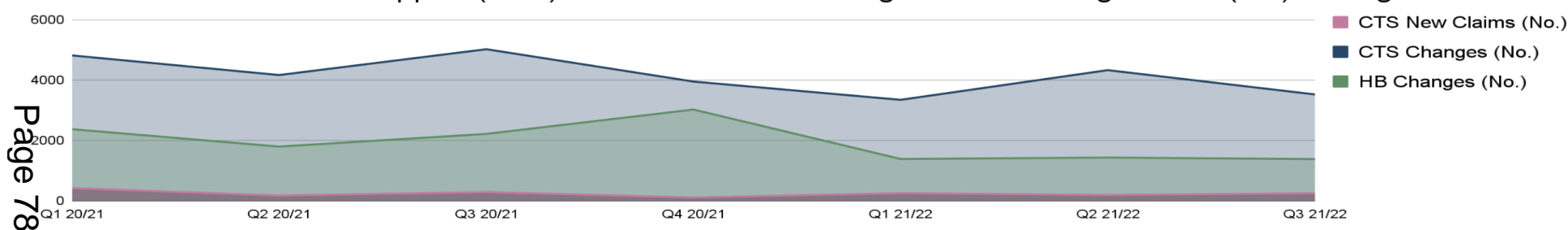
\*practical completion is when the property is ready for occupation

# Revenues and Benefits Quarter 3

Average Processing Times For Council Tax Support (CTS) New Claims and Changes and Housing Benefit (HB) Changes



Number of Council Tax Support (CTS) New Claims and Changes and Housing Benefit (HB) Changes

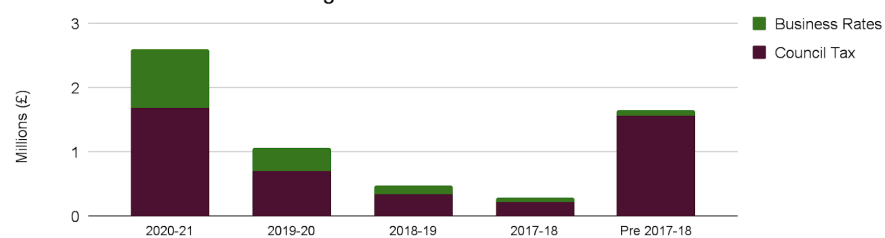


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### 21/22 Collection Rates

	Council Tax		Business Rates	
	Actual	Target	Actual	Target
QTR	31.6%	32%	25.6%	30%
YTD	90.2%	80%	77.1%	87%

Council Tax & Business Rates Aged Debt



### Qtrly Aged Debt

% Change Council Tax

Q3 is the baseline

% Change Bus. Rates

Q3 is the baseline

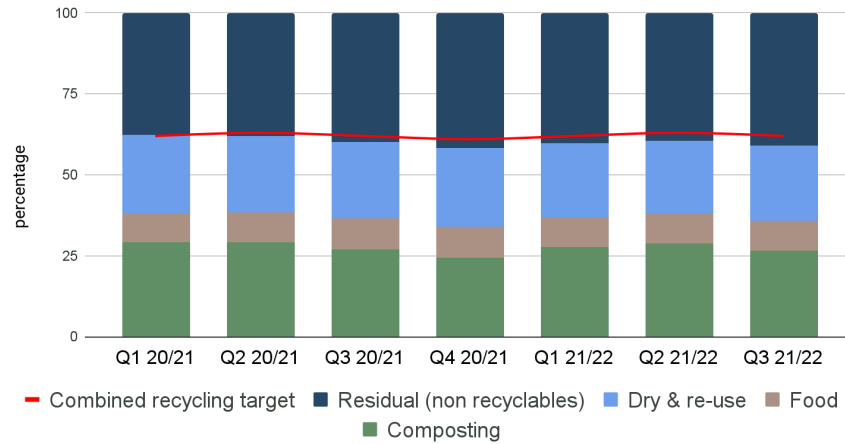
With the injection of additional resources in the previous quarter, benefit processing times are beginning to improve, in particular CTS changes. The volume of benefit claims increased at the start of the pandemic resulting in longer processing times which was further exacerbated by high workloads from Covid-19 related work, the implementation of the new benefits system, and a software failure (fixed in Dec/Jan).

The business rates collection rate continues to be lower than pre-Covid times and is expected to remain depressed as businesses are struggling financially due to the impact of Covid-19 and the Omicron variant. The service continues to support businesses and encourages them to make contact to discuss options. There is a dedicated team in place for the recovery of rates who are up to date on cases (following the pause in 2020-21 and closure of Magistrates Court). The Council has recently received £2.27m in Covid-19 additional relief fund (CARF) for those businesses which did not receive the extended retail rates relief and have been impacted by Covid-19. These businesses will have their business rates accounts credited for the current year.

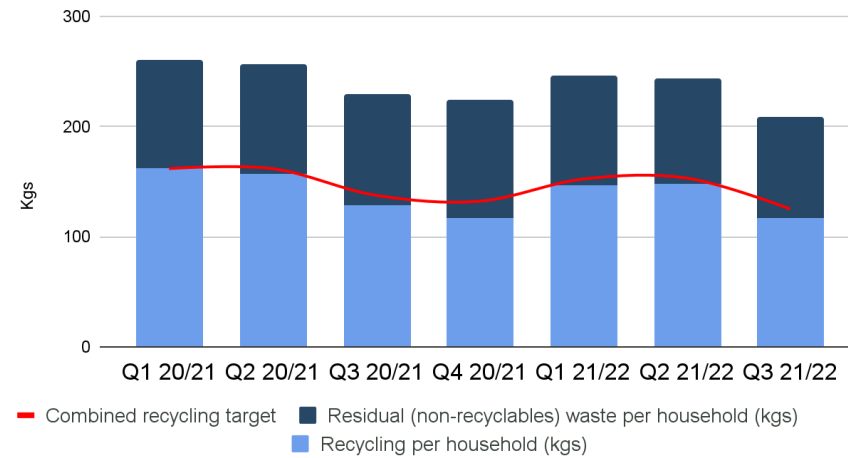


# Waste and Environment Quarter 3

### (Cumulative) Household waste collected composition



### Household waste collected per household

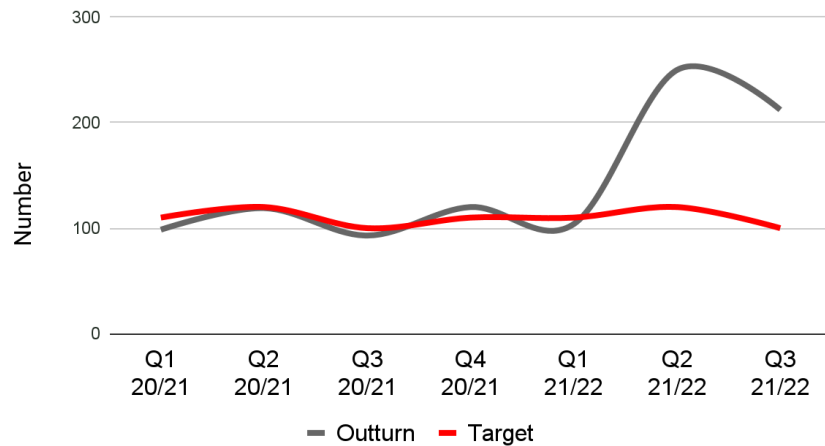


At the end of Q3, the combined recycling rate was one percentage point down on the previous year when the District produced higher amounts of all types of household waste due to Covid-19. All recycling streams (tonnages) have fallen compared to the previous year but are still higher than 2019-20; and there are signs over the last six months that residual waste (non-recyclables) per household is returning to levels prior to Covid.

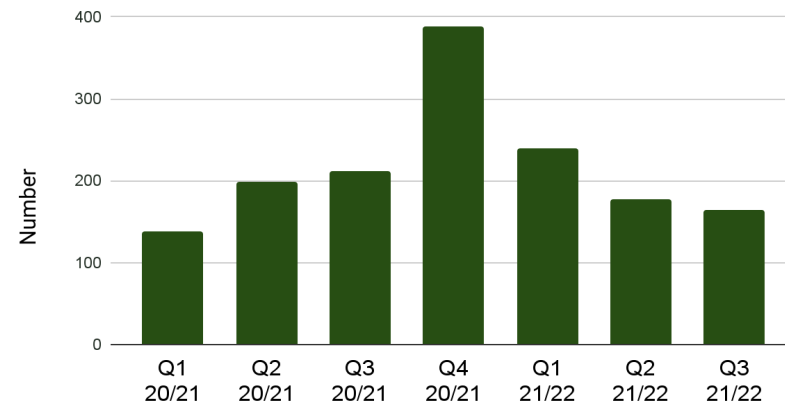
The number of missed bins per 100,000 scheduled collections has started to improve and the service reports further improvements in January as In-Cab technology begins to embed. A continued national shortage of HGV drivers and capacity levels in the crews, relatively high levels of waste, and the unavailability of the narrow access vehicle contributed to a higher number of misses in the quarter. The narrow access vehicle has since been fixed, capacity levels have been restored, and the national shortage of drivers is not currently affecting service delivery but remains a risk.

The number of fly tips peaked during the final national lockdown and appear to be falling which may reflect the lifting of restrictions. As part of the budget 2022/23, Council agreed to additional resources for an Environmental Officer to increase enforcement activities around fly tipping and improving our response to issues raised.

### Missed bins per 100,000 scheduled collections



### Number of flytips collected



# WODC FINANCIAL PERFORMANCE SUMMARY

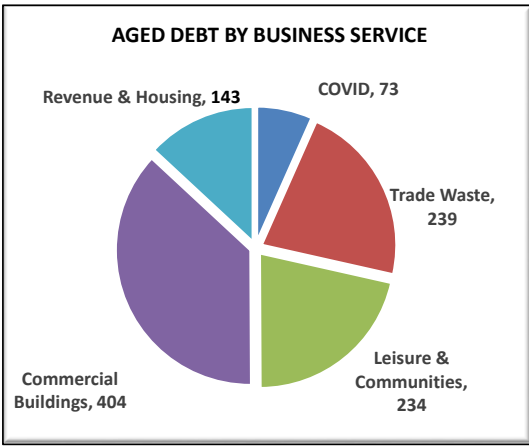


Service Area	£k			Variance (under) / over
	Original Budget	Profiled Budget	Actual Exp.	
Democratic and Committee Services	953	736	767	32
Environmental & Regulatory Services	479	319	246	(73)
Environmental Services	7,088	4,426	4,381	(45)
Finance, Human Resources & Procurement	890	697	670	(27)
ICT, Change & Customer Services	1,802	1,286	1,224	(62)
Land, Legal & Property	863	556	425	(131)
Leisure & Communities	2,058	888	777	(111)
Planning & Strategic Housing	712	664	439	(224)
Revenues & Housing Support	895	923	832	(90)
Investment Property and Retained Services	(1,871)	(2,181)	(2,098)	84
<b>Total cost of services</b>	<b>13,868</b>	<b>8,313</b>	<b>7,664</b>	<b>(649)</b>
Plus:				
Investment income receipts	(788)	(591)	(485)	106
<b>Cost of services before financing:</b>	<b>13,081</b>	<b>7,722</b>	<b>7,179</b>	<b>(543)</b>

AGED DEBT SUMMARY					
	Dec-21	Sep-21	Movement vs. prior period		
Invoices	1,244	1,356	112	8%	↓
£k	1,093	1,426	333	31%	↓

Aged Debt Summary:

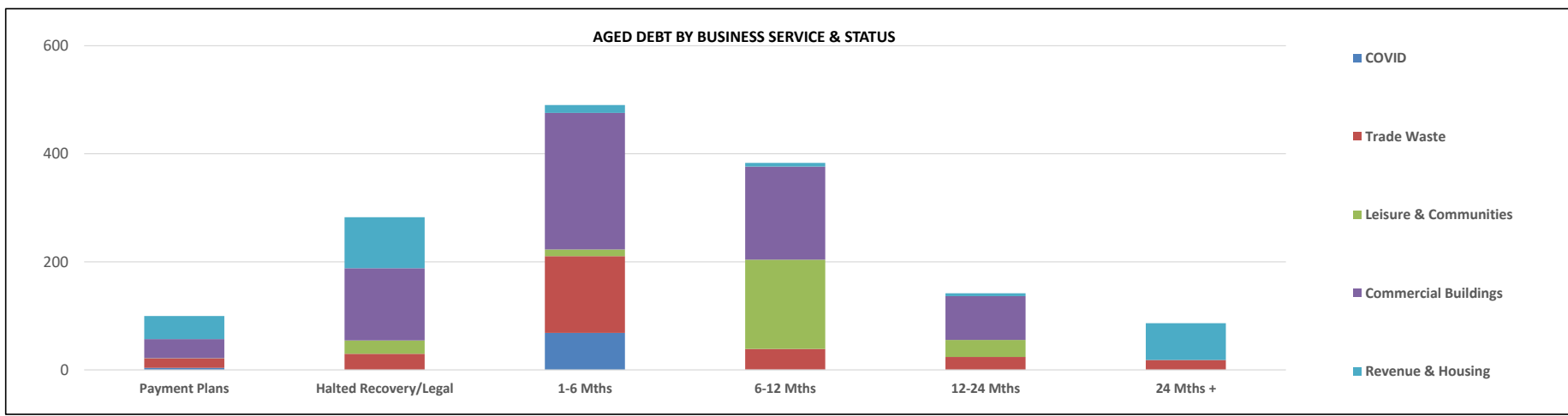
- Since arriving our specialist Credit Controller has focussed on debt over 3 months old with the aim of bringing every case to a conclusion.
- A lot of effort has been successfully put into making sure that invoices do not become overdue by proactively liaising with customers.
- During Q4 recovery will be focussed on resolving the Covid Relief grant debts totalling £128k, Trade Waste totalling £126k and any debt older than 30 days.



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Overall Summary:

Q3 performance is consistent with that reported at Q1 and Q2. There have been unavoidable income pressures faced in areas like Car Parking, Trade Waste, Bank Charges, Building Control and Land Charges but some Service areas have over-performed their income budget i.e. Development Management, Commercial Property and Green Waste. Action has been taken to significantly reduce Bank Charges with the introduction of a new contract with our card processor the benefits of which will be more clearly seen in the coming months. Controlling expenditure has been key to the positive outturn in Q3 and this can be seen across all areas of the Council in areas such as the new cleaning contract for public conveniences, rationalisation of software licences, printing, professional fees and equipment.



	Q3 position		
	Profiled Budget	Actual Exp	Variance (under) / over spend
	£	£	£
<b>Democratic Services</b>			
DRM001-Democratic Representation and Mgmt	92,990	98,950	5,960
DRM002-Support To Elected Bodies	294,813	300,779	5,967
ELE001-Registration of Electors	44,700	51,594	6,894
ELE002-District Elections	56,775	51,365	(5,410)
ELE004-Parliamentary Elections	0	2,386	2,386
ELE005-Parish Elections	0	2,038	2,038
ELE006-County Elections	0	0	0
ELE007-European Elections	0	0	0
ELE008-Police & Crime Commissioner Elections	0	0	0
SUP001-Administration	246,309	260,206	13,897
<b>Total - Democratic Services</b>	<b>735,586</b>	<b>767,320</b>	<b>31,733</b>

SUP001 - the overspend is due to the additional post of an Elections Manager and an Interim Monitoring Officer.

	Q3 position		
	Profiled Budget	Actual Exp	Variance (under) / over spend
	£	£	£
<b>Environmental &amp; Regulatory Services</b>			
BUC001-Building Control - Fee Earning Work	(104,643)	(94,170)	10,473
BUC002-Building Control - Non Fee Earning Work	51,441	55,697	4,257
EMP001-Emergency Planning	10,317	5,733	(4,584)
ESM001-Environment - Service Mgmt & Supp Serv	79,931	70,345	(9,586)
PSH002-Private Sector Housing-Condition of Dwellings	2,250	0	(2,250)
REG001-Environmental Health General	0	5,524	5,524
REG002-Licensing	(31,942)	(38,799)	(6,856)
REG009-Environmental Protection	126,599	43,244	(83,355)
REG011-Authorised Process	(11,900)	(10,185)	1,715
REG013-Pollution Control	92,173	90,017	(2,156)
REG016-Food Safety	97,287	98,727	1,440
REG021-Statutory Burials	3,750	9,373	5,623
TAC309-Other Trading Services - Markets	3,350	10,154	6,804
<b>Total - Environmental &amp; Regulatory Services</b>	<b>319,012</b>	<b>245,799</b>	<b>(73,214)</b>

ESM001 - £4k underspend on legal expenses, £7k underspend on IT maintenance,

REG009 - we have received £72,000 for the PRS Enforcement project, the majority of the expenditure will be in Q4 and

BUC001 - Building Control income is currently £12,000 behind budget

	Q3 position		
	Profiled Budget	Actual Exp	Variance (under) / over spend
	£	£	£
<b>Finance, Human Resources &amp; Procurement</b>			
SUP003-Human Resources	119,134	112,875	(6,259)
HLD302-Miscellaneous Cash	0	100	100
HLD313-Lease Cars	0	(1,761)	(1,761)
SUP009-Accountancy	231,749	230,869	(881)
SUP010-Internal Audit	154,891	151,012	(3,880)
SUP011-Creditors	31,109	26,331	(4,777)
SUP012-Debtors	41,494	36,292	(5,202)
SUP013-Payroll	42,509	36,910	(5,599)
SUP019-Health & Safety	22,961	23,551	591
SUP020-Training & Development	19,949	20,462	513
SUP033-Central Purchasing	26,123	26,209	86
SUP035-Insurances	6,700	6,872	172
<b>Total - Finance, Human Resources &amp; Procurement</b>	<b>696,619</b>	<b>669,723</b>	<b>(26,896)</b>

Across the service there are small underspends for IT maintenance, Support & Hosting charges and Professional Fees.

	Q3 position		
	Profiled Budget	Actual Exp	Variance (under) /
	£	£	£
<b>ICT, Change &amp; Customer Services</b>			
SUP002-Consultation, Policy & Research	87,207	87,796	589
HLD301-ICT Purchases	0	12	12
SUP005-ICT	523,762	510,009	(13,753)
SUP006-Telephones	(5,000)	4,580	9,580
SUP008-Reception/Customer Services	347,492	345,748	(1,744)
SUP014-Cashiers	4,825	0	(4,825)
SUP041-Business Solutions	222,885	217,016	(5,869)
TMR002-Street Furniture & Equipment	(3,599)	(17,173)	(13,573)
TOU002-Tourist/Visitor Information Centre	108,684	76,656	(32,028)
<b>Total - ICT, Change &amp; Customer Services</b>	<b>1,286,255</b>	<b>1,224,644</b>	<b>(61,611)</b>

TOU002 - The Visitor Information Centres were closed at the end of July 2021. To the end of Q3 there is a £25,000 underspend on the Publica contract, £2,000 underspend on Business Rates and £4,000 of income from selling off the VIC stock.

TMR002 - there is an underspend of £4,800 on equipment purchases and a £9,000 over achievement of income.

	Q3 position		
	Profiled Budget	Actual Exp	Variance (under) / over spend
	£	£	£
<b>Land, Legal &amp; Property</b>			
ADB301-3 Welch Way (Town Centre Shop)	13,418	4,549	(8,869)
ADB302-Guildhall	6,932	4,399	(2,534)
ADB303-Woodgreen	133,462	120,952	(12,510)
ADB304-Elmfield	109,933	102,780	(7,153)
ADB305-Corporate Buildings	299,903	278,612	(21,291)
ADB306-Depot	(59,300)	(81,619)	(22,319)
LLC001-Local Land Charges	(118,476)	(82,986)	35,490
SUP004-Legal	184,659	128,218	(56,441)
TAC303-Swain Court & Newman Court Ind Est Witney	(14,226)	(49,600)	(35,374)
<b>Total - Land, Legal &amp; Property</b>	<b>556,305</b>	<b>425,304</b>	<b>(131,000)</b>

ADB305 - There is a £18,000 underspend in reactive maintenance and external fees.

ADB306 - Invoices have been raised to the value of £20,000 for the previous financial year which have been paid in full.

LLC001 - the underachievement of income has doubled to £35,000 in Q3 compared to Q2. Income throughout the year has continued to be affected by the softening of the housing market. The year end forecast is for an underachievement of income of £50,000. Expenditure is within budget and is expected to remain in budget during Q4.

SUP004 - The Legal Team operates as a shared service with Cotswold District Council. Due to a vacancy there has been a £28,000 reduction in the partnership staff recharge to the end of Q3. In line with reporting in Q1 & Q2 there has not been the need to engage external legal expertise (barristers) resulting in an underspend of £18,000 and further underspends of £10,000 for books and software licences. The year end position is expected to be an overall underspend of £65,000.

TAC303 - A £16,000 credit note relating to a 2019 payment has been received producing an underspend in rent payments that will continue to the end of the year and there is a £17,000 underspend on reactive maintenance.

	Q3 position		
	Profiled Budget	Actual Exp	Variance (under) / over spend
	£	£	£
<b>Leisure &amp; Communities</b>			
CCR001-Community Safety (Crime Reduction)	80,707	73,281	(7,426)
CCR002-Building Safer Communities	1,876	(3,793)	(5,668)
CCR301 - Communities Revenue Grant	163,328	170,012	6,685
CCT001-CCTV	82,550	88,712	6,162
CSM001-Cultural Strategy	66,973	57,668	(9,305)
CUL001-Arts Development	41,178	37,025	(4,153)
ECD001-Economic Development	63,800	45,880	(17,920)
REC001-Sports Development	17,509	(24,217)	(41,726)
REC002-Recreational Facilities Development	37,864	39,337	1,474
REC003-Play	32,277	33,876	1,600
REC301-Village Halls	10,037	10,192	156
REC302-Contract Management	59,157	25,893	(33,264)
SUP016-Finance - Performance Review	75,277	76,213	936
TOU001-Tourism Strategy and Promotion	155,343	146,723	(8,620)
<b>Total - Leisure &amp; Communities</b>	<b>887,874</b>	<b>776,803</b>	<b>(111,071)</b>

CCT001 - there is an overspend of £4,000 in equipment purchases for replacement cameras.

ECD001 - £20,000 of funding received for local referendums, related to WODC support of Neighbourhood Planning activity with Town/Parish Councils.

REC001 - £55,000 grant received for Move Together project, the expenditure for which will continue through Q4. There is also the addition of a one year FTC Healthy Communities Project worker post which ends in June 2022.

REC302 - There is invoiced income of £39,743 for the Solar PV.



	Q3 position		
	Profiled Budget	Actual Exp	Variance (under) / over spend
	£	£	£
<b>Environmental Services</b>			
CCC001-Climate Change	65,146	70,367	5,221
COR301-Policy Initiatives - Shopmobility	15,716	11,474	(4,242)
CPK001-Car Parks - Off Street	50,318	71,356	21,038
CPK011-On Street Civil Parking Enforcement	14,032	86,674	72,643
ENI002-Grounds Maintenance	330,300	345,971	15,670
ENI303-Landscape Maintenance	55,379	56,931	1,552
FLD001-Flood Defence and Land Drainage	111,384	110,450	(934)
REG004-Dog Warden	41,490	51,397	9,907
REG005-Public Health Sewerage	(18)	0	18
REG018-Pest Control	10,500	1,949	(8,551)
REG019-Public Conveniences	113,395	90,955	(22,439)
REG023-Environmental Strategy	60,050	55,424	(4,627)
RYC001-Recycling	1,961,281	2,033,665	72,384
RYC002-Green Waste	(299,618)	(515,310)	(215,692)
STC004-Environmental Cleansing	773,543	781,693	8,150
STC011 - Abandoned Vehicles	0	(1,207)	(1,207)
TRW001-Trade Waste	(151,880)	(106,513)	45,367
TRW002-Clinical Waste	(825)	(14)	811
WST001-Household Waste	1,276,995	1,244,444	(32,551)
WST004-Bulky Household Waste	9,976	(3,683)	(13,659)
WST301-Env. Services Depot, Downs Rd, Witney	(11,125)	(5,342)	5,783
<b>Total - Environmental Services</b>	<b>4,426,038</b>	<b>4,380,681</b>	<b>(45,357)</b>

CPK001 - there has been an improvement in the performance of Off Street parking during Q3 with income now at 35% of budget.

CPK011 - the performance during Q3 mirrors Q2 with income at 42% of budget.

REG019 - the new cleaning contract, put in place after the approval of the 2021/22 budget has delivered a saving of £33,000 to the end of Q3. Business Rates for Public Conveniences have been abolished saving the Council £9,000 but income is £12,000 behind budget and utilities are £7,000 overspent.

RYC001 - the costs of handling our recycling has significantly increased during Q3 and into Q4. Monthly charges have risen to £98,000 from the Q2 average of £48,000 per month. The overspend on this contract at the end of Q3 is £106,000. There has also been a £10,000 overspend on containers but a saving of £46,000 on legacy budgets for IT licences, Marketing and Professional Fees offsets this.

RYC002 - The approved fee increase for 2021/22 was not included in the final budget causing an overachievement of income at the end of Q3 of £227,000. The budget for 2022/23 has been amended to include both the 2021/22 fee increase and the 2022/23 fee increase.

TRW001 - the number of Trade Waste customers has not improved since Q2 and income from Trade Waste collections is £77,000 below budget, offset by £30,000 of chargeable household waste (Schedule 2 collections). Aged Debt between 3 months to 2 years old currently stands at £126,000.

WST001 - there is a £26,000 underspend on bin purchases and a £6,000 underspend for the legacy Marketing budget.

	Q3 position		
	Profiled Budget	Actual Exp	Variance (under) / over spend
	£	£	£
<b>Planning &amp; Strategic Housing</b>			
DEV001-Development Control - Applications	(265,885)	(455,543)	(189,658)
DEV002-Development Control - Appeals	57,237	58,299	1,062
DEV003-Development Control - Enforcement	116,859	119,147	2,288
ECD301-WOSP - West Oxon Strategic Partnership	6,750	1,575	(5,175)
ENA001-Housing Enabling	87,309	75,066	(12,242)
ENI301-Landscape Initiatives	38,966	38,840	(126)
HLD315-Growth Board Project (Planning)	62,838	64,251	1,413
PLP001-Planning Policy	370,880	379,314	8,434
PLP003-Implementation	(688)	0	688
PLP004-Conservation	63,986	65,472	1,486
PSM001-Planning Service Mgmt & Support Serv	125,380	92,929	(32,451)
<b>Total - Planning &amp; Strategic Housing</b>	<b>663,632</b>	<b>439,351</b>	<b>(224,282)</b>

DEV001 - Planning Application income has performed consistently well over the first three quarters of the year and is £184,000 in excess of budget. The budget for 2022/23 has been increased by £100,000 in light of major applications expected next year

PSM001 - Professional services are underspent by £20,000, double the underspend reported in Q2. There are further small underspends across supplies & services such as printing, franking and subscriptions

## Annex C - Capital spend at Q3


### Capital Programme - 2021/22

Scheme	2021/22 Original budget	2021/22 Total budget	Actual Expenditure Q3	2021/22 budget remaining
Developer Capital Contributions <b>(a)</b>			59,750	
IT Provision - Systems & Strategy	112,244	112,244	38,484	73,760
In-cab technology	140,000	140,000	136,889	3,111
Deployment of High Speed Broadband	1,230,366	1,230,366	76	1,230,290
Council Buildings Maintenance Programme	325,000	325,000		325,000
IT Equipment - PCs, Copiers etc	40,000	40,000	15,308	24,692
CCTV - Upgrading	200,000	200,000		200,000
Improvement Grants	606,800	606,800	487,799	119,001
Shop Mobility - Replacement stock	10,000	10,000		10,000
Replacement dog and litter bins	52,701	52,701	67,020	(14,319)
Replacement Street Sweepers	200,000	200,000		200,000
Ubico Fleet - Replace Vehicle Hire Costs	1,004,374	1,004,374	136,151	868,223
Vehicle & Plant Renewal	70,157	70,157		70,157
Cottsway - Blenheim Court Growth Deal	170,500	170,500		170,500
Unicorn CPO purchase provision	700,000	700,000		700,000
Town Centre Shop building renovation project	75,000	75,000		75,000
Cottsway - Lavender Place Growth Deal	99,000	99,000		99,000
Affordable Housing in Witney (Heylo)	1,761,875	1,761,875		1,761,875
Community Grants Fund	325,115	325,115	132,217	192,898
Madley Park playing Fields Project	6,165	6,165		6,165
Chipping Norton Creative	30,063	30,063	8,519	21,544
Carteron Connects Creative (Swinbrook s106)	47,280	47,280	2,720	44,560
Electric vehicle recharging points	400,000	400,000		400,000
Raleigh Crescent Play Area (s. 106)	75,000	75,000		75,000
Old Court House, Witney	1,452,750	1,452,750	1,274,471	178,279
Property Purchase in Carterton <b>(b)</b>			2,400,462	
Investment Strategy for Recovery	15,000,000	15,000,000		12,599,538
	<b>24,134,389</b>	<b>24,134,389</b>	<b>4,704,725</b>	<b>19,429,664</b>

(a) These are ad hoc project expenditure from S106 funds and as such sit outside the normal Capital budget

(b) This property purchase forms part of the Investment Strategy which had a total budget of £15m

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 <b>WEST OXFORDSHIRE DISTRICT COUNCIL</b>	<b>WEST OXFORDSHIRE DISTRICT COUNCIL</b>
Name and date of Committee	<b>Cabinet – 16 March 2022</b>
Report Number	<b>Agenda Item No. 10</b>
Subject	<b>Glover Review of Protected Landscapes - Consultation response to Government Report</b>
Wards affected	All
Accountable member	Cllr Jeff Haine, Cabinet Member for Strategic Planning
Accountable officer	Chris Hargraves, Planning Policy Manager Tel: (01993) 861686 Email: <a href="mailto:chris.hargraves@westoxon.gov.uk">chris.hargraves@westoxon.gov.uk</a>
Summary/Purpose	To note the report and proposed consultation response to the government's formal consultation.
Annexes	Annex A. Consultation questions and proposed West Oxfordshire DC responses to the questions.
Recommendation/s	<p>a. To approve Annex A for submission to Government as the Council's response to the consultation on the Government response to the Glover Review.</p> <p>b. To give delegated authority to the Chief Executive to make minor alterations to the responses in Annex A in consultation with the Cabinet Member for Strategic Planning prior to submission.</p>
Corporate priorities	Within the consultation response attention has been drawn to meeting the challenges of the climate and ecological emergencies as well as supporting Council Plan's vision, in particular in relation to Climate Action, Healthy Towns and Villages, a Vibrant District Economy, Strong Local Communities and Meeting the Housing Needs of our Changing Population.
Key Decision	No
Exempt	No
Consultees/ Consultation	A range of Officers across Publica have been consulted on this report. No public consultation has taken place, however members of the public can respond directly to the Government's

	consultation at: <a href="https://consult.defra.gov.uk/future-landscapes-strategy/government-response-to-the-landscapes-review/">https://consult.defra.gov.uk/future-landscapes-strategy/government-response-to-the-landscapes-review/</a>
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## **I. INTRODUCTION**

- 1.1 At the beginning of 2018, the government published its environment plan - A Green Future: Our 25 Year Plan to Improve the Environment<sup>1</sup> – which sets out goals for improving the environment within a generation, ‘leaving it in a better state than we found it.’ A key part of the approach is to focus on the recovery of nature and the enhancement of the beauty of landscapes. Within this, the Plan commits to conserving and enhancing ‘the natural beauty of our landscapes by reviewing National Parks and Areas of Outstanding Natural Beauty (AONBs) for the 21<sup>st</sup> century, including whether more may be needed.’
- 1.2 Following up on the commitment, in May 2018 the government sought an independent review into whether protections for National Parks and AONBs are still fit for purpose. In particular, what might be done better, what changes will help and whether the definitions and systems in place are still valid. The review, led by Julian Glover, published its final report<sup>2</sup> in 2019 and included 27 wide-ranging proposals.
- 1.3 West Oxfordshire District Council submitted evidence to the Glover Review in December 2018.
- 1.4 The Glover Report argued that more must be done for nature and natural beauty, for the people who live in and visit our landscapes, and to introduce those who are not familiar with the countryside to get to know it, with an emphasis on ensuring that our national landscapes are for everyone.
- 1.5 The government has now published a Policy Paper as their response<sup>3</sup> to the Glover Review and has invited consultation feedback to that response from local authorities, other interested organisations and members of the public. The consultation is in the form of a list of set questions<sup>4</sup> with a deadline for completion by 9 April 2022.

## **2. MAIN POINTS**

- 2.1 The government’s response emphasises the benefits people get from having access to nature-rich landscapes, benefits which have been sharply focused over the last two years. National Parks and AONBs – known as our ‘protected landscapes’ - are seen as a vital resource, particularly recently in supporting the nation’s health and well-being, but one that can be hard to reach and also experience significant visitor management challenges. In addition to boosting biodiversity, improving public access for all is, therefore, identified as a priority.

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<sup>1</sup> <https://www.gov.uk/government/publications/25-year-environment-plan>

<sup>2</sup> <https://www.gov.uk/government/publications/designated-landscapes-national-parks-and-aonbs-2018-review>

<sup>3</sup> <https://www.gov.uk/government/publications/landscapes-review-national-parks-and-aonbs-government-response/landscapes-review-national-parks-and-aonbs-government-response>

<sup>4</sup> <https://consult.defra.gov.uk/future-landscapes-strategy/government-response-to-the-landscapes-review/>

2.2 Reflecting on the comprehensive findings by Glover, the Policy Paper sets out to redefine the role for protected landscapes. The vision is for:

*‘A coherent national network of beautiful, nature-rich spaces that all parts of society can easily access and enjoy. Protected landscapes will support thriving local communities and economies, improve our public health and wellbeing, drive forward nature recovery, and build our resilience to climate change.’*

2.3 The Government's response describes some of the commitments it has already made since the Glover Review was published, such as:

- Protecting 30% of UK land for nature by 2030 (30 by 30)<sup>5</sup>. Achieving 30 by 30 will rely on improvements in how National Parks and AONBs are protected and managed for nature recovery.
- Undertaking an All-England Assessment<sup>6</sup> by Natural England to explore new approaches to improve landscapes for people and nature, particularly in and around towns and cities, and enable a more collaborative process to designate new National Parks and AONBs.
- Launching the ‘Farming in Protected Landscapes’<sup>7</sup> programme which funds projects to deliver ‘nature recovery, mitigation of the impacts of climate change, provision of opportunities for people to discover, enjoy and understand landscape and cultural heritage, and support for nature-friendly, sustainable farm businesses.’ The Cotswolds National Landscape (Cotswolds Conservation Board) is administering this 3-year Defra fund for the Cotswolds which is helping to deliver the Cotswolds AONB Management Plan, including contributing towards Evenlode Catchment Partnership project.
- Publishing the Net Zero Strategy which sets the ambition to use land more effectively to tackle climate change, for which protected landscapes have a key role. The Cotswolds Conservation Board are currently updating their Climate Change Strategy Topic Paper.
- Announcing funds for nature’s recovery through the 2021 Spending Review. Designated landscapes have a major role to play in achieving, and benefitting from, these funds. The Cotswolds Conservation Board adopted a Cotswolds Nature Recovery Plan in October 2021<sup>8</sup>.

2.4 The Government’s response to the Glover Review are set out in four themed chapters, some of the key issues of which are summarised below. These are:

1. A more coherent national network
2. Nature and climate
3. People and place
4. Supporting local delivery

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<sup>5</sup><https://www.gov.uk/government/news/pm-commits-to-protect-30-of-uk-land-in-boost-for-biodiversity>

<sup>6</sup><https://www.gov.uk/government/news/natural-england-announces-landmark-new-programme-for-protected-landscapes>

<https://www.gov.uk/guidance/funding-for-farmers-in-protected-landscapes> <sup>7</sup>

<sup>8</sup> <https://www.cotswoldsaonb.org.uk/looking-after/cotswolds-nature-recovery-plan/>



## **A more coherent national network**

- 2.5 The Glover Review highlighted the opportunity to unify protected landscapes, providing more consistent national leadership and setting a clear mission. The government agrees that the national significance of AONBs should be reflected in their names and is proposing to rebrand/rename them as 'National Landscapes'. The Cotswolds AONB adopted the name 'Cotswolds National Landscape' in 2020.
- 2.6 The government is proposing to provide strategic direction through the establishment of a new national landscapes partnership (building on the existing collaboration between National Parks England and the National Association for AONBs, complemented by roles for the National Trails and National Parks Partnerships) and a new national landscape strategy which will inform the development and delivery of management plans.
- 2.7 Given that National Parks and AONBs are seen as equally important parts of the government's vision, their statutory purposes are to be more closely aligned in order to bring greater consistency in how these areas are protected and managed.

## **Nature and climate**

- 2.8 The Glover Review highlighted that nature has been in long-term decline in the protected landscapes and that more can and should be done to restore nature and respond to climate change within these areas, with an emphasis on action to make these special places bigger, better and more joined up spaces for nature, and to help tackle climate change and adapt to its impacts.
- 2.9 Given their spatial scale, the government identifies protected landscapes as having an important role to play in delivering landscape-scale schemes, such as the Nature Recovery Network and the associated Local Nature Recovery Strategies. All protected landscapes are to have clear visions for nature recovery.
- 2.10 The current statutory purpose to 'conserve and enhance' is identified as needing to be strengthened. It is proposed to amend the statutory purpose so that:
- a core function of protected landscapes is to drive nature recovery
  - it is more specific with regards to nature outcomes and explicitly mention biodiversity. and
  - the principle of natural capital is included to capture the societal value of nature and encompass a broader range of ecosystem services.
- 2.11 The government highlights a number of options for how the special status of protected landscapes can be reflected in environmental land management schemes' design and delivery, as part of the 'agricultural transition' and in recognition that farmers in these areas are well-placed to deliver on environmental priorities.

## People and place

- 2.12 Glover highlighted the opportunities for protected landscapes to deliver for everyone so that the benefits for health and wellbeing are available to all parts of society, especially considering the need to reduce health inequalities. The government's response sets out a number of ideas on how to achieve 'landscapes for all', including recognising the important role played by rangers and volunteers, saying they will 'seek ways to increase the number of rangers engaging with people in protected landscapes.'
- 2.13 The Government accepts the need to have a stronger mission for connecting people and places and proposes to amend the current statutory purpose to:
- highlight the need to improve opportunities and remove barriers to access for all parts of society
  - clearly reference public health and wellbeing as an outcome, and
  - take a more active role in supporting access than just promoting opportunities
- 2.14 While accepting the need to amend the current statutory purposes in relation to nature recovery, access and health and wellbeing, the government does not agree with the introduction of a new statutory purpose to foster the economic and community vitality of the area, arguing that the existing statutory duty, related to the economic and social well-being of local communities and consideration of the rural economy, is sufficient.
- 2.15 It is worth noting that the current purposes for the Cotswolds Conservation Board are already more comprehensive than that for other AONBs (other than the Chilterns). The two key purposes of the Cotswolds Conservation Board are to:
- conserve and enhance the natural beauty of the Cotswolds AONB
  - increase understanding and enjoyment of the special qualities of the AONB, ensuring that these complement the conservation and enhancement of the area

In fulfilling these roles, the Board seeks to foster the social and economic well-being of local communities within the AONB.

- 2.16 The government's response to Glover has an extensive section on sustainable tourism, with much of the emphasis on managing visitor pressures as a result of increased visitor numbers and an increase in anti-social and hostile behaviour.
- 2.17 In terms of planning, the Glover Review identified the valuable contribution AONB teams can make in helping to deliver good quality development through the use of a range of tools, including evidence gathering and issuing of planning and design advice to inform plan-making and planning applications. The Review proposed that the role of AONB teams in the planning system should be strengthened but also highlighted that these teams do not always have the resources to meaningfully engage. While the government response does seek views on how the teams' role can be strengthened,

it mainly focuses on explaining that the current planning reforms will need to consider the special role of protected landscapes.

- 2.18 Glover highlighted how certain permitted development rights may impact landscape quality and proposed that the existing rights are reviewed. The Government's response is: 'We recognise that permitted development rights can play an important role in delivering new homes, particularly in rural areas. This benefits householders and businesses. We will continue to monitor the use of permitted development rights in protected landscapes, and identify future opportunities to review their use.'
- 2.19 The review set out their concerns regarding the availability of affordable homes to support sustainable communities in protected landscapes. The government's response explains that this is not just an issue for the protected landscapes and puts forward examples for the delivery of suitable housing in rural areas:
- 'Rural Exception Sites deliver affordable housing in perpetuity to meet local needs in rural areas. When used effectively, these sites can provide vital affordable housing for local communities. We have recently published planning practice guidance to help those involved in the process to bring forward more of these sites in the future
  - Homes England's funding prospectus for the new 2021-26 Affordable Homes Programme continues to support the delivery of rural housing'

### **Supporting local delivery**

- 2.20 While the Review praised the excellent work and commitment of the lead partners, it also identified the need to improve local delivery, highlighting that the boards do not always function as well as they could. The government's response is to propose, in consultation with board members, a flexible package of statutory and non-statutory measures to achieve positive reforms through, for example: setting clear performance standards; strengthening local partnerships; developing skilled, diverse and representative boards; and improving efficiency.
- 2.21 Glover called for strengthened management plans with the setting of clear priorities and actions for nature recovery and the response to climate change. The government wishes to see an alignment of local management plans with relevant national policies and targets, such as the 25 Year Environment Plan and net zero. Natural England are to be given to role of publishing guidance on management plans, reviewing plans and producing and monitoring outcomes.
- 2.22 Given the influence that public bodies can have on the protection and management of protected landscapes, the Review highlighted the 'vagueness' of the need for them to 'have regard' to the statutory purposes of these areas. Similarly, the expectation on the contribution of public bodies in the delivery of management plans is not clear. The government commits to produce clear guidance for public bodies.
- 2.23 Glover emphasised the need for additional resources, particularly in AONB teams. The government sets out an ambitious new vision for the protected landscapes and recognises that this ambition must be matched by equivalent resources. They

support a new funding model to deliver increased and more diverse sources of funding, giving as examples, 'private and blended financing', such as through the sale or trade via environmental markets of the various benefits nature provides – from carbon sequestration to improved water quality.

### **Consultation feedback**

- 2.24 The government is calling for feedback on their proposals to implement the Glover Review. A draft consultation response is provided at Annex A. As many of the government's responses align with West Oxfordshire District Council's corporate priorities such as addressing the climate and ecological emergencies, supporting strong local communities, and improving health and well-being, overall there is general support and agreement with the government's approach to enhancing protected landscapes.
- 2.25 However, there are two particular observations to make. Firstly, the government's response is to the Glover Review of protected landscapes. What is clear, however, is that much of the response is equally applicable to areas without such status. For West Oxfordshire, in many cases, the issues outside of the Cotswolds AONB are similar or the same as those inside the designation, as are the potential solutions. Consideration should therefore also be given to the relationship of the AONB in its wider context, looking at networks and interactions, such as the Evenlode Catchment and the Oxfordshire Local Nature Recovery Network.
- 2.26 Given that many AONBs and National Parks lie within more isolated parts of the country, it could be argued that landscapes closest to urban areas are the ones that need the greatest investment and management in order to maximise, for example, their health and wellbeing benefits.
- 2.27 Secondly, the government's response is silent on the issue of whether the Cotswolds should become a National Park or not. There is no specific mention in the report of the Cotswolds AONB. The suggested consultation response attached at Annex A therefore asks the government to provide clarity that this issue is no longer being pursued.

### **3. FINANCIAL IMPLICATIONS**

There are no financial implications at this stage.

### **4. LEGAL IMPLICATIONS**

There are no legal implications at this stage.

### **5. RISK ASSESSMENT**

There are no risks associated with this report.

**6. EQUALITIES IMPACT**

Given that this report is to approve a consultation response there are no equalities impacts.

**7. ECOLOGICAL AND CLIMATE EMERGENCY IMPLICATIONS**

The consultation raises issues related to the ecological and climate emergencies and these are included within the responses to the government's questions.

**8. ALTERNATIVE OPTIONS**

The only alternative is not to respond to this consultation.

**9. BACKGROUND PAPERS**

None.

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**WODC RESPONSE TO CONSULTATION QUESTIONS (as set by government)**

1. Do you want your responses to be confidential? If yes, please give your reason. **No**

2. What is your name? **West Oxfordshire District Council**

3. What is your email address?

4. Where are you located? ~~North East/North West/Yorkshire and The Humber/East Midlands/West Midlands/East of England/London/South East/South West/Remote~~

5. Which of the following do you identify yourself as? ~~National Park Authority or the Broads Authority/AONB team/Local authority/Other public body/Environmental NGO/Other NGO/Professional body/Academic/Business/Resident of a protected landscape/Member of the general public/Other~~

**A stronger mission for nature recovery (p10)**

6. Should a strengthened first purpose of protected landscapes follow the proposals set out in Chapter 2? ~~YES/NO/UNSURE.~~

**West Oxfordshire District Council has declared an ecological, as well as a climate emergency, and these matters are corporate priorities. The Council would therefore support a strengthening of the statutory purposes of the AONBs (national landscapes) to deliver nature recovery, biodiversity enhancements and greater delivery of natural capital. This would be in line with the increased statutory duty for Local Authorities with regards biodiversity which forms part of the Environment Act.**

**The Council awaits with interest the imminent publication of the government's Nature Recovery Green Paper, which was expected in late 2021 and the detailed measures that it will set out to accelerate nature recovery in both our protected landscapes and more widely.**

7. Which other priorities should be reflected in a strengthened first purpose e.g. climate, cultural heritage?

**As stated in relation to question 6 the Council has declared a climate emergency and considers it crucial that the protected landscapes play a role in helping to mitigate the climate emergency - for example through carbon sequestration via woodland or unimproved grassland and the generation of renewable energy. It is also crucial that all organisations and communities within protected landscapes take steps to adapt to the potential effects of the climate emergency. A strengthened purpose related to the climate emergency is therefore essential.**

**It is noted that the document states that "By January 2023, new ambitious outcomes will be agreed for the role of protected landscapes in delivering on the government's goals for nature recovery and climate ..." Further detail on this will help to understand how any strengthened purpose might be delivered, for example through any changes to the planning system.**

### **Agricultural transition (p12)**

8. Do you support any of the following options as we develop the role of protected landscapes in the new environmental land management schemes? Tick all that apply.

- Designing the environmental land management schemes in a way that works for all farmers and land managers, including the specific circumstances for those in protected landscapes, recognising that farmers in these areas are well-placed to deliver on our environmental priorities. **Yes**
- Using Local Nature Recovery Strategies to identify projects or habitats within protected landscapes. **Yes**
- Monitoring the effectiveness and uptake of the new environmental land management schemes in protected landscapes. Using this to inform whether further interventions are needed to ensure we are on track for wider nature recovery ambitions. **Yes**
- Creating a clear role for protected landscape organisations in the preparation of Local Nature Recovery Strategies. Our recent LNRS consultation specifically asks for views on the role of different organisations in the preparation of LNRSs, including protected landscapes. **Yes, however it would be useful to understand what is meant by "a clear role". In Oxfordshire, the Cotswolds National Landscape (CNL) organisation have worked with other partners to prepare a local nature plan for the Cotswolds which is feeding into the Oxfordshire Local Nature Strategy. The CNL's experience and knowledge developed during the preparation of the CNL document will be very useful in preparing that county level strategy. It is crucial that the methodologies used across different nature recovery plans and strategies for over-lapping areas are carefully co-ordinated.**
- Building on FiPL, empowering protected landscapes to support decision-making and delivery against agreed priorities, including through dedicated project coordinators and advisers. **Yes. However, it is important that other partners including local communities, environmental Non-governmental Organisations and local authorities are also able to contribute to ensuring that FiPL (Farming in Protected Landscapes) delivers on its multiple objectives.**



9. Do you have any views or supporting evidence you would like to input as we develop the role of protected landscapes in the new environmental land management schemes?

**The Council welcomes the comments in the report that indicate that the FiPL funding may be able to "support or reward landowners for offering enhanced access to their land in some circumstances." It is key to health and wellbeing that communities feel welcome in the countryside, particularly those who are not knowledgeable about public rights of way etc. However increased access, particularly over the pandemic, has led to issues of recreational disturbance for both farmers and those that manage important biodiversity sites. If additional payments could be made to encourage the public to visit a wider selection of sites, and particularly those designed and managed for the public access, that could potentially alleviate pressures on agricultural operations and nationally important biodiversity, while helping address health and well-being issues.**

#### **A stronger mission for connecting people and places (p14)**

10. Should AONBs have a second purpose relating to connecting people and places, equivalent to that of National Parks? **YES/NO/UNSURE**

11. Should a strengthened second purpose of protected landscapes follow the proposals set out in Chapter 3 to improve connections to all parts of society with our protected landscapes? **YES/NO/UNSURE**

**The Council is supportive of the vision set out in the report for protected landscapes to 'support thriving local communities and economies, improve our public health and wellbeing'. We would however raise concerns that increased access can cause issues for agriculture and for important wildlife sites (as set out in our response to question 9) and it is important that AONB teams and other partners/stakeholders have the resources to help resolve these issues.**

12. Are there any other priorities that should be reflected in a strengthened second purpose?

**No comment**

#### **Managing visitor pressures (p16)**

13. Do you support any of the following options to grant National Park Authorities and the Broads Authority greater enforcement powers to manage visitor pressures?

Tick all that apply.

- Issue Fixed Penalty Notices for byelaw infringements **No comment**
- Make Public Space Protection Orders (PSPOs) **No comment**
- Issue Traffic Regulation Orders (TROs) to control the amount and type of traffic on roads **No comment**

14. Should we give National Park Authorities and the Broads Authority and local highway authorities additional powers to restrict recreational motor vehicle use on unsealed routes? YES/NO/UNSURE **No comment**

15. For which reasons should National Park Authorities, the Broads Authority and local authorities exercise this power? **No comment**

- Environmental protection
- Prevention of damage
- Nuisance
- Amenity
- Other [PLEASE STATE]

16. Should we legislate to restrict the use of motor vehicles on unsealed unclassified roads for recreational use, subject to appropriate exemptions? **Yes – everywhere/**~~Yes – in National Parks and Areas of Outstanding Natural Beauty only/Yes – in National Parks only/No/Unsure~~

17. What exemptions do you think would be required to protect the rights and enjoyment of other users e.g., residents, businesses etc? **No comment**

### **The role of AONB teams in planning (p18)**

18. What roles should AONBs teams play in the plan-making process to achieve better outcomes? OPEN

**AONB teams can and do provide useful expertise and experience in supporting the plan-making process, particularly sharing knowledge across different Local Planning Authorities within one protected landscape. However this can make a considerable demand on the resources of those AONB teams. Their role should therefore be an advisory one, based on discussions between the Local Authority and the protected landscape team rather than being set out in legislation.**

19. Should AONB teams be made statutory consultees for development management? ~~YES/NO/UNSURE~~

20. If yes, what type of planning applications should AONB teams be consulted on?

- AONB teams should formally agree with local planning authorities which planning applications should be consulted on. **Yes**
- AONB teams should be consulted on all planning applications that require an Environmental Impact Assessment and are categorised as 'major development' as well as Nationally Significant Infrastructure Projects. **No**
- Other [Please state]

**There are already a suite of statutory consultees for EIA development, for example Historic England and Natural England, who provide input on EIA planning applications with respect to biodiversity, cultural heritage and**

landscape issues. It is unclear what added value would be achieved by making AONB teams statutory consultees as well. This would lead to duplication at a time when resources are already stretched. The addition of more statutory consultees may also slow down determination times and the delivery of housing etc.

In addition the consultation uses the phrase “major development”, this has several meanings, it could be major development in terms of a 13 week determination period for an application or major development in an AONB sense (as per the NPPF). Particularly in the first context this could lead to AONB teams being consulted on a large number of applications, many of which might not be relevant. A more appropriate approach, particularly for Local Planning Authorities who already employ their own in-house expertise in these matters, would be for the LPA to consult the AONB teams where they felt it would add value to the determination process. Obviously AONB teams could also comment on other applications, which they have highlighted themselves or that have been drawn to their attention by members of the public or other organisations.

#### **Local governance (p20)**

21. Which of the following measures would you support to improve local governance? Tick all that apply.

- Improved training and materials **no comment**
- Streamlined process for removing underperforming members **no comment**
- Greater use of advisory panels **yes**
- Greater flexibility over the proportion of national, parish and local appointments **yes**
- Merit-based criteria for local authority appointments **more detail required**
- Reduced board size **yes**
- Secretary of State appointed chair **no**
- Other [Please state]

#### **A clearer role for public bodies (p22)**

22. Should statutory duties be strengthened so that they are given greater weight when exercising public functions? ~~YES~~/~~NO~~/**UNSURE**

**Without a clear indication of exactly what those new duties might be, it is difficult to comment.**

23. Should statutory duties be made clearer with regards to the role of public bodies in preparing and implementing management plans? **YES/NO/UNSURE**

**There is currently some lack of clarity on the role of management plans and how they should be implemented by partners of protected landscape bodies. Conservation Boards (Cotswolds and Chilterns) are legally responsible for preparing the AONB management plan, and do so following consultation with other partners, including the Local Authorities. However, they are not under any obligation to make all the changes suggested by those Local Authorities. It could then become very problematic if the Local Authorities were statutorily obliged to implement a management plan for which they had fundamental objections. For example, the current Cotswolds AONB management plan promotes the concept that the Cotswolds should become a National Park, West Oxfordshire District Council does not support that change in designation, how would this work if the management plan became a statutory document for the Local Authorities? (Where AONB teams are based on Local Authority partnerships this tension would not arise as it would have been dealt with during the preparation of the management plan).**

**Clearer guidance on the implementation of any existing or amended duties for Local Authorities is required.**

#### **General power of competence (p24)**

24. Should National Parks Authorities and the Broads Authority have a general power of competence? **YES/NO/UNSURE**

#### **Overall**


25. If you have any further comments on any of the proposals in this document, please include them here.

**Many of the matters covered in this report highlight that further initiatives and decisions are still awaited, for example: the Nature Recovery Green Paper; the Natural Capital and Ecosystem Assessment; the review of the planning system and National Planning Policy Framework; the proposed national landscape strategy; and the consideration ‘...of options for how the special status of protected landscapes can be reflected in environmental land management schemes’ design and delivery’. Without this additional detail it is not always clear how the government will address the matters raised within the Glover Review. To some extent this report raises more questions than it answers.**

**A key issue for the Cotswolds has been the suggestion in the Glover Review and previously that the Cotswolds could become a National Park. The government’s response to the Glover Review, (and Natural England’s announcements under the new landscape designation programme) are silent on this issue; it would be helpful if the government could provide clarity on this issue.**

**To achieve the nature recovery ambitions that the government, Local Authorities and the Protected Landscape organisations know are necessary to reverse declines in biodiversity will require additional and substantial financial investment. Simply designating land for nature will not achieve the 30 by 30 target (to protect 30% of land in England by 2030 for nature); positive interventions are crucial. The FiPL programme and other similar initiatives will help but are only part of the solution - particularly in the context of increasing access to the countryside. Similarly supporting local communities and delivering on the climate emergency will also require additional resources and it is not clear whether these will be forthcoming, particularly within the National Landscapes (AONBs).**

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 <p><b>WEST OXFORDSHIRE DISTRICT COUNCIL</b></p>	<p><b>WEST OXFORDSHIRE DISTRICT COUNCIL</b></p>
<p>Name and date of Committee</p>	<p><b>CABINET – 16 MARCH 2022</b></p>
<p>Report Number</p>	<p><b>Agenda Item 11</b></p>
<p>Subject</p>	<p><b>WEST EYNHAM STRATEGIC DEVELOPMENT AREA (SDA) MASTERPLAN</b></p>
<p>Wards affected</p>	<p>Eynsham</p>
<p>Accountable member</p>	<p>Cllr Jeff Haine, Cabinet Member for Strategic Planning Email: <a href="mailto:jeff.haine@westoxon.gov.uk">jeff.haine@westoxon.gov.uk</a></p>
<p>Accountable officer</p>	<p>Chris Hargraves, Planning Policy Manager Tel: 01993 861686 Email: <a href="mailto:chris.hargraves@westoxon.gov.uk">chris.hargraves@westoxon.gov.uk</a></p>
<p>Summary/Purpose</p>	<p>To consider the masterplan document which has been prepared on behalf of the main landowners/developers to guide the future development of the West Eynsham Strategic Development Area (SDA).</p>
<p>Annexes</p>	<p>Annex A – West Eynsham SDA Masterplan</p>
<p>Recommendation/s</p>	<p>That Cabinet:</p> <ul style="list-style-type: none"> <li>a) <i>Notes the content of the report; and</i></li> <li>b) <i>Agrees to approve the West Eynsham SDA Masterplan attached at Annex A as a material planning consideration for any current or future planning applications that come forward in relation to the West Eynsham SDA.</i></li> </ul>
<p>Corporate priorities</p>	<p>Successful delivery of the West Eynsham SDA, guided by the masterplan attached at Annex A, supports a number of key objectives set out in the Council Plan 2020 – 2024 including housing land supply and delivery, the provision of a range of new housing opportunities to meet identified needs including affordable housing, healthy place-shaping, net biodiversity gain, economic growth and high-quality place-making.</p>
<p>Key Decision</p>	<p>NO</p>
<p>Exempt</p>	<p>NO</p>
<p>Consultees/ Consultation</p>	<p>The West Eynsham SDA Masterplan attached at Annex A has been subject to stakeholder engagement as set out in the masterplan itself and summarised in this report.</p>

## **I. INTRODUCTION**

- I.1.** Members will be aware that land to the west of Eynsham is allocated as one of five strategic housing sites in the West Oxfordshire Local Plan 2031. The site, which is formally known as the West Eynsham Strategic Development Area (SDA) is allocated under Local Plan Policy EW2 for the provision of about 1,000 homes as a sustainable, integrated community that forms a positive addition to Eynsham.
- I.2.** Importantly, Policy EW1 stipulates that the development of the SDA should be comprehensive and led by an agreed masterplan. A similar requirement for comprehensive and co-ordinated development is imposed by Policy ENPI4a of the Eynsham Neighbourhood Plan.
- I.3.** In light of the above, the main land controlling interests of the West Eynsham SDA have recently prepared an overall masterplan for the site. The primary purpose of this report is to provide an overview of the masterplan and the process it has gone through to reach this stage, with a view to it being formally agreed as a material planning consideration for any current or future planning applications that come forward in relation to the West Eynsham SDA.

## **2. BACKGROUND**

- 2.1.** As outlined above, the West Eynsham SDA is allocated in the West Oxfordshire Local Plan 2031 for the provision of about 1,000 homes. It is one of two strategic sites at Eynsham, the other being Salt Cross Garden Village to the north of the A40 which will provide about 2,200 homes, along with a new science and technology park. Both sites were identified in response to an increase in the District's overall housing requirement, including a proportion of unmet housing need from Oxford City.
- 2.2.** Given the scale of the West Eynsham SDA, it is imperative that it is brought forward in a comprehensive and co-ordinated manner. This is a requirement of both the West Oxfordshire Local Plan and the Eynsham Neighbourhood Plan and is particularly important for the West Eynsham SDA which falls into a number of separate land ownerships and is expected to come forward via a number of separate planning applications.
- 2.3.** Whilst the District Council has made it clear that a single outline planning application for the whole site would be preferable, there is no legal requirement for this. Indeed, two parts of the SDA already have planning permission, including 160 homes at Thornbury Green which is nearing completion by Taylor Wimpey and 77 homes on the former Eynsham Plant and Nursery Centre which is under construction by Thomas Homes. A further part of the SDA, land at Derrymerrye Farm, is the subject of a current outline planning application for 180 homes.
- 2.4.** The fact that the SDA has and is likely to continue to come forward via a number of separate planning applications, reinforces the need to have an agreed, over-arching masterplan in place, in order to ensure that development is comprehensive and co-ordinated in accordance with the West Oxfordshire Local Plan and Eynsham Neighbourhood Plan.



### **3. PROGRESS TO DATE**

- 3.1. In May 2021, Cabinet approved an update of the Council's Local Development Scheme (LDS) with the covering report explaining that instead of preparing Supplementary Planning Documents (SPDs) for the Local Plan SDAs, Officers would work with the relevant site promoters in order to agree a comprehensive masterplan for each site as soon as possible.
- 3.2. Subsequently, in June 2021, the various land controlling interests at West Eynsham, in addition to their own respective technical experts, appointed an extensive consultant team including Lichfields, Turley (masterplanners) and I-Transport, with stakeholder engagement being co-ordinated by Curtin & Co (now known as Chess Engage).
- 3.3. Work on the masterplan has been ongoing since then with the final version (see Annex A) having been received by the District Council on 25<sup>th</sup> February 2022.

### **4. STAKEHOLDER ENGAGEMENT**

- 4.1. The masterplan has been the subject of stakeholder engagement since August 2021, building on previous consultation undertaken in relation to the West Oxfordshire Local Plan, the Eynsham Neighbourhood Plan and the District Council's previously proposed SPD.
- 4.2. A dedicated liaison group, comprising a range of different interests and individuals was established in August 2021 and met a number of times through to January 2022, acting as a sounding-board to help shape the structure and content of the masterplan as it was developed.
- 4.3. In addition, a community newsletter was delivered to all households in Eynsham and a dedicated website was created <https://www.masterplan4westeynsham.co.uk/>
- 4.4. Working with the Liaison Group, the developers/landowners organised both a virtual exhibition and a face to face event which were both held in November 2021.
- 4.5. Subsequently an initial draft version of the masterplan was provided to the District Council, Oxfordshire County Council and the liaison group in December 2021, with comments fed back accordingly.
- 4.6. Appendix 4 of the masterplan provides an overview of comments raised and how these have been taken into account in the final version. Where no change has been made, the document explains why.

### **5. THE WEST EYNSHAM SDA MASTERPLAN**

- 5.1. There is no singular definition of what a masterplan is but the Government's planning practice guidance on design provides the following useful overview:  
*'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.'*

- 5.2. It is important to note from the outset that a masterplan cannot create or impose additional policy requirements over and above a local plan or neighbourhood plan. In this instance, the West Eynsham SDA masterplan (Annex A) has been prepared in response to both the West Oxfordshire Local Plan 2031 and the Eynsham Neighbourhood Plan and as explained in the masterplan itself, is intended as a 'stepping stone' between those plans and any subsequent planning applications that come forward for the site.
- 5.3. The masterplan document follows a logical structure, with the first two sections establishing an overall vision for the SDA, setting out the purpose of the masterplan, a description of the site, including land ownerships and the relevant planning context within which the masterplan has been prepared.
- 5.4. Section 3 outlines the main constraints and development opportunities associated with the site, focusing on topography, flooding and drainage, ecology, landscape and visual impact, heritage, access and movement. These constraints and opportunities are usefully summarised on pages 36 and 37 of the masterplan and illustrated in plan form on pages 38/39 and 46/47.
- 5.5. Flowing on from the key constraints and opportunities, the masterplan establishes a number of key design principles which place a particular emphasis on effective integration with the existing village of Eynsham under the following main themes:
- Integrated landscape network
  - Blue infrastructure
  - Access and movement
  - Land use and amenities
- 5.6. Drawing on these key design principles, Section 4 sets out an overall indicative masterplan for the site (pages 54 and 55) which as stated, '*has been designed to provide a comprehensive strategy to support the delivery of the development of about a 1,000 homes, a primary school and local centre, complemented by a robust landscape structure to create a new neighbourhood that integrates into Eynsham*'.
- 5.7. Primary access is proposed to be achieved via a new junction onto the A40 to the north and a new junction to the B4449 Stanton Harcourt Road to the south. These will be linked by a central residential boulevard running through the centre of the development.
- 5.8. Additional permeability is proposed to be created through a number of secondary routes, public rights of way and other pedestrian routes with an emphasis on providing connections to local community facilities, linking to Eynsham village centre and also to the surrounding countryside.
- 5.9. A mix of land uses are proposed across the SDA, the intention being to create active neighbourhoods with access to education, community and retail facilities within easy walking and cycling distance of new and existing residents of Eynsham.
- 5.10. Two key 'hubs' are proposed including a new primary school, located centrally on the flattest part of the site and a new local centre to the south at the junction of the central residential boulevard and Chilbridge Road.
- 5.11. Underpinning the overall masterplan are a series of more detailed strategies on land use, landscape, drainage, ecology, movement, parking, building heights, density, housing mix and sustainable homes.

5.12. These are not repeated in detail here but key points to note are as follows:

- The creation of a high-quality landscape framework based around five landscape types including a western edge to help transition development into the surrounding countryside, a multi-functional linear park running along the Chil Brook, the retention and enhancement of existing woodland, the provision of active open spaces and creation of a series of formal greens along the central residential boulevard.
- All new homes and community buildings will be located outside of flood zones 2 & 3, with a finished floor level to be set above the 1 in 100 year + climate change flood level.
- Sustainable drainage systems (SuDS) to be used across the site to reduce surface-water flood risk. These will be designed to mimic natural flows, work with natural topography and include 20% and 40% allowances on rainfall rates for climate change.
- A net gain in biodiversity will be achieved through the retention and enhancement of existing woodland, additional tree planting including orchards, bat and bird boxes, bee hives, log piles and bug hotels, edible and wild meadow planting, enhancement of retained ditches and the creation of new water features.
- Development based around a sustainable movement strategy designed to minimise trips and encourage a modal shift, with the retention of existing public rights of way and the creation of new pedestrian and cycle routes, supported by low vehicle speeds to help ensure more vulnerable road users feel safe.
- All households to be provided with access to a smart electric vehicle charging point (EVCP).
- A 2.2 ha site to be provided for a new primary school which is large enough to accommodate up to 2-forms of entry and has been designed to respond to Oxfordshire County Council's Key Design Criteria for Primary School Sites (October 2020).
- The provision of a new local centre to provide a mixture of community and small-scale commercial uses including a mixed-use, multi-functional community centre. Potential uses could include a café, library, nursery and day-care as well as small-scale community shopping.
- Provision to be made for around 40 hectares of green infrastructure including natural and semi-natural green space, amenity green space, formal parks and gardens, sustainable urban drainage, allotments, community orchards, play areas and other outdoor provision.
- Building heights and densities to be varied to help create character and legibility, with taller buildings and greater density of development along the central residential boulevard, transitioning to lower buildings and densities along the development edges.
- A range of housing types and tenures to be provided including new affordable homes based on the indicative housing mix set out in the West Oxfordshire Local Plan 2031 but taking account of market demand and identified needs.
- Accessible and adaptable dwellings including wheelchair adaptable dwellings and provision for self and custom-build opportunities in line with the requirements of the West Oxfordshire Local Plan 2031.
- All new homes to be delivered to the Government's Future Homes Standard interim uplift (i.e. 31% less carbon emissions compared to current standards) with any homes built after 2025 anticipated to comply with the Government's further uplift of the Future Homes Standard at that time (i.e. 75% less carbon emissions compared to current standards).

- Indicative phasing arrangements, which, broadly speaking anticipate development coming forward from north to south, although with some flexibility for phases to potentially run concurrently.
- The masterplan includes an indicative schedule of infrastructure requirements based on the categories of infrastructure set out in the Eynsham Area Infrastructure Delivery Plan (IDP).
- This will be the subject of further discussion and negotiation as part of any subsequent planning applications and associated planning obligations, based on the general principle that the total cost of the infrastructure required will be shared equitably and on a proportionate basis having regard to the amount of residential development in each phase.

## **6. NEXT STEPS**

- 6.1. Subject to approval by Members, the West Eynsham SDA Masterplan will become a material planning consideration to be taken into account in relation to any current or future planning applications that come forward in relation to the West Eynsham SDA.
- 6.2. This would be consistent with the Council's current 5-year housing land supply position statement (December 2021) which anticipates the masterplan being in place by spring 2022.
- 6.3. It is anticipated that the approach taken in relation to the West Eynsham SDA will also provide a useful template for masterplans to come forward in relation to the other SDAs.

## **7. FINANCIAL IMPLICATIONS**

- 7.1. The report raises no direct financial implications.

## **8. LEGAL IMPLICATIONS**

- 8.1. The report raises no specific legal implications.

## **9. RISK ASSESSMENT**

- 9.1. In the absence of a comprehensive agreed masterplan for the SDA, there is a risk of piecemeal development taking place in an uncoordinated manner. This could affect the overall delivery of the SDA including the key infrastructure which is required to support it.
- 9.2. Failure to agree the masterplan is also likely to hold up progress with any current and future planning applications for the SDA which creates an additional risk in terms of 5-year housing land supply.

## **10. EQUALITIES IMPACT**

- 10.1. The report raises no direct implications with regard to the Public Sector Equality Duty.

## **11. CLIMATE CHANGE IMPLICATIONS**

- 11.1.** The masterplan document addresses a number of issues regarding climate change and includes a sustainability charter which commits the land controlling interests to incorporating in a range of sustainable design measures to ensure the development is future proofed, safe and sustainable.

## **12. ALTERNATIVE OPTIONS**

- 12.1.** Alternative options have been considered in relation to a number of matters such as the southern alignment of the central residential boulevard and the location of the proposed primary school site as set out in the masterplan.

## **13. BACKGROUND PAPERS**

- 13.1.** None.

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The background of the page is a dark blue gradient. It is decorated with various elements: several butterflies in shades of yellow, orange, and blue are scattered across the page. At the bottom, there is a detailed illustration of a meadow with tall grasses, dandelions, and other wildflowers in yellow, orange, and blue. The main title is centered in a large, white, serif font.

# WEST EYNESHAM STRATEGIC DEVELOPMENT AREA

Masterplan Document

March 2022  
Submission Draft

# Foreword

This Masterplan Document has been produced by Turley Design, on behalf of Jansons, Berkeley, Vanderbilt Strategic and Oxfordshire County Council (Property and Facilities Team). This document responds to the requirements of West Oxfordshire Local Plan (WOLP) Policy EW2(b) and Eynsham Neighbourhood Plan (ENP) Policy ENP14a (A). It provides an agreed masterplan to guide the comprehensive and coordinated development of the West Eynsham SDA.

It sets out an indicative masterplan for the site, explains the principles behind its development and provides a vision for the overall progression and delivery of the masterplan. The initial technical and design work that has been undertaken to inform the vision has demonstrated that the land at West Eynsham is available, suitable and achievable for the scale of development proposed.

## Contact

Carol Darling  
Senior Urban Designer  
carol.darling@turley.co.uk

## Office Address

The Pinnacle  
20 Tudor Road  
Reading  
RG1 1NH

## Telephone

0118 902 2843

## Date of issue

13/12/2021

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# Turley

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**OXFORDSHIRE  
COUNTY COUNCIL**

Property and Facilities Team

**Berkeley**  
Designed for life



**VANDERBILT**  
*Strategic*

**PYE**  
h o m e s  
BLenheim



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# 1. Introduction



# Our Vision

Our aspiration is to create a sustainable and healthy neighbourhood to the West of Eynsham.

Development of the West Eynsham Strategic Development Area (SDA) will create a distinctive and well connected community, capturing and reflecting the attributes of the site and its surrounding area.

A fundamental aspiration is to enable residents to enjoy a healthy and active lifestyle by making it more attractive for people to choose to walk or cycle for short trips helping to improve levels of physical activity, air quality, local congestion and the quality of the street scene. The masterplan will create compact and walkable neighbourhoods with a mixture of community uses, all set within attractive, easily accessible open spaces, focussed around a new linear park along the Chil Brook.

New development will complement Eynsham through the delivery of high quality new homes, supported by a local centre, a new primary school, extensive open space, and improvements to infrastructure, set within a rural landscape context.

High quality green space  
in the right place



A place for all ages



Community and  
health facilities





CONNECTING TO THE THE GARDEN VILLAGE

Diverse and affordable homes



Education at the heart of the community



Well connected paths, streets and spaces



INTEGRATION WITH EYNSHAM

THE CHIL BROOK LINEAR PARK



Local Food production



Keeping jobs and money local







# Purpose of the Masterplan Document

## Comprehensive Development Strategy

The purpose of this masterplan is to respond to the requirements of West Oxfordshire Local Plan (WOLP) Policy EW2 and Eynsham Neighbourhood Plan (ENP) Policy ENP14a (A), by demonstrating how the SDA will be developed in a comprehensive and coordinated manner. It will identify the constraints and opportunities of the site and set how these will be addressed in the design to demonstrate the deliverability of the SDA.

This document bridges the gap between both the Local and Neighbourhood Plan and the implementation of development, in order to ensure high quality place making design.

This document establishes a clear vision for the SDA from the outset and through a series of key design principles this document sets out how the development framework will knit together as a whole.

The masterplan also sets out a phasing strategy which is coherent and allows comprehensive development of required infrastructure. The masterplan is accompanied by a site-wide assessment of infrastructure requirements and a strategy for the delivery of this infrastructure.

The SDA will come forward through a number of planning applications, and the masterplan will set out how comprehensive development will be achieved through the implementation of the subsequent permissions. This includes the mechanisms for how infrastructure will be delivered in a coordinated manner.

The masterplan will be used to guide the determination of future planning applications and will form a material consideration in their determination.





## The Site

The site is circa 88ha in size and is currently primarily in agricultural use. It is allocated in the WOLP as a suitable location for residential-led development of around 1,000 homes. The site was allocated to help meet an increase in West Oxfordshire's housing need, as well as a proportion of unmet housing need from Oxford City and was chosen in part because of its locational characteristics.

Two parts of the site already have planning permission for 160 and 77 new homes respectively with a further planning application (ref: 20/03379/OUT) for 180 homes currently pending determination.

The site is bound to the north by the A40, to the east by existing residential development, and by open countryside to the west and south.



Figure 1: Site Location within West Oxfordshire







Figure 2: Aerial photography of the site





## INTRODUCTION

The site itself is fairly closed in its character and is bound in its entirety by existing hedgerows and mature trees. An existing Bridleway and several Public Rights of Way run through the site.

The Chil Brook runs through the site and is a key feature of the site that forms a good starting point for the delivery of the blue / green infrastructure across the site.

The current site use is primarily agricultural farmland, which is divided by well-developed hedgerows and trees. There are multiple farm complexes across the site, as well as the former Eynsham Nursery and Plant Centre in the north (which now has planning permission for 77 dwellings). A residential scheme of 160 units known as Thornbury Green is currently under construction on the land west of Thornbury Road which falls within the SDA boundary – see Figure 3.

Other land uses within the SDA boundary include the playing fields of Bartholomew’s School in the north-east, Merton House Assessment Centre in the east and the Horizon Technology Park Advanced Engineering Campus in the south. These uses will be retained.



Figure 3: Southern edge of Thornbury Green development



Figure 4: Agricultural land in the north of the site, facing south



Figure 5: The Grade II Listed Chil Bridge, facing northeast with Thornbury Green houses in the background



Figure 7: View looking west from Station Road Carpark towards the eastern boundary of the site



Figure 6: View along Chilbridge Road PROW



Figure 8: Southern boundary of the site facing north



Figure 9: View from bend of Chilbridge Road PROW facing west



Figure 10: Southern boundary from old Railway PROW facing north with Thornbury Green development visible to the right of the view





# Land Ownership

The masterplan area is covered by a number of different landownerships. Most of the land is being promoted by the landowner or by a developer on behalf of the landowner. The diagram to the right shows the extent of control for each landowner/developer.

These parties have worked together in preparing the masterplan and will continue to do so in bringing the development forward.

The masterplan provides a framework which allows for each parcel to come forward on its own accord whilst still contributing to the wider framework.

An integral approach to phasing will be implemented in order to bring forward the framework in an efficient / effective manner (see section 5 for further detail).

This document will set out how each landowner/developer will be able to implement a cohesive design approach to future proposals.

The masterplan will be designed to integrate with The Taylor Wimpey scheme at Thornbury Green (ref: 15/03148/OUT), the Thomas Homes scheme at the Nursery Site (ref: 15/00761/FUL) and the Horizon Technology Park Advanced Engineering Campus (16/02369/FUL & 17/01114/FUL). The land owned by OCC and leased to Bartholomew School will not be affected by the development.

*Long Barn*  
An area of land outside the SDA Site Boundary is required in order to deliver the northern access and Central Residential Boulevard onto the A40. The location of the access is in line with the A40 HiF2 proposals and the Park and Ride junction. Delivery of the access does not impact upon the Long Barn itself.

## KEY

-  Site Boundary
-  Berkeley Land
-  Jansons Land
-  Thomas Homes Land
-  Pye Homes Land
-  Oxfordshire County Council (OCC) Land
-  OCC Land - Merton House Assessment Centre
-  OCC Leasehold - Bartholomew School
-  Vanderbilt Strategic Land
-  Thornbury Green development
-  Polar Technology
-  Unregistered Land
-  Other Third Party Land

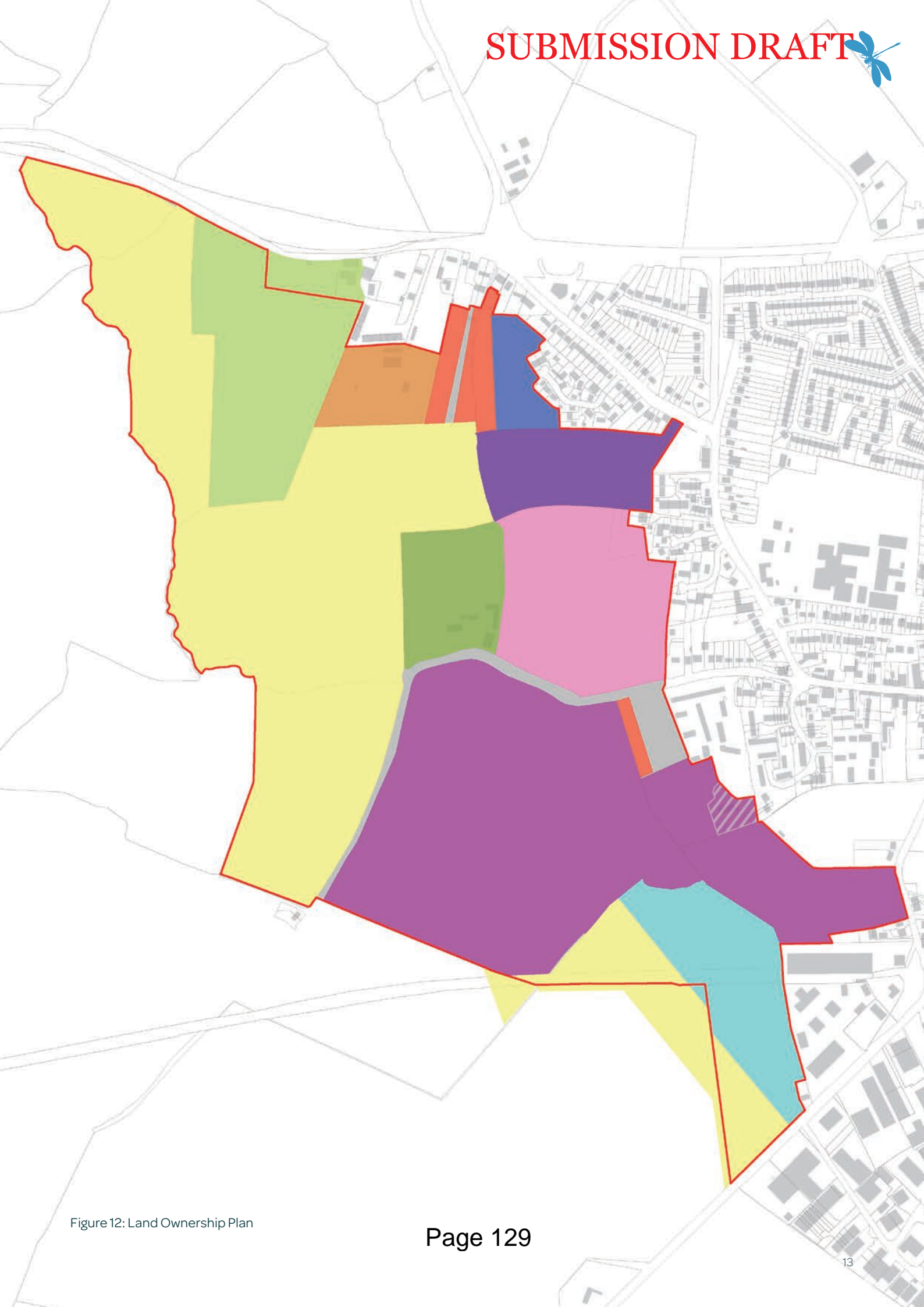


Figure 12: Land Ownership Plan



## 2. Planning Context





# Planning Policy

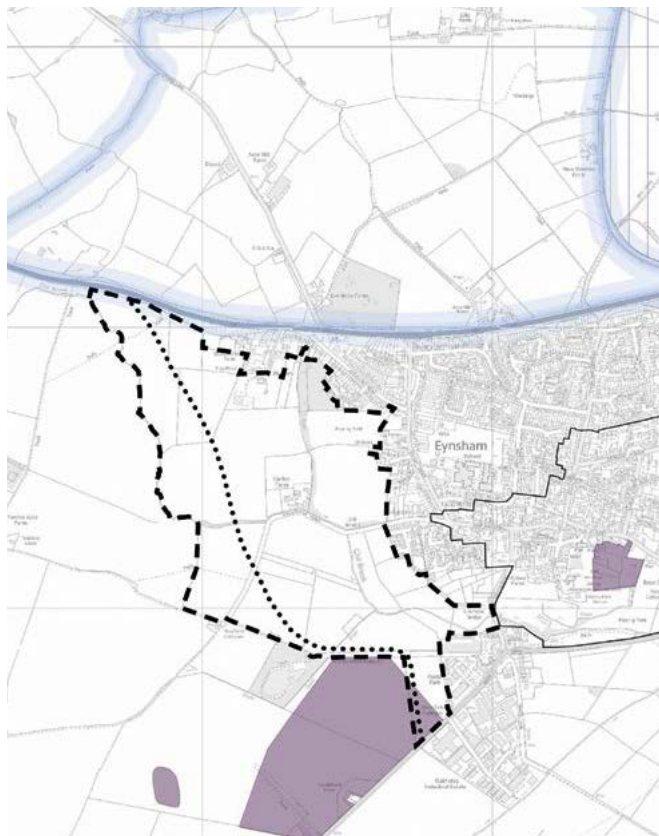
The site is allocated in the adopted West Oxfordshire Local Plan (WOLP) 2031 (adopted September 2018) and the allocation policy (Policy EW2) requires comprehensive development to be led by an agreed masterplan.

Policy ENP14a criterion a) of the Eynsham Neighbourhood Plan 2031 (ENP) (made February 2020) also states that the SDA should be brought forward in a “comprehensive and coordinated manner”. Full copies of both policies are set out on the next page.




This Masterplan document has also been informed by a number of other policy considerations including the policies of the WOLP and the ENP, Government’s National Planning Policy Framework (NPPF) and associated Planning Practice Guidance as well as the National Design Guide and National Model Design Code.

More locally, the Masterplan Document has drawn on various documents including the West Oxfordshire Design Guide, the Oxfordshire Energy Strategy, Oxfordshire County Council’s Local Transport Plan (LTP4 – Connecting Oxfordshire) and Climate Action Framework the Joint Health and Wellbeing Strategy, the SPD Issues document and the recently adopted Oxfordshire Strategic Vision for Long Term Sustainable Development.

The masterplan has also had regard to the emerging Salt Cross Garden Village Area Action Plan (AAP).



### KEY

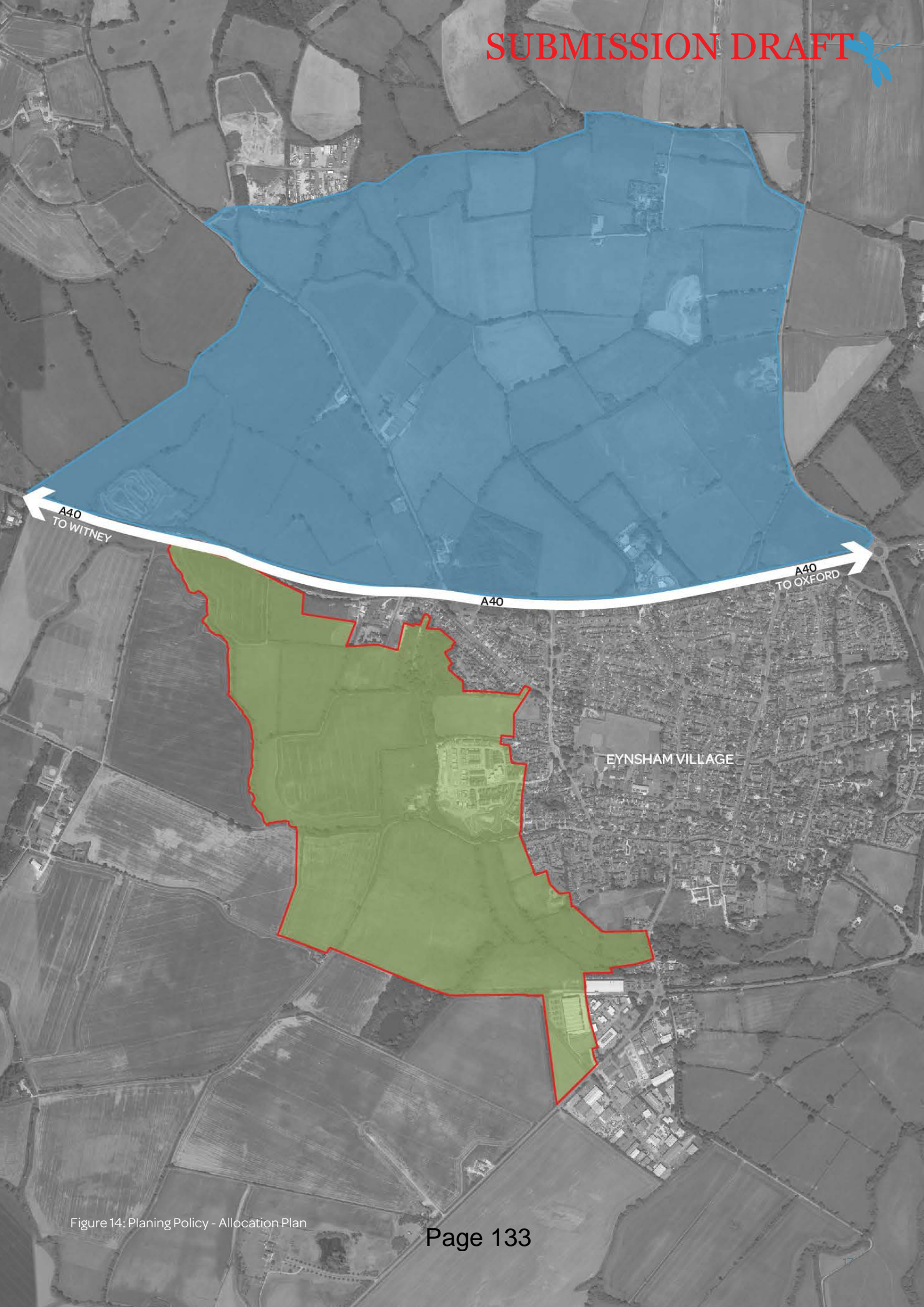
-  Site Boundary
-  Scheduled Monument
-  Indicative alignment of Central Residential Boulevard through allocation.

### KEY

-  Site Boundary
-  West Eynsham SDA
-  Salt Cross Garden Village

Figure 13: WOLP 2031 Figure 9.5e: Eynsham inset





A40

A40

EYNHAM VILLAGE

Figure 14: Planing Policy - Allocation Plan



### The West Oxfordshire Local Plan (WOLP) 2031

#### **Policy EW2: West Eynsham Strategic Development Area.**

Land to the west of Eynsham to accommodate a sustainable integrated community that forms a positive addition to Eynsham, including:

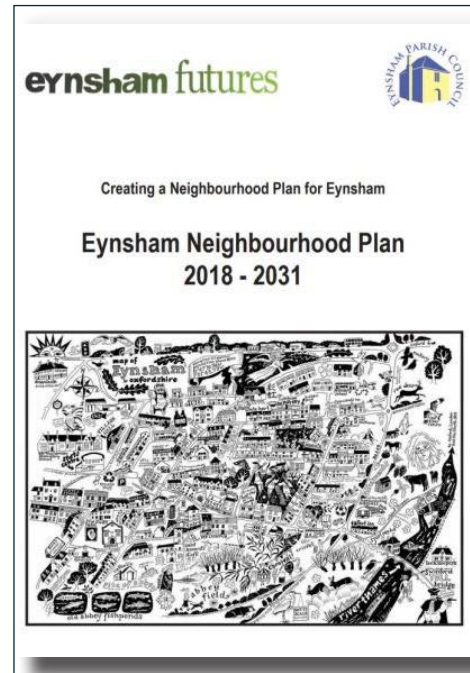
- a) About 1,000 homes with a balanced and appropriate mix of house types and tenures to meet identified needs including affordable housing.
- b) Comprehensive development to be led by an agreed masterplan.
- c) Provision of a new western spine road funded by and provided as an integral part of the development and taking the opportunity to link effectively with the existing road network on the western edge of the village.
- d) The provision of a new primary school on-site (1.5FE including nursery) on a 2.22 ha site to enable future expansion together with financial contributions towards secondary school capacity as appropriate.
- e) The provision of other supporting transport infrastructure, including mitigating the impact of traffic associated with the development; appropriate consideration of the proposed park and ride, wider A40 improvements and the Oxfordshire Cotswold's Garden Village SLG; the provision of appropriate financial contributions towards LTP4 transport schemes such as the A40 Strategy; provision of appropriate public transport (services and infrastructure) serving the site; and provision of a comprehensive network for pedestrians and cyclists with good connectivity provided to adjoining areas, including the Proposed Park and Ride, Eynsham Village, the Oxfordshire Cotswolds Garden Village, Hanborough Station and into the surrounding countryside.
- f) Development to be phased in accordance with the timing of provision of essential supporting infrastructure and facilities.
- g) The provision of appropriate landscaping measures to mitigate the potential impact of development and associated infrastructure.
- h) Biodiversity enhancements including arrangements for future maintenance.
- i) masterplanning that takes adequate account of open space and green infrastructure networks and needs, and maximises opportunities to create and strengthen green infrastructure in accordance with the Council's Green Infrastructure Plan (to be prepared).
- j) The investigation, recording and safeguarding of the known and potential archaeological significance of the Area prior to any development taking place. The results of the investigation and recording should inform the final layout of the development and be deposited in a public archive. Particular consideration will need to be given to the scheduled monument adjacent to the B4449 including when determining the most appropriate alignment/access arrangements for the western spine road. All feasible route options and junction arrangements must be explored to ensure that any harm to or loss of significance of the scheduled monument by crossing of or encroachment upon the monument or its setting should be avoided if at all possible, and that any unavoidable harm or loss of significance is minimised, as far as possible mitigated and justified in accordance with Policy EH15.
- k) Appropriate measures to mitigate flood risk including the use of sustainable drainage methods to ensure that post-development surface water run-off rates are attenuated to achieve a reduction in greenfield run-off rates. The sustainable drainage systems should be designed to provide a biodiversity enhancement.
- l) Connection to the mains sewerage network which includes infrastructure upgrades where required including any necessary phasing arrangements.
- m) Demonstrate the use of renewable energy, sustainable design and construction methods, with a high level of energy efficiency in new buildings.
- n) The developer will be required to set aside 5% of the developable plots for those wishing to undertake custom/self-build.

## The Eynsham Neighbourhood Plan (ENP) 2031

### **ENP14a Strategic Development Area and “Garden Village”**

In addition, development in Strategic Development Areas and the proposed “Garden Village” should:

- a) Be brought forward in a comprehensive and coordinated manner, in the case of the Garden Village, through the Area Action Plan and in respect of the Strategic Development Area, through another appropriate mechanism such as a Supplementary Planning Document including a masterplan agreed with WODC and in consultation with the Parish Council. Requirements for supporting infrastructure and services shall be established through the masterplan and, where necessary, through legally binding agreements.
- b) Include an assessment of the impacts of the new development on residents of Eynsham Village, particularly the impact on local services and facilities such as education and healthcare.
- c) Include a mechanism to ensure the timely provision of adequate community facilities.
- d) Where appropriate, make provision for new employment opportunities as part of the overall mix of development.
- e) Make provision to mitigate infrastructure constraints including the main access roads (A40, B4449, B4044), where necessary.
- f) Include an appropriate assessment of any impact on A40 and Toll Bridge traffic.
- g) In respect of the garden village, ensure that development is taken forward in accordance with garden village principles (as set out by DCLG).
- h) Have regard to the need to provide extensive and high-quality green infrastructure to include opportunities for walking, cycling and riding.







# Planning History

## The Story so far and next steps

The planning history of the site and the surrounding local area includes several approved and pending planning applications since 2015. The masterplan integrates these existing schemes into the strategies for delivery. These sites are identified on the plan opposite and the adjacent time line.

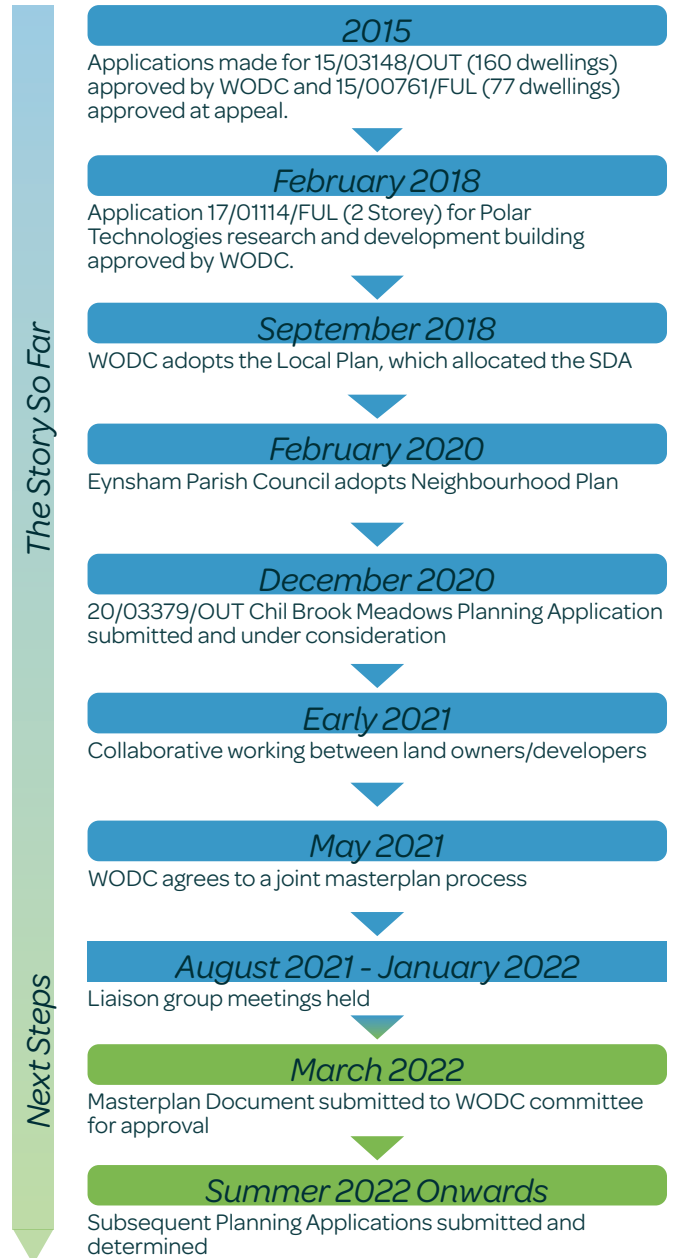
To the north of the site, a new Park & Ride has been approved (ref: 19/01725/CC3REG) and will be constructed alongside a new access and improvements to the A40. The planning application for the Salt Cross Garden Village (ref:20/01734/OUT) was submitted in July 2020 and is pending determination.

The Taylor Wimpey scheme at Thornbury Green (ref: 15/03148/OUT) is largely complete and the Thomas Homes scheme at the Nursery Site (ref: 15/00761/FUL) is underway.








Phase 1 of the Horizon Technology Park Advanced Engineering Campus (16/02369/FUL & 17/01114/FUL) to house the expansion of Polar Technology Management Group Ltd has been completed. Further phases of building will deliver up to 300,000sqft of advanced manufacturing space and office facilities.

The Chil Brook Meadows Planning Application (ref: 20/03379/OUT) was submitted in December 2020 and will be determined following the approval of this Masterplan.

Subsequent planning applications for the remainder of the site will follow and will be determined having regard to this Masterplan document.



**KEY**

-  Site Boundary
-  15/00761/FUL - Nursery Site\*
-  15/03148/OUT - Thornbury Green \*
-  16/02369/FUL & 17/01114/FUL - Polar Technology \*
-  19/01725/CC3REG - Park & Ride
-  20/01734/OUT - Salt Cross Garden Village
-  20/03379/OUT - Chil Brook Meadows

\*Approved applications

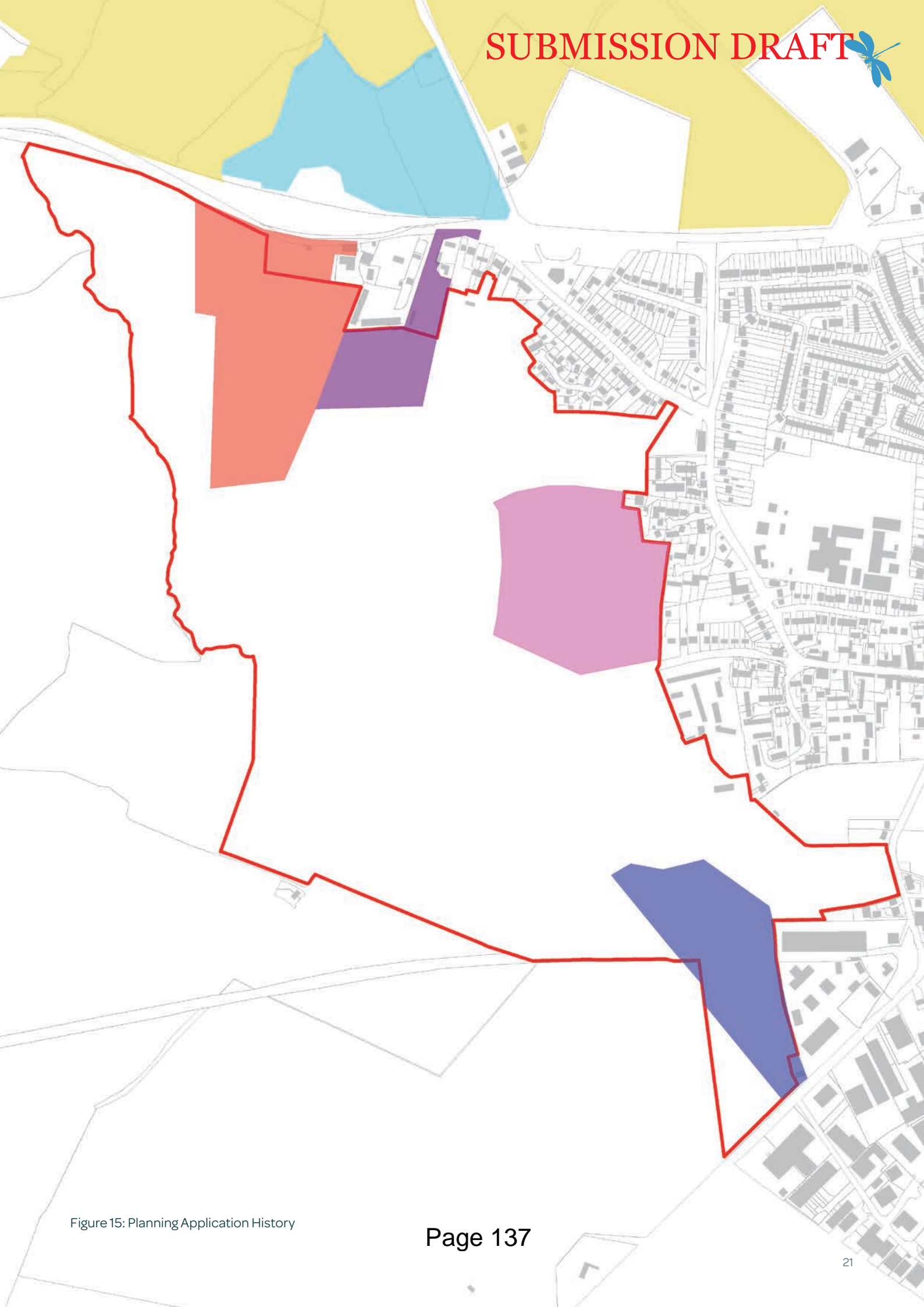


Figure 15: Planning Application History



# 3. Assessment



# Site Constraints and Opportunities

## Introduction

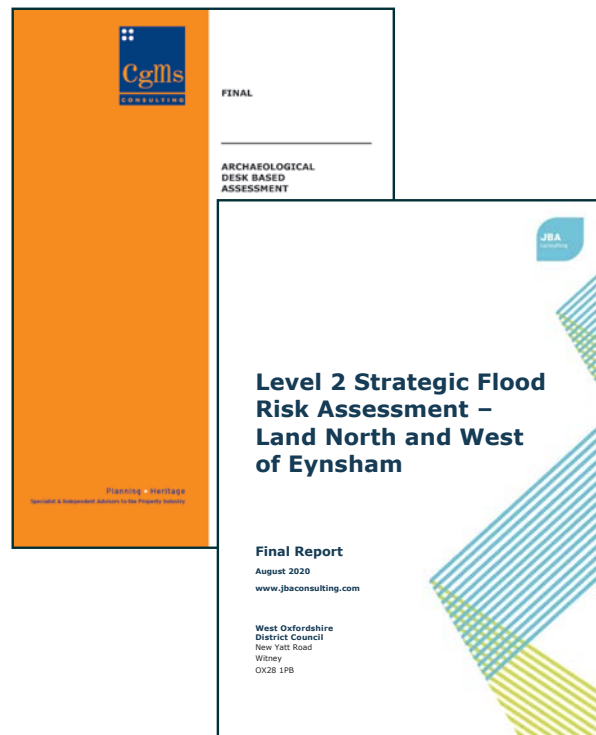
The purpose of this section is to provide an overview of the main technical considerations that underpin the masterplan. This includes detailed contextual studies undertaken in 2019 by West Oxfordshire District Council to inform proposals across the Salt Cross Garden Village (known at the time as the Oxfordshire Cotswolds Garden Village) and the West Eynsham Strategic Development Area, including:

- Landscape and Visual Assessment undertaken by LUC
- Historic Environment Assessment carried out by LUC
- Green Infrastructure Study prepared by LUC
- Preliminary Ecological Impact Assessment undertaken by TACP
- Transport Baseline report prepared by Wood plc
- Level 2 Strategic Flood Risk Assessment carried out by JBA

Further technical studies have been undertaken by the landowners/developers to inform this masterplan. This includes:

- A full suite of documents and reports submitted as part of the Chil Brook Meadows (20/03379/OUT) planning application submitted by Jansons
- Topographical survey
- Hydraulic modelling of the Chil Brook with the results agreed with the EA
- Archaeological Desk Based Assessment by CgMs
- Phase 1 Ecology Survey

The scheme will use this baseline assessment as a foundation that will be supported by further technical assessment as necessary during future planning applications.





## Topography

The site is relatively low-lying due to its location in the immediate setting of the Chil Brook. It slopes gently from approximately 70m AOD along its northern and southern boundaries in the direction of the Chil Brook at the centre of the site, to an altitude of approximately 60m AOD.

The site's topography reflects the localised low-lying landforms associated with the western and southern setting of Eynsham.



Figure 16: Site Topography

## Flooding and Drainage

The Chil Brook flows through the site from Eynsham Hall Park in the north-west, it runs south-eastwards to exit the site at the south eastern corner, where it passes below a bridge at Station Road and continues on to join the River Thames at Swinford.

Much of the land adjoining the Chil Brook is identified as Flood Zone 2 and 3 (i.e. medium and high risk) by the Environment Agency (EA). An updated flood model of the peak fluvial flood depth (with an allowance for future climate change) based on a topographical survey and sectional study of the Chil Brook was undertaken by WSP, reviewed and accepted by the Environment Agency in July 2020 as being fit for use for the West Eynsham SDA flood risk assessment.

Two unnamed Ordinary Watercourses, which form tributaries of the Chil Brook, are located in the north east and south of the site.

Risk from surface water flooding is an important consideration. As a greenfield site it is important to consider potential change in run-off rates, directions of overland flow and the impacts that this may have on river dynamics. The dominant surface water flow path within the site is associated with the channel of the Chil Brook and its tributaries.

Areas of the site are predicted to have a high groundwater flood risk, associated with sand and gravel superficial deposits found along both the northern and southern boundaries of the site. In these areas, groundwater is estimated to be within 0.5m of the surface during a 1 in 100-year groundwater flood event. All other areas are deemed to have a negligible groundwater flood risk.

Sustainable Drainage Systems (SuDS) will be used to attenuate surface water drainage to maintain the existing run off rate from the undeveloped greenfield site. The size and greenfield nature of the site provide opportunities for a variety of SuDS features, to slow and store surface water flow before it enters the Chil Brook. Attenuation storage features must be located outside the Chil Brook floodplain, so they remain operational during a fluvial flood event.

No built development is proposed in Flood Zone 2 and 3, other than essential infrastructure, such as the road crossing of the Chil Brook.

The planning application(s) for each relevant phase will be accompanied by drainage assessment and survey work, that will take into account the drainage and flood risk impacts to and from adjacent large-scale developments either under construction or recently constructed as well as those that are planned.



Figure 17: The Chil Brook facing west from Station Road



Figure 18: View from bridge on Chilbridge Road, facing north onto the Chil Brook





Figure 19: Attenuation feature within Thornbury Green development

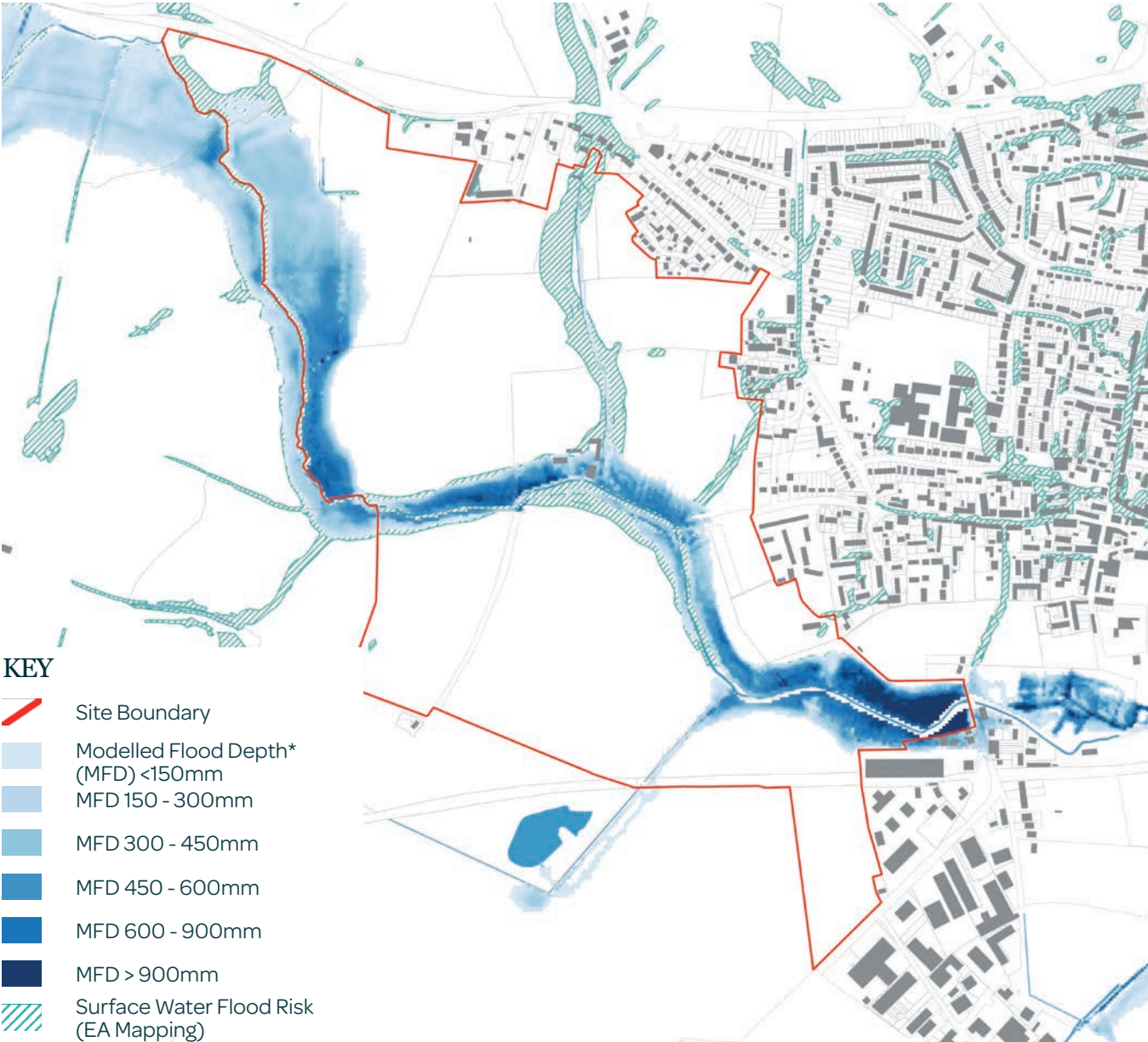


Figure 20: Flooding and Drainage

\* Hydraulic Modelled Flood Depth (1:100 year flood extent +70% climate change allowance) agreed with EA in July 2020

## Ecology and Biodiversity

There are no specific nationally designated sites of importance for biodiversity within the SDA. The SDA is predominantly greenfield with farmland arable and semi-improved grassland fields, woodland, orchard, trees, mature hedgerows, ditches and the Chil Brook. There are valuable habitats and wildlife corridors within the site, especially the Chil Brook.

There are records of protected and notable species within and adjoining the site. Phase 1 surveys and assessment of the site have been carried out and prior to any planning application, it is recommended that specialist Phase 2 surveys for protected species are carried out, in addition to further assessment of hedgerow, grassland and arable habitats, in order to establish the presence or absence of protected or notable habitats and species in order to ensure compliance with UK nature conservation legislation and, where necessary, identify measures to avoid or mitigate potential impacts.

The former orchard, west of Fruitlands in the north of the site, is covered by a Tree Preservation Order (TPO) and is designated as a priority habitat (Traditional Orchard) and woodland of ecological value.

The previous surveys of the site, have identified the areas of highest ecological value, which are primarily along the Chil Brook and the woodland and hedgerow corridors.

The “low ecological value” areas, shown in Figure 21, are identified in the Oxfordshire Garden Village and Strategic Development Area Preliminary Ecological Impact Assessment Prepared by TACP for West Oxfordshire District Council. This preliminary assessment identified the key ecological features and the areas with the greatest potential for protected species. The low ecological areas have the lowest potential for protected species.

In accordance with national and local policy, development of the site will be required to demonstrate a net gain in biodiversity where possible. This is also reflected in the Eynsham Neighbourhood Plan (Policy ENP4a).

To the south east of the site is the proposed ‘Fishponds’ Local Nature Reserve (LNR) on the site of the Eynsham Abbey Fish Ponds.

A further consideration for the West Eynsham site is the Oxford Meadows Special Area of Conservation (SAC) which is 3.3km east of the SDA. In respect of increased nitrogen deposition from additional traffic on the A40, a combination of a modal shift away from the use of the private car and a trend for reduction in nitrogen from vehicular emissions will limit any significant effect.



## Policy Requirement

WODC Policy EW2: h) Requires biodiversity enhancements including arrangements for future maintenance. The provision of appropriate landscaping measures to mitigate the potential impact of development and associated infrastructure.



Figure 21: Existing Green Infrastructure and ecology

## Landscape and Visual Impact

### Landscape Designations

The site is not designated by any specific landscape designation.

### Landscape Character

The West Oxfordshire Landscape Assessment (1998) identifies the site as being located within two Landscape Character Areas (LCA). The south-eastern part of the site, adjoining the Chil Brook is identified as being located within the Lower Windrush Valley and Eastern Thames Fringe LCA 12. The rest of the site is identified as being located within the Eynsham Vale LCA 11.

The landform of the site is the shallow valley of the Chil Brook, which meanders between slightly higher ground to north and south. To the west, beyond the site is a low rise that provides some containment. Further enclosure is provided by the smaller, tree-lined fields around the western edge of Eynsham, including some fairly substantial areas of outgrown hedgerow, as well as the trees surrounding the pond to the south of the site. The stream valley is slightly more pronounced in the east, where more hedgerows and trees enclose small paddocks. Overall the landscape is of low-moderate sensitivity, with areas of moderate sensitivity associated with the small enclosed fields and paddocks closer to Eynsham.















### Views and Visual Environment

Views of the site are largely localised and the site is seen within the context of existing built form associated with the settlement of Eynsham. The primary receptors are users of the adjacent road corridors and nearby Public Rights of Way. The mature vegetation structure present within the site and along its boundaries, as well as the established treescape and hedgerow network associated with its immediate context, afford a strong degree of containment to the potential development within views from the site's wider setting.

Occasional glimpsed views of development will be perceptible from a limited number of elevated viewpoints to the south-east, from the elevated land associated with Wytham Great Woods and Wytham Hill, although these are relatively long-distance views from which the site is not readily visible. Any glimpsed views of the proposed development will be seen within the context of existing built-up edge of Eynsham and existing urbanising features within these views.

Glimpsed views of the tower of St Leonard's Church (Grade II\* Listed Building) are available from the more elevated areas of the site.

#### KEY

	Site Boundary		Grade II* Listed St Leonard's Church
	Public Rights of Way		Glimpsed Views to St Leonard's Church
	Chil Brook		Key Long Distance View into the site
	Existing Built Edge		Industrial Development
	Potential Landscape Buffer		Alluvial Lowland Character
	Potential Reinforcement of the Existing Vegetation		Lowland Village Farmlands Character
	Grade II Listed Chil Bridge		Rolling Clayland Character



## Policy Requirement

WODC Policy EW2: g) Requires the provision of appropriate landscaping measures to mitigate the potential impact of development and associated infrastructure.



Figure 23: View west from PROW 206/18/10 facing east

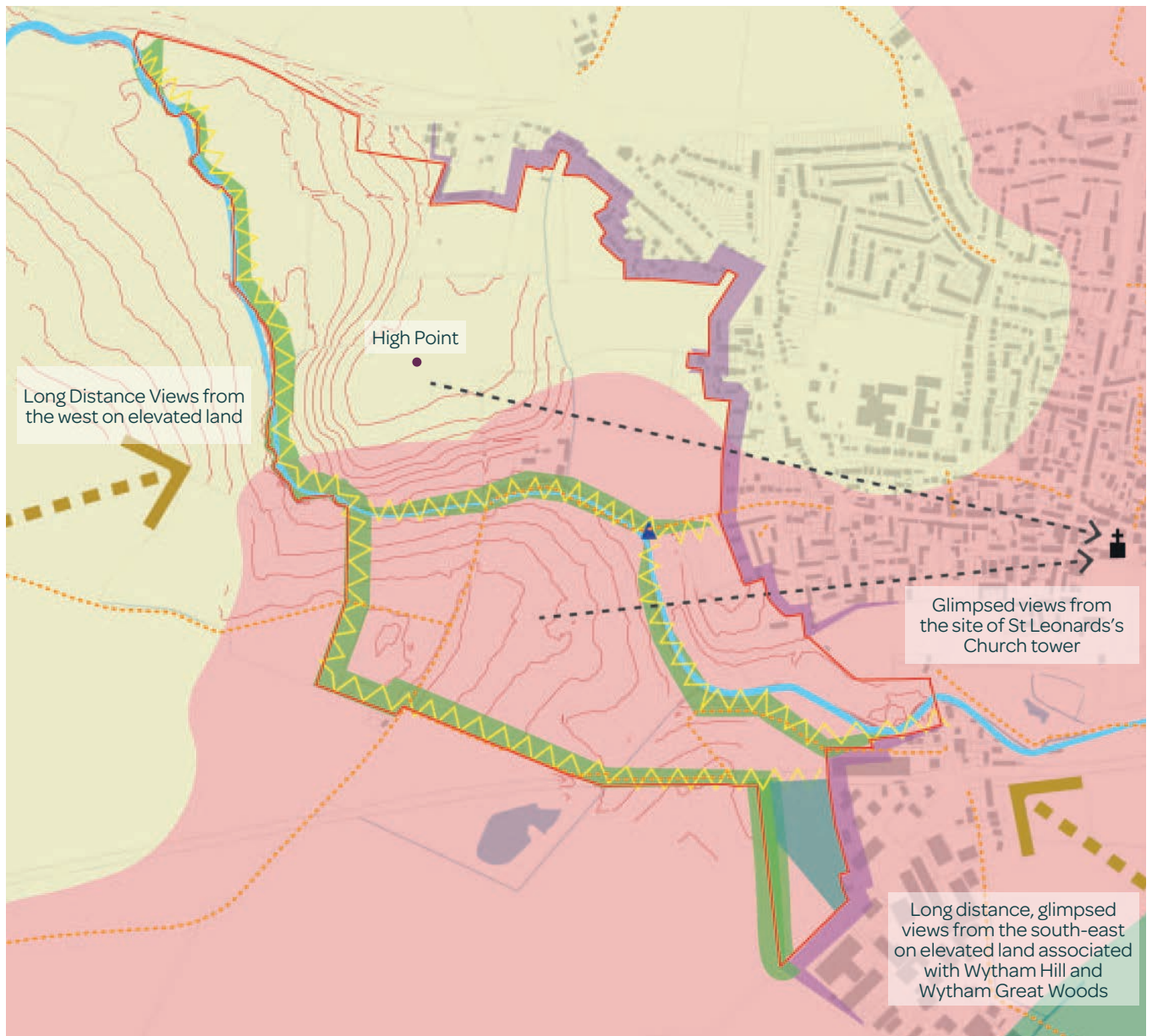


Figure 22: Landscape and Visual Assessment

## Heritage

### Designations

The Grade II Listed Chil Bridge sits within the east of the site and the site's eastern boundary is directly adjacent to the western edge of the Eynsham Conservation Area.

The site's southern corner is covered by an area designated as a Scheduled Monument (SAM) - Sites discovered by aerial photography, near Foxley Farm (List UID: 1006333).

### Historic Landscape Character

The Historic Landscape Character of the south-eastern corner of the SDA comprises piecemeal enclosure of late 18th -19th century date, which remains relatively intact. The now dismantled tracks of the Witney Branch (Great Western Railway) form part of the southern site boundary. The remainder of the site comprises re-organised enclosure of date and modern amalgamated 20th century enclosure, modern woodland plantation and sports playing fields.

### Archaeology






In accordance with central and local government planning policy, a desk-based assessment has been undertaken to clarify the archaeological potential of the site.

The site has a theoretical potential for the Palaeolithic and Mesolithic periods, a moderate to high archaeological potential for the Neolithic, Bronze Age, Iron Age and Roman periods, a moderate to high potential for the Angle-Saxon period, a low to moderate potential for the Medieval period and a low potential for the Post-Medieval and Modern periods.

The balance of probability is that any archaeological finds from within the site will likely be of regional to national significance. Any archaeological finds from within the area of the scheduled monument are of national significance by definition through its designation.

The planning application(s) for each relevant phase will be accompanied by archaeological assessment and survey work to respond to criterion j) of Policy EW2 and also Policy EH15 of the adopted Local Plan.

### KEY

-  Site Boundary
-  Scheduled Ancient Monument (SAM)
-  Conservation Area
-  Grade II Listed Chil Bridge
-  Archaeological Features (OCC Environment & Economy)





## *Policy Requirement*

WODC Policy EW2: j) Requires the investigation, recording and safeguarding of the known and potential archaeological significance of the Area prior to any development taking place.



Figure 24: Heritage

## Access and Movement

Much of the site itself is not publicly accessible due to it being currently under private ownership. However, three Public Rights of Way (PROWs) cross the site:

- Public footpath 206/30 runs parallel to the site’s southern boundary in a broad west-east direction;
- The public bridleway 206/19 (Chilbridge Road) traverses the site in a broad southwest to east direction; and
- The public footpath 206/18 which meets the public bridleway after running approximately 188m into the site in a broad west-east direction.

These PROWs are important to local residents and are well used by walkers and cyclists. A field in the south of the site is used for dog walking.

These provide connections from Eynsham to the wider network of countryside footpaths to the west.

The A40 provides a designated cycle route north of the site to both Witney and Oxford, where Sustrans National Cycle Routes can be picked up.

### KEY

-  Site Boundary
-  Local Roads
-  Public Rights of Way
-  Cycleway
-  Proposed Central Residential Boulevard
-  Proposed Access
-  Proposed A40 Pedestrian/ Cycle Crossing



## Policy Requirement

WODC Policy EW2: c) requires provision of a new western spine road funded by and provided as an integral part of the development and taking the opportunity to link effectively with the existing road network on the western edge of the village.



Figure 25: Access and Movement

## Site Constraints and Opportunities

This page and the plan overleaf provides a summary of all the site constraints and opportunities and is the foundation for the design of the masterplan for the site.

### Topography

- The site slopes gently from the highest points along its northern and southern boundaries towards the Chil Brook, at the centre of the site. The development should work with the natural topography and contours of the site so that development sits comfortably into the landscape.

### Drainage

- Natural drainage paths and storage areas are to be incorporated into the proposals at an early stage. This allows space for SuDS to be combined with public open space and blue-green infrastructure provision, and distributed across the site, helping to deliver high quality amenity and biodiversity net gain for the site, while optimising the use of space.
- No built development is proposed in Flood Zone 2 and 3, other than essential infrastructure, such as the road crossing of the Chil Brook.

### Ecology

- The habitats of highest nature conservation value, including the Chil Brook, areas of semi-improved grassland, trees, hedgerows and woodlands should be retained where possible and enhanced to create a net gain in biodiversity on the site.

### Landscape

- The site is characterised by small fields and hedgerows along the Chil Brook. The masterplan should seek to retain and develop this as an open space corridor with eastward links into the conservation area.
- Retain as much of the existing hedgerow as is reasonably practicable, using retained hedges and tree lines as landscape structure within the masterplan – key features include the hedge along Chilbridge Road, and the hedge linking north to the wood at Fruitlands.
- Create a woodland and open space network throughout the site, strengthening the woodland resource to the north and south of the site, and linking with retained hedgerows and watercourses.
- Development should seek to enhance sections of weaker settlement edge where these currently exist, with the overall intention of deliberately creating a stronger, defensible and more permanent boundary to the west of Eynsham, replacing the current piecemeal character.
- Retain viewing corridor to St Leonards Church from the proposed development

## Heritage

- Features, such as historic field patterns bounded by mature hedges, could allow sensitively designed development to be accommodated into the landscape. Enhancing the, currently fragmented, relationship between built form and countryside.
- The development is situated close to a SAM, part of which enters the site boundary. The masterplanning principles will ensure that the proposed development minimises adverse impacts on the existing heritage assets. Development presents an opportunity to improve public awareness and understanding of the scheduled multi-period cropmark site through the extension of the Eynsham Heritage Trail or similar.
- Due to the moderate to high potential for as yet to be discovered archaeological assets, the proposed development has the potential to impact on archaeological remains and as such, a program of archaeological evaluation and assessment will be required at the planning application stage.
- The Listed Chil Bridge will be retained within a linear park along the Chil Brook.

## Access and Movement
































- A number of Public Rights of Way (PROWs) are situated within the site boundary. Careful masterplanning will be implemented within the design process to ensure these are fully integrated into the movement strategy, to encourage more active means of movement.
- Vehicular access will be restricted to the A40 and B4449, with a Central Residential Boulevard suitable of providing a bus route.
- Pedestrian and cycle routes will be provided to encourage sustainable modes of transport.





# ASSESSMENT

## KEY

-  Site Boundary
-  1m Contours
-  Direction of slope
-  Modelled Flood Depth (MFD) <150mm
-  MFD 150 - 300mm
-  MFD 300 - 450mm
-  MFD 450 - 600mm
-  MFD 600 - 900mm
-  MFD > 900mm
-  Surface Water Flood Risk
-  Woodland
-  Existing Trees and Hedges
-  Tree Preservation Order (TPO) & Traditional Orchard Priority Habitat
-  Chil Brook
-  Existing Built Edge
-  Potential Landscape Buffer
-  Potential Reinforcement of the Existing Vegetation
-  Key Long Distance View into the site
-  Glimpsed Views to St Leonard's Church
-  Industrial Development
-  Scheduled Ancient Monument (SAM)
-  Conservation Area
-  Listed Building
-  Archaeological Features
-  Public Rights of Way
-  Cycleway
-  Proposed Central Residential Boulevard
-  Proposed Access
-  Potential Pedestrian Links
-  Existing Pedestrian Access
-  Proposed A40 Pedestrian/Cycle Crossing

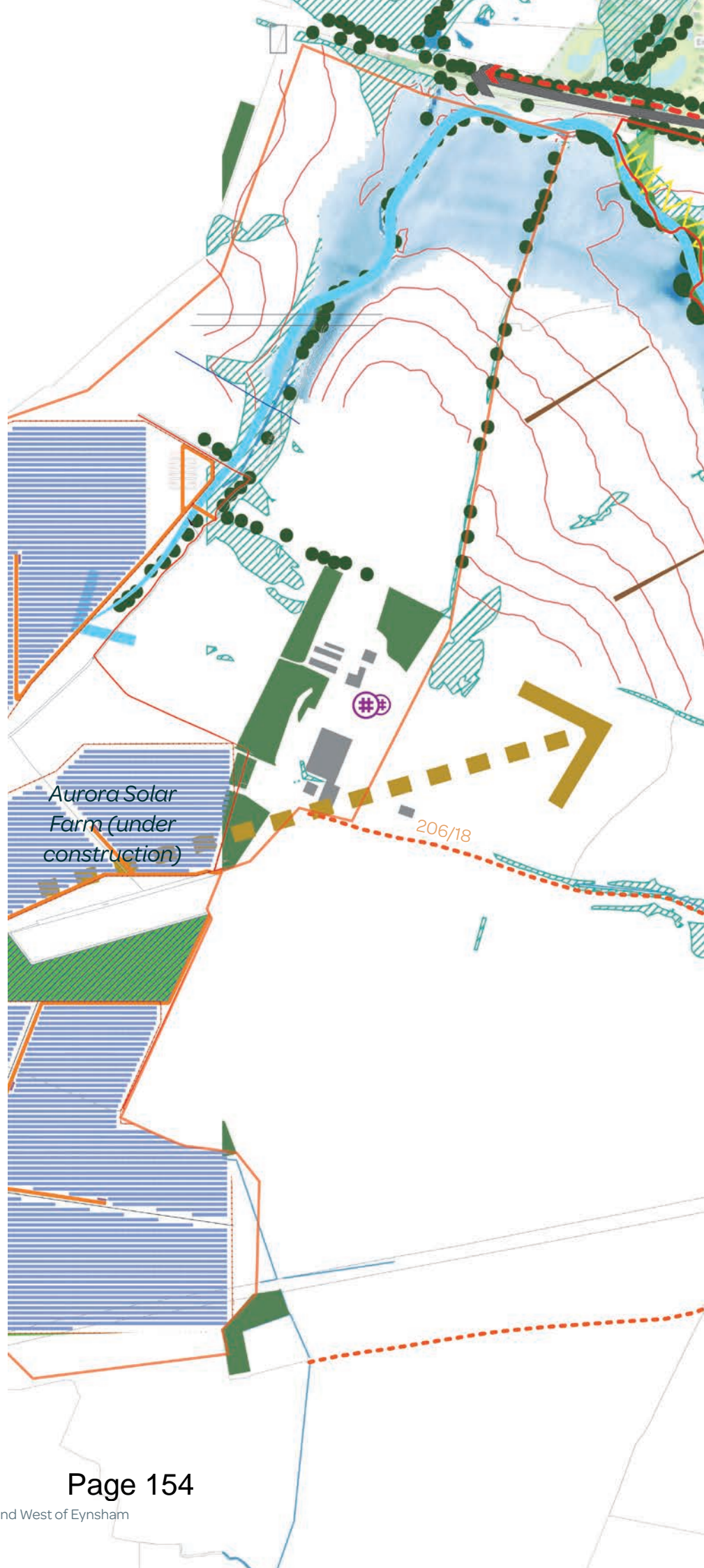






Figure 26: Site Constraints and Opportunities Plan



# Consultation Strategy

## What has happened so far?

As a result of previous consultations, we started with a wealth of knowledge on what is possible and required prior to preparing this masterplan. The masterplan process is not starting from scratch.

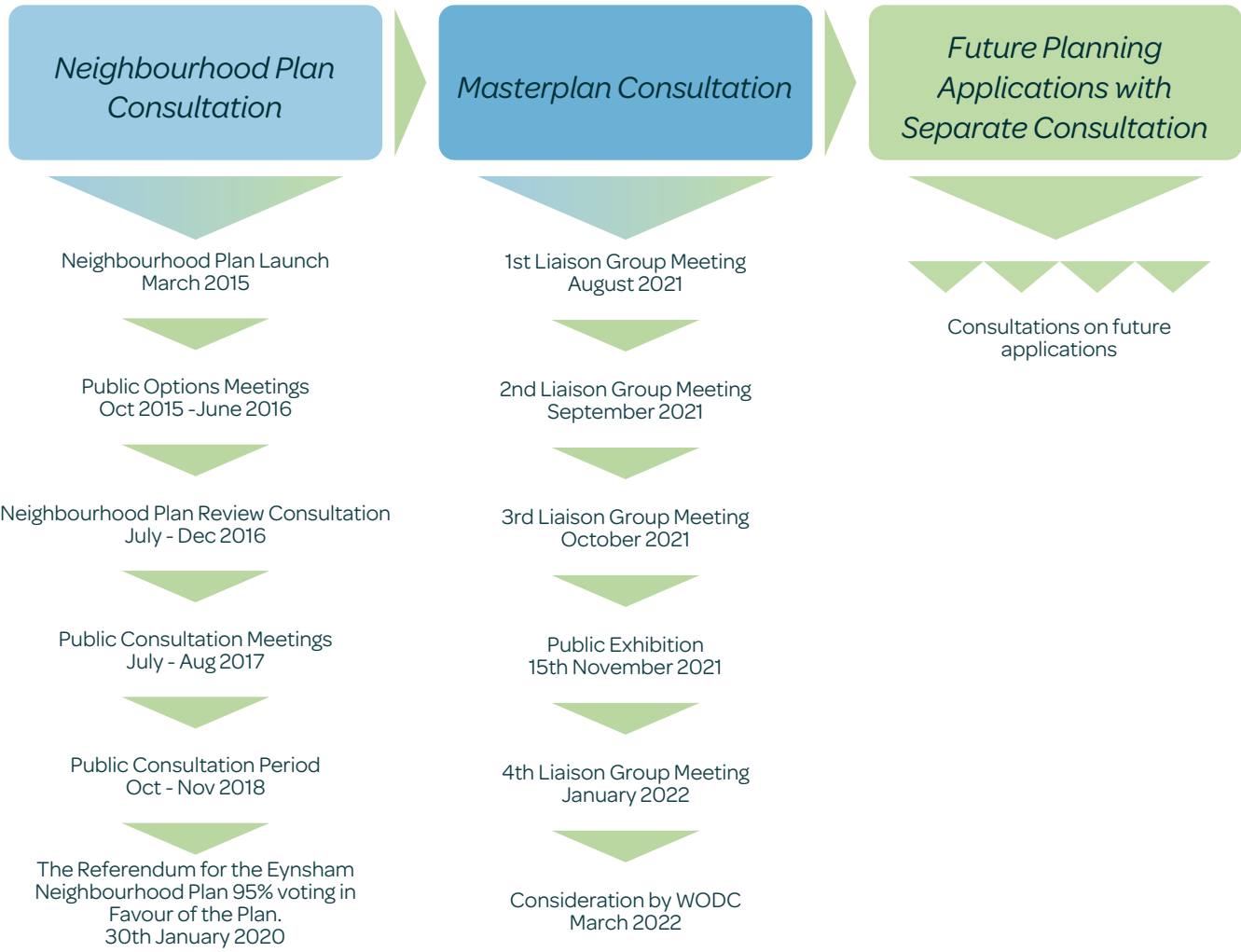
This SDA has already been the subject of extensive engagement with the local community during consultation:

- At various stages of the Local Plan process, leading to its adoption by WODC in 2018;
- On a West Eynsham Supplementary Planning Document (SPD) Issues & Options document;\*
- The Eynsham Neighbourhood Plan was adopted in 2020;
- Outline planning application on the Jansons parcel; and
- Wider engagement on nearby Salt Cross Garden Village scheme.

All of the feedback from previous consultations is being taken into account in the masterplanning process.



\*WODC prepared this Issues and Options SPD document and the Council published it for public consultation between July to September 2018. However, WODC did not progress the SPD through to adoption.



## Engagement on the Masterplan Stage

Building on the previous consultation, this masterplan stage has been subject to engagement from key stakeholders and the wider community.

A dedicated Liaison Group was set up members of which included:

- The developers/landowners;
- Developers/landowners' consultants;
- WODC Officers;
- WODC Cabinet member for Strategic Planning;
- Eynsham & Cassington WODC ward members;
- OCC Officers;
- OCC Eynsham divisional member;
- Eynsham Parish Council;
- EPIC - Eynsham Planning Improvement Campaign; and
- GreenTEA - Green Transition Eynsham Area.

This Liaison Group was a forum where the emerging masterplan was discussed, explained and shaped by the members. This dedicated group met four times across the Autumn/Winter of 2021 and through this forum, the masterplan was shaped. The developers/landowners welcomed the input from this group which ultimately helped shape the emerging masterplan.

Whilst the community representatives were updated on the progress of the emerging masterplan, it was clear from the Liaison Group that the wider community needed to be engaged. As a result, a community newsletter was delivered across the village and a dedicated website was created ([www.masterplan4westeynsham.co.uk](http://www.masterplan4westeynsham.co.uk)) informing residents of the process of the emerging masterplan made by the Liaison Group while inviting residents to attend a consultation event.

Working with the Liaison Group, the developers/landowners organised both a virtual exhibition and a face to face event.

These events were held in November 2021 and the headlines were:

- 106 people attended the in-person exhibition;
- 90 of those signed in;
- 71 registered for the online exhibition;
- 61 of those attended the online exhibition; and
- 45 pieces of feedback were collected.

The consultation event was an opportunity for residents to view the extensive material (much of which was discussed with the Liaison Group) and provide feedback on the emerging masterplan.

Whilst there was a range of views and suggestions for the masterplan, the key feedback included:

- 90% (face to face) and 88% (online) respectively found the events to be informative;
- There was overwhelming support that the developers/landowners are working together to form one masterplan with 76% (face to face) and 69% (online) attendees supporting this; and
- There was clear appreciation from residents that the masterplan is a stepping stone between the Local and Neighbourhood Plans and subsequent planning applications with 66% (face to face) and 75% (online) agreeing with this.

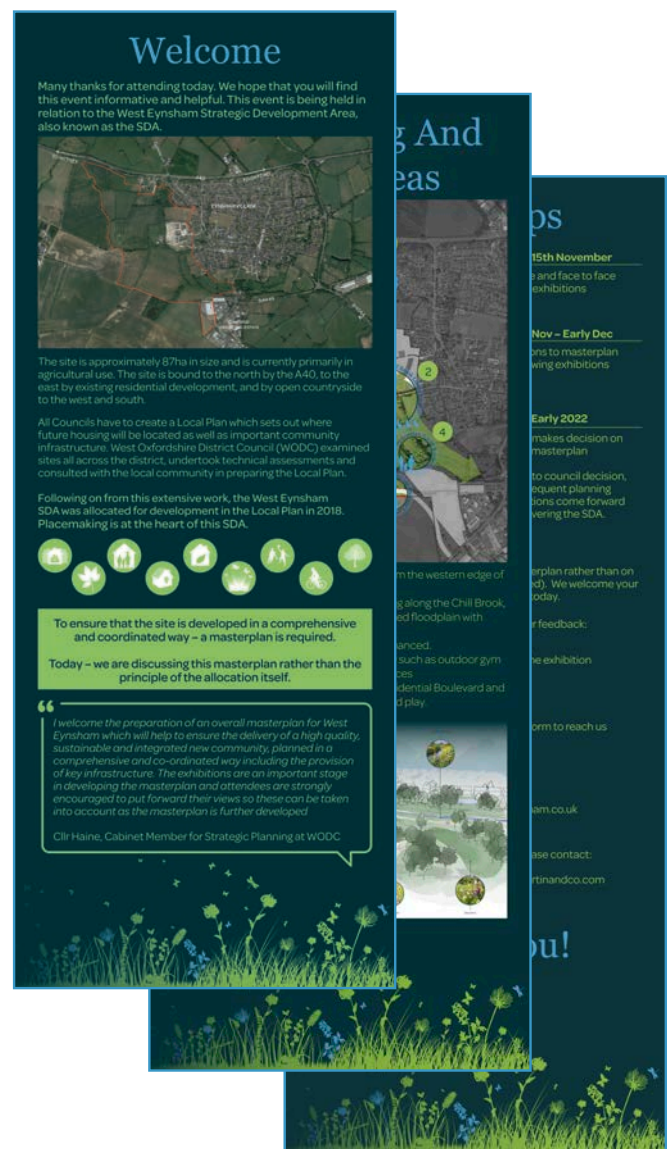
Throughout, it was clear to the developers/landowners that sustainability was high on the agenda for the community. It was also evident that the community want to continue to be engaged throughout the process.

In terms of the emerging masterplan, clear support for:

- Designing the Central Boulevard Road discouraging rat-running (73% face to face attendees and 62% online attendees);
- The provision of the community centre (73% and 82% respectively); and
- 80% attendees agreeing that the flooding and drainage strategies proposed are required.

As expected, there was a range of views, opportunities and challenges however residents provided the developers/landowners with an order of preference for their priorities for infrastructure. The highest preference included transport and movement and green infrastructure.

The developers/landowners used this consultation strategy to help shape the masterplan.



## Summary of Amendments to the Masterplan following Consultation

The table below sets out a summary of the key changes that have helped to shape the masterplan as a result of the developers/landowners working collaboratively with each other, WODC, OCC and community stakeholders.

Theme:	Stakeholders asked:
Consultation	... you for continued consultation on the masterplan.
	... you wanted to have the opportunity for in person consultation events.
Moving Across The Site	... you had concerns about the main spine road.
	... you would like to see PROW's retained and extended, with no additional traffic using Chilbridge Road.
	... you asked how access via the Thomas Homes and Thornbury Green developments would be controlled'.
Landscaping and Biodiversity	... you would like to see biodiversity enhancements and Net Gain achieved.
	... you want to know what protection status the green spaces not allocated to housing will be given.
	... you want plenty of dog walking areas.
	... you asked if hedgerows and trees retained on the site.
Drainage	... you expressed concerns about buildings of the flood plain.
	... you would like to have drainage above and beyond recommendations.
Proposed Uses	... you want to have more information about the local centre uses.
	... you had concerns about the location of the Local centre.
	... you asked for a development that delivers sustainability.

## We did...

Regular virtual meetings were held, to provide continued inputs from the local communities.
The process was amended to include: online and face-to-face public exhibitions, newsletters sent across the village and a masterplan website.
The spine road is now a Central Boulevard, through careful design the Boulevard will discourage rat-running, restrict speed, prioritise sustainable travel users (Cycling, walking and buses) and will be tree lined
The masterplan maintains the existing Public Rights of Way, providing new improved pedestrian and cycle routes. No motorised vehicles will access to the site via Chilbridge Road.
Agreed that once the development is complete, there will be no through route for vehicles between the spine road and Witney Road.
The masterplan prioritises nature, the site will respond to local and national policy for biodiversity net-gain, implementing designs that benefit and enhance the natural environment.
This will be resolved by WODC in the determination of planning applications.
The masterplan provides new and extends existing public rights of way routes, that offer more accessible areas for recreation such as dog walking. Rather than just retaining the field, we have increased accessible usable green areas across the SDA including the Chil Brook Linear Park. This will provide an attractive dog walking area
Hedgerows and trees will generally be maintained, roads that cut through these features will do so at a right angle in order to reduce the impact.
The dwellings within the development do not encroach on the flood plain or flood zone areas.
Drainage will go above and beyond expectations, to anticipate potential increased pressures due to climate change.
The local centre will comprise a range of units that could include; a community hall, a rural enterprise hub, farm shop, small convenience shop and remote working hub. The proposed uses will be informed by stakeholder and community consultation and confirmed in planning applications.
The masterplan indicates the location of a new Local Centre for West Eynsham, the reason for this location is due to; <ul style="list-style-type: none"> <li>• The areas proximity to access routes including the main spine road, multiple PROW routes and cycle ways.</li> <li>• A clear distance reducing direct competition with existing local businesses in Eynsham, while also providing new opportunities for the existing residents living close to the site.</li> <li>• Distributing the 2 main community facilities (The primary school and Local Centre) on the 2 new key neighbourhoods within the development.</li> </ul>
The development will be constructed to meet the upcoming Future Homes Standards to comply with Building Regulations, these standards mean that homes built within the development will produce 31% less carbon than current new builds, and be considered ready for the nations Zero Carbon Future.



# Opportunities

Chil Brook Linear Park



A landscape for all to enjoy







A new Primary School with safe and convenient access



Local Centre providing a community hub



# Design Principles

The design principles for the masterplan have been informed by the assessment of the site and its context and engagement with stakeholders and the community. They establish the vision for how West Eynsham will integrate into the village.

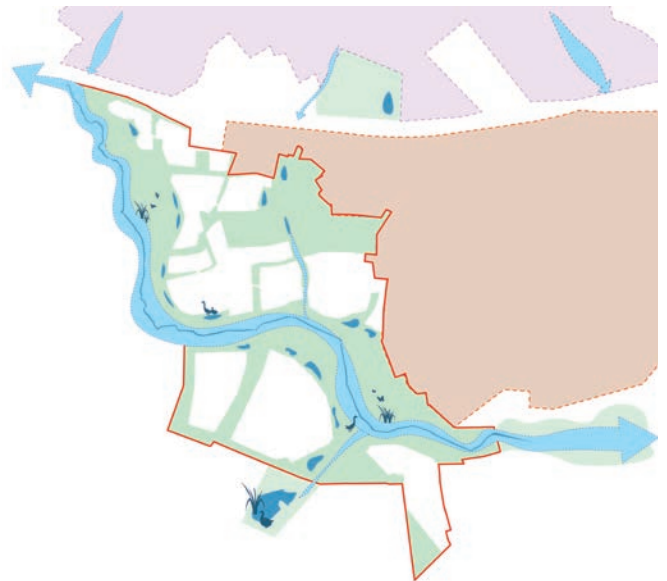
## Integrated Landscape Network



The masterplan will create a network of landscape corridors and spaces that will run through the site and connect into the landscape network around Eynsham.

The masterplan will deliver biodiversity enhancement by retaining existing habitats where possible, and creating new habitats to encourage wildlife to use the site. The biodiversity enhancements will form part of a rigorous Green Infrastructure Strategy fully integrating biodiversity through a series of green connections.

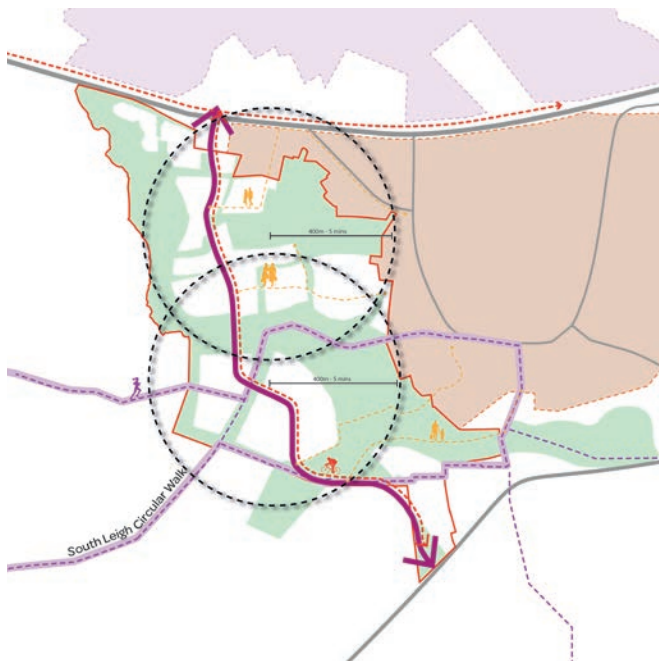
## Blue infrastructure



The Chil Brook runs through the site and creates a strong blue infrastructure network. The masterplan will seek to enhance and support this infrastructure by improving and introducing new wet habitats to help encourage wildlife to use the site.

Sustainable drainage systems will be distributed across the site, using natural drainage paths to manage surface water flows and deliver attractive public open space to be enjoyed by people and wildlife.

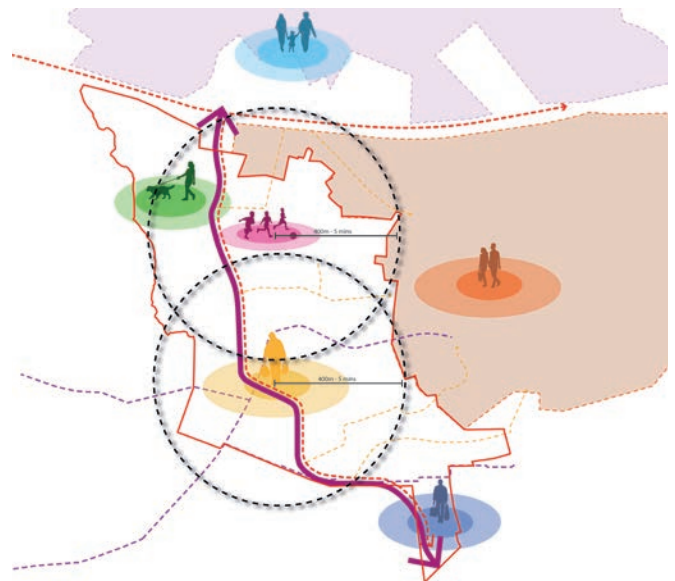
## Access and Movement



The proposed Central Residential Boulevard will provide the main access into the proposed development, connecting the A40 with the B4449 Stanton Harcourt Road. This will include integrated cycle lanes within its design, in line with latest national standards, providing an excellent link through the centre of the site with a controlled crossing over the A40, linked to the Park and Ride site and Garden Village to the north.

Existing Public Rights of Way (PROWs) will be retained and incorporated into the fabric of the masterplan, creating a robust and permeable scheme, with increased connectivity into Eynsham. An active modes first approach to the masterplan, supported by off-site improvements will encourage more active means of movement, within, to and from the site.

## Land uses & Amenities



The masterplan will seek to deliver a series of land uses to benefit the wider area. A new linear park will provide amenity space for new and existing residents.

A new primary school will be provided to support the development. A new local centre will be provided in the heart of the masterplan and will be accessed from the Central Residential Boulevard, in close proximity to the Chilbridge Road PROW. The provision of on-site land uses such as the primary school and local centre reduce the need for residents to travel, reducing off site movements and particularly those by private car.

The sites sustainable location also means that the site is in the immediate context of Eynsham Village centre and the proposed Garden Village centre, opening up wider opportunity for amenity, and access to a wider array of facilities and services.



# 4. Masterplan & Strategies

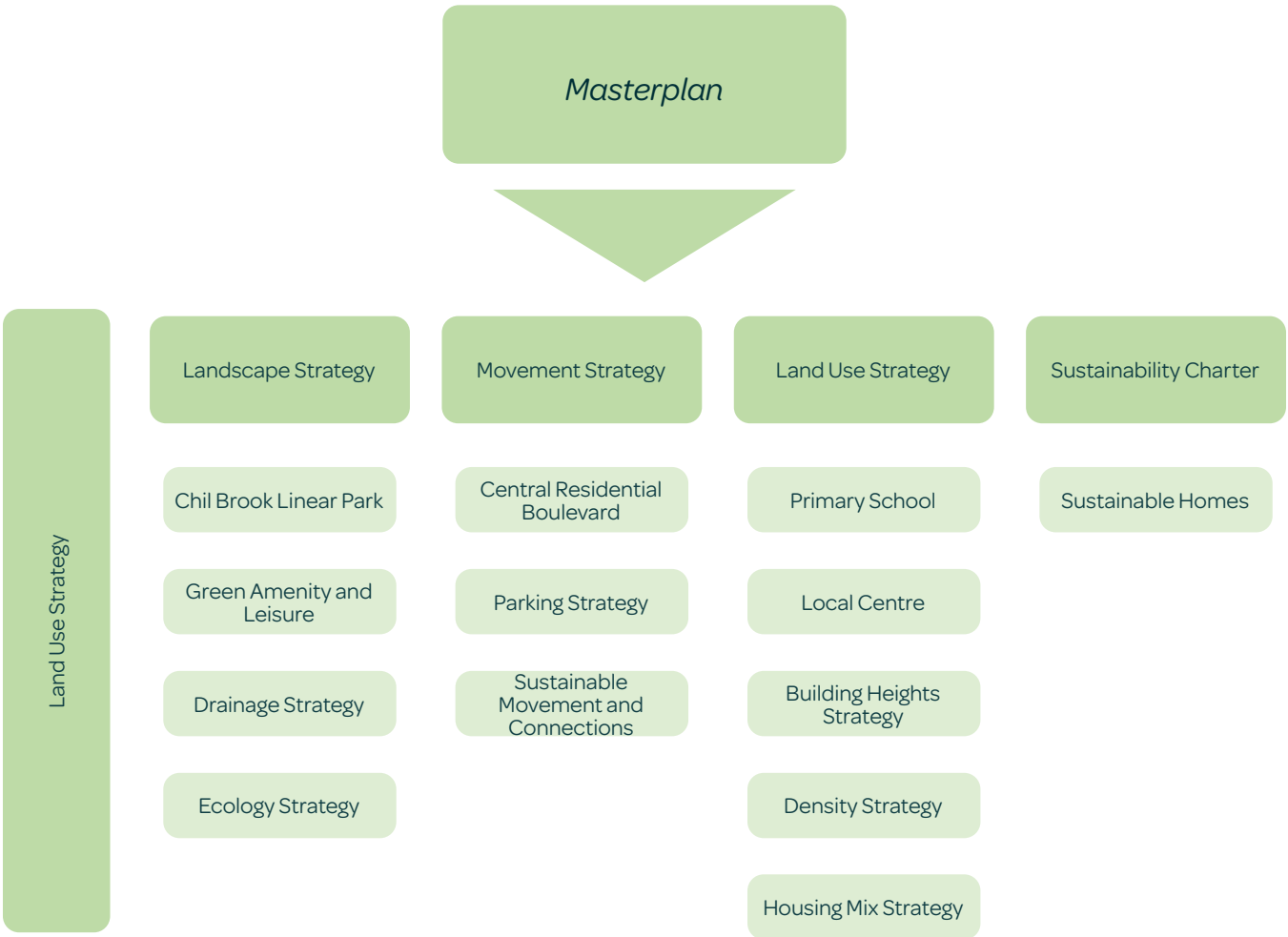




# Introduction

This section sets out the Masterplan Framework that has been developed in response to the site constraints and opportunities, and the engagement with the community and key stakeholders, as discussed in the previous sections of this document.

This masterplan document includes a series of strategies that set out the potential ways the development can come forward in line with the Masterplan and the Vision for the site. These strategies set out the guiding principles and will be used in the preparation of future planning applications.







# Masterplan








The indicative masterplan has been designed to provide a comprehensive strategy to support the delivery of the development of about a 1,000 homes, a primary school and local centre, complemented by a robust landscape structure to create a new neighbourhood that integrates into Eynsham.

The access strategy for the SDA responds to Oxfordshire County Council's A40 Strategy and is the result of an assessment of the SDA opportunities for access and integration. Primary access to West Eynsham is achieved via a new junction onto the A40 to the north and a new junction to the B4449 Stanton Harcourt Road to the south. The Central Residential Boulevard links these two junctions and is integrated through the centre of the development.

Secondary routes, in addition to Public Rights of Way and other pedestrian routes, increase the permeability of the layout with connections to local community facilities to be provided within the SDA, linking to Eynsham village centre and the surrounding countryside.

A mix of land uses are distributed across the SDA to create active neighbourhoods with access to education, community and retail facilities within easy walking and cycling distance of new and existing residents of Eynsham. The new Primary School is located on the flattest part of the site to create a northern hub and the Local Centre is located within the south of the site at the junction of the Central Residential Boulevard and Chilbridge Road PROW, to create a southern hub.

## KEY

- |   |  |  |
|---|--|--|
|  1 | Site Access from A40   |  Existing PROW (Footpath) to be Retained    |
|  2 | Site access from Stanton Harcourt Road                                       |  Existing PROW (Bridleway) to be Retained   |
|  3 | Central Residential Boulevard with segregated cycle path                     |  Existing PROW to be Re-routed              |
|  4 | Bridge crossing over Chil Brook  |  Revised PROW Route                         |
|  5 | Sensitively designed crossing of PROW over the Central Residential Boulevard |  Proposed Informal Pedestrian & Cycle Links |
|  6 | Chil Brook Linear Park   |  Residential Development                    |
|  7 | Primary School   |  Green Infrastructure and Open Space        |
|  8 | Local Centre   |  Attenuation Features                       |

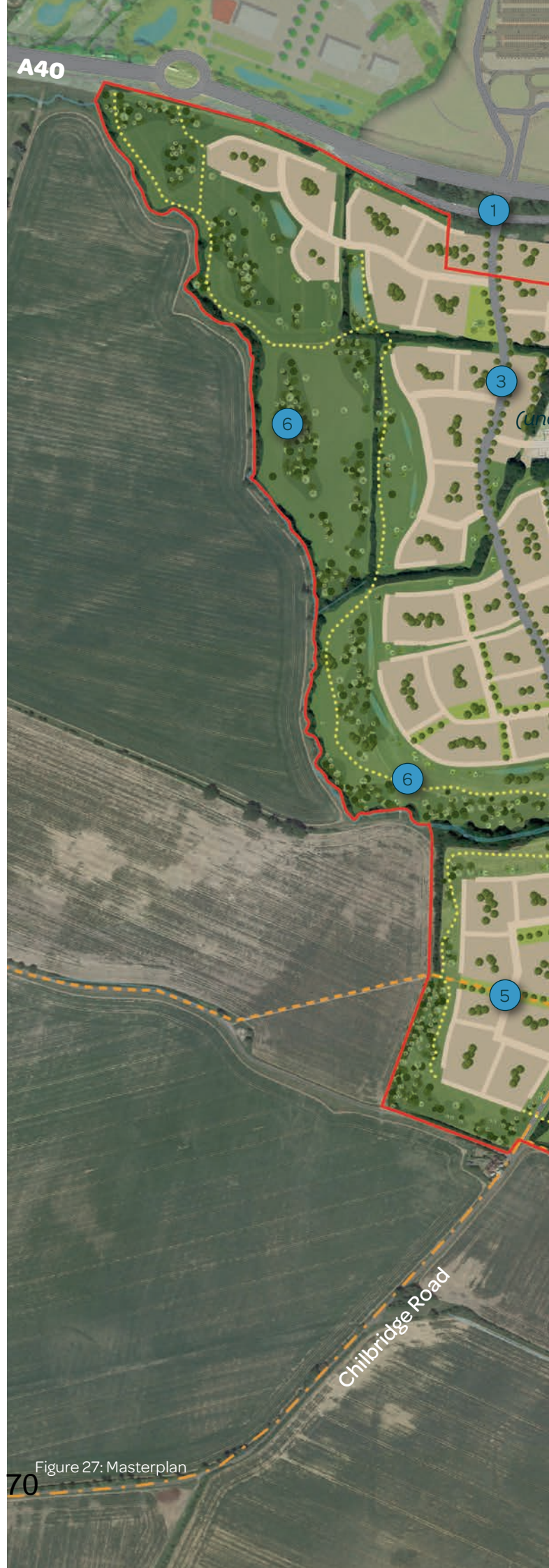


Figure 27: Masterplan





## Policy Requirement

WODC Policy EW2: b) requires comprehensive development to be led by an agreed masterplan.







# Land Use Strategy







The total site area is circa 88 ha. The land use strategy below sets out the proposed distribution of uses across the site. This provides the appropriate developable area for the required land uses including about 1,000 homes, a primary school, local centre, employment, delivery of the Central Residential Boulevard and green infrastructure.

Existing land uses of Bartholomew’s School playing fields, the Merton House assessment centre and the Horizon Technology Park will be safeguarded and retained within their current land use.

A key role of this Masterplan is to establish the proposed land uses that are expected to come forward as part of the SDA and how they will be distributed across the site. This is a landscape-led masterplan around a linear park along the Chil Brook.

As set out later in this document, the proposed primary school has been located in a site agreed with OCC and creates a community hub in the north of the site.

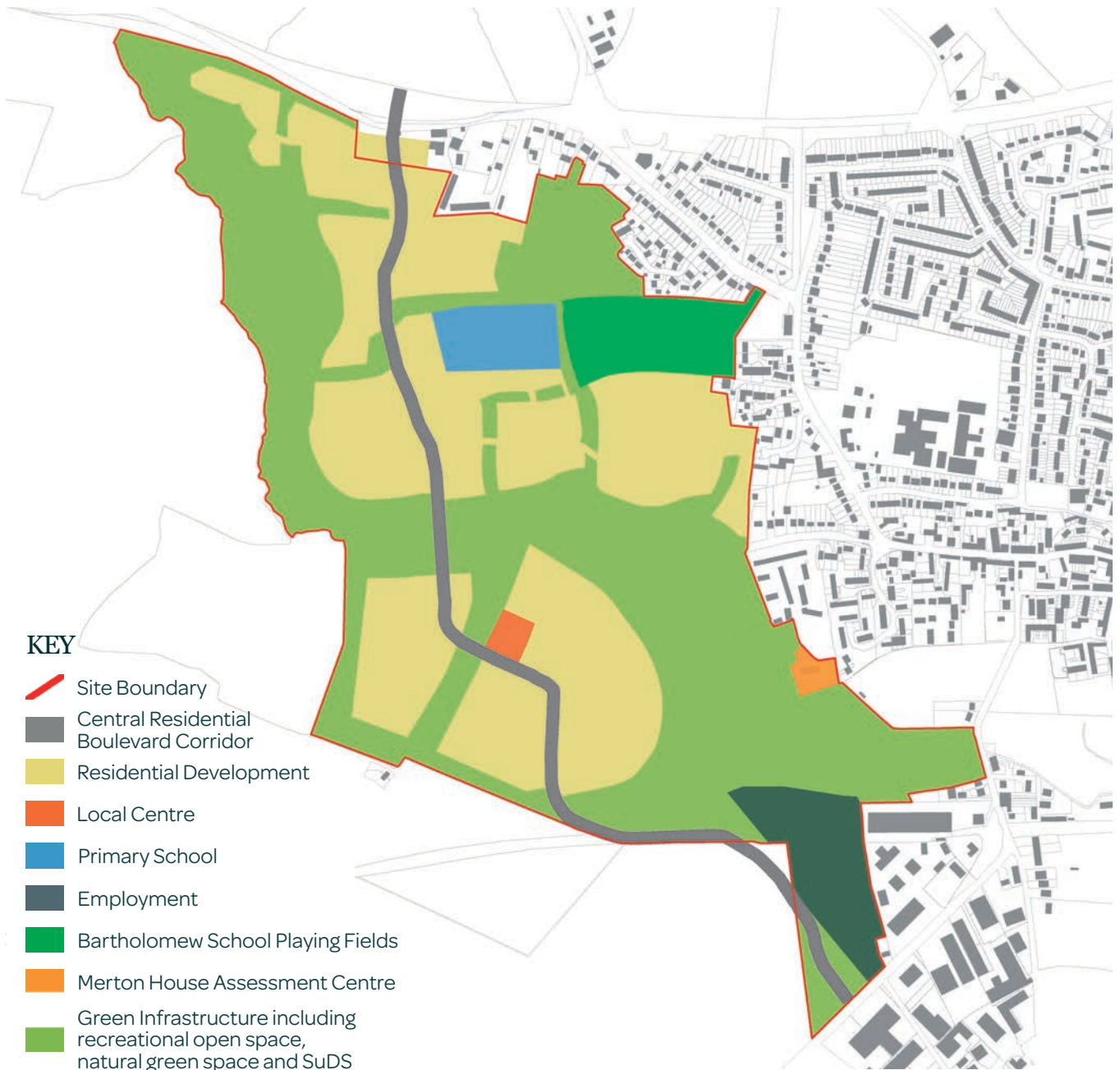
The local centre, which will provide a second community hub is located in the south of the site so that all residents are within an easy walking distance of a community facility.

Land Use Strategy		
Land Use	Quantum	Commentary
 Residential	About 1,000 homes of varying densities	West Eynsham is expected to accommodate around 1,000 new homes although this is not an exact, fixed figure and should not be treated as such.
 Education	A new Primary School	A 2.2 hectare site will be provided which is large enough to cater for a 2-form entry primary school.
 Local Centre	A mixture of community uses and small-scale commercial uses	The local centre will provide a community focal point at the heart of the masterplan and will be accessed from the Central Residential Boulevard, in close proximity to the Chilbridge Road PROW. It will include a range of uses including a mixed use and multifunctional community centre.
 Employment	Horizon Technology Park Advanced Engineering Campus	The approximately 4ha employment site of the Horizon Technology Park Advanced Engineering Campus (16/02369/FUL & 17/01114/FUL).
 Green & Blue Infrastructure	Extensive green and blue infrastructure	Approximately 40 hectares of natural and semi-natural green space, amenity green space, formal parks and gardens, sustainable urban drainage, allotments, community orchards, play areas and other outdoor provision.
 Retained Existing Uses	Bartholomew’s School playing field and Merton House Assessment Centre	The existing use of an approx 3ha site for playing fields for Bartholomew’s School and the 1.61 ha site for the Merton House Assessment Centre will be retained.

## Vision



Spaces will be designed to be easy to navigate, with a wide range of interlinked uses and generous green spaces allowing residents to flourish within their own surroundings.



### KEY

-  Site Boundary
-  Central Residential Boulevard Corridor
-  Residential Development
-  Local Centre
-  Primary School
-  Employment
-  Bartholomew School Playing Fields
-  Merton House Assessment Centre
-  Green Infrastructure including recreational open space, natural green space and SuDS

Figure 28: Land Use Strategy



# Landscape Strategy

The approach to the landscape strategy for the site is to create a coordinated and forward-thinking spatial strategy for the proposed development which creates a space for people and nature.

It will provide a high quality, landscape setting for the development which encourages healthy living and well-being for all residents.

To establish a high-quality landscape framework, five landscape types have been developed which appear throughout the proposed development. These landscape types are a series of elements and spaces which perform different functions and have a variety of design qualities.

The types overlap, complement and support one another to deliver a landscape framework which effectively and sensitively responds to the site and its context. Which provides an outstanding residential environment for all residents and provides new and enhanced opportunities for wildlife in the area.

- **Western edge** - A landscape buffer to create a transition from the western edge of Eynsham to the rural countryside.
- **Linear Park & Chil Brook** - The central feature of the masterplan is a multi-functional 'linear' riverside park running along the Chil Brook. This is a rich wetland habitat along the retained floodplain with informal recreational uses.
- **Eastern Woodlands** - The existing woodlands will be retained and enhanced. Opportunities for new and enhanced woodland links using native tree species to benefit local priority species.
- **Active Open Space** - Green spaces with integrated opportunities for activity such as outdoor gym equipment, trim trails and flexible sport spaces, for the benefit of existing and new residents of Eynsham.
- **Formal Greens** - Along the Central Residential Boulevard a series of Formal Greens will be created to provide a core that includes amenity space for recreation and play.







Figure 29: Landscape Strategy





# Chil Brook Linear Park



Picnic Area

Retention Basin

Children's Play Area

Pedestrian Footpath

Dog Walking Park

Figure 30: Illustration of Proposed Chil Brook Linear Park



Woodland



The Chil Brook



Cycling Route



Meadows





## Green Amenity and Leisure

The SDA as a whole can accommodate a significant quantum of open space in accordance with local policy as set out in Policy EH5 (Sport, recreation and children’s play) of the WOLP 2031.

A proportion of this the open space falls into the flood risk areas, therefore the layout has been designed to ensure that there are areas of usable public open space which are not impacted by flooding concerns.

Open Space Requirements West Oxfordshire Open Space Study (2013)		
Open Space Types	Quantity standards (ha/1000 population)	Access Standards
Allotments	0.25	480m / 10 minute walk
Amenity Green Space	(Included in Natural green space quantity standards)	480m / 10 minute walk
Natural Green Space	2	480m / 10 minute walk
Parks and recreation Grounds	1 ha of publicly accessible provision	480m / 10 minute walk
Play Space (children)	0.05	480m / 10 minute walk
Play Space (Youth)	0.02	600m / 12-13 minute walk







## Vision

*Open space provision will include allotments and community gardens and opportunities for an edible landscape with fruit and nut bearing native species.*

## Multi-Functional Natural & Amenity Green Space

Much of the green infrastructure will be provided as natural green space designed to have natural landscape characteristics and provide habitats of wildlife value, whilst being open to public use and enjoyment.

This will include meadows, woodlands, sustainable drainage features and the flood plain of the Chil Brook.

Alongside, this natural green space much of the open space will be amenity green space, both within residential parcels and within the wider public open space and will serve the function of providing space that is open for spontaneous use by the public and visual amenity.

It is important that public spaces in this development are welcoming, open and inclusive places. Including attractive walking routes that will increase footfall, numerous seating locations that will give people a stopping point and a reason to stay and trim trails and opportunities for natural play.

## Allotments and Community Gardens

Space for allotments and community orchards will be provided and will be distributed across the open space in appropriate locations.

## Outdoor Sports

Due to the topography and constraints of the site, there is no suitable flat area outside of flood zones that would be suitable to accommodate a significant amount of outdoor sports provision.

Instead, financial contributions will be provided towards off-site infrastructure improvements, each phase of the development will contribute a proportion of these financial contributions.

## Management and Maintenance of Open Space

There are a number of alternative options (or a combination of these options) that are being considered to facilitate the management of the open space. This could include:

- Transfer to WODC, a Community Management Trust, or Eynsham Parish Council with commuted sum;
- Transfer to other competent body such as Wildlife Trust; or
- Transfer to a management company.

The management and maintenance arrangements will be agreed through planning applications and further discussion with WODC and EPC.



## Play Provision

Play provision for children and young people is a key component of the landscape strategy for the Masterplan. This provision will be designed to include a range of play spaces to meet the needs of children and young people.

These can be incorporated through a variety of formal equipped play spaces within a 10 minute walk of residents' homes, as well as smaller, doorstep areas of play within a 5 minute walk and informal areas for play throughout the public open space, to encourage natural play.







**Vision**  
Formal and informal play will be integrated into the public open space, within easy walking distance of all residents.



Figure 31: Amenity and Play Strategy





# Drainage Strategy

## Flood Risk

The drainage strategy will be bespoke to the site based on the unique flood risk profile. The original Environment Agency flood map was a helpful starting point but not adequate for the site specific flood risk assessment. An updated flood model based on a topographical survey and sectional study of the Chil Brook was undertaken to provide the required level of detail. This was reviewed and accepted by the Environment Agency in July 2020 as being fit for use for the West Eynsham SDA flood risk assessment.

The Chil Brook Flood Model included climate change allowances of +35% and +70% that were added to the peak river flows to model a reasonable worst case scenario. At the time of preparing a flood risk assessment in support of any planning application, the assessment will need to make use of the climate change allowances that are current at the time of the application.

All new homes and community buildings will be located outside of flood zones 2 & 3, with a finished floor level to be set above the 1 in 100 year + climate change flood level.

The critical infrastructure of the Central Residential Boulevard will be limited to a single crossing over the flood plain. It will be designed with a bridge to span the functional floodplain (1 in 20 year flooding) without impeding flows and compensate for any loss of flood storage caused by the bridge structure.

## Water Quality

The measures employed will ensure satisfactory levels of treatment of collected run off in order to reduce the pollution indices in line with the CIRIA SuDS Manual Chapter 26 prior to discharge from the site to the local watercourses

## Surface Water Drainage Strategy

Sustainable Drainage Systems (SuDS) will be implemented as a mitigation strategy across the SDA in order to reduce the risk of surface water flooding and prevent exceeding the rate of run-off in its current undeveloped state. All land on the site naturally drains towards the Chil Brook so there is an opportunity to restrict flows into the Chil Brook through SuDS measures.

Multiple stages of SuDS interventions to retain and slow down surface water at each stage can provide a number of benefits such as improving water quality and increasing biodiversity and can be introduced across the site in a number of ways, from source control methods such as green roofs, to infiltration systems like permeable paving.

SuDS will be designed to mimic natural flows, work with natural topography and include 20% and 40% allowances on rainfall rates for climate change.

Peak flows will be restricted to green field runoff rates from each parcel/application site and the site wider masterplan is designed to ensure delivery of an efficient drainage system coordinated between the landowner/ developers.

### Construction Phase Plans

Construction phase drainage plans will be considered as part of Construction Environmental Management Plans (CEMP) with measures included to protect local watercourses from pollution during construction.

	On plot rain gardens or swales or permeable paving	Conveyance Swales	Strategic Attenuation Basins
Residential Plots	●	●	●
School Site	●	●	●
Mixed Use Areas	●	●	●
Spine and Strategic Roads		●	●

Figure 32: example of SUDS treatment stages to achieve water quality targets

## Vision



Sustainable Urban Drainage will be implemented across the site to retain and slow down surface water flows.



### KEY

- Proposed Strategic Attenuation Basins
- Modelled Flood Zone
- Existing Watercourses
- Proposed Strategic Watercourses and Swales

Figure 33: Drainage Strategy





The key principles of SuDS to mimic natural drainage by:

- Storing runoff and releasing it slowly (attenuation);
- Harvesting and using the rain close to where it falls;
- Allowing water to soak into the ground (infiltration);
- Slowly transporting (conveying) water on the surface;
- Filtering out pollutants; and
- Allowing sediments to settle out by controlling the flow of the water.

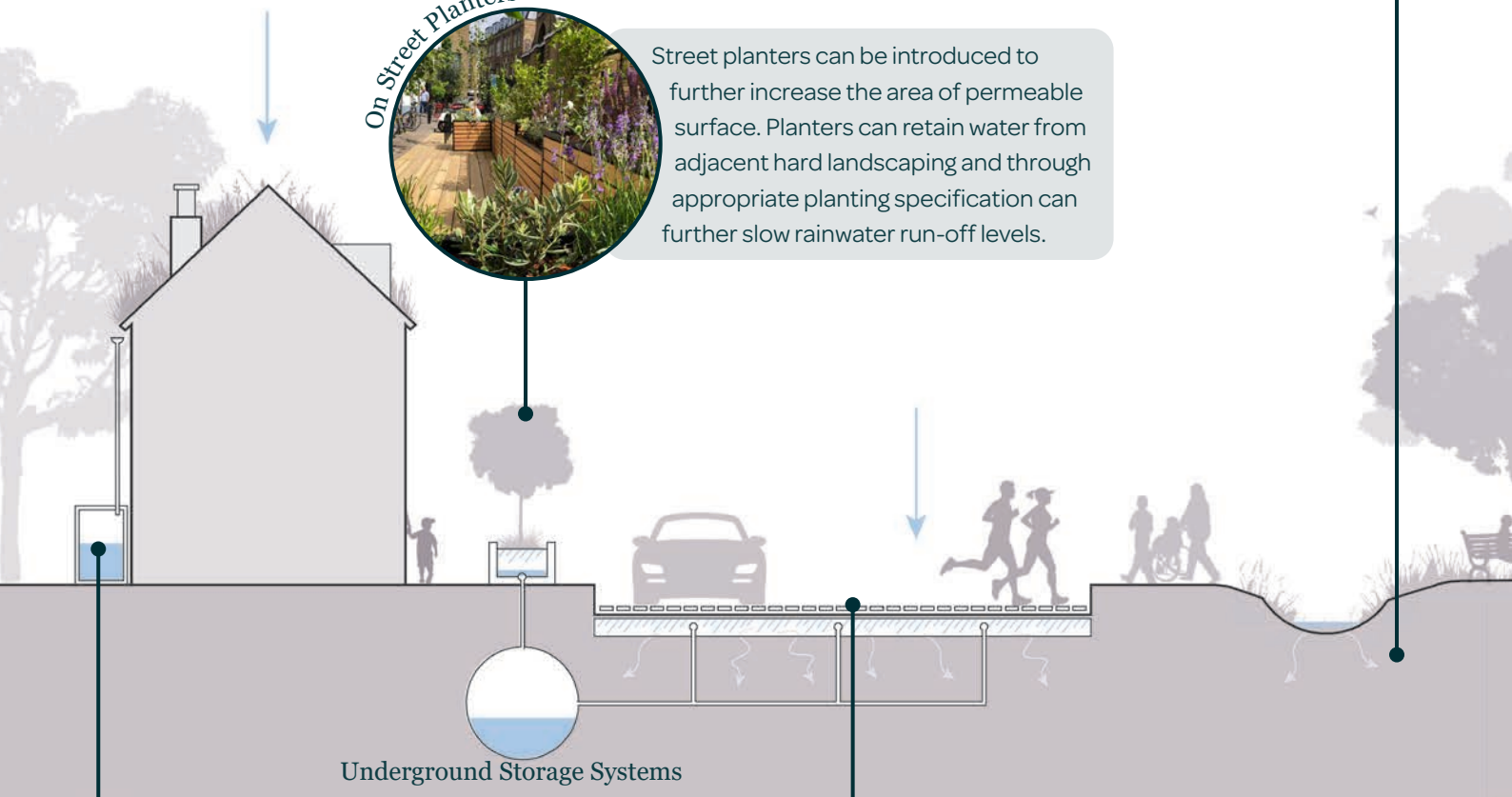
Swales provide temporary storage for rainwater run-off and direct water to larger storage areas. They can also allow for infiltration, slowing the rate of run-off, whilst providing opportunity for enhanced planting and biodiversity gains.



Swales



Street planters can be introduced to further increase the area of permeable surface. Planters can retain water from adjacent hard landscaping and through appropriate planting specification can further slow rainwater run-off levels.



Underground Storage Systems



Rainwater harvesting through simple mechanisms like water butts, will help store rainwater, controlling the flow of surface run-off and providing recycled water for garden uses.



Permeable surfaces will capture and filter rainwater before slowly releasing it back to the ground. These areas allow water to infiltrate through the pavement into the soil beneath or to be directed to storage areas such as swales or retention ponds.



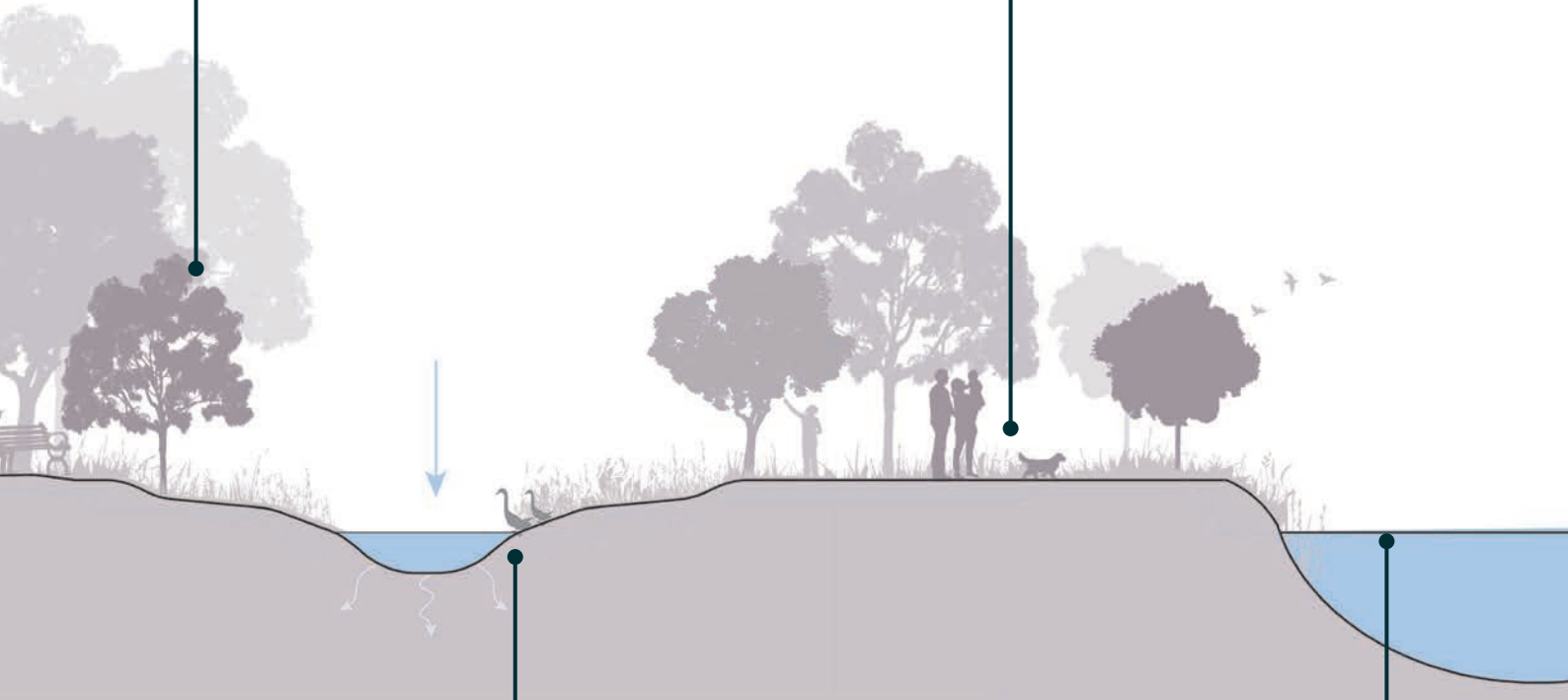
Landscape

Large green areas will provide the space for significant tree planting, which will contribute to rain water retention as well as a wider benefit to the climate, soil quality and biodiversity. Planted areas can also receive water laterally from adjacent hard landscaped areas, the sub-soil or perforated pipes.



Chil Brook Floodplain

The existing flood plain of the Chil Brook will be retained. This area provides an excellent opportunity for a linear park incorporating flood attenuation ponds/swales, with appropriate public access.



Wet and Dry Attenuation Basins

A range of ponds and dry basins will be designed to retain excess surface water, whilst creating beautiful green water landscapes and enhanced biodiversity.



The Chil Brook

The drainage system will be designed to protect the Chil Brook by reducing the transport of pollution to the water environment.



# Ecology Strategy

The open spaces of the proposed development will be designed to work together as a network of different landscape types which promote biodiversity and create a net gain in biodiversity on the site to respond to relevant local and national policy.

The landscape strategy of the masterplan prioritises nature so that diverse ecosystems can flourish to ensure a healthy natural environment that supports and enhances biodiversity. It also provides attractive, easily accessible open spaces, with activities for all to enjoy, such as play, recreation, sport and food production. This will encourage physical activity and promote social inclusion.

Orchard Planting



Fruit trees will provide more diversity of plant species within the development to increase habitats for birds and insects, while providing community and social interaction opportunities for all.

Woodland and Tree Planting



The existing woodland belts will be retained and enhanced to provide further diversity and more space for birds, bats and other native animals to thrive.

Bat and Bird Boxes



Bat and bird boxes will be provided throughout the open space and residential areas to provide safe roosting for a range of species.

Beehives and Bug Hotels



Bee hives, Log piles and bug hotels will be integrated into the open space, to provide habitats for many species.



## Policy Requirement

WOLP Policy EW2 and WOLP Policy EH3 including arrangements for future maintenance

Enhancement of retained ditches and woodlands and creation of new water features within the sustainable drainage strategy will be sympathetically designed to provide a broad range of new wetland habitats for birds and invertebrates.

Water Features



Wild Meadow Planting



Meadow grassland will provide a beautiful setting to the landscape edges of the development as well as a significant source of plant and insect species.

Edible Landscape



Nectar and pollen-rich and fruit and nut-producing species benefit wildlife and encourage community interaction in the landscape

Education



Trails with interactive signs will provide an educational resource for all age groups.



# Movement Strategy

The movement strategy for the masterplan and internal streets will be designed around principles within OCC’s recently published Street Design Guide. The guide brings together best practice guidance and:

- Provides street design guidance to deliver high quality streets and places;
- Inspires landowners, developers, and designers to deliver the highest quality development through positive and constructive working relationships;
- Promotes good quality design by helping people understand the process and the criteria that deliver it; and
- Instils confidence in the residents of Oxfordshire that developments will be designed and delivered to the highest quality.

The masterplan is based around a sustainable movement strategy designed to minimise trips and encourage a modal shift, with the retention of existing PROWs and creation of new pedestrian and cycle routes.

The street hierarchy will be designed to support this modal shift with, a Central Boulevard that will run through the centre of the residential development, linking past the school and local centre. The Central Boulevard will facilitate a bus route, and make provisions for cyclists in the form of off-road cycle routes to encourage active travel. Secondary and tertiary streets will branch off from the Central Residential Boulevard to serve the rest of the development.

All of the roads have been designed to encourage low vehicle speeds. This will help to ensure more vulnerable road users feel safe sharing the roads with motorised traffic.

The PROW and pedestrian routes, alongside a clear hierarchy of secondary and tertiary streets, will increase permeability across the SDA and wider connections to Eynsham village centre and the surrounding countryside.

## Access via Thomas Homes site and Thornbury Green










The masterplan has been designed to allow enough land to deliver full vehicular access to the boundary of the Thomas Homes site and Thornbury Green site, to allow these developments to be accessed via the Central Boulevard through the site, as initially intended.

There is no intention for an unfettered vehicular link to be created between the Central Residential Boulevard and Old Witney Road / Witney Road, via the Thomas Homes site and /or Thornbury Road.

As such any Section 106 agreement associated with future planning applications will allow for a connection to be made to these roads, in line with the corresponding agreements associated with the planning consents for the two sites. If such a vehicular connection is made, then any current connection to Old Witney Road / Witney Road will be stopped up, following consultation with existing / future residents and Oxfordshire County Council.

If no vehicular connection is made, then access will be restricted to pedestrians, cyclist and emergency vehicles, via an enhanced pedestrian / cycle access. Suitable restrictions will be put in place, i.e. bollards or gates to allow emergency vehicles, but restrict all other vehicular traffic.

### KEY

-  Site Boundary
-  Central Residential Boulevard
-  Secondary Residential Street
-  Tertiary Residential Street
-  Retained Public Right of Way
-  Proposed Pedestrian Links
-  Pedestrian Access Points
-  Restricted vehicular access
-  Proposed A40 Pedestrian/ Cycle Crossing

*Sustainable Movement Strategy*  
*The following hierarchy will be applied:*

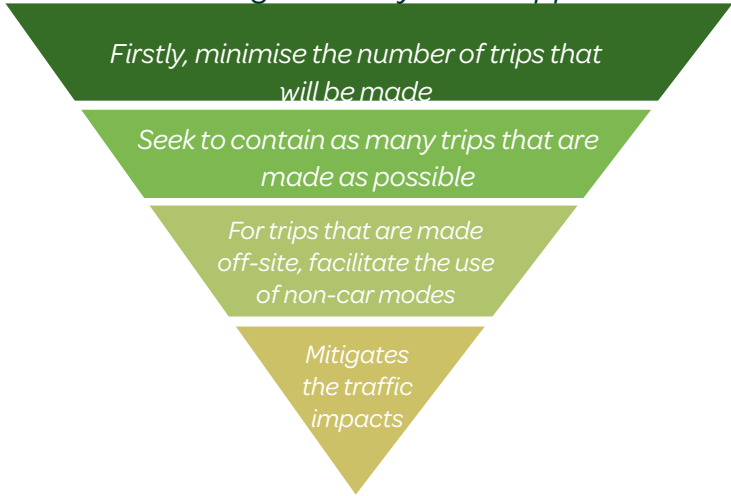


Figure 34: Access and Movement Strategy





# Central Residential Boulevard

## Parameters

The Central Boulevard (Western Spine Road) is an integral part of the development, providing a Boulevard connection through the SDA from the main access onto the A40 to the north and the southern access onto Stanton Harcourt Road to the south. It is the principal route through the SDA and therefore the highest order street. The Central Boulevard will come forward through the relevant planning applications and be designed in accordance with OCC’s most up-to-date Street Design Guide, as well as prevailing National guidance.

To discourage the use of the Central Boulevard as a through-route or ‘rat-run’ for traffic other than that associated with the SDL, and to restrict speeds to 20mph the design will incorporate the latest best practice in road design and traffic calming measures.

The route will provide dedicated provision for pedestrians and cyclists, incorporating footways and dedicated off carriageway cycle routes, as shown indicatively overleaf. In addition, it will be appropriately designed to accommodate a bus route with bus stops proposed along its length. This is key to the design of the Central Boulevard, as OCC’s Public Transport Team has identified that the delivery of the Central Boulevard would create an opportunity to provide additional bus services to the south.

Some examples of typical intervention strategies to discourage the use of the Central Boulevard as a ‘rat-run’ are provided overleaf which includes delivering a sinuous alignment and slow speed environment with shared spaces, horizontal traffic calming features, road narrowings and build-outs along with multiple crossings of the street.

Central Residential Boulevard Design Principles	
Function of Street	Designed as a residential street to discourage through traffic with measures such as planting, sinuous alignment and speed reducing features
Central Residential Boulevard Corridor	23m corridor allows for 6.5m carriageway, 2 x 3 m verge, 2 x2m footway, 2 x 2m cycleway or one 4m cycleway = 20.5 + 2.5m for localised widening.
Design Speed	To be subject to a 20 mph for the majority of its length with a design that further encourages low vehicles speeds
Footway	2m footways on both sides
Cycleway	2x2m one way cycleway (or one bi directional 3m to 4m cycleway where no residential frontage)
Verge	Both sides to comprise of grass topped filter drains and street tree planting
Bus Access	Yes
Bus Stops	Yes with interactive design features and located within walking distance
Maximum No. of Properties	No restriction
Carriageway Width	6.5m with occasional localised narrowing for traffic calming purposes or to facilitate pedestrian crossings and bus stops.
Traffic calming	An additional 2.5m has been allowed for in strategic locations to allow for traffic calming, including the provision on central islands.
Delivery of active frontage	Frontages facing onto carriage ways, to ensure that streets are overlooked.
Direct Access to properties	Grouped accesses close to the roundabout, south of the tree belt direct access acceptable, forward exit of driveways preferable, occasional court yard accesses for character reasons
Carriageway Surfacing	Dense Bituminous Macadam
Vehicle Swept Path	Bus and Refuse vehicle passing
On Street Parking	Not permitted, parking provision in secondary streets
Weight Limit	Yes - weight restrictions to be implemented to prevent heavy vehicles from routing through the SDA to access the B4449 and B4044

*Policy Requirement*

The Central Residential Boulevard will form the “new western spine road” required by WODC Policy EW2: c)

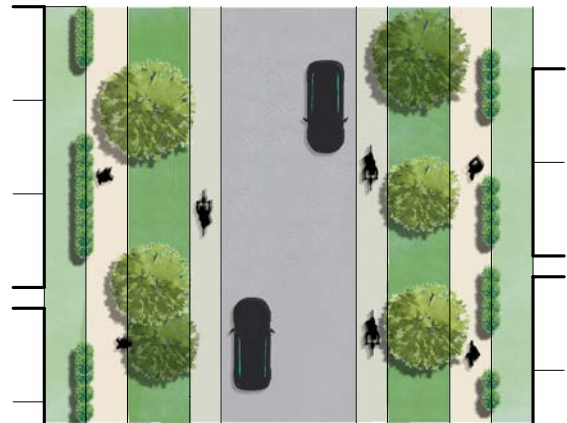
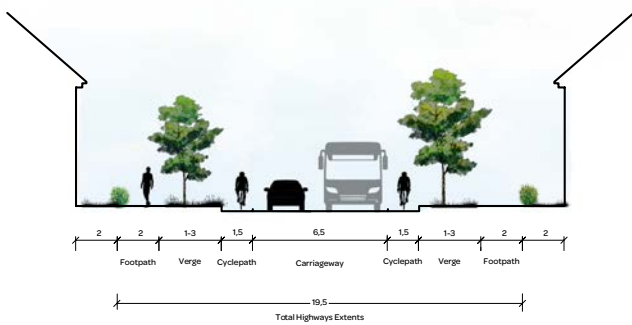
All of these interventions are designed to make the Street less attractive to through traffic and ensure vehicle speeds are kept low.

Construction of the full Central Boulevard in phase one ahead of planning applications for the remaining site is not feasible. As the overseeing highway authority OCC will be able to ensure continuity of design along its length, based on the parameters identified.

The illustrative examples below demonstrate various ways that the Central Residential Boulevard could be delivered, whilst meeting the overarching design principles.

The Masterplan safeguards a corridor width for the Central Residential Boulevard that is wide enough to facilitate any of these options.

### Illustrative Option 1



### Illustrative Option 2

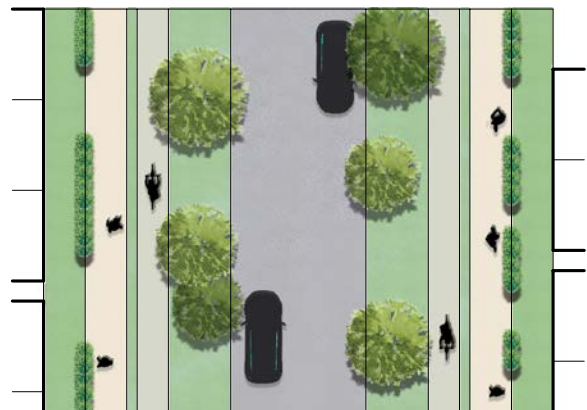
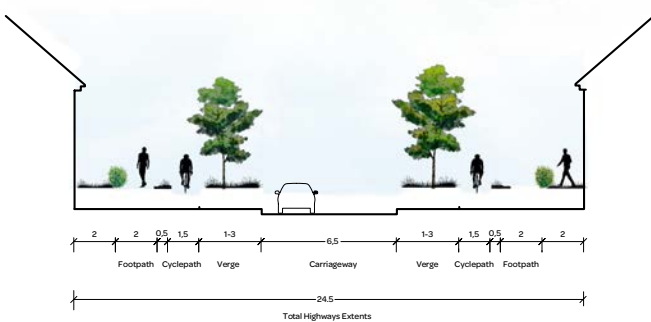


Figure 35: Potential options demonstrating how the Central Residential Boulevard could be delivered with the Design Parameters



Figure 36: Examples of typical intervention strategies to discourage the use of the Central Boulevard as a ‘rat-run’





## A40 Access Strategy

The principal point of access into the SDA is to the north onto the A40, and to the south onto Stanton Harcourt Road, with the Central Residential Boulevard connecting the two. The access strategy for both the northern and southern access locations are supported in the WYG Access Strategy Report, produced on behalf of OCC / WODC.

The planning permission for the Park and Ride scheme included a roundabout onto the A40, with the supporting information included as part of the Park and Ride application demonstrating that a fourth-arm into the SDA could be comfortably accommodated. OCC are currently in the process of working up an alternative access scheme for the Park and Ride as part of the A40 HiF2 scheme.

Studies completed by OCC have confirmed that this can be suitably designed into the scheme, in terms of geometric design and capacity. An illustration of the four-arm traffic signal-controlled access option is included as Figure 38.

The proposed signal junction includes a Toucan Crossing over the A40 providing dedicated facilities for pedestrians and cyclist between the allocation and the Park and Ride and Garden Village.

The HiF2 scheme application includes a fourth arm stub from the A40 into the SDL site. Discussions are ongoing with Oxfordshire County Council to ensure a coordinated approach to the delivery of the site access and the A40 works (especially the Park and Ride junction), to ensure that any disruption to the operation of the A40 is minimised.

Whilst falling outside the wider West Eynsham SDA, the early phase of development that is proposed on land at Derrymerrye Farm and the Long Barn is required to deliver the necessary access required to facilitate the delivery of the wider SDA.

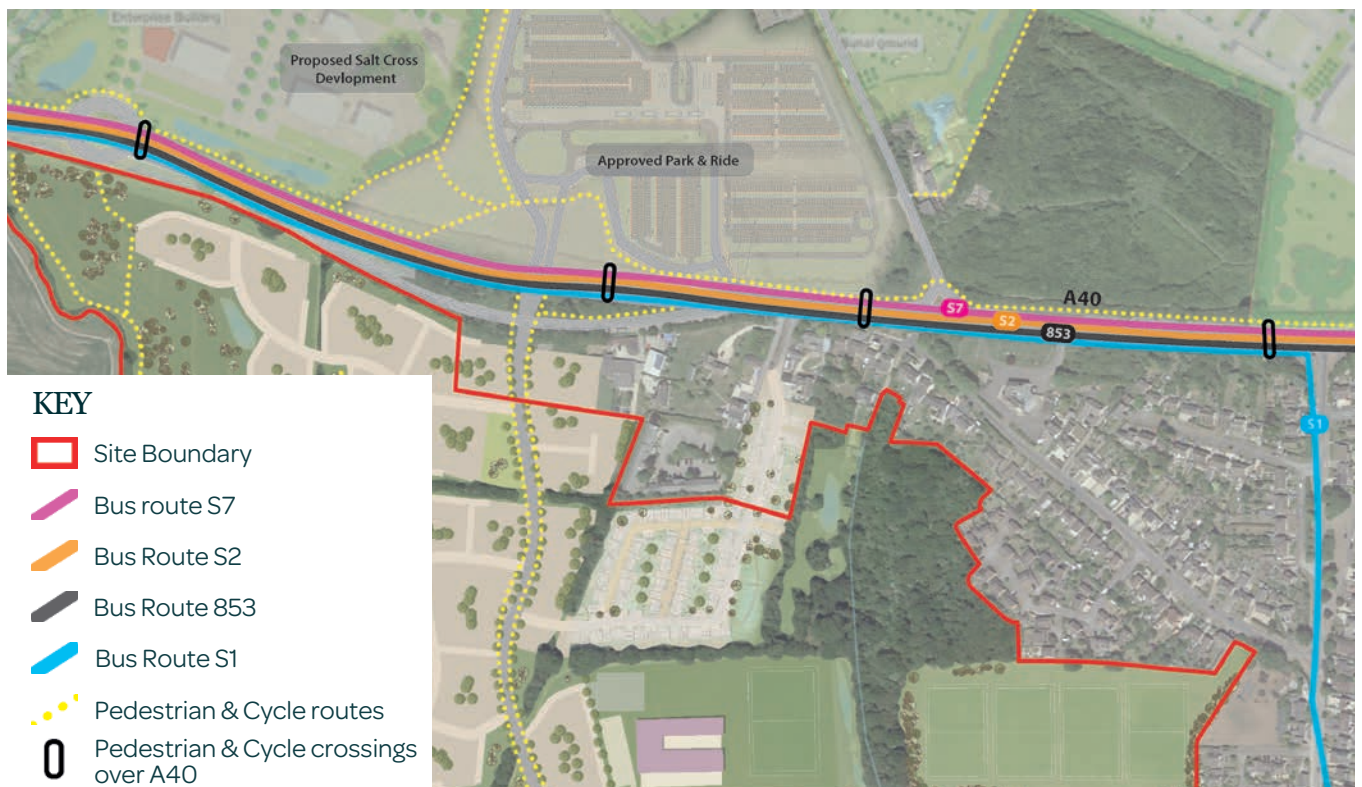


Figure 37: Central Residential Boulevard - Access Strategy from A40

### Layby

The A40 HiF2 scheme has identified an alternative location to replace the current layby facility, further to the west, with this layby being delivered as part of the A40 HiF2 scheme.

Following the delivery of the A40 access and a replacement layby, the redundant section of the existing layby located to the west of the new Residential Central Residential Boulevard will be stopped up, with the land reverting to adjacent landowners. This land could be used for additional buffer planting.

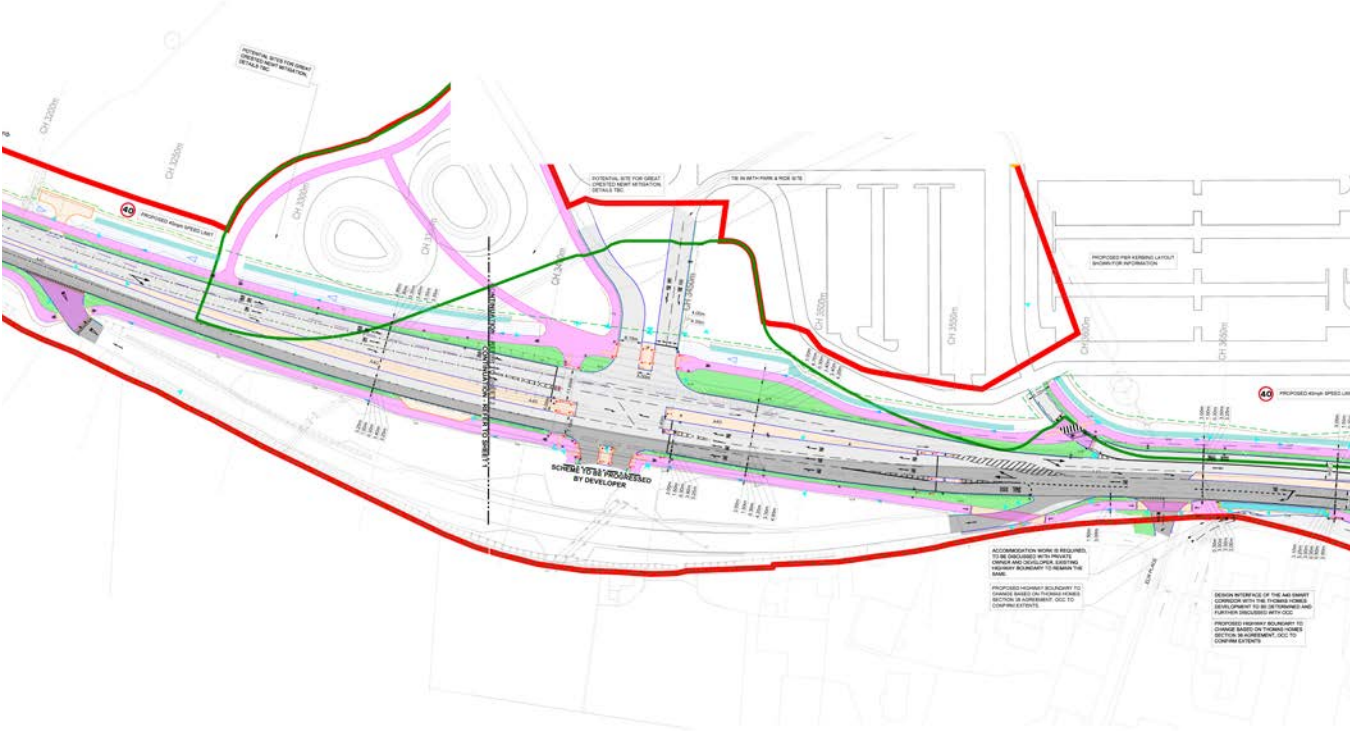


Figure 38: A40 Access Option - Signalised Junction with Park & Ride  
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### Salt Cross Garden Village Roundabout

The masterplan replicates the safeguarding of an opportunity for a fourth arm to be provided from the western roundabout (which serves the Salt Cross Garden Village), in line with the A40 HiF2 scheme application drawings.

Given the local topography and flood plain its safeguarding does not assist in facilitating any additional development. Its safeguarding is purely in the interest of best planning, if for any unforeseen reason, it is not possible to deliver the proposed fourth-arm at the Park and Ride junction. The masterplan has therefore been designed in such a way so as not to preclude a potential access to the SDA should an alternative be required in the future.

A pedestrian and cycle crossing will be provided here to create a safe crossing over the A40.

## Chil Brook Crossing Strategy

As it routes through the SDA, the Central Residential Boulevard will bisect the existing Chil Brook.

A bridging structure is proposed where the central Boulevard crosses the existing Chil Brook. The bridge will be constructed in a manner that makes it suitable to accommodate larger vehicles, such as buses, but will be designed sensitively enough within the SDA that it maintains the existing character of the Chil Brook and its surrounding environs.

An initial concept design for the bridging structure is illustrated in the diagram below, to demonstrate how the crossing could be delivered. Evaluation and consultation on design options will be undertaken during the preparation of planning applications.



Figure 40: Central Residential Boulevard - Location of crossing with Chil Brook



Figure 39: Example of similar bridge crossing

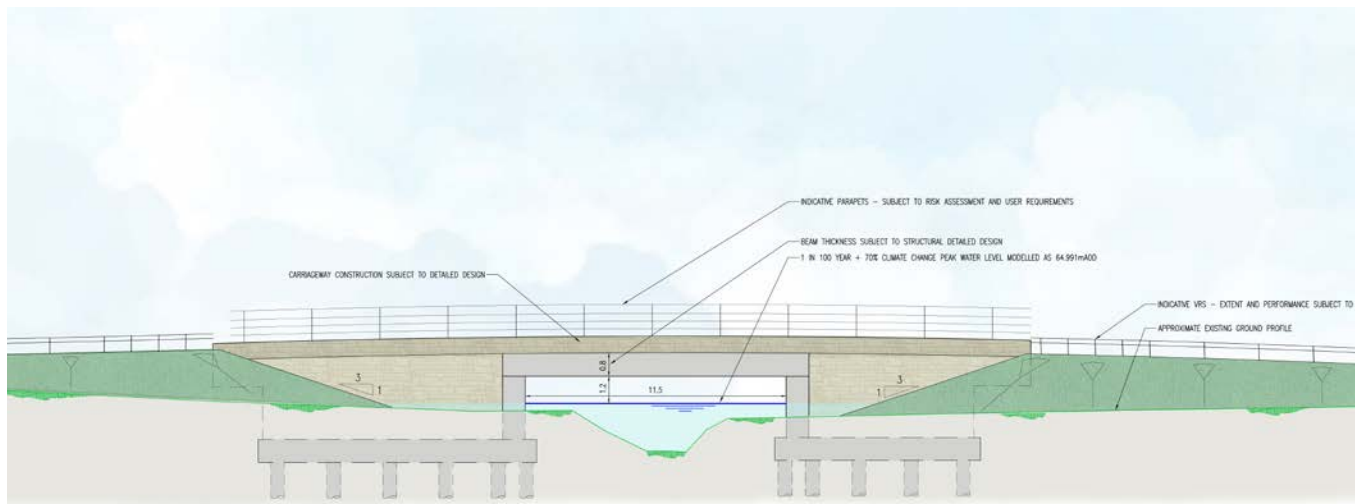


Figure 41: Illustrative cross section demonstrating a potential design for the bridge to cross the Chil Brook





### Chilbridge PROW Crossing Strategy

Where the Central Residential Boulevard and Chilbridge Road intersect an appropriate junction / crossing point will be provided. The configuration of this crossing point will be designed to accommodate pedestrians, cyclists and equestrians. The exact design of the active travel routes and crossing of Chilbridge Road will form part of the planning application for that phase. The intention is for active travel to take priority, however flexibility is to be maintained to ensure that options are deliverable in line with OCC Highways detailed design requirements and the outcomes of an Independent Stage One Road Safety Audit.

The illustrative design below shows vehicular access only to the south onto Chilbridge Road to retain access to properties and for farm vehicles to access the retained farmland.



Figure 42: Central Residential Boulevard - Location of crossing with PROW



Figure 43: Example of similar pedestrian/cycle crossing

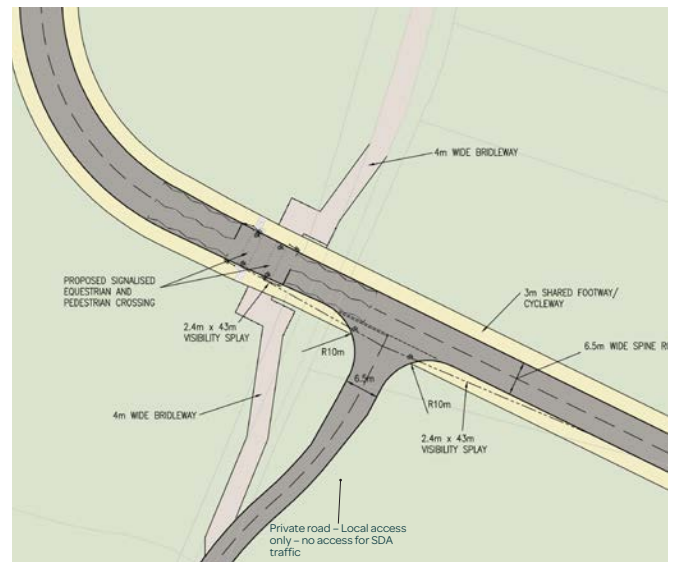


Figure 44: Illustrative PROW Crossing Strategy Diagram\*

\* To be designed in accordance with Central Residential Boulevard Design Principles



## Delivery of the Central Residential Boulevard & Consideration of the Scheduled Monument

The southern section of the Central Residential Boulevard connection between the A40 and the B4449 Stanton Harcourt Road, which is a requirement of Policy EW2 of the Local Plan, will pass close to and across part of the Scheduled Monument located to the south of the site.

The Scheduled Monument is made up of multi-period sites, which were identified from aerial photography. There are no obvious surface indicators, but below ground, there is a concentration of features, mostly comprising of Bronze Age ring ditches and barrows. Iron Age enclosures and settlement sites are also present.

Policy EH9 (Historic Environment) of the Local Plan sets out that all development proposals should conserve and/or enhance the special character, appearance and distinctiveness of the historic environment. In relation to designated assets, Policy EH9 sets out that proposals which would harm the significance of a designated asset will not be approved, unless there is a clear and convincing justification in the form of public benefits that clearly and convincingly outweigh the harm.

Policy EH15 of the Local Plan relates specifically to Scheduled Monuments. It sets out that proposals for development that would affect, directly or indirectly, the significance of Scheduled Monuments will be permitted where the proposals would conserve or enhance the significance of the Monument or remains. Any unavoidable harm to or loss of Scheduled Monuments should be:

- Minimised through: careful design, including modifying building footprints; the use of appropriate construction methods and temporary works; avoiding damaging landscaping proposals; seeking engineering design solutions; and
- Mitigated by a programme of archaeological investigation, recording and analysis.

The local plan requires that particular consideration will need to be given to the Scheduled Monument when determining the most appropriate alignment of the road.

### Illustrative Option of how the Central Residential Boulevard can be delivered through open space

The illustration below demonstrates an option for how the Central Residential Boulevard can be delivered where it runs through areas of open space, especially along the southern section of its length. This could include providing pedestrian and cycle paths on a single side to reduce the corridor width required for the road. This would help to minimise the impact of the road on the Scheduled Monument, ecology and amenity.

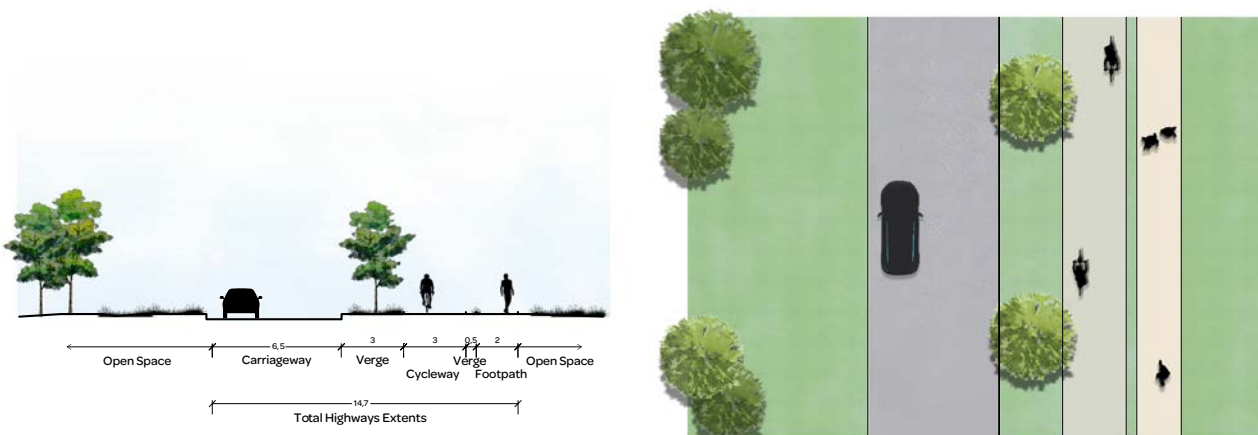


Figure 45: Potential options demonstrating how the Central Residential Boulevard could be delivered with the Design Parameters



Through the preparation of this Masterplan all reasonable options for the alignment of the southern part of the road have been examined with the objective of identifying an alignment which avoids the Scheduled Monument or, failing that, minimises impact on the Scheduled Monument and surrounding archaeology.

The provision of the spine road as an integral part of the development required by the local plan. Oxfordshire County Council, as highway authority, requires the road to be provided as part of the development in order to adequately mitigate the impact of the development on the local highway network. Therefore, the option of not providing the road has been rejected.

Four alternative options for the route of the southern part of the road (Options 1, 2a, 2b & 2c indicated on the plan below) have been assessed. This assessment has identified Option 2b as the preferred route as it provides the best balance between the need to minimise harm to the Scheduled Monument, minimise environmental impacts and provide a design which meets the relevant highway standards. This is summarised in Appendix 2.

This Option offers a number of clear advantages over the other options considered:

- The design would meet highway standards and provide sufficient capacity to serve the development;
- The road connection to Stanton Harcourt Road would enable traffic from the development to avoid routing through the centre of the village, improving air quality and amenity for local residents;
- Traffic would be directed away from the Eynsham Conservation Area;
- The junction on the B4449 would be located some 450m south of the southern boundary of the Conservation Area, avoiding visual impact of the new road on the setting of the Conservation Area;
- There would be no disruption to existing accesses on to Stanton Harcourt Road during construction;
- Impact on the floodplain and ecology associated with the Chil Brook would be minimised; and
- It is the recommended alignment identified within the SDA Access Strategy, produced by WYG on behalf of West Oxfordshire District Council and Oxfordshire County Council.

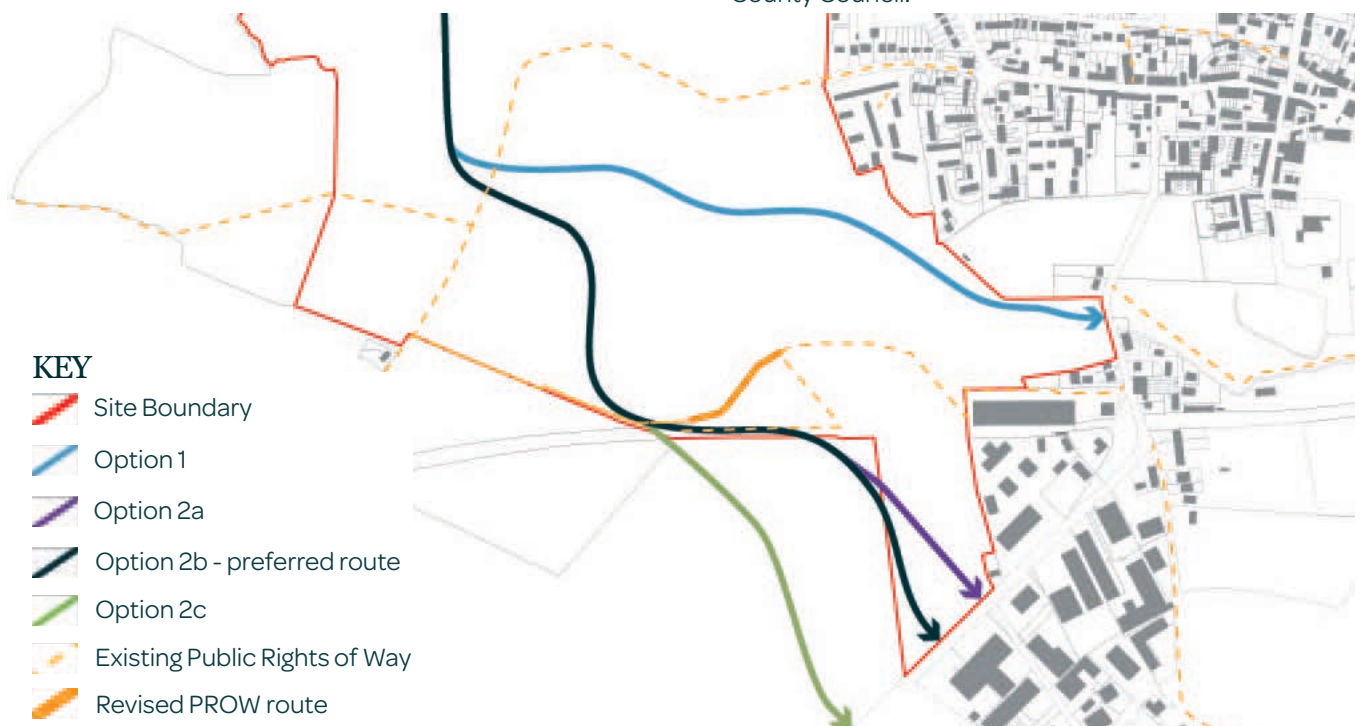


Figure 46: Central Residential Boulevard alignment options considered



*Vision*

*Improve public awareness and understanding of the scheduled multi-period crop mark site through the extension of the Eynsham Heritage Trail or similar.*

By pursuing this option, harm to the Scheduled Monument could be minimised in the following ways:

- The road alignment would pass through a part of the Scheduled Monument containing a relatively low density of buried archaeology;
- The road could be constructed in such a way, as to minimise its physical impact on the Scheduled Monument;
- There would be scope to cease arable farming in the remainder of the Scheduled Monument area within the SDA allocation and to introduce a regime of pasture tied in with a long-term Conservation Management Plan;
- A programme of archaeological investigation and publication will be undertaken, which will develop better understanding of the Scheduled Monument; and
- There is scope to significantly improve the heritage interpretation material and public information associated with the Scheduled Monument.

Policies EH9 and EH15 (Scheduled monuments and other nationally important archaeological remains) of the Local Plan, provide a policy framework against which any harm to the Scheduled Monument arising from the construction of the road can be assessed and weighed against the benefits of the development. In this policy context, the planning application for the road will need to:

- a) Assess the significance of the Scheduled Monument;
- b) Minimise and mitigate any unavoidable adverse impact on the Scheduled Monument; and
- c) Provide justification for any unavoidable adverse impact through the demonstration of public benefits.

The detail design of the residential boulevard will form part of the planning application for that phase. The exact location of the boulevard route at this point will be undertaken after further technical analysis, including full heritage and ecological surveys. A balanced decision will be made to minimise and mitigate the impacts of the route of the boulevard following consultation with relevant consultees including Historic England and Officers at WODC and OCC.

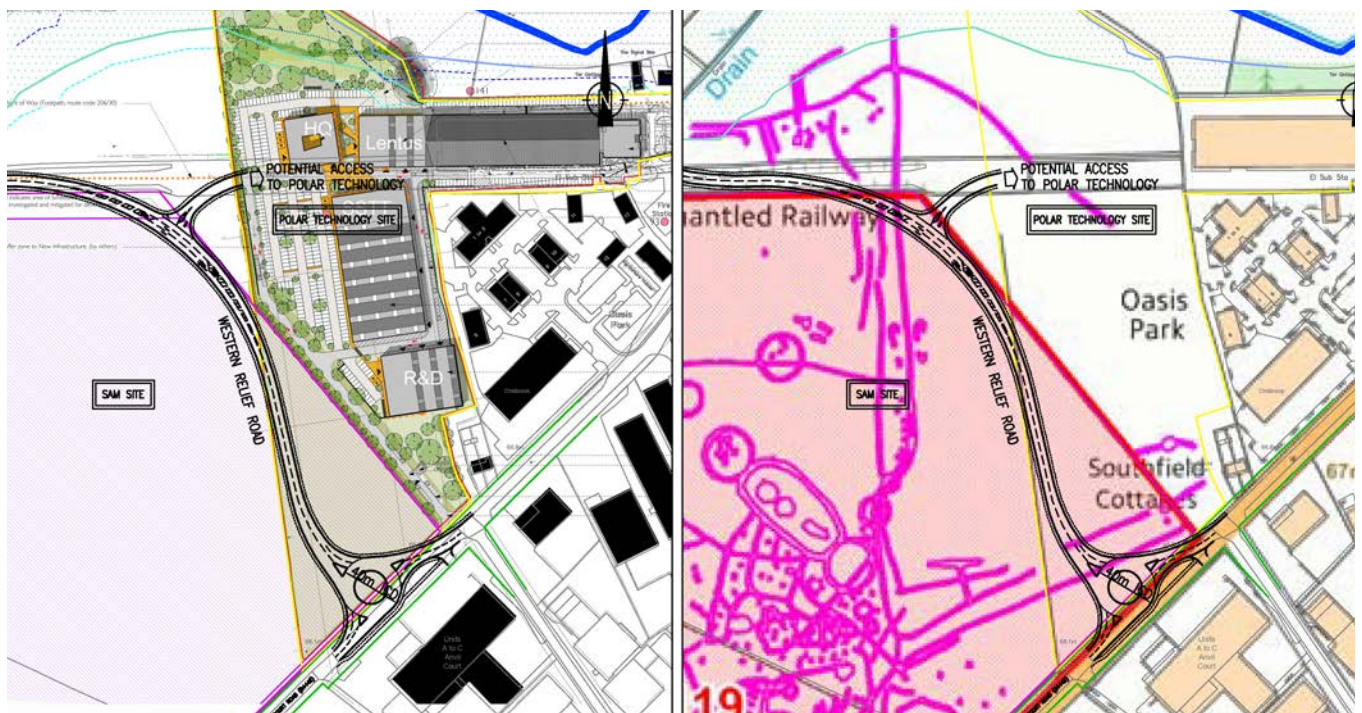


Figure 47: Preferred option for the junction arrangement





# Parking Strategy

Careful consideration must be given to plan parking solutions for different types of units, delivered over a period of time within a changing landscape in respect to car use and ownership. A broad palette of parking solutions will be utilised to accommodate parking whilst limiting the impact on the street scene.

The overall level of parking provision across the SDA will be delivered in accordance with the prevailing Parking Standards at the time of any application. These are currently under review, and are likely to identify lower provision than is currently made, especially for more sustainable locations. The approach to limiting car parking is in line with emerging aspirations within the Oxfordshire Local Transport and Connectivity Plan. Rather than specify parking provision at this stage, which may quickly become outdated, parking provision should be considered through planning applications.

The design of parking will be such that there may be opportunities for some parking areas to be designated as communal, and could therefore be re-purposed in the future, if car ownership declines and Mobility as a Service (MaaS) develops.

In line with the recent changes to the Building Regulations 2010 (within Approved Document S – Infrastructure for the charging of electric vehicles) all households across the SDA will be provided with access to a smart electric vehicle charging point (EVCP). The exact provision of EVCPs across the SDA will be dependent on the housing mix and accommodation schedule, however each household will have access to a smart charger with a minimum rating of 7KW. For properties with a private driveway, garage or allocated space this will be in the form of a dedicated charging point.

Where parking is provided in unallocated and communal parking areas, EV charging will be provided at a ratio of one per dwelling, or one per parking space, where the number of spaces is less than the number of dwellings served. The exact detail of how these charging points are provided and managed will be set out at the detailed design stage, taking account of changing trends and best practice but will have to comply with the Building Regulations, which are now more rigorous than current standards.

The electric vehicle charging strategy will be delivered in close collaboration with OCC and WODC, and the uptake of fast chargers would be monitored through the Travel Plan for the SDA. The delivery of electric vehicle charging points will promote the uptake of low emission vehicles by residents and visitors to the SDA, helping to contribute to both local air quality management and national climate



Figure 48: Examples of on-plot and communal ev-charging solutions

change reduction targets.

In line with the commitment to promote more sustainable modes of transportation, the delivery of high quality cycle parking will be made across the SDA, and would be provided on and off-plot. Rather than specify cycle parking provision at this stage, which may quickly become outdated, cycle parking provision should be considered through planning applications. However cycle parking provision will be convenient/accessible, safe/secure, sheltered and well-lit.

Some examples of the potential forms that both car and cycle parking could take across the SDA are illustrated below.

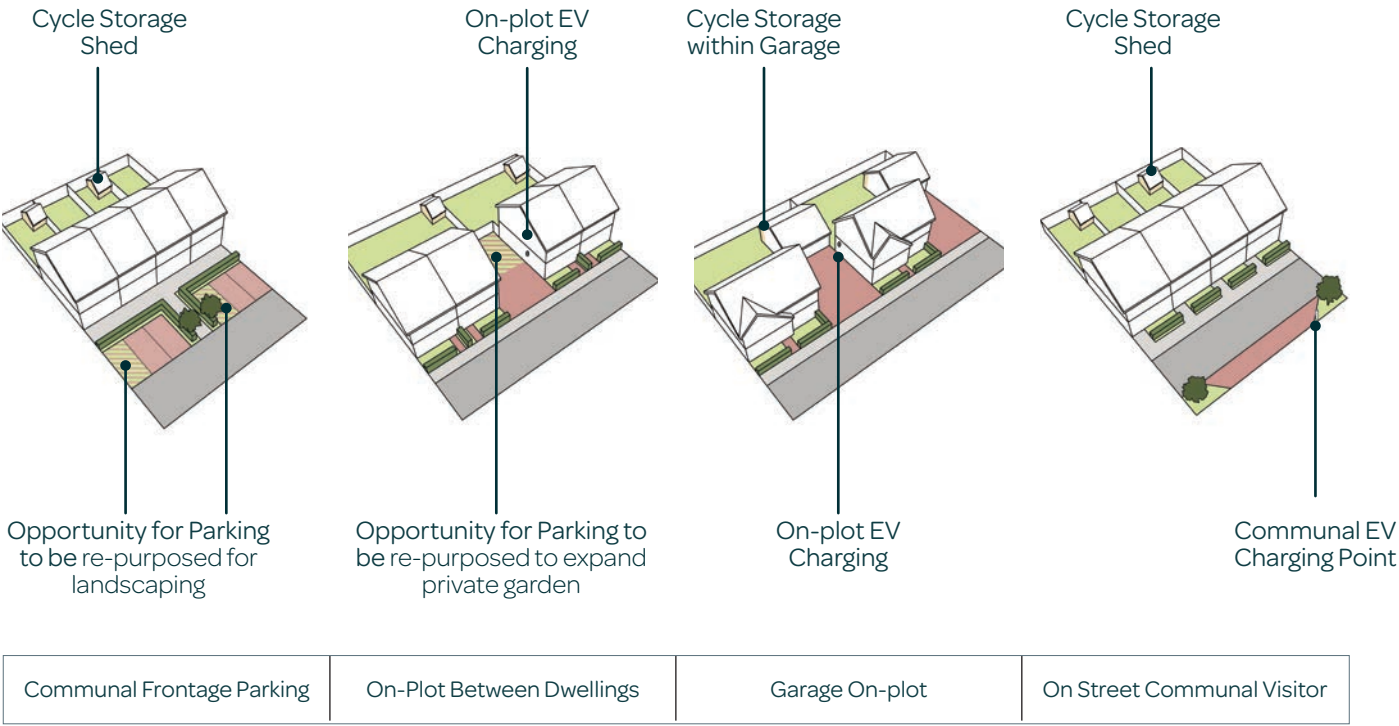


Figure 49: Illustrative Parking typologies





# Sustainable Movement and Connections

The masterplan includes a network of pedestrian and cycle routes which respond to key origins and destinations, linking internal facilities and clusters of residential development via a number of pedestrian and cycle connections towards the centre of Eynsham and over the A40 towards the Salt Cross Garden Village development to the north. The SDA will deliver connections to the existing Public Rights of Way network within the vicinity of development, based on anticipated desire lines. The delivery of permeable footways and leisure routes, will create a network of connected routes that prioritise active modes of travel through the SDA.

The main Central Boulevard will include a segregated cycleway, and low vehicle speeds will be promoted throughout the site aimed at increasing safety for pedestrians and cyclists. The layout will incorporate the measures identified within the Oxfordshire Design Guide, with specific designs being addressed through each individual planning application.

Some of the specific pedestrian and cycle connections proposed within the SDA include:

- A pedestrian and cycle connection through the former Nursery site;
- A pedestrian and cycle connection through the eastern SDA boundary to Thornbury Green;
- A pedestrian and cycle connection onto Chilbridge Road and existing Public Right of Way;
- A pedestrian and cycle leisure route connection through the south-eastern SDA boundary onto Station Road;
- Pedestrian connections west towards the surrounding countryside beyond; and
- The reuse of the eastern section of the existing layby adjacent to the SDA as a shared surface and pedestrian and cycle route to connect to the Salt Cross Garden Village and Park and Ride proposals.

All cycle routes throughout the SDA will be 'off-road' as much as is practicable and will be focussed on pedestrian and cycle desire lines.


In addition to delivering specific pedestrian and cyclist connections towards Eynsham, the development of the SDA will include providing contributions to the improvement of some of the existing pedestrian and cycle infrastructure throughout Eynsham and contributions towards OCC's identified Public Transport Strategy. Some of the proposed improvements to the existing pedestrian and cycle infrastructure in Eynsham include:

- Localised footway widening along Old Witney Road;
- The provision of tactile paving on the existing pedestrian route towards Bartholomew School;
- The provision of tactile paving and improved pedestrian crossing arrangements on approach to Eynsham village centre;
- Pedestrian crossing improvements at the existing Witney Road / Acre End Street / Merton Close / Chilbridge Road mini-roundabout;
- The delivery of an additional footway and cycleway facilities along Station Road;
- Improvement to the existing footway along the A40 to the north of the SDA;
- The provision of a new pedestrian and cycle crossing facility over Witney Road, north of Spearacre Road;
- The provision of a new pedestrian and cycle crossing facility in close proximity to Old Witney Road / Witney Road; and
- A cycleway connection from Station Road towards the proposed B4044 cycle route to the east of Eynsham;

The overall delivery of these proposed improvements will be staggered across the various phases of the SDA, while some will come forward as part of the HiF2 scheme proposals on the A40, as well as via additional contributions from the Garden Village.

The impacts of the SDA on the Swinford Toll Bridge has been considered by OCC at a strategic modelling level. In line with Policy requirements, each planning application will be required to address the impacts of that scheme through their Transport Assessment at the planning application stage, and provide a suitable contribution towards a mitigation schemes identified by OCC.

**Vision**

 Encourage sustainable movement by creating a network of paths and cycle routes integrated into the retained PROW network.

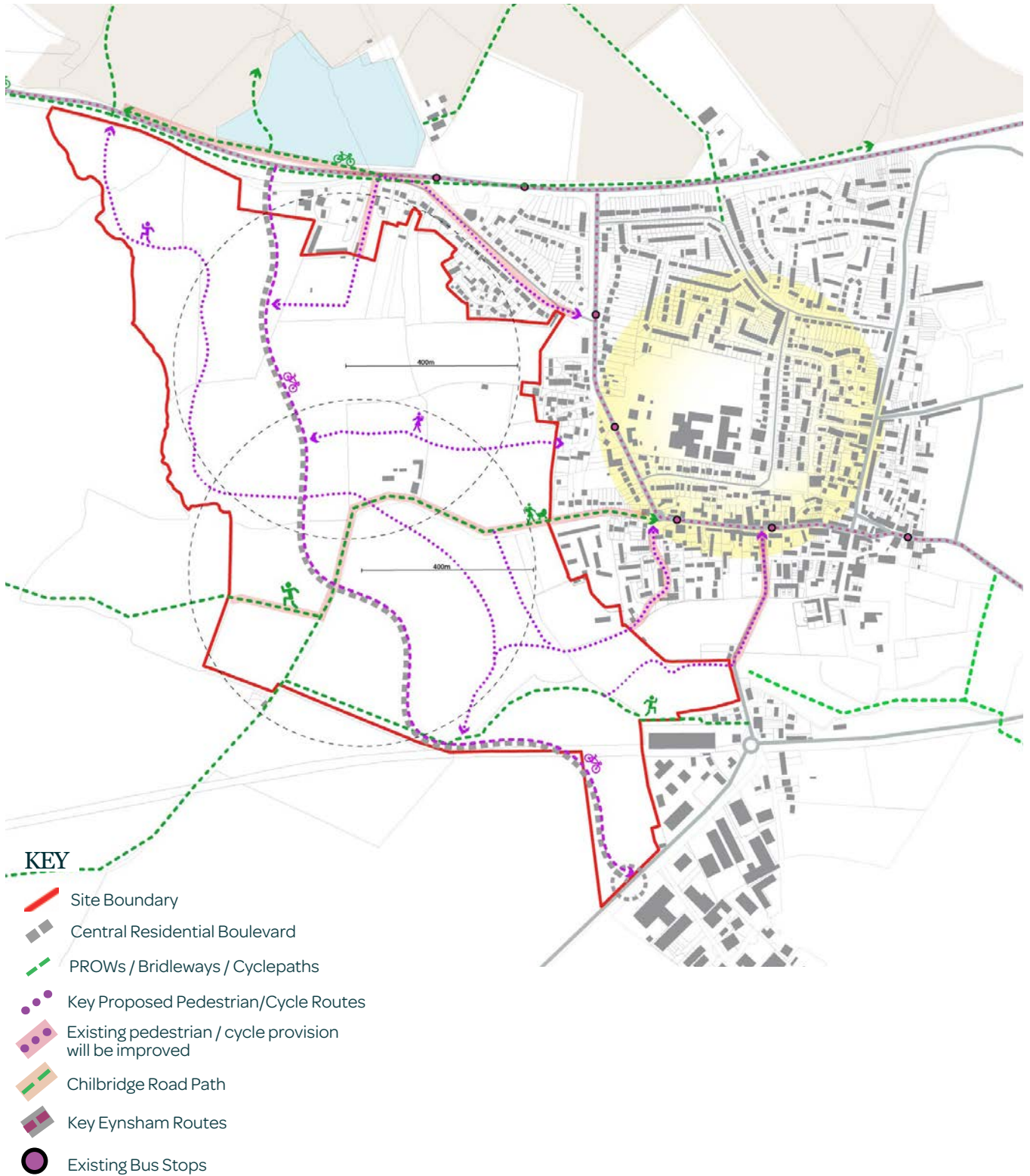


Figure 50: Proposed Sustainable Movement Connections





# Primary School

## Primary School Delivery

The development will fund the delivery of a new school on this site of a scale proportionate to the development's impact; a minimum of One Form Entry (1FE). The site identified within the masterplan allows for the delivery of a Two Form Entry (2FE) Primary School and has been designed to respond to the OCC Key Design Criteria for Primary School Sites (October 2020) required by OCC, in order to ensure the future deliverability of the school.

The landowners/developers have liaised closely with OCC as Statutory Education Authority to provide an exemplar education facility. Two potential locations for the new school site have been tested in consultation with OCC. These two locations were identified because they provided the only areas where a flat, unconstrained school site could be provided.



Figure 51: Site Constraints Plan identifying the preferred sites tested for the school location

## Policy Requirement

WODC Policy EW2: d) the provision of a new primary school on-site (1.5FE including nursery) on a 2.22 ha site to enable future expansion together with financial contributions towards secondary school capacity as appropriate.

Following a review of both of these options, option A was chosen because:

- The site is closer to the centre of Eynsham and the SDA, to enable access on foot by existing and new residents;
- It can be brought forward at the earlier stages of development;
- It will be located on a quiet road off the Boulevard and allow for safe pedestrian and cycle access;
- The site is flatter and less constrained to meet OCC's requirements for a flat, unconstrained, rectangular site; and
- The site will provide a key community facility within convenient walking distance of both the new development and the wider Eynsham area.

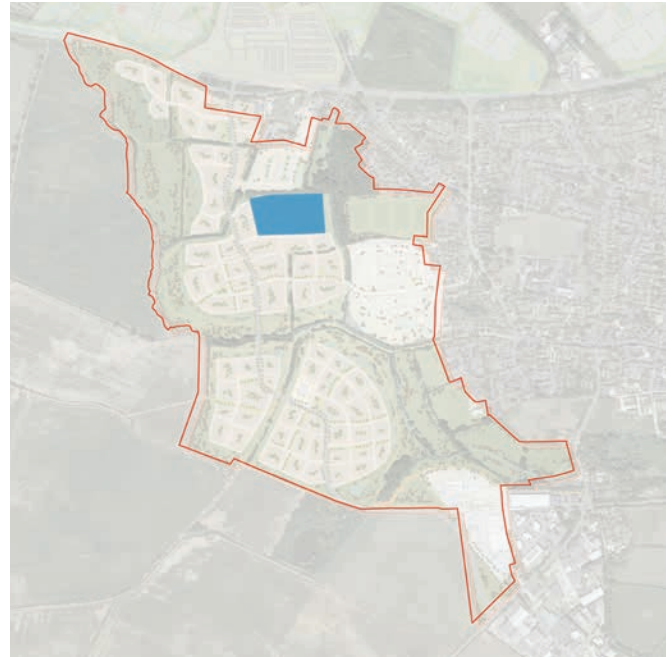


Figure 52: Proposed School Location within Site

## Compliance with OCC Requirements

The following section demonstrates that the school site and surrounding masterplan has been designed to comply with the OCC requirements for the future delivery of the school.

<b>The Site should be free of constraints Compliance</b>	
(see plan overleaf)	
The site and surrounding area should be free of air, light and noise pollution, contamination and other risk factors.	✓
The site must be broadly level and the playing fields shall have a gradient no greater than 1:100 along the line of play and 1:50 across the line of play.	✓
The site should be located within Flood Zone 1.	✓
No underground or overground services or substations shall be located on or adjacent to the site.	✓
Free from trees or hedges within the site that must be retained under BS5837 retention Category A or B. Hedges and trees to be outside of the school boundary at a distance that shall not enable the secure perimeter fence to be climbed.	①
The site is not crossed by any public rights of way or access way.	✓
The positioning of 2 storey housing (not flats) on two/three sides of the school is accepted but may require vehicular access between the houses to the school site.	②



Site Proportions and Layout	
A 2.2 ha site is required for a 2FE Primary School.	✓
The school site must be rectangular in shape, with ideal dimension would be approximately 110m by 202m.	✓
The site location and urban design concept should not position the school building in the corner of a school site, close to the boundary.	✓
The site delivers a continuous road frontage, not less than the width of the rectangular school site, that abuts an adopted highway for its full length, along one straight side, to ensure operational requirements of a school can be met.	✓
No over ground surface water storage is permitted on the school site due to health and safety/ management risks.	✓
All the playing field along with all external areas shall be visible from the building with no hidden areas.	✓
An 8400m <sup>2</sup> playing field with the approximate dimensions of 110.5m by 76m will be accommodated on the site.	3
Access	
The school shall be located on a quiet road at the centre of the housing development.	4
Minimum 130m street frontage.	✓
An off-site coach layby on the highway so children can disembark onto footway and enter the school (minimum of 18m straight length plus approved entry and exit arrangements such as tapers).	5
Roads shall enable coaches to visit the school with a continuous circular route out of the development.	6
The roads around schools shall be designed to ensure that there are no dead ends and the road layout shall allow for circular routes. This is to avoid vehicles reversing in close proximity to children.	7
A 2FE school site shall have three vehicular/pedestrian entrances into the site. These are to have appropriate site lines/radii and to be a total of 10m wide (6m wide vehicular access with 2m wide footpaths on both sides). The access points are to be situated at either end of the school frontage with the further accesses strategically positioned to marry in with OCC's anticipated school layout.	8
Disabled, visitor and staff parking close to main entrance but not directly in front of the building.	9
Adequate off-site pupil drop-off parking for parents will be accommodated.	10
Safe crossing location with clear sight lines for pupils arriving and leaving the school.	✓
School Building Design	
Classrooms orientated either north or south to control the environmental aspects of classrooms (heating, lighting etc).	11
No proposed adjacent buildings shall be located higher than the 25 degree angle taken from the school boundary, so the school is not shaded that could undermine the required daylighting standards; reduce winter sun; reduce consequential passive solar gain in winter or shade outdoor play areas.	2
The hall & kitchen accommodation shall be adjacent to the main entrance for out-of-hours use and for the occasional daytime community use.	12
The nursery will be at the front of the school site.	13
Site configuration needs to allow for future demographic bulges and allow for temporary classroom accommodation / future expansion.	14





### Vision

A new primary school will be provided, connected with safe walking and cycling routes to encourage active travel for children.

SCHOOL PLAYING PITCH



PROVIDING NEW SCHOOL SPACES FOR NEW & EXISTING COMMUNITY



PROMOTING SUSTAINABLE ACCESS TO SCHOOL SITE



POTENTIAL FOR NURSERY SCHOOL PROVISION



NEW SCHOOL BUILDING TO MEET NATIONALLY REQUIRED STANDARDS



SAFE AND CONVENIENT ACCESS TO SCHOOL



ENERGY EFFICIENT DESIGN



MODERN EDUCATION FACILITIES

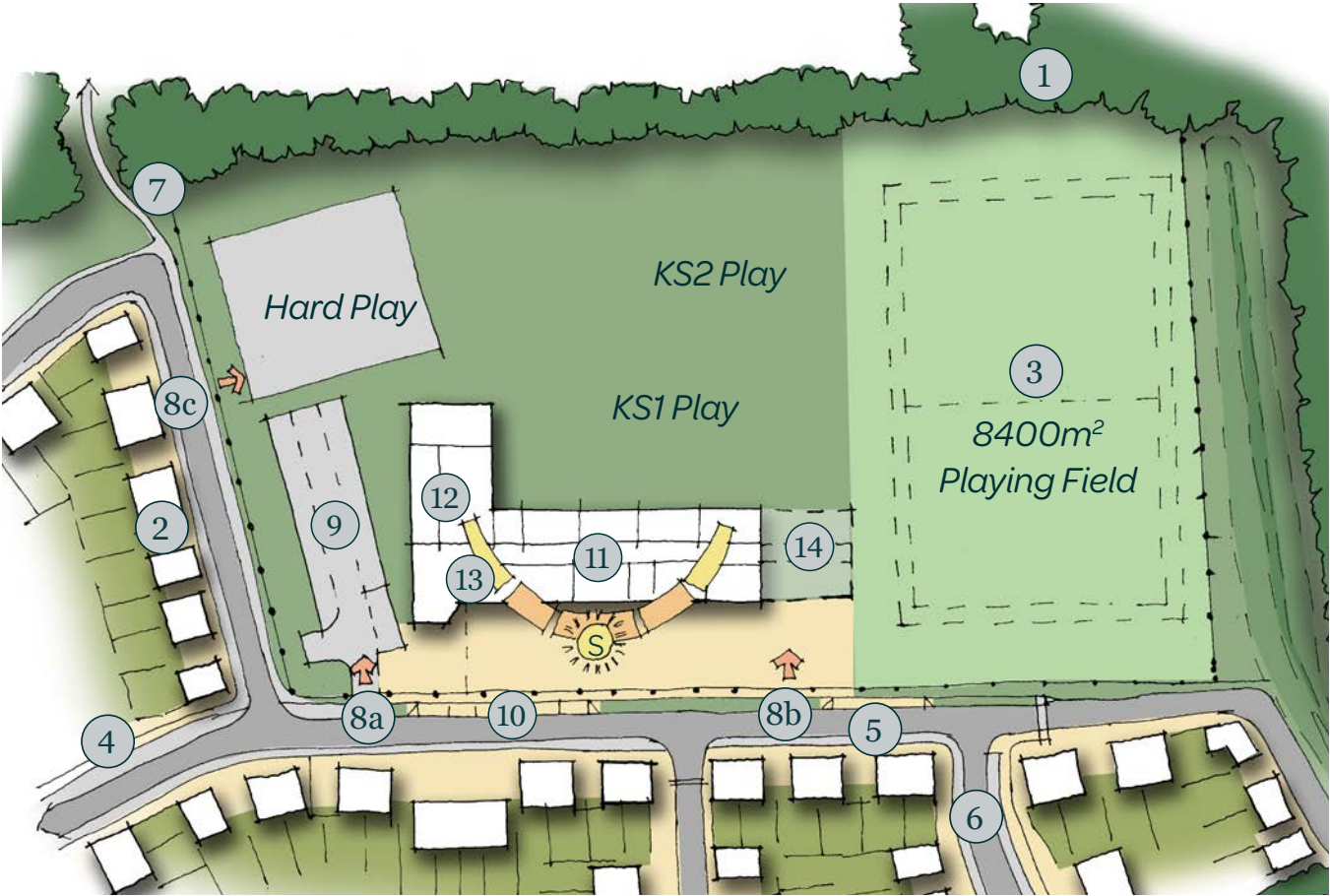


Figure 53: Illustrative School Layout in compliance with OCC Requirements



# Local Centre

The local centre is an opportunity to create a community focal point. This will provide community infrastructure that supports, and that doesn't compete with the existing uses within Eynsham.

The focal point for the local centre will be a mixed use and multifunctional community centre. This could include space for hot-desks during the daytime, and that could be transformed and utilised in the early morning or evenings to provide space for community events, classes and meetings. Meeting rooms could be provided to rent and allow local business to meet their peers without necessarily going to the office, responding to the change in how offices will work in the future. It may even be possible to provide surgeries within these meeting spaces, providing for periodical GP, Nursing or MP visits, as well as neo-natal groups, police liaison meetings or vaccination centres.

More consistent uses for the space could include a café, library, a nursery and day care centre. There may be an opportunity for a small convenience shop, or community shop that could be supplemented by local suppliers.

Community and stakeholder consultation will be help to identify options for other uses.

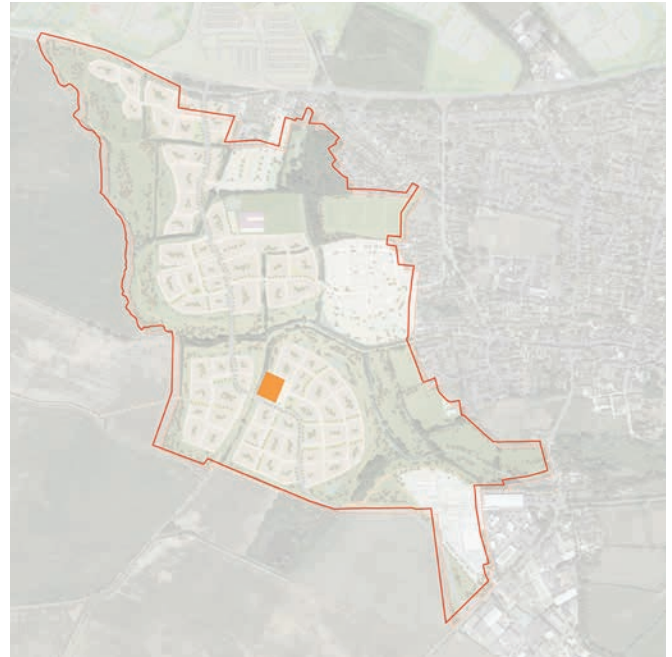


Figure 54: Proposed Local Centre Location within Site



Figure 55: Illustrative Visualisation of how the Local Centre could be integrated into the development



*Policy Requirement*

WODC Policy EW2 f) development to be phased in accordance with the timing of provision of essential supporting infrastructure and facilities.



Figure 56: Illustrative Visualisation of how the Local Centre could be integrated into the development



# Building Heights Strategy

The building heights will vary to create character and legibility and will broadly follow the principle of taller buildings along the Central Residential Boulevard and the development core, transitioning to lower buildings along the development edges.

These maximum parameters respond to the topography, landscape and visual constraints with lower buildings along the western boundary and areas that would be visible in long distance views.

This Building Heights Strategy sets out the maximum parameters for building heights in response to the landscape context of the site based on the existing technical baseline. It is envisaged that a range of building heights will be provided within these areas up to these maximums, with taller buildings located to mark key nodes and bring variety to the street scene.

Around the Primary School building heights will be limited to up to 2 stories in line with OCC requirements.

Proposals will respond to the requirements of Policy OS4 (High quality design) of the adopted Local Plan and Policies, ENP2 (Design), ENP14 (Sustainable growth) and ENP14a (Strategic Development Area and “Garden Village”) of the made neighbourhood plan.



Figure 57: Illustration of Building Heights

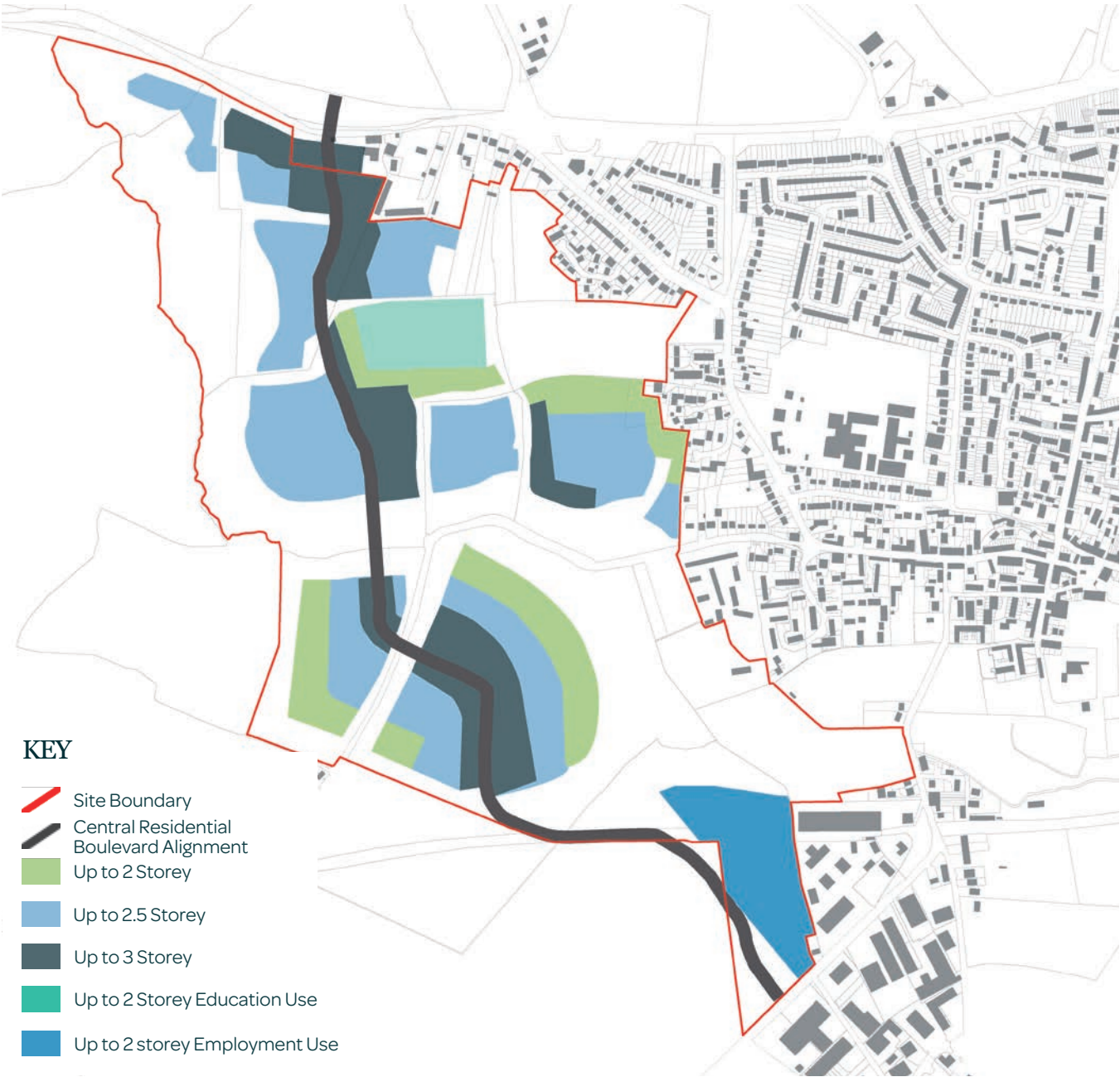


Figure 58: Building Heights Strategy





# Density Strategy

The density will be based on the housing mix but will broadly follow the principle of highest density along the Central Residential Boulevard and along the development core, transitioning to lower density development along the development edges.

This density strategy illustrates how density can transition across the masterplan to create a rich character that responds to the features of the site.



Figure 59: Density Strategy

## Housing Mix Strategy

The development will be carefully designed, achieving a high quality environment. A range of housing types and tenures will be provided and will be designed to a high standard, delivering market and affordable housing in line with local need.

The development will provide a wide range of dwelling types which respond to the aspirations of WODC, as set out in adopted and subsequent emerging planning policy documents, and local market demand and identified need (from SHMA, housing register or market evidence) at the point that planning applications come forward in order to provide the right homes based on identified need. Para 5.75 of the WOLP includes a general guide to market housing mix, based on the Oxfordshire SHMA (2014), as follows:

- 4.8% - 1 bed properties
- 27.9% - 2 bed properties
- 43.4% - 3 bed properties
- 23.9% - 4 bed properties

The housing mix is intended to vary throughout the SDA as a whole in response to density, land use and urban design.

The exact nature of the affordable housing provided will be the subject of detailed discussions with WODC so that the mix and tenure will be responsive to identified local needs and site specific opportunities. However, in line with Local Plan Policy H3 (Affordable Housing), it is envisaged that up to 50% of the dwellings within the SDA shall be provided as affordable housing.

Paragraph 5.64 of the WOLP includes a guide to the overall mix of affordable housing as follows:

- 65% to be one and two bedroom homes to meet the needs of younger single and couple households, older people and small family households; and
- 35% to be three and four bedroom homes.

### Policy Requirement

WODC Policy EW2: a) requires about 1,000 homes with a balanced & appropriate mix of house types and tenures to meet identified needs including affordable housing.



### Vision

*A range of housing types and tenures will be provided, delivering market and affordable housing in line with local need.*

The SHMA (2014) para 7.3.5 recognises that “...we do not strongly believe that such prescriptive figures should be included in the plan making process and that the ‘market’ is to some degree a better judge of what is the most appropriate profile of homes to deliver at any point in time.”

The accommodation mix will deliver a range of homes that will contribute to the creation of mixed, inclusive and sustainable communities, consistent with national and local planning policy and informed by the context and character of the site and wider area. The mix will provide a wide range of housing and offer choice for households at different stages in their life cycle.

In response to the requirements of Policy H4, a percentage of new homes will be accessible and adaptable. Designed to meet the Building Regulations Requirement M4(2) and also wheelchair adaptable designed to meet Building Regulation Requirement M4(3). The exact percentages will be considered at the planning application stage and negotiated with the Council as appropriate. The planning applications will also set out how they respond to Policy ENP2 (Design) of the ENP criterion b) which expects residential development proposals “to comply with Building for Life (BfL12) or equivalent principles unless it can be demonstrated that these cannot be achieved or are being met in an alternative way. BfL12 has been superseded by Building for Healthy Life (BHL) since the ENP was made.

The masterplan includes the potential for self-build plots, in line with Local Plan Policies H5 (Custom and self-build housing) and EW2(n). The quantum and location of self-build plots is to be agreed within the planning application for each phase of the development, having regard to the identified demand for self-build, as recorded in WODC’s self-build register, at the point that planning applications come forward.

In summary, the development proposals would provide an appropriate housing mix and level of affordable housing, in accordance with Local Plan Policies H3, H4(Type and mix of new homes), H5 and EW2, the Eynsham Neighbourhood Plan and NPPF paragraphs 59, 61 and 122.



# Sustainability Charter

WODC declared a climate and ecological emergency, the development will therefore be designed to respond to the relevant National and Local Sustainability policies and objectives, incorporating in a range of sustainable design measures to ensure the development is future proofed, safe and sustainable.

The sustainability approach for this masterplan does not fix the future construction methods and technologies that could be used. This is to allow for future changes to respond and comply with current building regulations and emerging technologies available at the time of construction.

The masterplan will at a minimum comply with national standards at the time of their construction. These are set out within the Future Homes Standard, a set of standards that will complement the Building Regulations to ensure new homes built from 2025 will produce 75-80% less carbon emissions than homes delivered under current regulations (Building Regulations 2013). The standard will comprise a series of amendments to Part F (ventilation) and Part L of the Building Regulations for new homes. The development proposals will also need to respond to the relevant requirements as set out in Local Plan policies EW2, OS4 and EH6, and the NPPF.

The Government strategy includes a stepped role out of these amendments and by the end of 2021, the Future Homes Standards interim uplift comes into effect. This reduces the minimum energy performance requirements by 31% compared to the current standards. This prepares both house builders and the housing stock for the carbon zero future. Therefore, all homes within the masterplan will be delivered to this new minimum standards producing lower carbon emissions than current new builds, and be built ready for a zero carbon future.

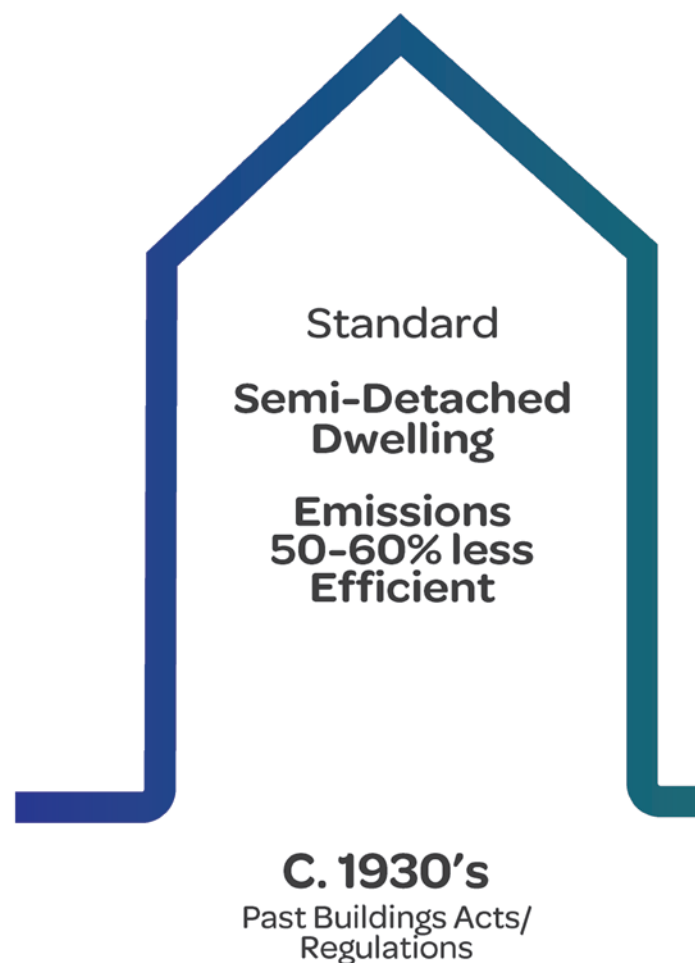
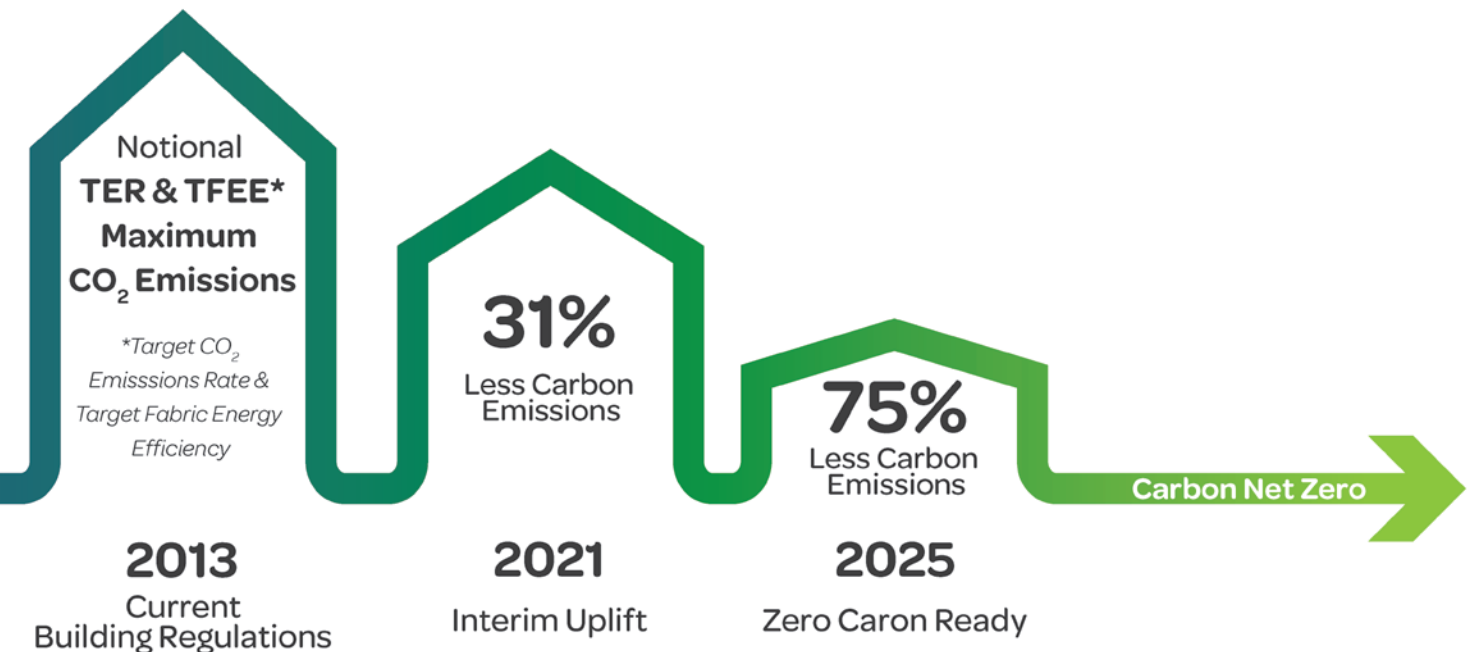


Figure 60: Trajectory for Carbon Emissions for new homes

The update to the Future Homes standard proposes that from 2025 all new homes will be Zero Carbon Ready, without a need for future retrofitting, as the national electricity grid continues to decarbonise. The full specification for this will be ready for consultation in 2023; the intention as specified in the 2019 consultation document is that all new dwellings will reduce CO<sub>2</sub> emissions by 75% compared to current standards and will not be built with fossil fuel heating such as a natural gas boiler.

The scale of this masterplan means that, based on our housing trajectory a majority (c.75%) of the homes will be delivered after 2025 and therefore be subject to the enhanced standards.

On a local scale, WODC along with Cotswold District Council and the Forest of Dean District council created a Net Zero Toolkit, which provides guidance for the delivery of sustainable reduced carbon and Net Zero construction methods.





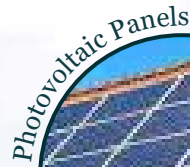


# Sustainable Homes

The masterplan is committed to delivering a resilient, low carbon development and aims to implement sustainable building methods in line with regulations and requirements that will be implemented during the delivery of the development.

The new homes will be designed and built to be clean, using less energy through fabric and servicing improvements. They will incorporate technologies such as air source heat pumps and photovoltaic cells to generate renewable energy, and energy efficient appliances to reduce energy use.

The homes will include practical spaces to store bicycles, to enable individuals to commute by modes that are alternate to the private car. Electrical Vehicle (EV) charging points will be provided to homes to make these vehicles an easier consumer choice, and to future-proof the development for the transition to low carbon society.



Integrated Solar Shading



Set within a masterplanned community with active open spaces



Electricity provided by a renewable supplier



**Vision**  
*The new homes will be energy efficient houses of the highest quality and specification.*





# 5. Phasing



# Indicative Phasing Strategy

The SDA falls within multiple land ownerships. A key element of delivering sustainable development in this location will be ensuring that appropriate infrastructure is provided alongside new development. This includes transport, social, physical and green infrastructure.

The delivery of infrastructure as part of the development has been approached with the following principles:

- Infrastructure should be provided in a timely way to mitigate the impact of the development; and
- Each part of the site that comes forward for development will be as self-sufficient as possible, in terms of access, drainage etc, whilst delivering necessary strategic elements of infrastructure in a timely manner and not prejudicing the ability of the following phases to do the same.

The development is expected to be delivered over a number of years and an element of flexibility is needed to respond to changing circumstances over time. The phasing strategy for the scheme expects development to commence in the north with the first phase delivering residential parcels.

An indicative phasing strategy, as shown in Figure 61, which provides a logical sequence of development, allowing access routes and community facilities to come forward at appropriate times to meet the needs of residents, has been developed informed by the site influences and opportunities. Some of the planning applications for / subsequent development of the phases may run concurrently to allow greater flexibility in delivery.

To accord with the objective to provide a sustainable neighbourhood it is essential that new development provides and contributes towards sufficient education infrastructure. The specific level of education infrastructure and services required will be dependent upon an up to date assessment of the likely pupil yields that the development would generate having regard to the specific size and type of dwellings to be built.

New housing development will fund the delivery of a new school on this site of a scale proportionate to the development’s impact; a minimum of One Form Entry (1FE). The school layout should be flexibly designed to allow for future expansion and well located to cater for the needs of new residents, and have good access by public transport, on foot and by cycle. The development will also fund the necessary additional provision for secondary and special education, which would be off-site.

A number of physical improvements are needed to the road network within and serving the site. These include works and measures to provide new junctions and roads within and serving the site. The development will include the construction of a new Central Residential Boulevard between the A40 and the B4449 as shown in the Local Plan (although this is only indicative and is flexible to allow for necessary deviations of the route subject to specific site conditions).

The road will need to be sensitively constructed to take account of issues such as flood risk. The development will provide at least one vehicular, pedestrian and cycle bridge over the Linear Park which is capable of carrying buses as well as cars. This will ensure that the development to the south of the Chil Brook is well connected to the rest of the development.

## KEY

-  Site Boundary
-  Consented Development
-  Phase 1 - Jansons
-  Phase 2/3 - Vanderbilt Strategic
-  Phase 2/3 - Berkeley
-  Phase 4 - Berkeley
-  Phase 5 - OCC





Figure 61: Indicative Phasing Strategy



## Phase 1

The first phase is likely to be the northern part of the site, subject to a current outline planning application (20/03379/OUT). This phase will deliver the northern access junction to the A40 and the first section of the Central Residential Boulevard with segregated footpaths and cycleways to provide access into the site.

A link will be made to the neighbouring Thomas Homes site to the east (15/00761/FUL). The current outline planning application for Phase One of the SDA provides an access road up to the site boundary with the Thomas Homes site. The Transport Assessment, submitted in support of the application for Phase One of the SDA, also sets out the methodology for how this access could be secured. This would allow vehicles from the Thomas Homes development to access the Central Residential Boulevard.

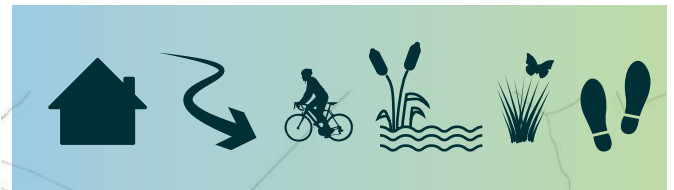
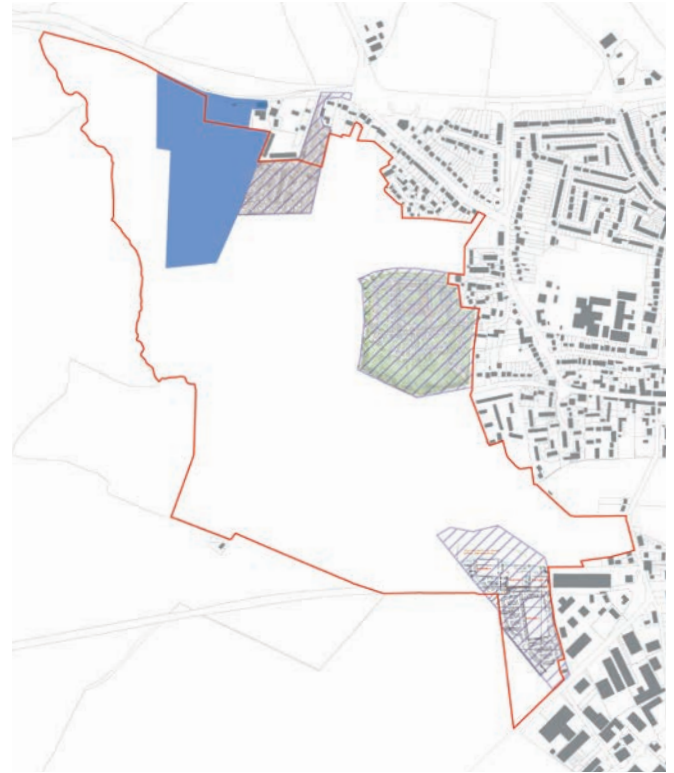
In this scenario, the northern end of the Old Witney Road would be stopped up to ensure no through route would be created through the site. There is no intention for a through route to be created between the Old Witney Road and the Central Boulevard. Discussions are ongoing with Thomas Homes and any legal agreement associated with Phase One of the SDA will deal with this issue.

This parcel will deliver 180 homes alongside Green Infrastructure including public open space, structural planting, community garden, a play area (LEAP) and drainage attenuation. This will form the first phase of the Chil Brook linear park.

The HiF2 scheme application includes a fourth arm stub from the A40 into the SDL site. Discussions are ongoing with Oxfordshire County Council to ensure a coordinated approach to the delivery of the site access and the A40 works (especially the Park and Ride junction), to ensure that any disruption to the operation of the A40 is minimised.

### KEY

-  Site Boundary
-  Central Residential Boulevard Corridor
-  Residential Development
-  Green Infrastructure including recreational open space, natural green space and SuDS



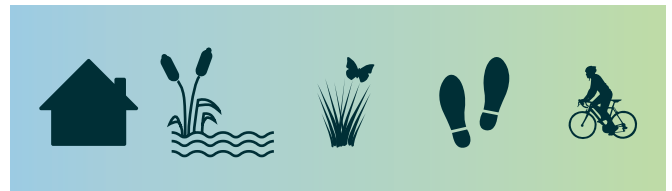
Page 222  Figure 62: Phase 1 - Land Use Strategy

## Phase 2 / 3 - Vanderbilt Strategic



This phase of the development is centrally located and also abuts the existing built form of Eynsham to the east and the almost complete Thornbury Green development. The site will facilitate the delivery of pedestrian and cycle connections directly into the village and the existing services and facilities. Green infrastructure will include natural and amenity public open space, play and community spaces and sustainable drainage features.

The site is considered to be Phase 2/3, due to its location adjacent to the built form of Eynsham and its ability to establish sustainable pedestrian and cycle connections between West Eynsham SDA and the existing village. Early delivery of this Phase will be considered appropriate subject to an interim vehicular access via Thornbury Green.

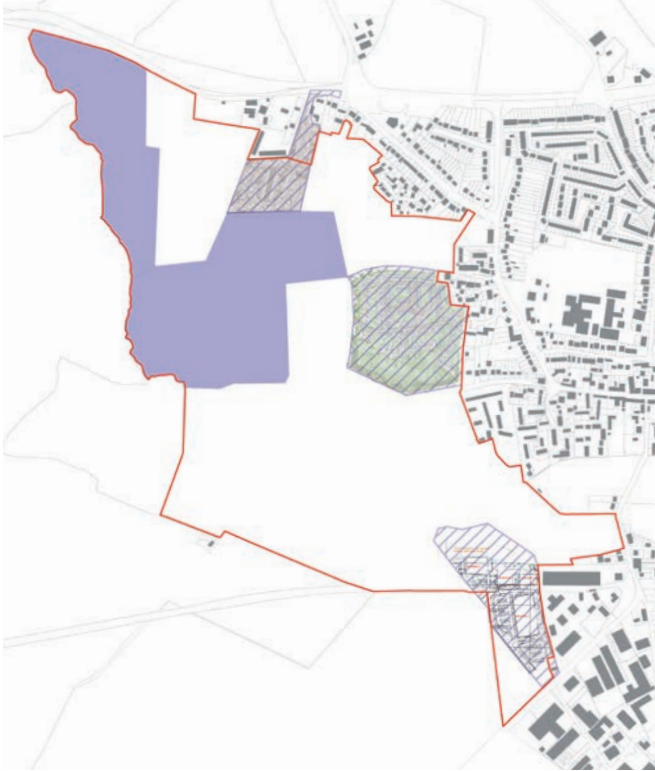


**KEY**

-  Site Boundary
-  Residential Development
-  Green Infrastructure including recreational open space, natural green space and SuDS

Figure 63: Phase 2 - Land Use Strategy

## Phase 2 /3 - Berkeley Land



The proposed second/third phase is likely to be the next part of the site, in the north and centre of the SDA.

The next stage of the Central Residential Boulevard with segregated footpaths and cycleways will be constructed and providing links to earlier phases.

This parcel will deliver the Primary School site, alongside new homes and Green Infrastructure.

This will deliver a substantial section of the Chil Brook linear park, including walking and cycling routes, amenity and natural open space, allotments and community orchards, play spaces for a range of ages, and drainage attenuation.



### KEY


-  Site Boundary
-  Central Residential Boulevard Corridor
-  Residential Development
-  Primary School
-  Green Infrastructure including recreational open space, natural green space and SuDS

Figure 64: Phase 2 - Land Use Strategy

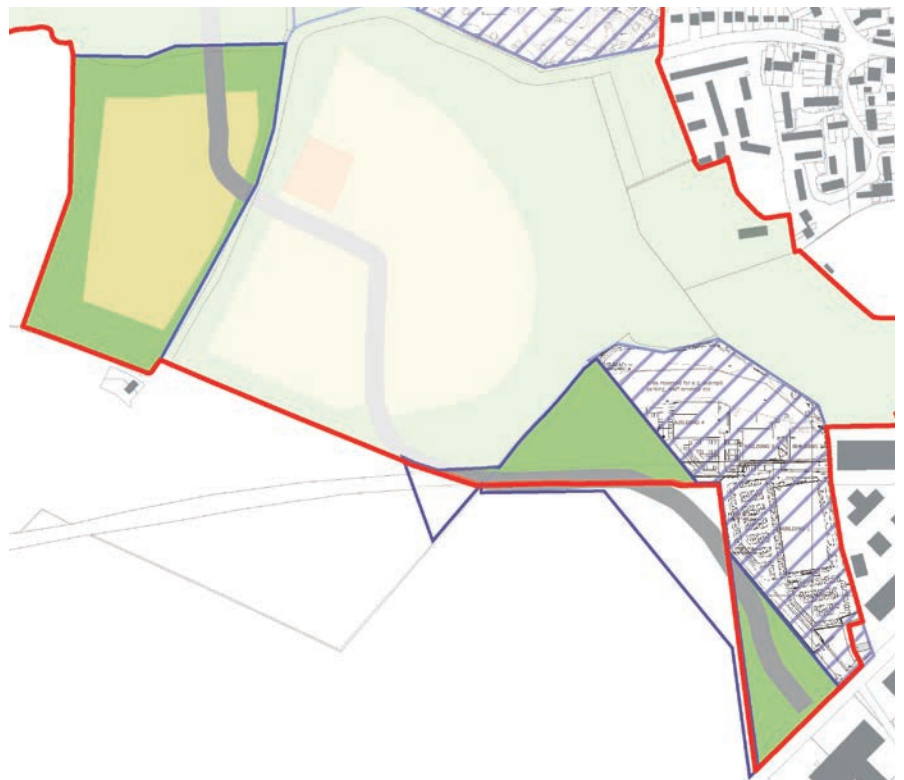


## Phase 4



This phase will deliver the southern access roundabout junction to Stanton Harcourt Road and the southern section of the Central Residential Boulevard. It will also deliver the Central Residential Boulevard bridge crossing over the Chil Brook.

This parcel will deliver new homes and Green Infrastructure including public open space, structural planting, drainage attenuation and a play area .



### KEY

-  Site Boundary
-  Central Residential Boulevard Corridor
-  Residential Development
-  Green Infrastructure including recreational open space, natural green space and SuDS

Figure 65: Phase 4 - Land Use Strategy

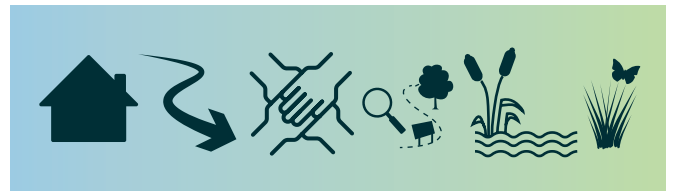
## Phase 5



This phase will deliver the remainder of the Central Residential Boulevard, including the junction with the Chilbridge Road PROW.

This parcel will deliver the Local Centre with community facilities alongside homes and Green Infrastructure including public open space, structural planting, drainage attenuation, play areas and dog walking areas. This will form the central and southern section of the Chil Brook linear park.

Enhancements to the existing PROWs in the south of the site will be provided alongside interactive trails that can include information about the heritage of the site.



### KEY

-  Site Boundary
-  Central Residential Boulevard Corridor
-  Residential Development
-  Local Centre
-  Green Infrastructure including recreational open space, natural green space and SuDS
-  Merton House (existing use retained)

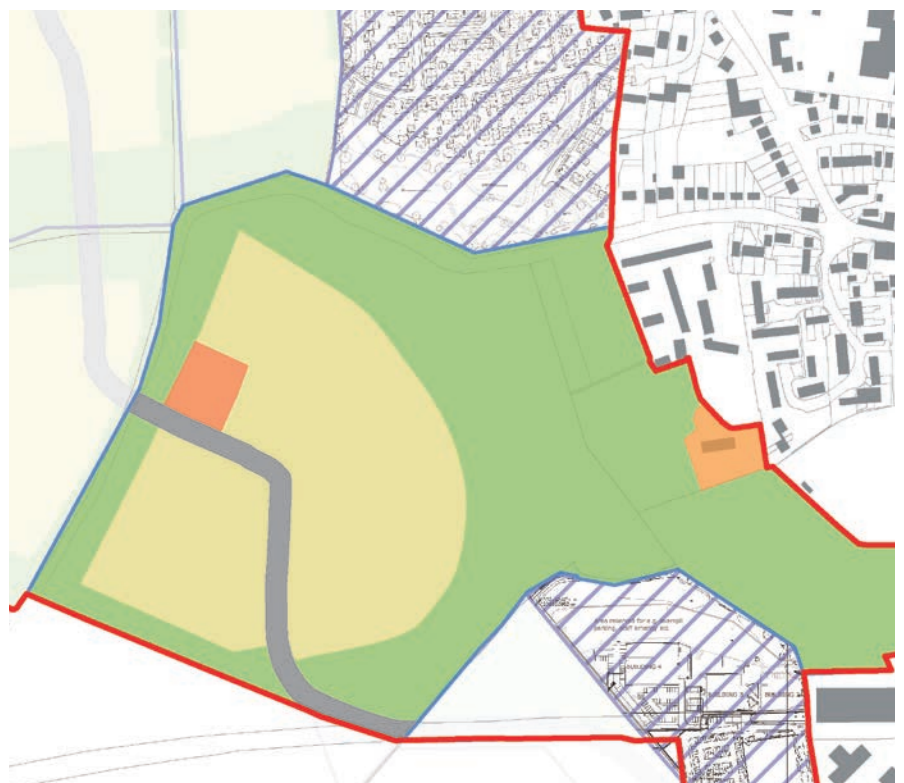


Figure 66: Phase 5 - Land Use Strategy



# Infrastructure Delivery

In relation to infrastructure delivery, this masterplan performs an important role in two aspects. Firstly, it identifies the infrastructure that is required to support the comprehensive development of the SDA to create a sustainable community. This will be subject to further assessment prior to the determination of any planning application for the development. Secondly, it sets out how the infrastructure is to be delivered on a phased basis and how the cost of providing the infrastructure will be shared equitably between each phase of the development.

This section of the masterplan will inform the further assessment required to confirm the specific infrastructure requirements and costs prior to the determination of any planning applications and the preparation of legally binding agreements (S106 Agreements), which will control the delivery of each phase of the development to ensure that the necessary infrastructure is delivered in parallel with the new homes.

## Infrastructure Requirements

For the purposes of this masterplan, infrastructure includes all of the categories listed below:

- Community & Culture
- Education
- Emergency Services
- Green Infrastructure
- Health & Social Care
- Transport & Movement
- Energy
- Water
- Telecommunications
- Waste

These categories of infrastructure were also used for the purposes of assessing infrastructure requirements in the Eynsham Area IDP.

Infrastructure can be delivered in a number of ways. Most commonly, it is either directly delivered on-site or off-site by the developer or through the payment of financial contributions by the developer to another organisation, such as the District Council or County Council, to provide improvements to new or existing infrastructure.

The National Planning Policy Framework (paragraph 57) makes it clear that planning obligations requiring new infrastructure must only be sought where they meet all of the following tests:

- a) Necessary to make the development acceptable in planning terms;
- b) Directly related to the development; and
- c) Fairly and reasonably related in scale and kind to the development.

The infrastructure which is required for the West Eynsham SDA has been identified having regard to these tests.

Specific infrastructure requirements have been identified through the technical work and stakeholder engagement undertaken in the preparation of this Masterplan. Additionally, consideration has been given to the requirements of the following key documents:

- West Oxfordshire Local Plan Policy EW2 and other relevant policies;
- Eynsham Neighbourhood Plan;
- Eynsham Area Infrastructure Delivery Plan (AK Urbanism, July 2020);
- The Salt Cross Garden Village AAP and the supporting evidence base;
- West Oxfordshire District Developer Contributions SDP;
- Land at Derrymerrye Farm and Long Barn, Eynsham, Infrastructure Delivery Plan; and
- Consultee responses to the Derrymerrye Farm planning application.

A schedule of the infrastructure requirements associated with the West Eynsham SDA and an illustration of how the delivery of this infrastructure will be phased is included at Appendix 1.

The specific infrastructure requirements of the comprehensive development of the SDA and their cost will be agreed with West Oxfordshire District Council and Oxfordshire County Council prior to the determination of the first planning application. Given that the specific detail and the cost of the infrastructure listed at Appendix 1 is unconfirmed at the time of approval of this masterplan, its provision is subject to viability.

## How infrastructure will be delivered and funded

### On-site infrastructure

The developer of each phase will fund and deliver the infrastructure physically located within that phase as identified within this masterplan i.e. the Central Residential Boulevard, open space, surface water drainage, community building etc.

Where a piece of infrastructure extends over several phases, such as the spine road, the developer of each phase will be required to build the infrastructure up to the boundary of the phase so as to enable the next phase, delivered by a different developer, to complete the delivery of the infrastructure. This will ensure that on-site infrastructure, which is shared across several phases of development, will be delivered comprehensively without constraints of landownership.

### Off-site infrastructure and financial contributions

Off-site infrastructure improvements, which are solely related to the SDA development and are to be directly delivered by the developer of a phase of the development, i.e. a specific footpath or highway improvement, will be funded and delivered by the developer of the phase which triggers the need for the specific infrastructure improvement.

Where financial contributions are required towards off-site infrastructure improvements or on-site infrastructure provision, which is not to be directly delivered by the developer of a phase, each phase of the development will contribute a proportion of these financial contributions.

### Apportionment of infrastructure costs between phases

So as not to undermine the viability of any phase of the development, it is essential that the total cost of the infrastructure required by the SDA is shared equitably between each phase of the development. The sharing of the infrastructure cost between each phase will be proportionate to the amount of residential development provided on each phase.

The cost of delivering the infrastructure will be shared between each phase based on the following percentage of the total SDA net residential development area located on each phase as shown within this Masterplan.

Phase	Percentage of Infrastructure to be Funded
1 Jansons	19%
2/3 & 4 Berkeley	41%
2/3 Vanderbilt	7%
5 OCC	33%
Total	100%

Where a phase of the development accommodates a disproportionately high level of on-site infrastructure which is funded and delivered directly by that phase, the correct apportionment of the total SDA infrastructure cost for that phase will be achieved by that phase making proportionately lower financial contributions towards infrastructure provision.

Conversely, where a phase of the development accommodates a disproportionately low level of on-site infrastructure, the correct apportionment of the total SDA infrastructure cost for that phase will be achieved by that phase making proportionately higher financial contributions towards infrastructure provision.

Overall, this approach will ensure that, cumulatively, the phases of development fund and deliver 100% of the infrastructure.

## Securing infrastructure delivery through planning applications & S106 agreements

The planning permission granted for each phase of the development will have its own S106 agreement. These will provide a legally binding mechanism to secure the delivery of the infrastructure in each phase by specified points in the delivery of that phase.

These legal agreements will be consistent with the infrastructure delivery mechanism contained in this masterplan, and the specific infrastructure requirements and costs for the comprehensive SDA agreed with West Oxfordshire District Council and Oxfordshire County Council prior to the determination of the first planning application.

It is recognised that the planning applications for each phase of the development will come forward over a period of time and that the nature of the development identified in this Masterplan may vary slightly through the preparation of planning applications.

Therefore, to provide flexibility to account for changing circumstances and evolving designs, the negotiation of S106 agreements will need have regard to:

- The number of dwellings proposed in the application;
- Any additional infrastructure or S106 requirements identified during the determination of the planning applications, but which are not included in the agreed requirements;
- The total cost of the infrastructure and S106 requirements as agreed with West Oxfordshire District Council and Oxfordshire County Council prior to the determination of the first planning application;
- The apportionment of overall costs between each phase set out in the masterplan; and
- Viability.

Any variation to the infrastructure requirements associated with the comprehensive development of the SDA identified during the preparation and determination of planning applications will be considered during the negotiation of S106 agreements. This will determine how any such requirements can/should be accommodated, having regard to the need for and prioritisation of previously identified infrastructure requirements, to maintain viability and the apportionment of overall costs between each phase of the development.



# 6. Summary





# Our Commitment

*To deliver a sustainable neighbourhood for West Eynsham that integrates into the existing village and is delivered to a whole life living principal - where a development, a homeowner and the environment that surrounds them exist in harmony and balance for a whole life and beyond.*



## Meeting Housing Need

The development will be carefully designed, achieving a high quality environment. A range of housing types and tenures will be provided and will be designed to a high standard, delivering market and affordable housing in line with local need.



## Well Designed Homes

Homes to be designed to so that they will be suitable for use for a wide range of occupiers including older people and those with reduced mobility required by in Policy H4 – Type and Mix of New Homes.



## Energy Efficient Homes

The design of the new homes will also contribute significantly to achieving a sustainable development, delivering energy efficient houses of the highest quality and specification.



## Healthy Living

Spaces will be designed to be easy to navigate, with a wide range of interlinked uses and generous green spaces allowing residents to flourish within their own surroundings.



## Education

A new, one form entry primary school will be provided by the development on a 2 form entry site to enable future expansion as necessary. Connected with safe walking and cycling routes to encourage active travel for children.



## Local Centre

The scheme promotes interaction and cooperation between individuals of different ages and focuses on the needs of all residents.



## Public Open Space

Safeguarding more than 43 ha for publicly accessible open space, providing woodland, meadow grassland, ecology rich water features, all providing a significant benefit in promoting mental, physical, health and well-being to both the individual and the community.



## Walking and Cycling Trails

A network of paths and cycle routes will be integrated into the retained PROW network. There is an opportunity to provide an interpretative walk across the site, including way-finding and interpretive signs to provide information about the ecology and heritage of the local area.



## Play

Opportunities for formal and informal play will be integrated into the public open space, through equipped play areas, play trails and informal spaces for natural play.



## Interactive Heritage Trail

There is an opportunity to provide an interpretative walk across the site, including way-finding and interpretive signs to provide information about the ecology and heritage of the local area including the historic value of the Scheduled Monument.



## Local Food Production

Open space provision will include allotments and opportunities for an edible landscape with fruit and nut bearing native species.



## Active Green Space

Green spaces with integrated opportunities for activity; such as outdoor gym equipment and flexible sport spaces, for the benefit of existing and new residents of Eynsham.



## Biodiversity Enhancement

Opportunities for biodiversity gain will be implemented throughout the scheme by retaining and enhancing existing valuable habitats and providing a greater diversity of habitats through tree planting, meadow planting and Sustainable Drainage Systems. Each phase to seek a net gain in biodiversity to respond to relevant local and national policy.



## Sustainable Drainage Systems

Sustainable Drainage Systems will be designed to manage surface water on the site and will include wet grassland, open swales and ditches that will provide a wide range of habitat for native flora and fauna.



# Appendix



# Appendix 1 - Preliminary Infrastructure & S106 Requirements

	Infrastructure Type / Item	Provision	Contributing Development Phase	Cost / Contribution (TBC prior to determination of the first planning application within SDA)
<b>1.0</b>	<b>Community &amp; Culture</b>			
1.1	Affordable Housing (50% of dwellings in each phase subject to viability)	On-site	All phases	
1.2	Community building	On-site	Phase 5	
1.3	Library contribution	Off-site	All phases	
1.4	Adult & Children Social Care	Off-site	All phases	
1.5	Sport and recreation contribution	Off-site	All phases	
<b>2.0</b>	<b>Education</b>			
2.1	Primary school site (2.22 ha)	On-site	Phase 2 (Berkeley)	
2.2	Financial contributions for construction of 1.5FE primary school	On-site	All phases	
2.3	Secondary education financial contribution	Off-site	All phases	
2.4	SEN financial contribution	Off-site	All phases	
<b>3.0</b>	<b>Emergency Services</b>			
3.1	Thames Valley Police	On-site	Phase 5	
3.2	Fire Service	Off-site	All phases	
<b>4.0</b>	<b>Green Infrastructure</b>			
4.1	Open space / green infrastructure (formal parks, amenity green space, natural green space, allotments)	On-site	All phases	
4.2	Equipped play spaces (LAPs, LEAPs, NEAPs)	On-site	All phases	
<b>5.0</b>	<b>Health &amp; Social Care</b>			
5.1	Primary health care contribution	Off-site	All phases	
<b>6.0</b>	<b>Transport &amp; Movement</b>			
6.1	Spine road (excluding junctions listed at 6.2 and 6.3 below)	On-site	Phases 1, 2 (Berkeley), 4 & 5	
6.2	Spine road connection with A40 park and ride junction	On-site	Phase 1	
6.3	Spine road connection with Stanton Harcourt Road	On-site	Phase 4	
6.4	A40 layby relocation	Off-site	Phase 1	
6.5	Green Travel Plans, co-ordinator & monitoring fees	On-site	All phases	



	Infrastructure Type / Item	Provision	Contributing Development Phase	Cost / Contribution (TBC prior to determination of the first planning application within SDA)
6.6	HIF2 A40 Corridor Improvements & Park and Ride	Off-site	All phases	
6.7	A40 pedestrian & cycle crossings	Off-site	At grade crossings included in A40 HIF2 works	
6.8	Old Witney Road / Witney Road walking/cycling improvement	Off-site	Phase 1	
6.9	Chilbridge Road walking/cycling	On-Site	Phases 2 (Berkeley), 4 and 5	
6.10	Walking/cycling connection to B4044 cycle path	Off-site	All phases	
6.11	Stanton Harcourt Road walking / cycling improvements	Off-Site	All phases	
6.12	Lower Road cycle path contribution	Off-site	All phases	
6.13	Off-site cycle parking	Off-site	All phases	
6.14	B4044 cycle path contribution	Off-site	All phases	
6.15	PRoW improvements	Off-site	All phases	
6.16	Bus stop infrastructure	On-site	Phases 1, 2 (Berkeley), 4 & 5	
6.17	Public transport service contribution	Off-site	All phases	
<b>7.0</b>	<b>Energy</b>			
7.1	Utility diversions	On-site	All phases	
7.2	Utility reinforcement	Off-site	All phases	
<b>8.0</b>	<b>Water</b>			
8.1	Surface water attenuation	On-site	All phases	
8.2	Water supply reinforcement	Off-site	All phases	
8.3	Foul sewer reinforcement	Off-site	All phases	
<b>9.0</b>	<b>Waste</b>			
9.1	Waste Management contribution	Off-site	All phases	
<b>10.0</b>	<b>Archaeology</b>			
10.1	Archaeological investigation of Scheduled Monument	On-site	Phase 4	
10.2	Storage of archaeological remains	Off-site	All phases	

Note - all requirements subject to further assessment and viability

## Appendix 2 – Summary of Option Considerations for Alignment of Southern Section of the Boulevard

### Option 1 – Route to Station Road

Pro's	Con's
Avoids the SAM.	A large section of the route will pass through the Chil Brook floodplain and is therefore sequentially inferior to other options.
Roundabout junction of primary street and Station Road would provide sufficient capacity.	Route will impact on the ecology within the Chil Brook corridor.
	New roundabout on Station Road will impact on Chilmore Bridge and the setting of the Eynsham Conservation Area.
	New junction will result in the loss of on-street parking along Station Road.

### Option 2a – Route through Polar Technology Site to Stanton Harcourt Road

Pro's	Con's
Mainly avoids the SAM with the exception of a small area required for the roundabout with Stanton Harcourt Road.	Sufficient land is only available for the construction of a 28m ICD roundabout as the junction between the new road and Stanton Harcourt Road. This would provide insufficient capacity for the predicted level of traffic using the new route and traffic on Stanton Harcourt Road.
The route avoids the floodplain of the Chil Brook and its associated wildlife corridor.	The new junction on Stanton Harcourt Road would impact on the existing accesses to Southfield Cottages and Oakfields Industrial Estate.
	Disruption caused to the operation of the Polar Technology site to retrospectively construct the road along the existing factory access.

**Option 2b – Central Route to Stanton Harcourt Road**

Pro's	Con's
This is the closest option to the route indicatively identified in the West Oxfordshire Local Plan.	The route of the road crosses eastern part of the SAM. However, this route option avoids the parts of the SAM containing the highest concentration of features identified within the SAM.
The route is the preferred route option identified in the West Eynsham Access Strategy undertaken by WYG on behalf of Oxfordshire County Council and West Oxfordshire District Council.	The new roundabout on Stanton Harcourt Road will impact on the existing access to Oakfields Industrial Estate to a lesser degree than Option 2a.
A 40m ICD roundabout can be provided at the junction of the new road and Stanton Harcourt Road. This would have sufficient capacity for future traffic levels.	
The route avoids the floodplain of the Chil Brook and its associated wildlife corridor.	
The route provides an alternative access to the Polar Technology site that can be constructed independently of the current site access, therefore avoiding disruption to the operation of this business.	

**Option 2c – Western Route to Stanton Harcourt Road**

Pro's	Con's
A 40m ICD roundabout can be provided at the junction of the new road and Stanton Harcourt Road. This would have sufficient capacity for future traffic levels.	The route passes through the centre of the SAM and would impact on a higher concentration of archaeological features within the SAM than would Option 2b. It is likely that of the options considered this route would have the greatest impact on the SAM.
The route avoids the floodplain of the Chil Brook and its associated wildlife corridor.	Through route would encroach further in to the countryside.
The route would not impact on the existing access to Oakfields Industrial Estate	

# Appendix 3 - Bibliography

## National

- Government's National Planning Policy Framework (NPPF)
- Planning Practice Guidance
- National Design Guide
- National Model Design Code
- Building for a Healthy Life (BHL) (Design for Homes, 2020)
- National Design Guide (Ministry of Housing, Communities and Local Government 2021)
- Manual for Streets (Department for Transport, 2007)
- Manual for Streets 2 (CIHT, 2010)
- Inclusive Mobility (Department for Transport, 2005)
- Local Transport Note 1/20 Cycle infrastructure design (Department for Transport, 2020)
- Healthy Streets Toolkit (TfL, 2007)

## Oxfordshire County Council

- The Oxfordshire Energy Strategy
- Oxfordshire County Council's Local Transport Plan (LTP4 – Connecting Oxfordshire)
- Oxfordshire Draft Local Transport and Connectivity Plan (Jan 2022)
- Climate Action Framework
- Joint Health and Wellbeing Strategy
- Oxfordshire Strategic Vision for Long Term Sustainable Development
- Draft Street Design Guide (OCC, 2021)
- OCC Public Transport Strategy
- Oxfordshire Strategic Housing Market Assessment SHMA (2014)
- Key Design Criteria for Primary School Sites (October 2020) Oxfordshire County Council (OCC)

## West Oxfordshire District Council

- West Oxfordshire Local Plan (WOLP) 2031 (adopted September 2018)
- West Oxfordshire Local Plan 2031 Policy Map Update (August 2020)
- West Oxfordshire Open Space Study (2013)
- West Oxfordshire Design Guide
- Net Zero Carbon Toolkit (Levitt Bernstein, Elementa, Passivhaus Trust and Etude commissioned by West Oxfordshire, Cotswold and Forest of Dean District Councils, funded by the LGA Housing Advisers Programme, Oct 2021)
- Pre-Submission Draft Salt Cross Garden Village Area Action Plan (AAP) (August 2020)

- West Eynsham SPD Issues & options Document

## Eynsham Parish Council

Eynsham Neighbourhood Plan 2031 (ENP) (made February 2020)

## Evidence Base

- A full suite of documents and reports submitted as part of the Chil Brook Meadows (ref: 20/03379/OUT) planning application submitted by Jansons
- West Eynsham SDA Drainage and Flood Risk Summary (October 2021)
- Topographical survey
- Hydraulic modelling of the Chil Brook with the results agreed with the EA
- Archaeological Desk Based Assessment by CgMs (Apr 2017)
- Eynsham Ecological Appraisal (February 2018)
- Proposed Residential Development, West Eynsham, Landscape & Visual Appraisal (Feb 2019)
- Salt Cross Area Action Plan (AAP) Examination Library:
  - Oxfordshire Cotswold Garden Village Area Action Plan – Preferred Options Habitat Regulations Assessment Screening Report (December 2019)
  - Salt Cross Garden Village Area Action Plan: Pre-Submission Habitats Regulations Assessment Report (August 2020)
  - Eynsham Area Infrastructure Delivery Plan Stage 1 Draft Report (May 2019)
  - Non-Motorised Crossings of the A40 at Eynsham (April 2020)
  - Oxfordshire Cotswolds Garden Village AAP Transport Strategy Report (July 2020)
  - Oxfordshire Cotswolds Garden Village and West Eynsham SDA Housing Strategy Advice (July 2019)
  - Oxfordshire Cotswolds Garden Village and West Eynsham Strategic Development Area Green Infrastructure Study (August 2019)
  - Oxfordshire Cotswolds Garden Village and West Eynsham Development Area Historic Environment Assessment (July 2019)
  - Oxfordshire Cotswolds Garden Village West Eynsham Strategic Development Area Landscape and visual assessment (August 2019)
  - Level 2 Strategic Flood Risk Assessment – Land North and West of Eynsham (August 2020)
  - Oxfordshire Cotswolds Garden Village and West Eynsham SDA Preliminary Ecological Assessment (April 2019)



# Appendix 4 – Summary of Document Amendments following Consultation

Section	Comment by	Page	Comments
Foreword	Chris Hargraves, WODC	ii	The foreword includes reference to Oxfordshire County Council. It would probably be sensible to make it explicit that it is Oxfordshire County Council's Property and Facilities Team that have been involved in the commissioning of the masterplan.
<b>1. INTRODUCTION</b>			
Our Vision	Chris Hargraves, WODC	4	The vision still remains very generic and falls into the 'could apply anywhere' trap. The only specific reference to the site itself is in relation to the proposed linear park along the Chil Brook.
The Site	Chris Hargraves, WODC	8	The site – states that 'A number of planning applications have been approved or are currently within the planning system for consideration'. This is perhaps a little vague.
	Chris Hargraves, WODC	10	Reference is made to the fact that 160 units are under construction but no link is made to the photo at Figure 3.
Land Ownership	Chris Hargraves, WODC	12	Where it talks about phasing and each parcel coming forward separately, it would be helpful to cross-refer to Section 5 on phasing.
<b>2. PLANNING CONTEXT</b>			
Planning Policy	Chris Hargraves, WODC	16	Page 16 makes reference to both Policy EW2 of the Local Plan and Policy ENP14a of the Eynsham Neighbourhood Plan.  In respect of the latter, it would be helpful if the text briefly mentioned that like the local plan, the neighbourhood plan also seeks to achieve comprehensive development through an appropriate mechanism.
			Reference is made to the masterplan having been informed by a number of other policy considerations such as the National Design Guide and National Model Design Code as well as the West Oxfordshire Design Guide, Oxfordshire Energy Strategy etc.  However, there are few, if any, mentions of, or cross-references to these documents elsewhere within the masterplan.
Planning History	OCC Comments	20	Indicates that the Masterplan document submitted to WODC for approval in Winter 2021/ Spring 2022, and from Spring 2022 onwards subsequent Planning Applications submitted and determined. We are concerned that this is a very tight timeframe to work with WODC, OCC and other stakeholders to inform the masterplan.
<b>3. ASSESSMENT</b>			
Ecology & biodiversity	WODC Sustainability standards comments  Liaison Group	29	Fruitlands TPO area should be identified as a priority habitat (Traditional Orchard) and woodland of ecological value.  These features should be defined in Figure 18: blue area/arrow (i.e. Chilbrook Corridor) in the key Low ecological areas (assumed these are development areas. Those which have not yet been constructed will have some ecological value) Off-site GI and biodiversity links/corridors, for example from the proposed Local Nature Reserve to the east.

Document Amendments
Amend to refer to “Oxfordshire County Council (Property and Facilities Team)”
No change – the document as a whole is clearly Eynsham specific.
Para 1 and 2 amended to: ‘The site is circa 88ha in size and is currently primarily in agricultural use. It is allocated in the WOLP as a suitable location for residential-led development of around 1,000 homes. The site was allocated to help meet an increase in West Oxfordshire’s housing need, as well as a proportion of unmet housing need from Oxford City and was chosen in part because of its locational characteristics. Two parts of the site already have planning permission for 160 and 77 new homes respectively with a further planning application (ref: 20/03379/OUT) for 180 homes currently pending determination’.
Amend text to state that ‘A residential scheme of 160 units known as Thornbury Green is currently under construction on the land west of Thornbury Road which falls within the SDA boundary – see Figure 3’.
Text amended to include cross-reference to Section 5 on Phasing.
1st paragraph amended as follows: The site is allocated in the adopted West Oxfordshire Local Plan (WOLP) 2031 (adopted September 2018) and the allocation policy (Policy EW2) requires comprehensive development to be led by an agreed masterplan. The site is also allocated within the Eynsham Neighbourhood Plan 2031 (ENP) (made February 2020) under Policy ENP14a. Policy ENP14a criterion a) of the Eynsham Neighbourhood Plan 2031 (ENP) (made February 2020) also states that the SDA should be brought forward in a “comprehensive and coordinated manner”. Full copies of both policies are set out on the next page.
Other policy considerations: A bibliography of relevant policy, evidence base and design guidance used has been added as an appendix.
Timeline updated to reflect current timeframe – specifically which it is put forward for approval by the WODC committee in March 2022.
Plan and key reviewed to include requested information Text Replaced: “(TPO).” with “(TPO) and is designated as a priority habitat (Traditional Orchard) and woodland of ecological value.” Text amended to include: “The “low ecological value” areas are identified in the Oxfordshire Garden Village and Strategic Development Area Preliminary Ecological Impact Assessment Prepared by TACP for West Oxfordshire District Council. This preliminary assessment identified the key ecological features and the areas with the greatest potential for protected species. The low ecological areas have the lowest potential for protected species.” Text Inserted: “To the south east of the site is the proposed ‘Fishponds’ Local Nature Reserve (LNR) on the site of the Eynsham Abbey Fish Ponds.”

Section	Comment by	Page	Comments
Landscape & Visual Impact	Chris Hargraves, WODC	30	Page 30 refers to glimpsed views of St Leonard's Church from more elevated parts of the site but Figure 19 does not show where these are. Furthermore, there is then nothing in the remainder of the document to explain how these views have been taken into account.
Heritage	OCC comments  Liaison Group	32	The masterplan document contains a brief section on the Historic Environment. This section, whilst very brief, does contain a number of misleading statements and does not set out the known and potential archaeological background and constraints. This section will need to be updated to provide an appropriate description of the known archaeological interest, potential and constraints. The scheduled monument located on the southern edge of the development is correctly titled 'Sites discovered by aerial photography, near Foxley Farm'. For clarity this document should refer to this site by the formal name. A phased programme of archaeological evaluation will need to be undertaken before the full extent of any archaeological constraints is understood. This is likely to impact on any master planning for the site. This evaluation will need to be undertaken before the determination of any planning application of the site but consideration should also be given to undertaking these works in advance of any master planning for the site In order that these constraints can be taken into account at this stage.
Site Constraints and Opportunities	WODC	36	"Building on woodlands" is an ambiguous term and should be replaced by "strengthening" or "expanding" on the woodland resource.
Consultation Strategy		40	Consultation strategy – page 38. Refers to a West Eynsham Supplementary Planning Document. It would be helpful here to include a footnote to explain that the Council previously undertook some early work on a SPD for the site but that it was not progressed through to adoption.
Design Principles	Chris Hargraves, WODC	48	The design of the development should include the co-location of the primary school and the local centre together, to share transport benefits and provide a hub for the day to day needs of residents.
<b>4. MASTERPLAN &amp; STRATEGIES</b>			
Introduction	Chris Hargraves, WODC	52	Some of the phraseology seems a little odd e.g. this section will set out instead of this section sets out. It reads as if parts of the document have not yet been written. Refers to the masterplan being 'followed by a series of strategies'. Presumably the masterplan has been informed by these strategies.
Masterplan	Chris Hargraves, WODC	54	The key is not particularly clear and the various yellow colours relating to PROW are hard to distinguish in terms of what is existing and what is proposed etc. Extent of development south of Chilbridge Road. I have concerns about the extent of development shown south of Chilbridge Road. This seems to be much more significant than was shown in the previous Jansons vision document. It would be useful to understand how many dwellings are proposed in this part of the site (this issue links to Section 5 – phasing; see further comments below). Location of the proposed local centre. I have concerns about the location of the local centre. The masterplan talks about avoiding rat-running along the primary street but presumably, having an attractor such as a retail use along this route, will attract additional trips. Furthermore, there would be logic in co-locating it next to or in close proximity to the primary school in the heart of the development. Possible development adjacent to Merton Court. The previous Jansons vision document showed a small parcel of development west of Merton Court which seemed to have merit and would likely help in terms of knitting in the proposed development with the existing built form of the village. Is there any particular reason why this has now been dropped? Development here would mean you could reduce the quantum on the main developable area south of Chilbridge Road, which we know is the most sensitive part of the site. No.5 in key - not sure that priority over primary street should be stated so clearly - it is fine as an ambition but further work on the detail would be required - see pg 77
	Liaison Group		Requested the Linear Park footpaths at the eastern boundary to be connected

Document Amendments
<p>Figure 19 amended to more clearly show location of key views to St. Leonard’s Church from elevated parts of the site. The approach to Building Heights is set out within pages 94 and 95 of the document.</p>
<p>This section provides a summary of Archaeological Desk Based Assessment (March 2017) by CgMs. The summary text has been expanded to respond to Officer comments.</p> <p>Amend the title of the Scheduled Monument in para 1 on p32 as follows: “Sites discovered by aerial photography, near Foxley Farm (List UID: 1006333)”.</p> <p>Add the following text to the end of the last paragraph: The planning application(s) for each relevant phase will be accompanied by archaeological assessment and survey work to respond to criterion.j) of Policy EW2 and also Policy EH15 of the adopted Local Plan.</p>
<p>Text amended to: Create a woodland and open space network throughout the site, strengthening woodlands to the north and south of the site, and linking with retained hedgerows and watercourses.</p>
<p>Footnote added: “*WODC prepared this Issues and Options SPD document and the Council published it for public consultation between July to September 2018. However, WODC did not progress the SPD through to adoption.</p>
<p>Walking isochrones amended on the Land Use and Amenities principle diagrams, showing a 5 min walking distance to the two proposed community hubs within the scheme</p>
<p>Text amended to: This section sets out the Masterplan Framework that has been developed ..., as discussed in the previous sections of this document. This masterplan document includes a series of strategies .... These strategies set out the guiding principles and will be used to guide the preparation of future planning applications.</p>
<p>Key and masterplan amended to make it clearer what is new and existing in terms of PROW and pedestrian/cycle route. No change: The extent of development south of Chilbridge Road has been informed by masterplanning work undertaken since the production of the Jansons vision document (which focussed on the Jansons Land). This masterplanning work has included detailed assessment of site constraints and opportunities. No change: The proposed indicative location of the local centre is well located to the existing Public Rights of Way network and also proposed pedestrian and cycle connections. These will therefore provide safe and convenient routes to encourage journeys by walking and cycling. The proposed location of the local centre along the primary street will ensure good access for public transport and also drivers. The proposed indicative location of the local centre and primary school will ensure that all future residents of the SDA, no matter where their home is located in the SDA, have access to a local facility within a reasonable walking distance of their home in line with Table 1 of the made Neighbourhood Plan. Co-locating the local centre next to the primary school would mean that future residents located in the south of the SDA would be beyond 400m of a local facility. The Jansons Vision document included a development parcel in an area of land that is outside the control of the landowner/developer team. Development in the available area within OCC land ownership beside the Merton Court Assessment Centre has been avoided to any potential safeguarding issues. Key amended to “Sensitively designed crossing between PROW over the Primary Street”</p>
<p>Masterplan amended to show this connection.</p>

Section	Comment by	Page	Comments
Land Use Strategy	Chris Hargraves, WODC	56	The table is useful but it would be helpful to provide a clearer indication of the type and scale of uses anticipated within the local centre. What is meant by a small-scale commercial use for example?
Green amenity and leisure	Chris Hargraves, WODC	62	The masterplan should include Tables 22 and 23 from the Eynsham Area IDP (July 2020) which provides a more up to date assessment of quantitative and accessibility requirements compared to the 2013 open space study.
Outdoor Sports	WODC leisure comments	63	Information was provided about expected financial contributions for outdoor sports based on the size of West Eynsham development.
Management and Maintenance of Open Space	WODC Liaison Group	63	The Community Management Trust should be identified as an option for managing and maintaining open space. Liaison Group – open space protection going forward
Drainage Strategy	OCC's Local Lead Flood Authority Team	66	There are flood issues on Station Road in Eynsham. There is a flood defence bund constructed within the site adjacent to the Chill Brook which will need to be maintained. It seems all watercourses and existing flow routes are being maintained post development and any required culverting for crossing points must be kept to a minimum. A detailed surface water management strategy must be submitted in accordance with the Local Standards and Guidance for Surface Water Drainage on Major Development in Oxfordshire In line with this guidance, runoff must be managed at source (i.e., close to where it falls) with residual flows then conveyed downstream to further storage or treatment components, where required. The proposed drainage should mimic the existing drainage regime of the site as much as possible. The layout suggests that the site is promoting a regional control drainage scheme which will not be acceptable. Source and site control measures must be prioritised for each of the parcels and space made available for this. Parameters must be set at this stage to ensure that the future parcels provide adequate SuDS to convey water to any further required strategic drainage features. Source control and above ground measures must be provided wherever possible, to treat and convey surface water. Space must be made available for appropriate SuDS for the adopted highways. Over the edge to shallow above ground source control and conveyance features must be prioritised over traditional pipe and gully systems.
	Chris Hargraves, WODC	67	Figure 29: Drainage Strategy. It is not clear what this plan is showing. What are the various blue arrows intended to show? No illustration of relevant SUDS infrastructure e.g. attenuation basin which is shown on an earlier plan.
Ecology Strategy	Chris Hargraves, WODC	70	Would be helpful if the masterplan referred to the development achieving at least 10% net biodiversity gain in line with the Environment Act 2021 which recently received Royal Assent. It would also be helpful if clearer information could be provided on how this net gain will be achieved. In this context, it might be helpful to refer to the possibility of off-site gains if at least 10% cannot be achieved on-site.



Document Amendments
<p>No change: The exact type and scale of uses anticipated within the local centre will be considered as part of the preparation of the planning applications and can be controlled by suitably worded planning conditions.</p>
<p>Text amended to:</p> <p>The SDA as a whole can accommodate a significant quantum of open space in accordance with local policy as set out in Policy EH5 of the WOLP 2031.</p> <p>A proportion of this the open space falls into the flood risk areas, therefore the layout has been designed to ensure that there are areas of usable public open space which are not impacted by flooding concerns.</p>
<p>No change: This information is helpful but the financial contributions will need to be considered as part of the planning application process. Any planning obligation will need to be inline with the tests of paragraph 57 of the NPPF.</p>
<p>Text amended to include Community Management Trust as an option</p> <p>Text added to explain this will be addressed at the Planning Application Stage. WODC have options in respect of both development management procedures (eg planning condition / legal agreement) and subsequent designations through planning policy.</p>
<p>The flood plain close to Station Road is not going to be altered as part of these proposals. This is one of the reasons for directing the southern end of the Spine Road towards the B4449 Stanton Harcourt Road.</p> <p>A single crossing of the Chil Brook has been proposed in order to keep culverts to a minimum.</p> <p>Detailed drainage strategies will follow at outline and reserved matters application stage.</p> <p>More detail added into masterplan document and drawing.</p> <p>Whilst a regional control is proposed, it is intended that multiple other stages will be installed prior to water reaching the regional controls. More detail added to masterplan document to cover this.</p>
<p>Drainage strategy plan amended to show more detail to show the proposed multiple stages of suds and key added.</p>
<p>It is not appropriate for the masterplan to include additional policy requirements as these must be within a local/ neighbourhood plan or be required by national requirement.</p> <p>Text amended: "...and create a net gain in biodiversity on the site to respond to relevant local and national policy."</p>

Section	Comment by	Page	Comments
Movement Strategy	Chris Hargraves, WODC	72	<p>Central residential boulevard – the terminology for this road changes throughout the document e.g. primary residential street, spine road, central residential boulevard etc.</p> <p>Refers to the movement strategy being ‘designed around principles within OCC’s Street Design Guide’. However, no explanation is given as to what these principles comprise.</p> <p>The proposed vehicular connection through from Thornbury Road raises a number of concerns. Whilst I understand that the S106 agreement for Thornbury Green makes provision for such a connection, my understanding is that Oxfordshire County Council have concerns about a further 70 – 80 homes being served from Thornbury Road.</p> <p>Whilst I understand the intention is to potentially consider closing Thornbury Road to traffic from the SDA, this would need to be the subject of public consultation and may not be implemented.</p> <p>It would be preferable to state that from the outset, Corlan Farm will be served from the proposed primary street (spine road).</p> <p>I wonder if this text might cause some confusion and concern for existing residents. Perhaps better to say that there will be no general traffic connection between the SDA and these sites – the exact form of restriction to be determined subject to availability of other access options (to the permitted sites). In the case of Thornbury Rd I do not think it has been an intention to close at the east of the new development only at the connection to the SDA. The houses have not been included in any traffic modelling etc.</p>
Central Residential Boulevard	Chris Hargraves, WODC  Liaison Group	74	<p>Central residential boulevard – the terminology for this road changes throughout the document e.g. primary residential street, spine road, central residential boulevard etc.</p> <p>Spine Road – no details on how it is going to be policed not to be a rat run. Even at 20mph it will be a convenient rat run for people avoiding the A40 and “eastern ringroad”.</p>
A40 Access	Oliver Eden, OCC	76	<p>Are we happy with the reference to the WYG report here? Things have changed quite a bit from what WYG considered but there is still some relevance?</p>
Garden Village Roundabout	Liaison Group  Chris Hargraves, WODC	78	<p>Concerned about the southern arm of the salt cross roundabout and potential for a western bypass that would enable further development.</p> <p>The masterplan states that ‘Whilst the primary access strategy is to use the Park and Ride junction, the western roundabout which will be provided as part of the Salt Cross Garden Village development is safeguarded as a potential access to the SDA should an alternative be required in the future’.</p> <p>It is not clear what is meant by safeguarded and what mechanism is being used to achieve this.</p>
Chil Brook Crossing	Senior Conservation and Design Officer, WODC	79	<p>The indicative design for the new bridge over the Chill brook is decidedly uninspired. Disguising a heavy concrete or steel structure with planted-on masonry is a feeble approach, and we would surely want something more elegant here – both structurally and visually.</p>
Chilbridge PROW Crossing Strategy	Liaison Group  Chris Hargraves, WODC	80	<p>Active travel routes should take priority over vehicles, ie Figure 42 should be pursued - these aspects will support the Vision Statement for West Eynsham.</p> <p>Where reference is made to retained access to the south for properties and farmland (including farm vehicles) however this does not seem to be reflected in other areas of the document ie not reflected in main masterplan drawing pg 52 which shows a bridleway (which whilst correct I think does not reflect the reality of what will in reality be a lightly trafficked road).</p>

**Document Amendments**

Document amended to have consistent use of terminology throughout as Central Residential Boulevard

Text amended to include further detail about OCC's Street Design Guide principles

The masterplan is based around a sustainable movement strategy designed to minimise trips and encourage a modal shift, with the retention of existing PROW and creation of new pedestrian and cycle routes.

Access via Thomas Homes ...'

The masterplan has been designed to allow enough land to deliver a full vehicular access to the boundary of the Thomas Homes site and Thornbury Avenue, to allow these developments to be accessed via the Central Boulevard through the site, as initially intended.

There is no intention for an unfettered vehicular link to be created between the spine road and Old Witney Road / Witney Road, via the Thomas Homes site and /or Thornbury Avenue.

As such any Section 106 agreement associated with future planning applications will allow for a connection to be made to these roads, in line with the corresponding agreements associated with the planning consents for the two sites. If such a vehicular connection is made, then any current connection to Old Witney Road / Witney Road will be stopped up, following consultation with existing / future residents and Oxfordshire County Council.

If no vehicular connection is made, then access will be restricted to pedestrians, cyclist and emergency vehicles, via an enhanced pedestrian / cycle access. Suitable restrictions will be put in place, i.e. bollards or gates to allow emergency vehicles, but restrict all other vehicular traffic.'

Check for consistent use of terminology (central residential boulevard rather than primary street etc.) throughout the masterplan.

Text amended:

To discourage the use of the Central Boulevard as a through-route or 'rat-run' for traffic other than that associated with the SDL, and to restrict speeds to 20mph the design will incorporate the latest best practice in road design and traffic calming measures.

Text Amended to

In line with the A40 HiF2 scheme application drawings which safeguard an opportunity for a fourth arm to be provided from the western roundabout (which serves the Salt Cross Garden Village) the masterplan has replicated this safeguarding.

Given the local topography and flood plain its safeguarding does not assist in facilitating any additional development and its safeguarding is purely in the interest of best planning. Should for any unforeseen reason, it is not possible to deliver the proposed fourth-arm at the Park and Ride junction. The masterplan has therefore been designed in such a way so as not to preclude a potential access to the SDA should an alternative be required in the future.

A pedestrian and cycle crossing will be provided here to create a safe crossing over the A40.

Text amended:

An initial concept design for the bridging structure is illustrated in the diagram below, to demonstrate how the crossing could be delivered. Evaluation and consultation on design options will be undertaken during the preparation of planning applications.

Amend text:

The exact design of the active travel routes and crossing of Chilbridge Road will form part of the planning application for that phase. The intention is for active travel to take priority, however flexibility it's to be maintained to ensure that options are deliverable in line with OCC Highways detailed design requirements and Independent Stage One Road Safety Audit.

Masterplan updated to add indicative location of link road to the south based on existing access rights.

Section	Comment by	Page	Comments
Delivery of the Central Residential Boulevard & Consideration of the Scheduled Monument	Chris Hargraves, WODC		Figure 45 – it is not clear what Figure 41 is intended to show and if it is in the right place. It seems a little out of place in the section which talks about the scheduled monument.
	Oliver Eden, OCC		Figure 45 - carriageway should be min 6.5m to retain bus use
	Chris Hargraves, WODC	82	Alignment of southern part of the primary street –usefully explains that four alternative options have been considered and the reasons why the preferred option has been identified. It would be helpful to understand a little more about why the alternative options are considered less preferable.
	Liaison Group	83	The Liaison Group queried the alignment along the southern site boundary and potential ecological and amenity impact.
Parking Strategy	Chris Hargraves, WODC	84	The draft masterplan talks about provision being made in line with prevailing standards at the time of submission which is not unreasonable. It would however be helpful to provide some indication of the level of parking which is likely to be provided – even if this is suitably caveated.
	Liaison Group		<p>High quality cycle parking provision is one the SDA’s design priorities, and would be provided on and off-plot.</p> <p>Reference to WODC’s parking standards should be amended to state OCC.</p> <p>Further details on cycle parking provision should be included in the Masterplan, for example that parking should be convenient/accessible, safe/secure, sheltered and well-lit.</p> <p>Liaison Group queried that the Parking Typology diagrams didn’t show the sustainable future of active travel.</p>
Sustainable Movement and Connections	Liaison Group	86	A high level assessment of traffic flows by phase is needed including the impact on the Swinford Toll Bridge (as required by ENP 14a (E and F)).
		87	<p>The plan should be included as a Figure and titled. It should be clarified which routes are existing and which are proposed.</p> <p>A network of paths and cycle routes would be integrated into the retained PROW network. How have the proposed pedestrian and cycle routes been determined?</p> <p>The main street would incorporate segregated cycleways and low vehicle speeds would be encouraged on all roads to increase safety for pedestrians and cyclists. How have these measures been decided and are they based on any hierarchy?</p> <p>OCC to confirm proposals for the Old Witney Road are suitable for active travel.</p> <p>The Central Boulevard would facilitate a bus route with bus routes along its length. Reference should be made to sheltered and smart shelters with cycle parking</p>
Primary School	School Officer, OCC	88	Amend text on page 88 to clarify that the development will deliver a proportionate primary school on the site.

Document Amendments
<p>Explanatory text added:</p> <p>The illustration below demonstrates an option for how the Primary Street can be delivered where it runs through areas of open space, especially along the southern section of its length. This could include providing pedestrian and cycle paths on a single side to reduce the corridor width required for the road. This would help to minimise the impact of the road on the Scheduled Monument, ecology and amenity.</p> <p>Annotation amended to 6.5m width</p>
<p>A short summary table added setting out the options considered and the respective pros and cons of each has been added as Appendix 4.</p>
<p>Explanatory text added:</p> <p>The detail design of the residential boulevard will form part of the planning application for that phase. The exact location of the primary route at this point will be undertaken after further technical analysis, including full heritage and ecological surveys. A balanced decision will be made to minimise and mitigate the impacts of the route of the boulevard following consultation with relevant consultees including Historic England and Officers at WODC and OCC.</p>
<p>Amend text in second paragraph - ... The overall level of parking provision across the SDA will be delivered in accordance with the prevailing Parking Standards at the time of any application. These are currently under review, and are likely to identify lower provision than is currently made, especially for more sustainable locations. The approach to limiting car parking is in line with emerging aspirations within the Oxfordshire Local Transport and Connectivity Plan. Rather than specify parking provision at this stage, which may quickly become outdated, parking provision should be considered through planning applications.</p> <p>High quality cycle parking provision will be made across the SDA, and would be provided on and off-plot. Rather than specify cycle parking provision at this stage, which may quickly become outdated, cycle parking provision should be considered through planning applications. However cycle parking provision will be convenient/accessible, safe/secure, sheltered and well-lit.</p> <p>Amend text in fourth paragraph - ... "In line with the recent changes to the Building Regulations 2010 (within Approved Document S – Infrastructure for the charging of electric vehicles) all households across the SDA will be provided with access to a smart electric vehicle charging point (EVCP). The exact provision of EVCPs across the SDA will be dependent on the housing mix and accommodation schedule, however each household will have access to a smart charger with a minimum rating of 7KW. For properties with a private driveway, garage or allocated space this will be in the form of a dedicated charging point. Where parking is provided in unallocated and communal parking areas, EV charging will be provided at a ratio of one per dwelling, or one per parking space, where the number of spaces is less than the number of dwellings served. The exact detail of how these charging points are provided and managed will be set out at the detailed design stage, taking account of changing trends and best practice but will have to comply with the Building Regulations, which are now more rigorous than current standards.</p> <p>The illustrative Parking Typology diagrams amended to add cycle parking, ev charging and opportunity to be reduced/re-purposed in the future.</p>
<p>Paragraph added in respect to the request for an assessment of traffic flows and impacts on Swinford Toll Bridge</p> <p>The impacts of the SDA on the Swinford Toll Bridge has been considered by OCC at a strategic modelling level. In line with Policy requirements, each planning application will be required to address the impacts of that scheme through their Transport Assessment at the planning application stage, and provide a suitable contribution towards a mitigation schemes identified by OCC.</p>
<p>Figure 50. and title added to plan and key reviewed to clarify between existing and proposed routes</p> <p>Walking isochrones added to demonstrate the sustainability of the provision of two community hubs on the site and drawing amended to more clearly define improvements to existing pedestrian / cycle provision so that it is clear that Old Witney Road is not becoming a ped / cycle link only.</p>
<p>Text amended to: The development will fund the delivery of a new school on this site of a scale proportionate to the development's impact, a minimum of One Form Entry (IFE).</p>



Section	Comment by	Page	Comments
	Chris Hargraves, WODC	89	Refers to the school playing field being used for community use. Does this raise any safeguarding issues? I understand dual-use agreements are common for secondary facilities but not primary school.
Local Centre	OCC, WODC and Liaison Group	92	Location of local centre and need for greater clarity on scale/type of uses.
Building Heights Strategy	Chris Hargraves, WODC Senior Conservation and Design Officer	94	<p>This section makes no mention of key views of St. Leonard's Church and the proposed 3-storey building heights along the southern part of the primary street are also likely to render those views obsolete.</p> <p>Are we sure that we would want a significant number of three storey buildings here, even in the core of the site? This is a wide and flat landscape with long views from the west and south. However, one or two taller buildings, if well designed and well placed, could serve to mark nodal points and bring cadence and character.</p> <p>The local centre will need a really good design in my view, perhaps with some form of taller, landmark element. It could read across the site in the same way that a church tower often does, in historic settlements. It could be a beacon</p>
Housing Mix Strategy	Chris Hargraves, WODC	97	<p>Other than reference to the provision of 50% affordable housing, there is very little in this section on the mix of new homes proposed.</p> <p>The Local Plan 2031 provides an indicative mix for both affordable and market homes which could be usefully referenced here. There is also more recent analysis set out in the ICENI housing strategy work which again could also be usefully referenced here.</p> <p>The commitment to self and custom-build housing is also quite weak. The masterplan should quote the 5% requirement from the Local Plan so that it is clear how much will be provided in line with policy.</p>
Sustainability Charter		98	<p>This section is disappointingly weak in aligning with the Future Homes Standards only. Reference is made to the District Council's Net Zero Toolkit but this is a simple factual statement that the toolkit has been published. No information is provided as to how it has been taken into account in preparing the masterplan.</p> <p>Local Plan Policy EH6 requires an energy feasibility assessment or strategy for proposals on Strategic Development Areas (SDAs) such as the West Eynsham SDA.</p> <p>This should explore the possibility of decentralised energy systems including consideration of local wood fuel biomass and other renewable energy initiatives.</p> <p>I am not aware that any such feasibility assessment or strategy has been prepared and all that is being proposed is compliance with the do-minimum stepped-uplift in building regulations.</p>

Document Amendments
<p>This was an option discussed with School Officers and is not ruled out but for clarity in the document text amended to: 'School playing pitch' as this can't be guaranteed at this stage.</p>
<p>No change: The proposed indicative location of the local centre is well located to the existing Public Rights of Way network and also proposed pedestrian and cycle connections. These will therefore provide safe and convenient routes to encourage journeys by walking and cycling. The proposed location of the local centre along the primary street will ensure good access for public transport and also drivers.</p> <p>The proposed indicative location of the local centre and primary school will ensure that all future residents of the SDA, no matter where their home is located in the SDA, have access to a local facility within a reasonable walking distance of their home in line with Table 1 of the made Neighbourhood Plan. Co-locating the local centre next to the primary school would mean that future residents located in the south of the SDA would be beyond 400m of a local facility.</p>
<p>Text amended to:</p> <p>'This Building Heights Strategy sets out the maximum parameters for building heights in response to the landscape context of the site based on the existing technical baseline. It is envisaged that a range of building heights will be provided within these areas up to these maximums, with taller buildings located at mark key nodes and bring variety to the street scene.'</p> <p>"Proposals will respond to the requirements of Policy OS4 (High quality design) of the adopted Local Plan and Policies, ENP2 (Design), ENP14 (Sustainable growth) and ENP14a (Strategic Development Area and "Garden Village") of the made neighbourhood plan.</p>
<p>Text added:</p> <p>Para 5.75 of the WOLP includes a general guide to market housing mix, based on the Oxfordshire SHMA (2014), as follows:</p> <ul style="list-style-type: none"> <li>4.8% - 1 bed properties</li> <li>27.9% - 2bed properties</li> <li>43.4% - 3 bed properties</li> <li>23.9% - 4 bed properties</li> </ul> <p>Paragraph 5.64 of the WOLP includes a guide to the overall mix of affordable housing as follows:</p> <ul style="list-style-type: none"> <li>• 65% to be one and two bedroom homes to meet the needs of younger single and couple households, older people and small family households;</li> <li>• 35% to be three and four bedroom homes.</li> </ul> <p>The SHMA (2014) para 7.3.5 recognises that "...we do not strongly believe that such prescriptive figures should be included in the plan making process and that the 'market' is to some degree a better judge of what is the most appropriate profile of homes to deliver at any point in time.</p>
<p>Text added: The development proposals will also need to respond to the relevant requirements as set out in Local Plan policies EW2, OS4 and EH6, and the NPPF.</p>

Section	Comment by	Page	Comments
5. PHASING			
Indicative Phasing Strategy		104	<p>The phasing of the SDA is a key issue given the stated intention of the developers/landowners to come forward with separate planning applications.</p> <p>The inclusion of this section within the masterplan is therefore welcome in principle.</p> <p>However, at present, the information presented is rather unclear with the introductory paragraphs jumping around between school provision, highways and the linear park, before moving into the principles which underpin the delivery of infrastructure.</p> <p>As a general approach, it may be neater to first outline the identified infrastructure requirements associated with the SDA including education, GI, transport, health etc.</p> <p>This could then move into the text on proposed phasing before the document returns to discuss the mechanics of how the infrastructure will be funded and delivered in practical terms given the stated intention to come in with 4 separate planning applications.</p> <p>More specifically, I have the following comments:</p> <p>Clearly the proposed Phase 1 is sensible given it is the subject of a current planning application and will provide the main point of access into the SDA and first tranche of spine road.</p> <p>I would question whether Corlan Farm should be identified as Phase 2. As outlined above, we have concerns about the provision of a vehicular access from the Thornbury Green development.</p> <p>It would seem more sensible to have the Berkeley land shown as phase 2, thereby bringing the primary street further south into the SDA and being able to serve Corlan Farm without vehicular access being needed from the east.</p> <p>It would be helpful to include an indication of anticipated dwelling numbers within each phase – even if this were to be presented as an indicative range.</p> <p>This would not only provide greater clarity but would also help in terms of understanding the timing of key infrastructure e.g. how many homes will be provided before the primary school is put into place.</p> <p>The timing of proposed phases 4 and 5 are such that a complete through-route from north to south, will not be possible until the final phase of development. How does this work in terms of the number of homes which are able to be served from a single point of access on the A40?</p> <p>The proposed location of the local centre (see previous comments above) also means that it would not be delivered until phase 5.</p>
	Liaison Group	106	<p>Will phase 1, including the A40 access junction come before, during or after the A40 'improvements'?</p>

Document Amendments

Some of the planning applications for / subsequent development of the phases may overlap and for flexibility both the Vanderbilt and Berkeleys sites have been amended to both be refereed to as Phases 2 / 3.

Text amendments:

An indicative phasing strategy, as shown in figure 55, which provides a logical...

Some of the planning applications for / subsequent development of the phases may run concurrently to allow greater flexibility in delivery.”

Figure 61. Key amended to include land ownership names.

Text added:

The current outline planning application for Phase One of the SDA provides an access road up to the site boundary with the Thomas Homes site. The Transport Assessment, submitted in support of the application for Phase One of the SDA, also sets out the methodology for how this access could be secured. This would allow vehicles from the Thomas Homes development to access the spine road. In this scenario, the northern end of the Old Witney Road would be stopped up to ensure no through route would be created through the site. There is no intention for a through route to be created between the Old Witney Road and the Central Boulevard. Discussions are ongoing with Thomas Homes and any legal agreement associated with Phase One of the SDA will deal with this issue.

The HiF2 scheme application includes a fourth arm stub from the A40 into the SDL site. Discussions are ongoing with Oxfordshire County Council to ensure a coordinated approach to the delivery of the site access and the A40 works (especially the Park and Ride junction), to ensure that any disruption to the operation of the A40 is minimised.

Section	Comment by	Page	Comments
Infrastructure Delivery		111	<p>It should be made clear that once populated, the schedule of infrastructure requirements which is intended to be provided at Appendix 1, is subject to further discussion and negotiation through the planning application process and provides an indicative guide only. This is indirectly mentioned at the foot of page 107 but could be made more explicit.</p> <p>The text of the masterplan refers to careful consideration having been given to the Eynsham Area IDP. However, it is not clear how this has been taken into account in identifying infrastructure requirements.</p> <p>As an example, the GI section earlier on, refers to the 2013 West Oxfordshire open space study rather than the more recent IDP recommended standards.</p> <p>Similarly, the IDP identifies a quantitative need for 374 sqm of community meeting space and 136 sqm of floor space of culture and the arts.</p> <p>How infrastructure will be delivered and funded – I had understood that examples from other strategic sites in the south east would be provided to illustrate how the general principles discussed in this section would apply in practice.</p> <p>In the absence of those examples, it is difficult to comment on this section of the document. I would suggest that further specific discussion on this topic is needed between the developers/landowners and OCC/WODC to enable this section to be re-drafted / amended as appropriate.</p> <p>An overall indication of the delivery trajectory for the SDA (with suitable caveats) would be helpful, particularly in the context of Section 5 – Phasing and associated infrastructure delivery.</p>
<b>6. SUMMARY</b>			
Our Commitment	Chris Hargraves, WODC	116	<p>This section mentions new homes being built to the Nationally Described Space Standard. This is the first mention of this in the masterplan and if this is the intention, it should be covered in more detail elsewhere.</p> <p>I note that there is no mention of the Local Plan requirement accessible and adaptable and wheelchair adaptable dwellings set out in Policy H4 – Type and Mix of New Homes.</p> <p>I also note that there is no mention of Building for a Healthy Life which is a policy requirement of the Eynsham Neighbourhood Plan (Policy ENP2).</p> <p>Clarification and continuity in reference throughout document required on a commitment to a minimum net biodiversity gain.</p>
<b>7. APPENDIX</b>			
	Chris Hargraves, WODC		<p>It would be helpful to include some additional appendices as per the suggestions set out above including an appendix which summarises how key considerations such as the Local Plan and Eynsham Neighbour-hood Plan have been taken into account.</p>



## Document Amendments

Amended text and Appendix 1 provided.

Analysis by Turley shows masterplan can meet requirements of either standard.

Local centre provides community meeting space etc.

Examples of North Wokingham Strategic Development Location provided and further discussion had between the developers and landowners and WODC/OCC.

Add indicative delivery trajectory split into the proposed 5 phases

Amended text:

Homes to be designed to so that they will be suitable for use for a wide range of occupiers including older people and those with reduced mobility required by in Policy H4 – Type and Mix of New Homes.

Text to Housing Mix on p97 to refer to Policy H4 and Policy ENP2 (Design) which expects residential development proposals “to comply with Building for Life (BfL12) or equivalent”. BHL 2020 is the update to BfL12.

Biodiversity Enhancement Commitment text amended to:

Each phase to seek a net gain in biodiversity to respond to relevant local and national policy.

Appendix expanded to include Bibliography, Summary of Consultation Amendments and Summary of Option Considerations for Alignment of Southern Section of the Boulevard



 <b>WEST OXFORDSHIRE DISTRICT COUNCIL</b>	<b>WEST OXFORDSHIRE DISTRICT COUNCIL</b>
<b>Name and date of Committee</b>	<b>CABINET - 16 MARCH 2022</b>
<b>Report Number</b>	<b>AGENDA ITEM 12</b>
<b>Subject</b>	<b>ELECTRIC VEHICLE CHARGING POINT INFRASTRUCTURE AND FEE SETTING</b>
<b>Wards affected</b>	<b>All</b>
<b>Accountable member</b>	<b>Cllr David Harvey</b> Email: david.harvey@westoxon.gov.uk
<b>Accountable officer</b>	<b>Claire Locke, Group Manager</b> Email: <a href="mailto:claire.locke@publicagroup.co.uk">claire.locke@publicagroup.co.uk</a>
<b>Summary/Purpose</b>	To seek agreement to proceed with EVCP installations utilising funding allocated within the MTFs, to make amendments to the Parking Order(s) and to consider the approach to setting fees that customers will pay to charge their vehicles.
<b>Annexes</b>	<b>Annex A – Summary Business Case</b> <b>Annex B - Benchmarking data for cost per kWh</b> <b>Annex C - Equalities Impact Assessment</b>
<b>Recommendation(s)</b>	<p><i>It is recommended that Cabinet :-</i></p> <ul style="list-style-type: none"> <li><i>(a) Approve, subject to receipt of appropriate grant funding, the first phase of EVCPs, as detailed in this report, with costs of approximately £42,404</i></li> <li><i>(b) Note that a further report will be brought to Cabinet to agree final estimated costs, once grant funding has been obtained and prior to work commencing;</i></li> <li><i>(c) agree that a standard fee per kWh is introduced based on the formula within the report, comprising revenue costs + £0.04. Based on current electricity price forecasts of £0.24per kwh, the fee to the customer would be £0.37 per kwh;</i></li> <li><i>(d) that delegated authority is given to the Deputy Chief Executive in consultation with the Deputy Leader and Cabinet Members for Finance and Climate Change to review and set fees between the</i></li> </ul>

	<p><i>annual renewal process, to mitigate the risk of financial losses to the Council, as costs fluctuate;</i></p> <p><i>(e) That amendments are made to the Parking Order, restricting vehicles from parking in charging bays unless they are charging a vehicle;</i></p> <p><i>(f) delegated authority is given to the Deputy Chief Executive in consultation with the Cabinet Member for Environment to review and make a final decision following consultation feedback on the amendments to the Parking Order;</i></p>
Corporate priorities	<ul style="list-style-type: none"> <li>● Modern Council Services and Sustainable Finance</li> <li>● Climate Action</li> </ul>
Key Decision	YES
Exempt	NO
Consultees/ Consultation	

## **1. BACKGROUND**

- 1.1 In March 2021 Cabinet adopted the Oxfordshire Electric Vehicle Infrastructure Strategy which set out in the accompanying report the aspirations, procurement and broad delivery plan between partners in Oxfordshire.
- 1.2 The countywide partnership 'Park and Charge' has already opened five charging locations within West Oxfordshire that meet certain criteria for the grant funding the partnership received. But to meet the targets set out in the strategy there is a need to improve further the existing local electric charging infrastructure capability, encourage the market shift towards an electric future and assist in the achievement of the Council's carbon-zero by 2030 target.
- 1.3 Procurement of an EVCP supplier has now been completed and 7 compliant bids were received, with Electric Blue (EB) Charging being awarded the contract. Bids were assessed on cost and quality criteria and the companies' own green credentials and approach to innovation being key factors in the evaluation.
- 1.4 The cost criteria considered were unit prices for EVCP, basic installation costs and ongoing revenue costs for back office services, repair and maintenance. However, site specific costs are required to assess the connection costs as this will vary by site according to the proximity to electricity sub-stations or feeder columns and the above and below ground conditions and works required.
- 1.5 The strategy sets out a phased approach to EVCP installations, with the first phase focussed on Council owned car parks, with the ambition of providing EVCP in easily accessible public car parks which provide a good geographic coverage of the district.
- 1.6 Council owned car parks should enable a more rapid programme of installation as there is no need to secure land owner consent and enter into legal agreements to lease, buy or otherwise occupy land. The strategy sets out an ambition to consider non-Council owned sites after this first installation phase.
- 1.7 Phase 2 will look at further opportunities.

## **2. EVCP INSTALLATIONS PROPOSED**

- 2.1 The Burford (Guildenford) Car Park is proposed for the first phase of installations. This provision will result in 8 charging connections (4 EVCPs).
- 2.2 The supplier has recommended the installation of 7kW charge points for a number of reasons:
  - (a) without major sub-station upgrades and capacity charges the following configurations could be installed:
    - 4 x EVCPs servicing 8 x 7kW connections/car parking bays
    - 2 x EVCPs servicing 4 x 22kW connections/car parking bays
    - 3 x 7kW EVCP and 1 x 22kW EVCP servicing a total of 8 connections/car parking bays (however the 7kW chargepoints would be de-rated slightly down to 6kW if all being used)



- (b) Currently there are only a few cars that can actually take 22kW of power on the AC type 2 connector. Most can only take a maximum of 7kW even if plugged into a 22kW chargepoint. This is because the vehicle restricts this power, not the chargepoint.
  - (c) The Off-street Residential Charge Point Scheme, which provides funding favours bids based on 7kW chargepoints as more charging bays are delivered for the same funding so can service more users overnight.
  - (d) The majority of car manufacturers are still utilising 7kW type 2 sockets for most EV's. Where the industry is seeing most changes is in the power of rapid chargepoints from 50kW to 150-200 kW (with CCS sockets). The supplier can alter units in the future if needed due to their modular construction, which provides for future proofing and ensures only the defunct component is replaced, not the whole charging point unit.
  - (e) Rapid chargers are ideal where motorists want to charge and move on quickly and it would not be practical for motorists to charge for 40 minutes but be parked in the space for 3 hours whilst they shop. The fast chargers require a longer charge and therefore encourage people to shop or use local facilities for longer, without the need to move their cars.
- 2.3 Theoretically to future proof sites and enable additional EVCP to be added as demand grows, ducting size at each site could be increased. However, the power (from a single DNO connection) to each site is already being maximised, so this could be an extra cost that produces no benefits. Fast chargers have been proposed for phase 1 at each site as this provides for quicker installation and maximises the number of charge points that the network can accommodate. Rapid chargers could be considered for future installations in other locations which will be a bigger undertaking as it will probably require sub-station upgrades and bigger feeder pillars at each site.
- 2.4 Once grant funding has been obtained and a final decision to proceed is made, there is a lead time for the units of 16 weeks. Therefore EB Charging plan to commence work in the Autumn 2022, unless any unforeseen issues arise. More detailed information on timelines for works and commissioning will be communicated publicly as soon as it is confirmed.
- 2.5 Following this initial installation, further sites can be assessed and costed for EVCP installations. These second phase site assessments would be able to be prepared during mobilisation and construction for phase one, so delivery could be continuous. A further report will be brought forward for decision on prospective phase two installations.
- 2.6 Subject to funding being available, further sites could then be considered that provide a wider geographic spread of charging point infrastructure. These could potentially include locations where the Council does not own car parks and needs to reach agreement with landowners such as Town and Parish Councils.
- 2.7 A technology refresh is built into the contract at Year 10 (within capital costs) and therefore the business case is calculated on the full 20 year contract period. The refresh funds will either be held by the Council or held in an Escrow account.

### **3. PARKING ORDER AMENDMENT**

- 3.1 Car parks are the subject of Parking Orders (Traffic Regulation Orders apply on the Highway) and enable the Council formally to adopt restrictions which can be legally enforced in the car parks. The installation of EVCP requires a variation to Parking Orders to require that:
- Only electric/ hybrid electric vehicles can park in EV bays
  - Vehicles can stay for a maximum period to allow charging but ensure good turnover and therefore availability of charging bays. The emphasis being these bays are for charging, not longer term parking.
- 3.2 A variation to the Council's existing Parking Order will be required including the necessary statutory and public consultation.
- 3.3 The enforcement of these bays will be at the Council's discretion and will be carried out by Parking Enforcement Officers, who currently enforce parking in all Council controlled Off-street car parks (service being brought in-house).

### **4. FINANCIAL IMPLICATIONS**

#### **Business case**

- 4.1 A detailed financial model has been built to assess costs, including variable electricity costs and income based on low, medium or high usage. The projections within this report are based on average usage and average projections for electricity prices based on current market knowledge gathered through our energy tender process. While pricing structure has been designed to reflect changes in supply costs, usage of the chargepoints could vary which would result in a higher or lower return to the Council.
- 4.2 Increases in electricity prices can be reflected into the pricing model to protect the Council from market changes and recommendations to delegate pricing adjustments to the Cabinet Members for Finance and Climate Change are included within this paper to enable the Council to be 'fleet of foot' in this regard.
- 4.3 Attached at Annex A is a summary of the average (over 20 years) annual revenue impact of the investment including all running costs and debt financing costs. The key assumptions used to build the model are:-
- 1.5 uses per charger per day (fast 7kW) in year one rising to 2.5 uses per charger per day by year ten (4 EVCP)
  - 365 days of operation available 24/7
- 4.4 Overall, using the medium projection model, for an estimated net capital investment of £42,400 the Council will see an improvement on its revenue account of £4,000 – significantly higher than the minimum target set out in the Recovery and Investment Strategy. This is however heavily influenced by the receipt of the grant as discussed in section 5 below.
- 4.5 The guidance within the Council's Recovery Investment Strategy seeks a minimum return of 3.5% above the cost of capital (estimated at 6.2% to cover principal and interest repayments) and therefore this appraisal comfortably meets the investment criteria with a

return after borrowing costs of 9%. With the revenue cost of borrowing, cost for staffing and annual revenue costs for back office services (recommendations (g) and (h)) included the likely payback period on investment is 10 years.

- 4.6 It should be noted that the business case is largely influenced by the capital cost for installation, most of which is the length of civil works to install cabling.
- 4.7 The cost of replacing the charge points in year 10 of the contract is included with a 22% increase in cost built in for the hardware/installation to mitigate against any future increase to prices. This would be a like for like replacement of the units. If units fail before that 10 year period, the failed components can be replaced as part of the repair and maintenance contract. Their modular construction means a failed component does not require replacement of the entire unit, which is a more sustainable approach.
- 4.8 The total estimated cost for the proposed installations is £90,404 which includes a 5% contingency sum for unforeseen capital works.

### **Grant funding**

- 4.9 EB Charging is supporting the Council in applying for Government funding to partially fund the capital cost of this project. The Office for Zero Emission Vehicles has grant funding for local authorities for on-street charging points. This includes publicly accessible car parks.
- 4.10 The OZEV funding available is for 75% of the capital costs of procuring and installing the charge point and includes for costs associated with electrical connection, of up to £13,000 per charge point unit. This equates as, up to £15,172 per EVCP, which is £60,688 per site. A conservative estimate of £48,000 (£12k per EVCP) grant funding for the site at has been included.
- 4.11 Car parks must be owned by the local authority and situated in or close to a residential area that lacks off-street parking, with parking accessible on a 24/7 basis with local residents able to access the car parks for free overnight between 6pm and 8am. Each charge point must have its own dedicated EV bay which is enforced by a Traffic Regulation Order and the 'maximum stay' time must be no greater than 4 hours during the day to ensure residents have suitable access.
- 4.12 The Burford car park is accessible 24/7 and is located in the town centre with residential properties in close proximity, many of which only have limited on-street parking and little or no private off-street parking (driveways or garages).
- 4.13 It is anticipated that around £40,000 - £60,000 per car park of OZEV funding can be secured for this phase of EVCP installations, reducing the Council's capital contribution to approximately £42,000. However, as this funding has not yet been secured, a further report will be brought to Cabinet once final costs are known. This will also allow final contractual checks and confirmation to Cabinet that there are no other issues or costs that they need to be aware of.
- 4.14 A summary showing total return with and without grant funding is shown below. Only with the grant does the business case meet the returns set out in the Recovery and Investment Strategy.

	With Grant	Without Grant
Total Capital Expenditure	£90,404	£90,404
Grant Funding	£48,000	£Nil
Net Financing	£42,404	£90,404
Capital Financing	£ 2,655	£5,659
Net Income after Financing	£ 3,855	£850
Investment Yield %	9%	1%

## FEE SETTING

4.15 In fee setting the Council needs to consider:

- Covering revenue costs (electricity, back office, repair & maintenance costs) as a minimum;
- Making charges competitive, as charges which exceed local alternatives may result in low usage and may not encourage the desired switch to low emission vehicles;
- Some allowance for rapidly fluctuating electricity prices;
- Building in a charge to generate an income in line with the investment strategy.

4.16 The usage per charge point across this EVCP infrastructure is hard to estimate. However existing charge point usage data provided in Annex B and national data shows a strong incremental growth in electric vehicle ownership. There is an identified shortage in EVCP provision across the district with ZAPMAP (<https://www.zap-map.com/live/>) illustrating the location of existing public and commercial charge points (includes hotels, supermarkets etc).

4.17 EB Charging has provided usage projections based on a range of low, medium and high usage. A prudent midpoint estimate has been used for the business case. It is possible that demand in the District is higher than national projections and the relatively poor provision in EVCP locally means there is high demand for chargers.

4.18 The costs of EVCP provision, excluding the Council's management costs, are:

- Capital cost for installing charging points (Unit cost, grid connection, ground works and cabling, traffic management (if relevant)) which are site specific
- Software and Back office customer services (Fixed fee based on number of units/sites)
- Annual repair and maintenance service (Fixed fee based on number of units/sites)
- Electricity cost (variable)

4.19 The last year has seen a very volatile period in the energy markets, with significant increases in gas and electricity prices and further increases possible. As the cost of electricity will be the largest proportion of the fee charged to the customer for vehicle charging, estimating the electricity cost the Council will incur is challenging and the biggest element of financial risk. Charges which are over inflated to build in risk could result in charging fees higher than competitors and therefore low usage. However, if fees are set too low the Council could incur losses. It is therefore important the Council can remain responsive to fluctuating electricity costs and alter fees when needed to achieve a steady net income level.

4.20 Benchmarking on EVCP charges has been carried out and is included in Annex C. However EB Charging has advised that competitors are likely to increase fees to address energy price rises, therefore benchmarking data is unlikely to remain representative. Most notably we

have just received the new pricing structure from the Oxfordshire Park and Charge programme and they have set the new prices from February 2022 at £0.35 per kWh for day charging (£0.30 per kWh for night charging). The current indicative charge being considered in this report is £0.37 per kWh.

4.21 The Council will enter into a new energy contract on 1st April for its gas and electricity supplies. Based on specialist advice the Council decided not to fix energy prices at the point of renewal, as there was a significant risk that this resulted in higher overall costs as prices are currently so high. There is no spare officer capacity currently to manage the EVCP supplier contract, closely monitor energy prices, usage of EVCP and income. If the Council is to protect its income and reduce the risk of financial losses additional staff resources are required. A part time resource is proposed which would be shared with partner Councils. This would be cost effective as the majority of the work involved, such as monitoring energy markets, would be the same to benefit all Councils. The cost to West Oxfordshire District Council would be in the order of £3,117 per year.

Due to the complexities of the costs involved and the changing energy prices, it is recommended fees to the customer are set based on 'Revenue costs + £0.04'. Based on current pricing and forecasts, the following is recommended at the time of writing:

<b>Fee comprises:</b>	<b>Costs</b>
Electricity cost per kWh	£0.24
Staff resources - contract & income management	£0.03
Back office services (Payments, customer service)	£0.01
Repairs and maintenance contract	£0.01
Capital outlay (including contingency sum)	£0.04
<b>Sub-total</b>	<b>£0.33/kWh</b>
Contingency / Return on Investment	£0.04
<b>Indicative Fee to customer</b>	<b>£0.37/kWh</b>



## **5. CONCLUSIONS**

- 5.1 The phased roll out of EVCP across the district will support and encourage the take up of electric vehicles and contribute to the delivery of the Council's Climate Emergency aims. Cost risk presented by fluctuating energy prices can be managed through appropriate staff resourcing and the provision for rapid decision making, to ensure fees to the customer remain fair, affordable and competitive whilst not placing the Council at risk of sustained financial losses. The net projection is that a surplus can be generated which can underpin the provision of Council services or be utilised for a sinking fund for future EVCP replacement.

## **6. LEGAL IMPLICATIONS**

- 6.1 Pursuant to powers in the Road Traffic Regulation Act 1984 a variation to the Parking Orders will be required in order to install EVCP;
- 6.2 The Council will be required to conduct statutory public consultation prior to the variation of the Parking Orders;

## **7. RISK ASSESSMENT**

- 7.1 There are a number of cost risks associated with this EVCP infrastructure provision, but notably:
- Fluctuating electricity costs, with a particularly volatile utility market
  - Demand for EVCP - demand is based on national projections and supplier experience at similar sites. However, demand may be higher or lower, affecting both utility costs but also income achieved. Whilst electricity costs are only incurred if supply is used, other revenue costs will be incurred regardless of demand.

Fees and charges for Council services are normally set annually. However, in this case this could result in significant losses if costs rise soon after fees are set. Close monitoring and the ability to respond to price rises and alter fees relatively swiftly should mitigate this risk.

- 7.2 Future refurbishment/replacement costs are also uncertain. Whilst EB Charging has included refurbishment costs within the business case costs there is a risk these are higher or technological advances mean units become obsolete and require replacement. The most significant costs in installation are the ground works and cabling, not the units themselves, so replacement with new electrical units is not a significant risk, unless the power supply in the location is insufficient. However, it is possible electrical charging becomes obsolete and is replaced by alternative power i.e. hydrogen.
- 7.3 The anticipated revenue income profile has been modelled using a range of usages and rates to provide the most likely outcome(s) for consideration. Demand and some costs remain uncertain and therefore income is not guaranteed.

## **8. EQUALITIES IMPACT**

- 8.1 An Equalities Impact Assessment is attached as Annex C.

## 9. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

9.1 Installing EVCP will deliver directly against the Councils Climate Emergency Strategy, seeking to reduce carbon from transport in the District. There is overwhelming evidence that petrol and diesel-powered vehicles cause pollution, which contributes to poor air quality and is dangerous to public health. About a third of CO<sub>2</sub> emissions in the UK come from transport, with petrol and diesel vehicles being major contributors to this.

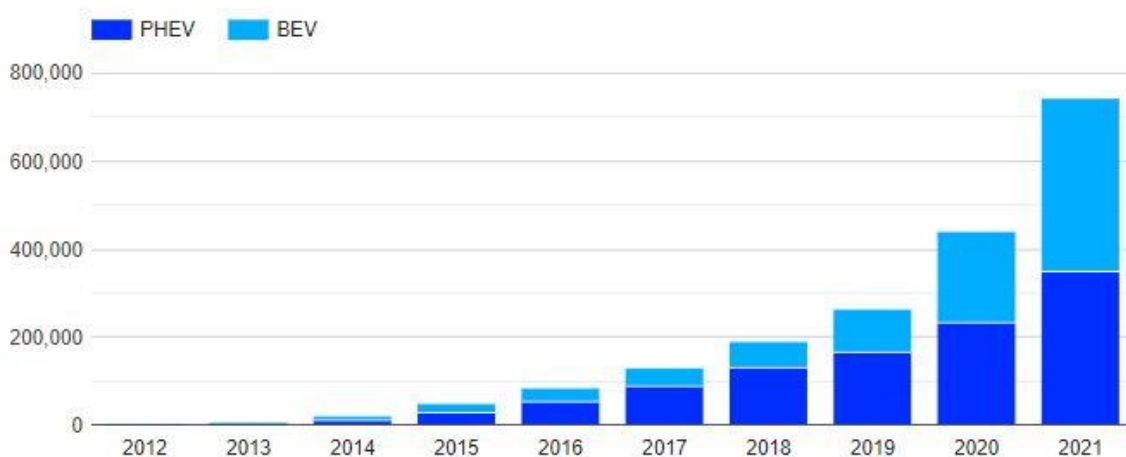
	Kg of CO <sub>2</sub> per mile	Fuel
Medium car	0.265	Diesel
	0.299	Petrol
	0.286	LPG
	0.112	Plug in hybrid electric

Data source: <https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversionfactors-2020>

9.2 Providing an accessible network of electric vehicle charging points will play a vital role in facilitating the uptake of electric vehicles,

The UK has seen a surge in demand for ultra-low emission vehicles, including electric vehicles.

Cumulative number of plug-in vehicles registered in the UK (2012 to date)



Source: SMMT, OLEV, DfT Statistics. Updated: December 2021

next  
greencar™

9.3 The Council wishes to power the EVCP with 100% renewable energy and is liaising with its new energy broker Beond, to establish whether they can supply this or if there is an alternative to contract with a supplier who can provide a renewable supply, at an affordable

price. Beond will run an auction for the actual energy supplier, so this will change to ensure the Council receives best value in a changing market. The arrangement means that as a minimum the Council will be supplied with traceable REGO's from whichever new supplier wins the auction so certificates that can be traced back to green energy sources owned by that supplier.

9.4 Green energy supply was considered during the recent procurement exercise. It was recommended that the Councils keep purchasing traceable Renewable Energy Guarantees of Origin (REGOs), since these represent the best currently available evidence of meaningful connection between generation and consumption of renewable-source electricity. There are electricity suppliers that have an intrinsically 'greener' business model. However, these suppliers tend to be smaller and therefore, in the current challenging market, less stable.

The Council could require truly renewable energy supply for its EVCPs. However:-

- This would require a separate contract for a relatively small energy supply and therefore be more expensive than the contract obtained through Beond due to the buying power that supply will create.
- A contract procured in the current market is likely to mean the Council is tied in for at least two years at a time when energy prices are likely to be near their peak, meaning the Council could pay an inflated price throughout the life of the contract, even though energy prices are predicted to fall within 12 months.
- If the Council procures expensive energy it will need to recharge these costs to the customer and may cease being competitive, resulting in low usage and net losses for the Council.
- There is a significant risk from seeking a supply from smaller specialist green suppliers at this time, since their insolvency risk is higher.
- Seeking a separate supplier would require a procurement process that made renewable energy supply a requirement. There is less competition in this sector and the choice of suppliers will be smaller.

9.5 However, despite these challenges in the current market the Council is committed to moving to a green energy supply and will seek to achieve this as the market stabilises or as opportunities arise to generate its own energy, through investment in solar PV. There is a chance that a renewables supplier will be selected when Beond carry out the auction, but as price will be a major factor this cannot be guaranteed.

9.6 The business case is predicated on a 20 year service, with replacement units in year 10. In the medium term and certainly over the life of this contract it is highly likely that the renewables market will mature, with increased renewable supply available and costs reducing.

9.7 The introduction of EVCP and the additional electricity demand this will create will add to the Council's carbon footprint, taking the Council further away from its carbon neutral targets. However, EVCP infrastructure will support a switch to more sustainable transport and result in carbon reduction but this will not be reflected in the Council's CO<sub>2</sub>e accounting as it is effectively increasing its own demand for power whilst facilitating a transition to EV for the wider community which are emissions for which the Council is not usually directly responsible.

## **10. ALTERNATIVE OPTIONS**

- 10.1** The Council could decide not to install EVCP and to leave this provision to the market. However, current infrastructure across the District is limited so provision is likely to encourage a switch to electric vehicles.

## **11. BACKGROUND PAPERS**

None.

## Business Case

Business Case worksheet	Revenue Account Impact Scenario	Medium Use Scenario I
<b>MANUAL INPUT</b>		
Capital Scheme:	EVCP Burford (4 Chargers) Alfen 7kW	Average Annual Return
Net Yield Required to deliver cap ex financial target		3.50%
Capital Expenditure		90,404
less Govt Grant		(48,000)
Net Financing Required		42,404
Net Income Target to support Council Budget		1,484
<b>Gross Income</b>		<b>32,217</b>
<b>Expenses</b>		
Electricity		21,057
Service & maintenance		595
Software and Back office		617
Bank Charges		322
Admin Officer Contribution		3,117
		-
<b>Total deductions</b>		<b>25,707</b>
<b>Net income before financing</b>		<b>6,510</b>
Debt Financing incl MRP	2.29%	2,655
<b>Net Income after financing</b>	Revenue Account Impact	<b>3,855</b>
Net Income Yield on debt		9%
<b>Income above Target Return</b>		<b>2,371</b>



## Annex B - Benchmark data - Fees for charging

Unleaded petrol is on average 148 pence per litre and average diesel price was 152 pence per litre. A new petrol Ford Fiesta will do 40.4 - 57.6 mpg, so taking an average of 49 mpg, will be **£27.18** for 200 miles. A new diesel Ford Fiesta will do 54.3 - 65.7 mpg, so taking an average of 60 mpg will be **£22.80** for 200 miles.

Average domestic electricity rate in the whole of the UK is about 20p per kWh (but is likely to rise shortly by nearly 50%). Fully charging a 50kWh electric car will cost around **£10.00** and give you about 200 miles of range. Using the indicative price for the CDC model of 37p per kWh this would mean around **£18.50** for 200 miles of range.

The following Table provides information on fees across sites in and around West Oxfordshire. Fees based on best available information found online in January 2022:

Company	p/kWh
Tesla	£0.30- £0.35
BP Pulse guest (ad hoc)	£0.35
Shell Recharge Chipping Norton	£0.41
Lidl Witney	£0.26
Park & Charge project Oxfordshire	£0.35 (daytime)
Cirencester Park Bathurst Estate	£0.25
Blenheim Palace	£1/hr
BP Witney (A40 at Eynsham)	£0.42
Westgate car park Oxford	Free but pay for parking
Worcester street car park Oxford	slow/fast £0.35 PAYG (other options and membership)
Seacourt Park and Ride, Oxford	Free

### Equality and Rurality Impact Assessment Form

When completing this form you will need to provide evidence that you have considered how the ‘protected characteristics’ may be impacted upon by this decision. In line with the General Equality Duty the Council must, in the exercise of its functions, have due regard for the need to:

- a) Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
- b) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

This form should be completed in conjunction with the guidance document available on the Intranet or by contacting the Corporate Support Team ext. 2607.

1. Persons responsible for this assessment:

Names: Claire Locke	
Date of assessment: 17 January 2022	Telephone: 01285 623000 Email: claire.locke@publicagroup.uk

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Name of the policy, service, strategy, procedure or function:

New service - Installation of Electric Vehicle Charging Points - Public and Council Office car parks
Is this a new or existing one? New service

3. Briefly describe it aims and objectives

<p>The Council intends to install EVCP initially at the Guildenford car park, Burford and then potentially across multiple council owned car parks to benefit residents, shoppers, tourists, commuters, local businesses and its own business operations.</p> <p>The chargers fully comply with Equalities Act 2010 (replaced DDA 1995) guidelines.</p> <p>The supplier holds Web Content Accessibility Accreditation for their smartphone App and website to make their digital material sufficiently inclusive (includes text-to-speech functionality and accessible font sizing). The supplier have also partnered with assist-Mi (and parent company Grid Smarter Cities). This is an assistance app which connects disabled drivers directly with service providers to request real-time assistance.</p>
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4. Are there any external considerations? (e.g. Legislation/government directives)

Compliance with Equalities Act 2010
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5. What evidence has helped to inform this assessment?

Source	✓	If ticked please explain what
Demographic data and other statistics, including census findings	<input type="checkbox"/>	
Recent research findings including studies of deprivation	<input type="checkbox"/>	
Results of recent consultations and surveys	<input type="checkbox"/>	
Results of ethnic monitoring data and any equalities data	<input type="checkbox"/>	
Anecdotal information from groups and agencies within Gloucestershire	<input type="checkbox"/>	
Comparisons between similar functions / policies elsewhere	<input type="checkbox"/>	
Analysis of audit reports and reviews	<input type="checkbox"/>	
Other:		

6. Please specify how intend to gather evidence to fill any gaps identified above:

No specific data is required - the proposed EVCP will be available to all motorists and their design and accessibility compliant with the Equalities Act to ensure they can be safely used by disabled persons. Where feasible, noting that location may be constrained by multiple factors, the EVCP will be installed as close to shops/services as possible to benefit those with disabilities.
--

7. Has any consultation been carried out?

No
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If NO please outline any planned activities

--

8. What level of impact either directly or indirectly will the proposal have upon the general public / staff? (Please quantify where possible)

Level of impact	Response
NO IMPACT – The proposal has no impact upon the general public/staff	<input type="checkbox"/>
LOW – Few members of the general public/staff will be affected by this proposal	<input type="checkbox"/>
MEDIUM – A large group of the general public/staff will be affected by this proposal	<input checked="" type="checkbox"/>
HIGH – The proposal will have an impact upon the whole community/all staff	<input type="checkbox"/>
Comments: e.g. Who will this specifically impact? The provision of EVBCP will benefit any motorist with a hybrid or all electric vehicle.	

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Considering the available evidence, what type of impact could this function have on any of the protected characteristics?

*Negative – it could disadvantage and therefore potentially not meet the General Equality duty;*

*Positive – it could benefit and help meet the General Equality duty;*

*Neutral – neither positive nor negative impact / Not sure*

	Potential Negative	Potential Positive	Neutral	Reasons	Options for mitigating adverse impacts
Age – Young People			✓	There is no impact related to any protected characteristic. The accessibility of these units means anyone should be able to use them.	
Age – Old People			✓		
Disability			✓		
Sex – Male			✓		
Sex – Female			✓		
Race including Gypsy and Travellers			✓		
Religion or Belief			✓		
Sexual Orientation			✓		

Gender Reassignment			✓		
Pregnancy and maternity			✓		
Geographical impacts on one area			✓		
Other Groups			✓		
<b>Rural considerations:</b> ie Access to services; leisure facilities, transport; education; employment; broadband.			✓	Focus is initially on the larger population centres where demand will be highest but installation in more rural locations will be considered in subsequent phases.	

10. Action plan (add additional lines if necessary)

Action(s)	Lead Officer	Resource	Timescale
Installation of EVCP	Claire Locke	Funding to be agreed as part of Cabinet decision	2022 - project plan TBC

11. Is there is anything else that you wish to add?

**Declaration**

I/We are satisfied that an equality impact assessment has been carried out on this policy, service, strategy, procedure or function and where an negative impact has been identified actions have been developed to lessen or negate this impact. We understand that the Equality Impact Assessment is required by the District Council and that we take responsibility for the completion and quality of this assessment.

Equality Impact Assessment name \*\*\*\* - Version \*\* - Date



Completed By:	Claire Locke	Role:	Group Manager	Date:	17.01.22
Line Managers signature:	Jan Britton		MD	Date:	
Reviewed by Equality Officer	Claire Hughes			Date:	19.01.22

Please forward an electronic copy to the Corporate Support Team – [corporatesupport@fdean.gov.uk](mailto:corporatesupport@fdean.gov.uk).

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 <p><b>WEST OXFORDSHIRE DISTRICT COUNCIL</b></p>	<p><b>WEST OXFORDSHIRE DISTRICT COUNCIL</b></p>
<p>Name and date of Committee</p>	<p><b>Cabinet – March 16th 2022</b></p>
<p>Report Number</p>	<p><b>Agenda Item 13</b></p>
<p>Subject</p>	<p><b>COMMUNITY REVENUE GRANT APPLICATIONS 2022/23</b></p>
<p>Wards affected</p>	<p>ALL</p>
<p>Accountable member</p>	<p>Cllr Jane Doughty Cabinet Member for Customer Delivery Email: <a href="mailto:jane.doughty@westoxon.gov.uk">jane.doughty@westoxon.gov.uk</a></p>
<p>Accountable officer</p>	<p>Heather McCulloch Community Wellbeing Manager Tel: 01993 861562 Email: <a href="mailto:heather.mcculloch@publicagroup.uk">heather.mcculloch@publicagroup.uk</a></p>
<p>Summary/Purpose</p>	<p>To approve Community Revenue Grant awards for 2022/23</p>
<p>Annexes</p>	<p>Annex 1 – Schedule of Grants Panel recommended Community Revenue Grant awards for 2022/23.</p>
<p>Recommendation/s</p>	<p>a) That the recommended Community Revenue Grant awards for 2022/23 be approved, as detailed in Annex 1; and b) That officers be requested to review the Community Revenue Grant programme as part of a fundamental review of all of the Council's Community Grant schemes in time for 2023/2024 in order to address the long term security of funding for key organisations, meet the current needs of residents and encourage innovative proposals.</p>
<p>Corporate priorities</p>	<p>The award of Community Revenue Grants helps support voluntary and community activity and partnership actions that help to achieve progress in the policy priorities outlined in the Council Plan 2020-24.</p>
<p>Key Decision</p>	<p>YES</p>
<p>Exempt</p>	<p>NO</p>
<p>Consultees/ Consultation</p>	<p>None</p>

## **1. BACKGROUND**

- 1.1. The Council's current Community Revenue Grant (CRG) application process was introduced following a review of revenue grants management and Cabinet's recent (January 2018) consideration of proposals for the future management of this voluntary and community sector funding. The Council's grant scheme guidance incorporates criteria that govern eligibility for funding and the further assessment of grant applications

## **2. MAIN POINTS**

- 2.1. We have received 15 applications for funding. One application has been referred to the Community Facilities grant scheme. We received applications from two organisations new to the scheme, one of which is not recommended for approval. All applications are listed as Annex 1.
- 2.2. The assessment process has reverted to the approach established prior to Covid. Applications have been reviewed to check eligibility against the criteria before being assessed by specialist officers across the organisation in advance of discussion at an officer grants panel. This input helps test the strategic fit of the project/ activity with existing provision and helps to identify if there are any issues to take into account e.g. possible duplication or displacement of activity. The Grant Panel's assessment of applications has then been reviewed with the Cabinet Member for Customer Delivery – which includes Community grants. Further to this review, eligible applications that have been recommended for approval are brought forward in this report for Cabinet approval.
- 2.3. Eligible applications that meet the relevant criteria have then been tested against the assessment criteria outlined here:
- Relevance to meeting the Council's priority aims.
  - The extent of the community benefit and impact that the project/ activity will deliver.
  - The assessment of risks (financial and other) associated with the project/ activity.
  - The application demonstrating a financial need for grant support.
  - Whether the grant represents value for money.
- 2.4. In total, the Council's overall budget for revenue grants is £188,260. The Council's grants budget has been protected over recent years through the period of financial restraint but no inflationary increase has been applied.
- 2.5. At the Cabinet meeting held on 18 April 2018 it was resolved that, for 2018/19 and subsequent financial years, the relevant Cabinet Member be authorised to make any residual grant awards subsequent to the annual application round acting in the context of the available residual grants budget, the grant scheme guidance and in consultation with appropriate officers. Therefore, following the approval of grant awards as detailed in the current report, there is appropriate delegated authority for any subsequent grant awards in 2022/23 as these arise. Should the recommendations of this report be approved then budget will be fully allocated. In the event of there being any residual amount, following the approval of grant awards as detailed in the current report, there is appropriate delegated authority for any subsequent grant awards in 2022/23 as these arise.

## **3. INITIAL REFLECTIONS ON THE CURRENT PROCESS**

- 3.1. A number of applicants are carrying out activity on behalf of the Council which the Council has to do – for example Cotswold Conservation Board, Lower Windrush Valley Project and Wild Oxfordshire. Requiring such organisations to bid for grant funding on an annual basis seems inappropriate in terms of the admin burden and given that the activity is pre-determined by the Council.

- 3.2. There is no doubt that the Council's investment is very effective in unlocking a high level of voluntary effort into the sector. It is reaching those who need support. It also enables organisations to attract significant levels of external funding.
- 3.3. There are rigorous assessment processes in place across all the Council Community grants. The process varies little for small or large requests.
- 3.4. Whilst applicants are expected to identify how their scheme will deliver on the Council plan there is no capacity or process currently in place to robustly evaluate or communicate how effective each scheme has been against Council priorities.
- 3.5. Applications are tested for compliance before being assessed. Both these elements are carried out by specialist officers across the Council. Consideration should be given to freeing up the specialist officers to focus on the assessment element only.
- 3.6. It is suggested that a fundamental review of all the Community grants investment made by the Council is embarked upon at the start of the new financial year. This includes the Community Activities, Community Facilities and Community Revenue grant schemes. Any planned changes to the current approach must be communicated with at least 6 months' notice to regularly funded organisations. This review will provide the Council with an opportunity to reflect on grant investment more generally, explore new models for delivery such as civic crowdfunding and consider the current priorities for residents as we emerge from the Covid emergency phase.

#### **4. FINANCIAL IMPLICATIONS**

- 4.1. The recommended grant awards in this report can be financed from the Council's approved Community Revenue Grants budget. The total of the recommended grant awards is £187,851 and the available revenue grant budget for 2022/23 is £188,260. If Cabinet approves the recommended grant awards in the current report, there will be a residual amount of £409.

#### **5. LEGAL IMPLICATIONS**

- 5.1. There are no direct legal implications arising from this report. The award of grants is subject to the terms and conditions as outlined in the grant application form. Any funding agreement with a supported organisation will, where relevant, include provisions that are appropriate to the grant award. The Council will require the reporting of any significant changes to the service or activity that is supported through grant finance and it reserves the right to reconsider grant financing. The Council expects to receive progress reports on supported activity and will mitigate risk through relevant officer liaison with funded activities. Where subsequent financial year applications are envisaged, a progress report must be submitted in support of the new financial year grant application.

#### **6. RISK ASSESSMENT**

- 6.1. The decisions in this report pose a limited risk to the business/Council. A number of measures are in place to limit risk. Most applicant are known to the Council having received funding and delivered services as expected in the past. Officers maintain ongoing relationships with each award recipient and monitor progress throughout the award period. The application process includes a compliance check of all applicants.

#### **7. EQUALITIES IMPACT (IF REQUIRED)**

- 7.1. The recommendations if approved will have a positive effect on residents providing valuable community services including advice on debt and welfare.



## **8. CLIMATE CHANGE IMPLICATIONS (IF REQUIRED)**

**8.1.** There are no significant implications in relation to climate change. The activity proposed is delivered by local organisations and takes place in West Oxfordshire thus requiring residents to travel relatively short distances.

## **9. ALTERNATIVE OPTIONS**

**9.1.** The current report incorporates the funding recommendations that result from the Grant Panel's assessment of Community Revenue Grant applications. The approval of the report's recommendations would endorse the evaluation process and allow grant awards to proceed as advised.

**9.2.** An alternative option would be to not accept the report's recommendations and propose alternative options of grant awards to voluntary and community groups. It would be prudent for any such approach to be subject to further review and advice.

## **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:

- Report xxx to Cabinet dated xxx and associated minutes

**10.2.** These documents will be available for inspection at the Council Offices at xxxxxxxx during normal office hours for a period of up to four years from the date of the meeting. Please contact the author of the report.

Schedule of Grants Panel recommended Community Revenue Grant awards for 2022/23

Grant Applicant	Requested	Proposed activity	Summary of Grants Panel review against the Community Revenue Grant criteria	
			Officer recommendation and notes	Recommended Grant Award (£)
Thomas Gifford Trust	5700	<p>Grant award in 2021/22: £5,300</p> <p>The trust owns and operates Charlbury community centre. Contribution towards running costs requested of £5,700 to bridge the funding gap. Majority funding for operational costs comes from centre fees and cafe.</p> <p>Charlbury community centre provides activities across a spectrum of ages. It is the only “leisure” centre providing such a range of services in the North of the District with other centres such as in Chipping Norton being often booked for school use during the day.</p> <p>Activities include a programme for under 5s and their parents; after school activity for primary school children, junior sports and youth club for teenagers; Various activities for older community members including coffee, scrabble, fitness for seniors.</p> <p>Indoor sports hall provides an indoor all weather space for sport clubs providing cricket, netball, volleyball, football, pickleball, badminton, table tennis and basketball.</p> <p>Contributes to WODC priorities as follows:</p> <ol style="list-style-type: none"> <li>1. Climate action. Reduced carbon footprint through activities being provided locally. Centre has a state of art air handling unit to save energy. Centre also works with Plastic Smart Charlbury and Refill Uk</li> </ol>	<p>5700</p> <p>Centre is a much valued community hub providing a range of activities and a social hub for all ages. Open 7 days a week</p>	5700

Schedule of Grants Panel recommended Community Revenue Grant awards for 2022/23

Grant Applicant	Requested	Proposed activity	Summary of Grants Panel review against the Community Revenue Grant criteria	
			Officer recommendation and notes	Recommended Grant Award (£)
		<ul style="list-style-type: none"><li>2. Healthy Towns and Villages. Through facilities and activities a wide range of residents are encouraged into healthy exercise, and valuable social interaction</li><li>3. Strong local communities. The Centre aims to support and encourage strong community cohesion and inclusivity, bringing together people from different backgrounds to enjoy a central venue, and participate in social and leisure activities together</li></ul>		

## Schedule of Grants Panel recommended Community Revenue Grant awards for 2022/23

Grant Applicant	Requested	Proposed activity	Summary of Grants Panel review against the Community Revenue Grant criteria	
			Officer recommendation and notes	Recommended Grant Award (£)
Wild Oxfordshire	2000	Grant award in 2021/22: £2000 Coordinate and support activity to protect the natural environment across Oxfordshire. Work to deliver nature recovery in West Oxfordshire by providing bespoke advice, training and information. Working at both strategic levels on Oxfordshire's Nature Recovery Strategy and at a local level with an extensive network of volunteer community groups.	2000	2000
Community First Oxfordshire	12000	Grant award in 2021/22: £11,800 Working with WO communities to develop Climate Action Plans in addition to ongoing core development services including support for community shops, halls and community service with a view to improving ongoing community resilience and sustainability.  Contributes to WODC Council Plan Priorities: 'Climate Action and Strong Local Communities':  Local climate action and behaviour change is important to us all, as it is to WODC. There are great examples of local climate action in West Oxfordshire and CFO, with partners, will support communities and parish councils to formalise their climate action plans to take account of all community action groups in the community and build holistic yet doable climate action plans to help make real changes in these communities towards Zero Carbon Communities.	11800	12000

## Schedule of Grants Panel recommended Community Revenue Grant awards for 2022/23

Grant Applicant	Requested	Proposed activity	Summary of Grants Panel review against the Community Revenue Grant criteria	
			Officer recommendation and notes	Recommended Grant Award (£)
		<p>At the same time, CFO will continue to support community infrastructure projects in West Oxfordshire communities and galvanise, where possible, the new mutual aid groups and other interested volunteers to help build more resilient and strong local communities.</p>		
Cotswolds Conservation Board	10300	<p>Grant award in 2021/22: £10,300</p> <p>Core funding to enable the Cotswolds Conservation Board to fulfil functions required for the Cotswolds AONB eg AONB Management Plan which otherwise would need to be fulfilled by WODC.</p> <p>The activity will contribute directly to the delivery of four of the WODC Council Plan priorities:</p> <p>CLIMATE ACTION: One of the funding streams for Farming in Protected Landscapes grant programme is for projects that can demonstrate a benefit for climate mitigation and adaptation. Recruitment of a Net Zero Landscape Officer will inform the organisation how to meet our recently adopted climate crisis commitment to get to net zero (or better) by 2050 (or sooner).</p> <p>HEALTHY TOWNS AND VILLAGES</p>	10300	10300



Schedule of Grants Panel recommended Community Revenue Grant awards for 2022/23

Grant Applicant	Requested	Proposed activity	Summary of Grants Panel review against the Community Revenue Grant criteria	
			Officer recommendation and notes	Recommended Grant Award (£)
		<ul style="list-style-type: none"> <li>● The East District of the Cotswolds Voluntary Wardens cover the WODC area. Within this District there are 69 active volunteers undertaking such tasks as:Regular work parties to improve access and trails (including stiles/ gates, etc.), e.g. along the River Windrush.</li> <li>● Free guided walks for members of the public (local and visitors) – in the region of 50 walks in the year.</li> </ul> <p>A VIBRANT DISTRICT COMMUNITY</p> <ul style="list-style-type: none"> <li>● Delivering the ‘Caring for the Cotswolds’ grant programme (funded by our Visitor Giving scheme) – open to individuals, communities, parish councils, charities and small business to apply for funding. Likely to be in the region of £20,000 of grant-aid.</li> <li>● Working closely with farmers and land managers through the ‘Farming in Protected Landscapes’ funding programme (as part of the Agricultural Transition Plan).</li> </ul> <p>STRONG LOCAL COMMUNITIES</p> <p>Delivering the ‘Everyone’s Evenlode’ project, part of the Thames Water funded ‘Smarter Water Catchments’ programme in partnership with the Evenlode Catchment Partnership. Three new team members operate in West</p>		

## Schedule of Grants Panel recommended Community Revenue Grant awards for 2022/23

Grant Applicant	Requested	Proposed activity	Summary of Grants Panel review against the Community Revenue Grant criteria	
			Officer recommendation and notes	Recommended Grant Award (£)
		Oxfordshire with a focus on community engagement/ outreach and education.		
Volunteer Link Up	12000	Grant award in 2021/22: £12000  VLU undertakes 4 main strands of work - a transport service/volunteer car service, befriending, practical task volunteers and development of Good Neighbour schemes. Based in Witney covering the whole of West Oxfordshire providing the main volunteer hub for the district. They serve 906 clients and oversee 187 volunteers.	12000	12000
Homestart Oxford	5000	Grant award in 2021/22: £5,000  Homestart Oxford covers Witney and the central and south parts of West Oxfordshire  In 2022/23 funding will support a range of activities as follows:  PEEP GROUPS (BY-INVITATION) reaching the most vulnerable children and their families. 3x6 week groups will run either at Methodist Church or Ceewood Hall for up to 3x8 struggling families needing support to engage. Singing, stories, free play ideas and useful discussion topics.	5000  Range of activities supporting children and families in Witney area in a range of ways using paid staff and volunteers. Supporting families in their mental well being highlighted as a key need area and activities link into this	5000

Schedule of Grants Panel recommended Community Revenue Grant awards for 2022/23

Grant Applicant	Requested	Proposed activity	Summary of Grants Panel review against the Community Revenue Grant criteria	
			Officer recommendation and notes	Recommended Grant Award (£)
		<ul style="list-style-type: none"> <li>•LITTLE SPLASHERS weekly open access group for Under 1s group providing friendly space for play, stories, singing and sharing experiences/tips. Some 1:1 support given to parents experiencing challenges. Currently capped at 15 families, When restrictions lift will open to 25 families.</li> <li>•PUDDLE JUMPERS popular weekly stay and play group aimed at children over 1 (babies also attend with older siblings). Capacity at the Church is 50 but again, until restrictions lift we are limiting capacity. Often full or oversubscribed.</li> <li>•BUGGY WALKS improve mental health and offer an unintimidating entry point to parents who don't yet have (cont) the confidence to join structured groups. Walks will be run once a month from the Methodist Church and every week on Smiths Estate.</li> <li>•ONLINE monthly Q&amp;As are a continuation of our successful lockdown session and tackle topics like Weaning, Dental Health. An online offer allows us to reach new families including those without transport or for whom disability or anxiety make in-person attendance difficult.</li> </ul>		

Schedule of Grants Panel recommended Community Revenue Grant awards for 2022/23

Grant Applicant	Requested	Proposed activity	Summary of Grants Panel review against the Community Revenue Grant criteria	
			Officer recommendation and notes	Recommended Grant Award (£)
		<p>•DIGITAL SUPPORT to a wider community through Facebook, social media platforms and regular email newsletters.</p> <p>Funding supports District Council priorities as follows:</p> <p>HEALTHY TOWN AND VILLAGES Participation in groups will improve well-being. Children's early years' development has a profound, long-term impact on life-long well-being and mental health. By providing parents with a safe, supportive, happy space to build friendships and provide children with positive experiences this facilitates parental and child well-being in young West Oxfordshire families.</p> <p>STRONG LOCAL COMMUNITIES</p> <p>Since October 2018 Home-Start has been building a strong community of parents, children and volunteers in West Oxfordshire. Invitation-only groups ensure that their popular open-access groups are ultimately accessed by the whole community, including the most vulnerable and socially isolated.</p>		

## Schedule of Grants Panel recommended Community Revenue Grant awards for 2022/23

Grant Applicant	Requested	Proposed activity	Summary of Grants Panel review against the Community Revenue Grant criteria	
			Officer recommendation and notes	Recommended Grant Award (£)
The Dot Collective	2500	New applicant requesting funding to match ACE funding to enable touring of 2 productions of dementia friendly theatre to 3 settings (2 not for profit care homes and 1 dementia cafe). One is an aerial and circus adaptation of Alice in Wonderland and the other is an interpretation of the Brothers Grimm the Elves and the Shoemaker.	Not approve  Panel did not recommend on the basis that it is for activity of 6 performances in 3 settings (2 in each) and there is no explicit relationship building with the care centres or providers to build on the touring opportunity. The reach of the performances is limited to those in 2 care homes (and families) and in one dementia cafe.	0
My Life, My Choice	4543	Grant award in 2021/22: £3356 MLMC is an advocacy organisation supporting people with learning disabilities. They plan to create and deliver a range of 'easy read' accessible mail outs to all members. They currently offer this monthly. Over lockdown a series of four wellness packs were distributed to members, the packs were themed and included items related to wellness, taking care of yourself, festivals, and trying something new. We have received positive feedback from members. Their expertise in the development and distribution of 'easy read' materials is being picked up by other services wanting to reach this audience.	£4251  Strong application - offering more than in previous years plus costs of printing etc has increased	4251



## Schedule of Grants Panel recommended Community Revenue Grant awards for 2022/23

Grant Applicant	Requested	Proposed activity	Summary of Grants Panel review against the Community Revenue Grant criteria	
			Officer recommendation and notes	Recommended Grant Award (£)
Chipping Norton Theatre	25900	<p>Grant award in 2021/22: £25900</p> <p>Request for grant to enable theatre to provide ongoing programme of arts, entertainment and wellbeing activities, working in partnership with local community focused organisations. The funding requested supports the organisation as a whole, but enables the theatre to develop the non-commercial, community focussed strands of their programme. The grant from WODC also represents a seal of approval for other funders.</p> <p>The Theatre will continue to produce their own theatre work, tour live and screen events. They have a particular focus on improvements to disabled access (improved hearing loop system, better disabled access for backstage toilets) and resumption of their theatre group for young people with learning disabilities.</p> <p>The Council's Healthy Towns and Villages priority is reflected in the theatre's work. The theatre works closely with local social prescribing services to help meet local need. Participatory activities for older people include Dance 50, Creative writing, Chippy Singer and provide important connectivity for residents. The theatre is extending the relaxed performances for local care homes and those living with dementia and trialling a filmed version of the Panto for screening in care homes. They are developing last year's Memory Lanes project which</p>	25900	25900

Schedule of Grants Panel recommended Community Revenue Grant awards for 2022/23

Grant Applicant	Requested	Proposed activity	Summary of Grants Panel review against the Community Revenue Grant criteria	
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		<p>featured an outdoor photographic exhibition of local historical photographs with recorded memories to become an intergenerational project, with care home residents and local school children connecting to share stories and to record local memories which will be developed into a script for community performance.</p> <p>There is an open air programme in local villages.</p> <p>Strong Local Communities: the theatre is working with the Town Council delivering a mini festival in harder to reach area of CN. The theatre facilitates Chipping Norton Creatives - a partnership group with schools, housing associations, creative partners, Chippy Larder, the Branch and others to ensure the theatre’s offer both in house and in other settings can support the needs of local people.</p> <p>The theatre is working closely with local partners (Cottsway Housing, the Branch, Chippy Larder, local schools) to continue the Ladder of Engagement to broaden the reach of offer to young people who may not otherwise engage with provision. This includes subsidised workshops, drumming workshops, music technology workshops with a local youth group. The Community ticket scheme makes theatre provision more accessible.</p> <p>The theatre has an Environment Working Party to ensure action and awareness of environmental issues - they are auditing their carbon footprint, installing low energy house</p>		

## Schedule of Grants Panel recommended Community Revenue Grant awards for 2022/23

Grant Applicant	Requested	Proposed activity	Summary of Grants Panel review against the Community Revenue Grant criteria	
			Officer recommendation and notes	Recommended Grant Award (£)
		<p>lighting (this reflects the Council's Climate Change priority).</p> <p>Vibrant District Economy: significant impact on the local economy (25,000 visitors from outside WODC area); local employer and important volunteer team. Recently available as a wedding venue and will promote other local businesses with this new venture.</p> <p>Sustainable Finance - strengthening financial sustainability with new ventures including operating as a wedding venue.</p> <p>The theatre is working with local partners, creative and community, to strengthen its presence both in the theatre and in the wider town to provide a cohesive and inclusive creative, cultural and social programme in the town and beyond.</p>		
Lower Windrush Valley Project	5000	<p>Grant award in 2021/22: £5,000</p> <p>Coordinates environmental conservation, recreation and community development activity in the Lower Windrush Valley, south of the A40 to the River Thames. Focuses on areas affected by historic and current mineral extraction operations.</p>	5000	5000
Homestart Banbury	2900	<p>New applicant</p> <p>Homestart Banbury serves Chipping Norton and the rural north of West Oxfordshire.</p>	<p>2900</p> <p>Organisation works in partnership with other support providers to Children and young families but</p>	2900

Schedule of Grants Panel recommended Community Revenue Grant awards for 2022/23

Grant Applicant	Requested	Proposed activity	Summary of Grants Panel review against the Community Revenue Grant criteria	
			Officer recommendation and notes	Recommended Grant Award (£)
		<p>Application is for 1:1 work with families in Chipping Norton and surrounding villages.</p> <p>Families, who have at least one child under 5 years of age, are referred to Home Start by a professional e.g. Health Visitor, School, GP, Social Services team, or they can self-refer. Families are referred for a range of reasons from simply finding family life overwhelming to much more complex needs.</p> <p>Home start will recruit and train volunteers, who are then linked to a family in need of support. The volunteer will then proceed to visit the family home weekly – for 2-3 hours at a time – and offer the family confidential, non-judgemental emotional support, friendship and practical help.</p> <p>Volunteers provide interventions such as:</p> <ul style="list-style-type: none"> <li>• Listening to the family’s worries</li> <li>• Providing friendship and encouragement</li> <li>• Help getting to appointments</li> <li>• Signposting to external services e.g. benefit advice, mental health support</li> <li>• Encouraging the family to get involved with the local community</li> <li>• Modelling positive play and interaction with their children</li> </ul>	<p>are the only one providing 1;1 support in the home, rather than support through a group.</p>	

Schedule of Grants Panel recommended Community Revenue Grant awards for 2022/23

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		<p>Volunteers provide support for as long as a family needs it – this can vary from months to years depending on the family’s individual needs, and support continues for as long as it is needed.</p> <p>This project will support at least 5 families living in Chipping Norton or the surrounding villages.</p> <p>Funding supports the District Councils priorities as follows:</p> <ol style="list-style-type: none"> <li>1. Healthy Towns and Villages priority. Volunteers work closely with the family they support to encourage improved wellbeing for every member of the family. This may be through providing friendship and emotional support to tackle loneliness and poor mental health, but could also include encouraging families to get outside and exercise more through accompanying them on walks. Volunteers can also go along with families to medical appointments and in some cases this means families attend an appointment that they would have otherwise missed. Volunteers also support families who are experiencing rural isolation as volunteers will visit the family in their own home. The majority of the families supported are experiencing poor mental health. Support is</li> </ol>		



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		<p>provided which is tailored to the family's individual needs.</p> <p>2. Strong local communities. Support provided to families to give them the skills and confidence to grow resilience and empower them to overcome their difficulties. Some of the families supported do not feel part of their local community. Home Start can help them to grow in confidence and provide the scaffolding for them to take small steps to attend local community groups by researching where these are and Home Start volunteers taking them to them. Some of the families supported go on to become Home Start volunteers later on.</p>		
Wychwood Forest Trust	30000	<p>Grant award in 2021/22: £30,000</p> <p>Work with local communities to protect and restore the spaces once part of the historic Wychwood Forest -120 square miles and 41 parishes of today's West Oxfordshire. Run projects promoting the Wychwood's unique cultural identity and help people learn traditional rural skills and crafts. Restore habitats and manage acquired land as nature reserves. Offer a wide range of events from rural skills courses to tree-planting sessions with school children, regular volunteering opportunities and the annual Forest Fair.</p>	30000	30000

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Age UK	10000	Grant award in 2021/22: £10,000 Funding the cost of a Community Development Worker, to help reduce loneliness and isolation especially in rural communities. Support men at risk of loneliness. Increasing walk and talk sessions and supporting older people using IT, with training and buddy support.	10000 Part funding of a West Ox Community Development worker recommend funding in full, the work Age UK do in West rural communities is really needed	10000
Citizens Advice West Oxfordshire	62800	Grant award in 2021/22: £62,800. The organisation supports all the council's aims and objectives whilst giving a full holistic advice and support service to all residents in the district.	62800 The CAB are the only providers within West Oxfordshire who give a full holistic advice service to all residents within the district. Their aims/objectives are linked very closely to those of the Council.	62800

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Overall Community Revenue Grant Applications Financial Summary	Total of recommended grants	£187,851
	Comparison - total Community Revenue Grants Budget	£188,260
	Grants budget remaining if all recommended grants approved	£409.00