

# Public Document Pack



Tuesday 9 January 2024

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## EXECUTIVE

You are summoned to a meeting of the Executive, which will be held in Committee Room One, Woodgreen, Witney, Oxfordshire OX28 1NB on **Wednesday 17 January 2024 at 2.00pm**.



Giles Hughes  
Chief Executive

To: Members of the Executive

Councillors: Andy Graham (Leader), Duncan Enright (Deputy Leader), Alaric Smith, Joy Aitman, Charlie Maynard, Andrew Prosser, Geoff Saul, Lidia Arciszewska and Tim Sumner.

Recording of Proceedings – The law allows the public proceedings of Council, Executive, 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. **Apologies for Absence**  
To receive any Apologies for Absence from Members of the Executive.
2. **Declarations of Interest**  
To receive any Declarations of Interest from Members of the Executive, on any items to be considered at the meeting.
3. **Minutes of Previous Meeting (Pages 5 - 10)**  
To approve the minutes of the previous meeting, held on Wednesday 13 December 2023.
4. **Receipt of Announcements**  
To receive any announcements from the Leader of the Council, Members of the Executive or the Chief Executive.
5. **Participation of the Public**  
Any member of the public, who is a registered elector in the District, is eligible to ask one question at the meeting, for up to three minutes, of the Leader of the Council, or any Member of the Executive on any issue that affects the district or its people.  
  
Notice, together with a written copy of the question, must be provided to Democratic Services, either by email to:  
**democratic.services@westoxon.gov.uk**  
  
or by post to:  
**Democratic Services, West Oxfordshire District Council, Woodgreen, Witney OX28 1NB.**  
  
Questions are to be received no later than 2.00pm two clear working days before the meeting (e.g. for a Wednesday meeting, the deadline would be 2.00pm on the Friday before).  
  
A response may be provided at the meeting, or within three clear working days of the meeting. If the topic of the question is not within the remit of the Council, advice will be provided on where best to direct the question.  
  
The appropriate Executive Member will either respond verbally at the meeting or provide a written response which will be included in the minutes of the meeting.
6. **Local Plan Annual Monitoring Report (AMR) (Pages 11 - 90)**  
Purpose:  
To consider the Council's Local Plan Annual Monitoring Report for the two-year period 2021-2023.  
  
Recommendation:  
That the Executive Resolves to:
  - I. Note the content of the report.
7. **Oxford City Local Plan 2040 - Regulation 19 Consultation (Pages 91 - 116)**  
Purpose:  
To agree West Oxfordshire District Council's response to the Oxford Local Plan 2040

Regulation 19 consultation.

Recommendations:

That the Executive Resolves to:

1. Note the content of the report;
2. Approve the draft response, attached at Annex A.

8. **Draft Budget 2024/25 - Version 2 (including Local Government Finance Settlement)**  
(Pages 117 - 168)

Purpose:

To provide an update on the developing Budget for 2024/25 following the Local Government Funding Settlement on 18 December 2023.

Recommendations:

That the Executive Resolves to:

- 1) Approve the draft fees and charges for 2024/25, as detailed in Annex G, for inclusion as part of the Budget recommendations to Council on 28<sup>th</sup> February 2024.

And Resolves to Recommend to Council to:

- 2) Approve the Council Tax Base shown in Annex F, calculated as £47,841.03 for the year 2024/25;
- 3) Authorise the Director of Finance to submit the National Non-Domestic Rates Return 1 (NNDRI) to Department for Levelling Up, Housing and Communities by the submission date of 31 January 2024.

9. **Business Rates Discretionary Rate Relief Reconsideration (Pages 169 - 178)**

Purpose:

To reconsider an application for Discretionary Rate Relief submitted under Section 47 of the Local Government Finance Act 1998 for the financial year 2023/24.

Recommendations:

That the Executive Resolves to:

1. Uphold the original decision not to award an additional 10% Discretionary Rate Relief submitted under S47 due to sufficient surplus held by the organisation.

10. **Exclusion of Press and Public**

If the Executive wishes to exclude the press and public from the meeting during consideration of any of the items on the exempt from publication part of the agenda, it will be necessary for the Executive to pass a resolution in accordance with the provisions of the Paragraph 4(2)(b) of the Local Authorities (Executive Arrangements) Access to Information) (England) Regulations 2012 on the grounds that their presence could involve the likely disclosure of exempt information as described in specific paragraphs of Schedule 12A of the Local Government Act 1972.

11. **Exempt Annex A - Business Rates Discretionary Rate Relief Reconsideration (Pages 179 - 180)**

Purpose:

To reconsider an application for Discretionary Rate Relief submitted under Section 47 of the Local Government Finance Act 1998 for the financial year 2023/24.

Recommendations:

That the Executive Resolves to:

- I. Uphold the original decision not to award an additional 10% Discretionary Rate Relief submitted under S47 due to sufficient surplus held by the organisation.

(END)

## WEST OXFORDSHIRE DISTRICT COUNCIL

Minutes of the meeting of  
**Executive.**

Held at The Spendlove Charlbury Community Centre, Enstone Rd, Charlbury, Oxfordshire  
OX7 3PQ at 2.00pm on **Wednesday 13 December 2023.**

### PRESENT

Councillors: Andy Graham (Leader), Duncan Enright (Deputy Leader), Charlie Maynard, Andrew Prosser, Joy Aitman, Alaric Smith, Geoff Saul, and Lidia Arciszewska.

Officers: Giles Hughes (Chief Executive), Madhu Richards (Director of Finance), Andrea McCaskie (Director of Governance), Frank Wilson (Executive Finance Director, Publica), Max Thompson (Senior Democratic Services Officer), Will Barton (Business Development Officer), Gemma Moreing (Business Information and Performance Lead – Data, Resources and Growth), Alison Borrett (Senior Performance Analyst), Mandy Fathers (Business Manager, Environmental, Welfare and Revenues), Philippa Lowe (Business Manager, Economic Growth and Prosperity), Barry Clack (Communications Officer) and Michelle Ouzman (Strategic Support Officer).

Other Councillors in attendance: Michele Mead, Dan Levy, Julian Cooper and David Melvin.

#### **116 Apologies for Absence**

Apologies for Absence were received from Councillor Tim Sumner.

#### **117 Declarations of Interest**

There were no Declarations of Interest made by Members of the Executive.

#### **118 Minutes of Previous Meeting**

Councillor Duncan Enright, Deputy Leader of the Council and Executive Member for Economic Development, proposed that the minutes of the previous meeting, held on Wednesday 15 November 2023, be agreed by the Executive as a true and accurate record, and signed by the Leader of the Council.

This was seconded by Councillor Joy Aitman, was put to a vote, and was unanimously agreed by the Executive.

The Executive **Resolved** to:

- I. Agree the minutes of the previous meeting, held on Wednesday 15 November 2023, as a true and accurate record.

#### **119 Receipt of Announcements**

Councillor Andy Graham, Leader of the Council, welcomed all attendees to the meeting, and thanked members of the public for attending proceedings. The Leader gave the members of the public in attendance a brief overview of the way that the meeting would run.

The Leader advised that the meeting was the seventh in the Council's "Executive on Tour" series, with previous meetings being held around the West Oxfordshire District in Chipping Norton, Woodstock, Carterton, Eynsham and Burford, along with a previous 'on tour' meeting held in Charlbury in Autumn 2022.

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The Leader also advised that the next meeting of the Executive would take place on Wednesday 17 January 2024, at 2.00pm in Committee Room 1 at the Council's offices at Woodgreen in Witney.

Councillor Duncan Enright, Deputy Leader of the Council and Executive Member for Economic Development, stated the widely publicised success of a recent Christmas Market, which took place at Marriott's Walk in Witney between 8 and 10 December 2023. The Deputy Leader thanked the people of Witney and the wider district for their support to the event, which saw 30 wooden chalets, offering a range of festive fun and treats.

The Deputy Leader advised that footfall within Marriott's Walk, and across the wider town centre area, had increased by 59%, equating to 15,000 extra visitors over the long weekend, compared to the same three days in 2022, and had increased by 70% compared to the previous week.

Councillor Andrew Prosser, Executive Member for Climate Change, advised that the Council had been awarded £50,000 from the Coronation Orchard Fund. The Executive Member advised that across the district, the Council would be able to support 50 orchards for a variety of different fruits, and the wider, local community would be able to apply for chunks of the funding, by accessing the Council's website. The Executive Member advised that the deadline for applications was 19 January 2024.

The Executive Member also stated that the Council had launched a consultation on the Biodiversity Action Plan and encouraged residents to participate in the consultation to help shape biodiversity within the County of Oxfordshire. The deadline for responses was advised of being 22 December 2023 with further information available in the 'WODC Voice' newsletter.

Councillor Joy Aitman, Executive Member for Stronger, Healthy Communities, advised that information relating to WestHive Community Funding was available on the Council's website. The Community Funding had reached the end of the first round and saw 5 grant requests submitted, with more tranches of funding being available for bidding in due course. The Executive Member encouraged other Executive Members to spread the word to residents about the funding, and how it could be used for projects within the district.

## **120 Participation of the Public**

There was no formal public participation at the meeting.

## **121 Council Tax Support Scheme 2024**

Councillor Alaric Smith, Executive Member for Finance, introduced the report, which presented the results of a public consultation, on proposals for revising the current Council Tax Support scheme, with effect from 1 April 2024.

Councillor Alaric Smith proposed that the Executive agree to the recommendations as listed on the report. This was seconded by Councillor Andy Graham, was put to a vote, and was agreed unanimously by the Executive.

The Executive **Resolved** to:

- I. Recommend to Council to:
  - a) Agree the increase in Council Tax Support, as detailed in paragraph 2.4, from 1 April 2024;

- b) Agree that any surplus in the Support Fund is transferred over to 2024/2025, for reasons detailed in paragraphs 2.6 and 2.7;
- c) Approve the amendment to the Council Tax Support Policy as recommended in paragraph 2.8.

## **122 Windrush Leisure Centre - PSDS 3c Funding Bid**

Councillor Andrew Prosser, Executive Member for Climate Change, introduced the report, which sought approval, ahead of an award decision, to accept Public Sector Decarbonisation Scheme funding for Windrush Leisure Centre in Witney, and to contribute a maximum of £244,866, equating to 12% of total project costs.

In debate, and by invitation of the Leader, non-Executive Members in attendance raised questions regarding possible relocation of the Leisure Centre, and that funding may be better invested in a newer, more environmentally friendly site, compared to being invested in the current existing site. Giles Hughes, Chief Executive Officer, advised that the Council had no plans to relocate the leisure centre at present.

Councillor Andrew Prosser proposed that the Executive agree to the recommendations as listed on the report. This was seconded by Councillor Alaric Smith, was put to a vote, and was agreed unanimously by the Executive.

The Executive **Resolved** to:

- I. Delegate authority to the Chief Executive Officer, in consultation with the Director of Finance and the Executive Members for Finance and Climate Change to:
  - a) Accept the grant funding, if awarded to the Council, and earmark the required client contribution of £224,866 in the 2024/25 budget;
  - b) Note that project risks have been identified and that project gateways will be used where any decision relates to capital spend.

## **123 Service Performance Report 2023-24 Quarter Two**

Councillor Andy Graham, Leader of the Council, introduced the report, which provided details of the Council's operational performance at the end of 2023-24 Quarter Two (Q2).

The Leader also gave an overview of the Council's Priority Report, detailed within the main report, which provided updates on a number of projects that the Council are engaged with across the district, along with targets surrounding missed waste collections and approval of applications for development.

In debate, Members stated they were in favour of the newer format that the report was presented in, although it was also highlighted that some of the printing of the performance data could be of larger print in future. Members also thanked the contributions made to the reporting process by the Overview and Scrutiny Committee.

At the invitation of the Leader, non-Executive Members queried what work the Council was undertaking regarding the Community Infrastructure Levy (CIL) embedded within work connected to the emerging Local Plan. It was later highlighted that CIL would be discussed at the next meeting of the Local Plan Cross-Party Member Working Group, and that the Chief Executive would also consult with the Council's Planning Policy Manager regarding the work.

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Non-Executive Members also highlighted a lack of experience within training of waste collection teams, owing to staff who had recently retired.

Councillor Andy Graham proposed that the Executive agree to the recommendation as listed on the report. This was seconded by Councillor Duncan Enright, was put to a vote, and was agreed unanimously by the Executive.

The Executive **Resolved** to:

1. Note the 2023/24 Q2 service performance report.

## 124 Review of Weekly Markets

Councillor Duncan Enright, Deputy Leader of the Council and Executive Member for Economic Development, introduced the report, which considered the outcome of a review of the outdoor markets of West Oxfordshire as completed by the consultant.

The Deputy Leader gave a detailed overview of the review work that had been undertaken, and referenced some of the troubles that Town Centres have faced more generally over recent years, particularly as a result of heftily increased levels of e-commerce, and because of the Covid pandemic. The Deputy Leader also highlighted that Outdoor Markets bring a vibrancy to local towns and can also help increase footfall simultaneously, particularly due to availability of goods that are not as easily available online, such as fresh fruit, vegetables and fish.

In debate, the Deputy Leader also referred to the work that the Council's Overview and Scrutiny Committee had undertaken on the review. The Deputy Leader stated the Committee had made a recommendation to the Executive suggesting that local ward members be invited to related meetings of town partnerships as consultees, and that a commercial market operator is sought for a period of 1 year rather than two years.

The Deputy Leader committed to sharing a draft brief following the expression of interest exercise with all members, and that a review report of the work undertaken by a commercial operator, be considered by Overview and Scrutiny Committee in 12 months before being re-considered by the Executive.

On invitation from the Leader, non-Executive Members stated they would be keeping a keen interest on the charter works with Witney and Chipping Norton, and how this could invigorate the market of Carterton back to its previous levels, alongside work with local Town Councils.

Councillor Duncan Enright proposed that the Executive agree to the recommendations as listed on the report, with additional wording added to Recommendation 2, stating that a further review report be considered by Overview and Scrutiny Committee in 12 months before being re-considered by the Executive. This was seconded by Councillor Andy Graham, was put to a vote, and was agreed unanimously by the Executive.

The Executive **Resolved** to:

1. Delegate authority to the Chief Executive, in conjunction with the Deputy Leader and Executive Member for Economic Development, to undertake an Expression of Interest exercise to select a commercial market operator to run the weekly retail markets in Witney and Chipping Norton;
2. Delegate authority to the Chief Executive, in consultation with the Executive Member for Economic Development, to appoint a commercial market operator for an initial



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period of two years, with a review report be considered by Overview and Scrutiny Committee in 12 months before being re-considered by the Executive.

## **125 Review of Legal Services**

Councillor Andy Graham, Leader of the Council, introduced the report, which provided a detailed outline the conclusions and recommendations from a strategic review of the shared Legal Service by an external organisation, Cadence Innova Limited. The report also sought agreement to invest in the Legal Service.

Councillor Andy Graham proposed that the Executive agree to the recommendations as listed on the report. This was seconded by Councillor Andrew Prosser, was put to a vote, and was agreed unanimously by the Executive.

The Executive **Resolved** to:

1. Approve:
  - a) Ongoing revenue investment of £40,000 per annum into the shared Legal Service to recruit two additional roles, with any 2023/24 costs to be funded from reserves;
  - b) A one-off funding of £26,000 to contribute to a temporary (12 months) Legal Services Change Manager role to be funded from reserves;
  - c) A maximum contribution of £45,000, (in total over a four-year period), for the procurement of legal case management software.
2. Delegate authority to the Chief Executive, in consultation with the Leader of the Council and Director of Governance, the signing off of the Shared Legal Services Collaboration Agreement between Cotswold District Council, Forest of Dean District Council and West Oxfordshire District Council;
3. Note that a further update report will be provided to the Executive in six months detailing the transformation to date.

## **126 Update on Improvement Works with Thames Water**

Councillor Lidia Arciszewska, Executive Member for the Environment, introduced the report, which gave an overview of the suggested improvements, as a result of closely working with Thames Water over the previous 12 months, and how the improvement suggestions would be considered.

The Executive Member thanked the work of Members and Officers for their engagement during the process of the works.

In debate, Members suggested that further improvement considerations be noted by the Executive and subsequently be progressed within routine engagements with Thames Water, such as burst water mains and weaker spots within the freshwater network. Members also stated that relations with the Environment Agency had also improved as a result of the improvements process.

The Leader also praised the work of the Windrush Against Sewage Pollution (WASP) for their engagement during the improvements process.

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Councillor Lidia Arciszewska proposed that the Executive agree to the recommendation as listed on the report. This was seconded by Councillor Duncan Enright, was put to a vote, and was agreed unanimously by the Executive.

The Executive **Resolved** to:

1. Note the content of the report.

## **127 Draft Budget 2024-2025**

Councillor Alaric Smith, Executive Member for Finance, introduced the report, giving the Executive a detailed update on the developing budget for 2024-2025.

The Executive Member detailed some of the funding challenges experienced by the Council over recent months and years, with emphasis given to overall reductions in funding from Central Government, and costs associated with both the recent Publica Review and service improvements with Ubico.

The Executive Member also highlighted that the Council had received 361 responses to its ongoing Budget Consultation, and that the deadline was approaching.

In debate, the Executive highlighted that conversations were ongoing with the Council's Leisure provider GLL, and that financial viabilities and improvement works would be documented and explained within the wider budget process. It was also highlighted that increases in the National Living Wage, as set out by Central Government in the 2023 Autumn Statement, and other funding settlement figures would also have an impact on the progressing budget before its final considerations in 2024.


Councillor Alaric Smith proposed that the Executive agree to the recommendations as listed on the report. This was seconded by Councillor Andy Graham, was put to a vote, and was agreed unanimously by the Executive.

The Executive **Resolved** to:

1. Note the update on the developing budget for 2024-2025.

The Meeting closed at 3.23pm.

CHAIR

|   |  |
|---|--|
|  <p><b>WEST OXFORDSHIRE<br/>DISTRICT COUNCIL</b></p> | <p><b>WEST OXFORDSHIRE DISTRICT COUNCIL</b></p>  |
| <p>Name and Date of Committee</p>   | <p><b>EXECUTIVE – 17 JANUARY 2024</b></p>  |
| <p>Subject</p>  | <p><b>LOCAL PLAN ANNUAL MONITORING REPORT (AMR)</b></p>  |
| <p>Wards Affected</p>   | <p>ALL</p>   |
| <p>Accountable Member</p>   | <p>Councillor Charlie Maynard – Executive Member for Planning and Sustainable Development.<br/>Email: <a href="mailto:charlie.maynard@westoxon.gov.uk">charlie.maynard@westoxon.gov.uk</a></p>   |
| <p>Accountable Officer</p>  | <p>Chris Hargraves – Planning Policy Manager.<br/>Email: <a href="mailto:chris.hargraves@westoxon.gov.uk">chris.hargraves@westoxon.gov.uk</a></p>  |
| <p>Report Author</p>  | <p>Andrew Thomson – Lead Planning Policy and Implementation Officer.<br/>Email: <a href="mailto:andrew.thomson@westoxon.gov.uk">andrew.thomson@westoxon.gov.uk</a></p>   |
| <p>Summary/Purpose</p>  | <p>To consider the Council’s Local Plan Annual Monitoring Report for the two-year period 2021-2023.</p>  |
| <p>Annexes</p>  | <p>Annex A – Local Plan Annual Monitoring Report 2021-2023</p>   |
| <p>Recommendation</p>   | <p>That the Executive Resolves to:</p> <ol style="list-style-type: none"> <li>I. Note the content of the report.</li> </ol>  |
| <p>Corporate Priorities</p>   | <ul style="list-style-type: none"> <li>• Putting Residents First</li> <li>• Enabling a Good Quality of Life for All</li> <li>• Creating a Better Environment for People and Wildlife</li> <li>• Responding to the Climate and Ecological Emergency</li> <li>• Working Together for West Oxfordshire</li> </ul> |
| <p>Key Decision</p>   | <p>NO</p>  |
| <p>Exempt</p>   | <p>NO</p>  |
| <p>Consultees/ Consultation</p>   | <p>There is no requirement to consult on the AMR.</p>  |

## **1. INTRODUCTION**

- 1.1** Members will be aware that under current planning legislation, the Council is required to produce an Annual Monitoring Report (AMR).
- 1.2** The main purpose of the AMR is to monitor the implementation of adopted Local Plan policies but it must also include information on the following:
  - Progress of the Local Plan and any other related documents against agreed timetables;
  - Neighbourhood Planning;
  - The Community Infrastructure Levy (CIL) where this has been introduced; and
  - How the Council has fulfilled its obligations under the Duty to Co-Operate.
- 1.3** The AMR must be made available on the Council's website, at its main offices and at any other appropriate locations.
- 1.4** The Council's most recently published AMR covers the period 1<sup>st</sup> April 2020 – 31<sup>st</sup> March 2021.
- 1.5** The Council did not produce an annual report for 2021/22 (primarily due to a lack of available monitoring officer resource at that time) and so Officers have now prepared a report that covers the extended 2-year period 1<sup>st</sup> April 2021 – 31<sup>st</sup> March 2023.
- 1.6** The 2021 – 2023 AMR is attached at Annex A and the key points of interest are summarised in Section 2 below.

## **2. AMR 2021/2023 – OVERVIEW**

### Local Plan Progress

- 2.1** The AMR explains that the District Council has committed to the preparation of a new Local Plan covering the period to 2041 and that two rounds of informal (Regulation 18) consultation have taken place to inform the scope and direction of the emerging plan.
- 2.2** Whilst further informal consultation was initially planned to take place before the end of 2023, this is now expected to take place in spring 2024 with a more precise timetable for this and the steps beyond to be agreed through an update of the Council's Local Development Scheme (LDS) in February 2024.

### Salt Cross Garden Village Area Action Plan (AAP)

- 2.3** The AMR provides an update on the progress of the Salt Cross AAP with the Inspector's final report having been received on 1<sup>st</sup> March 2023 but any decision to formally adopt the AAP having since been held in abeyance pending the outcome of a 3<sup>rd</sup> party legal challenge, the hearing into which took place in mid-November 2023.

### Supplementary Planning Documents (SPDs)

- 2.4** The AMR explains that the District Council has four Supplementary Planning Documents (SPDs) in place with one of these (Affordable Housing) having been formally adopted within the 2-year period covered by the AMR and two further SPDs (Developer Contributions and the Combe Village Design Statement) having been adopted since, in July 2023.

### Neighbourhood Planning

- 2.5 The AMR provides an update on Neighbourhood Planning in West Oxfordshire, explaining that there are now 9 'made' (adopted) Neighbourhood Development Plans (NDPs) in West Oxfordshire with two of these (Charlbury and Woodstock) having been adopted in the 2-year period covered by the AMR and two more (Cassington and Milton under Wychwood) adopted since, in June 2023.
- 2.6 The AMR explains that a further 6 NDPs are currently in preparation.

### Community Infrastructure Levy (CIL)

- 2.7 The AMR provides an update on the District Council's progress with introducing the Community Infrastructure Levy (CIL) into West Oxfordshire. In March 2023, the Council's executive agreed that new viability evidence should be commissioned to inform a new draft CIL charging schedule (and also to help inform the emerging Local Plan 2041).
- 2.8 Consultants have since been appointed and the current expectation is that a new draft CIL charging schedule will be published for consultation in early 2024 with submission, examination and adoption to follow later in the year.

### Duty to Co-Operate

- 2.9 The Duty to Cooperate is a legal requirement on local planning authorities to engage with other relevant authorities and certain prescribed bodies in relation to cross-boundary strategic planning matters. The AMR therefore provides an update on how the District Council has fulfilled its obligations under the duty.
- 2.10 This includes the conclusion reached by the Salt Cross AAP Inspector that the District Council had met the requirements of the duty in preparing the AAP.
- 2.11 The AMR also outlines that ongoing Oxfordshire-wide discussions are currently taking place around plan-making and are expected to culminate in the publication of a Statement of Common Ground which will form part of the District Council's evidence to demonstrate that it has complied with the duty to co-operate in preparing the new Local Plan 2041.

### Implementation of Local Plan Policies

- 2.12 The AMR is structured around the five main sections of the current Local Plan 2031:
- Overall strategy
  - Providing new homes
  - Sustainable Economic Growth
  - Transport and Movement
  - Environmental and Heritage Assets
- 2.13 The key points to note under each heading are summarised below.

### Overall Strategy

- 2.14** A total of 3,509 planning applications were determined during the 2-year monitoring period (1<sup>st</sup> April 2021 – 31<sup>st</sup> March 2023). The majority of these (2,967 applications) were approved or approved subject to a legal agreement.
- 2.15** Just under 50% of the applications determined were for relatively minor ‘householder’ type proposals and 20% were for full or outline planning approval.
- 2.16** The majority of planning approvals were concentrated within the Main Service Centres, Rural Service Centres and larger villages of the District in accordance with Local Plan Policy OS2, which seeks to focus development primarily at larger settlements due to their relative sustainability in terms of available services and facilities.
- 2.17** 77 appeals were determined during the monitoring period. The majority of these were dismissed with only 17 being allowed or allowed in part.
- 2.18** Over £6.5m was collected towards new infrastructure from new development in West Oxfordshire between 1 April 2021 and 30 March 2023. Over £1.6m was spent on new infrastructure during the same period.
- 2.19** A detailed breakdown of infrastructure funding (received and spent) is set out in the Council’s separate Infrastructure Funding Statement (IFS) which is now published annually each December.

### **Providing New Homes**

- 2.20** Planning permission was granted for 802 new dwellings during the monitoring period, with 203 of these granted in 2021/22 and 599 granted permission in 2022/23.
- 2.21** The largest concentrations of outstanding residential commitments are located within, or on the edge of Main Service Centres within neighbouring Parishes, e.g. Witney / Curbridge and Carterton /Brize Norton. There are also significant concentrations at Chipping Norton, Woodstock, Eynsham and Hanborough.
- 2.22** There were 1,002 net residential completions in 2021/2022 and 729 net residential completions in 2022/23. Although completions fell slightly below the Local Plan housing requirement of 800 dwellings in 2022/23, this is the first time in 5 years that the housing requirement hasn’t been met.
- 2.23** It is also important to note that since the start of the current Local Plan period 1<sup>st</sup> April 2011 up to 31<sup>st</sup> March 2023, a total of 7,036 new homes have been completed which is only 64 less than the Local Plan requirement over the same period (7,100 homes).
- 2.24** There was one major proposal for residential development that was granted at appeal during the monitoring period, for 120 dwellings at the Moors in Ducklington.
- 2.25** Approximately 687 new affordable homes were completed during the monitoring period, comprising a mixture of affordable rented, social rented and shared ownership properties. These were located predominantly on larger sites in accordance with the requirements of Local Plan Policy H3.

- 2.26** Approximately 40% of total housing completions during the monitoring period were classed as affordable, which is broadly consistent with the requirements of Local Plan Policy H3 which adopts a tiered approach ranging from 35% - 50% depending on location. A total of £593,049 was collected in the form of financial contributions towards the off-site provision of affordable homes within the District.
- 2.27** Outside of the monitoring period, in September 2023, the Council undertook a formal review of the Local Plan 2031 in accordance with Regulation 10A of the Town and Country Planning (Local Planning) (England) Regulations 2012.
- 2.28** Importantly, the review concluded that the Local Plan housing requirement set out in Policy H2 (which has previously been used to calculate the Council's 5-year housing land supply) needs updating because it is based on 2014 evidence which pre-dates the introduction of the standard method for assessing local housing need.
- 2.29** The significance of this is that because the current Local Plan is now more than 5-years old, the District Council is able to calculate its 5-year housing land supply position using the Government's standard method for assessing local housing need.
- 2.30** Using this alternative measure of housing need, the Council's current housing land supply position statement demonstrates a 5.4 year supply of deliverable housing land as of 1<sup>st</sup> April 2023.

#### **Sustainable Economic Growth**

- 2.31** A total of 56,410m<sup>2</sup> of new business floorspace was approved during the monitoring period, the majority of which was for mixed business uses, including general industrial, offices and storage and distribution.
- 2.32** A significant proportion of new business floorspace was approved at sites identified in the Local Plan for accommodating business development, including Down's Road at Witney and Ventura Park at Carterton.
- 2.33** Any new business development approved in the rural parts of the District during the monitoring period was relatively minor in nature.
- 2.34** The majority of tourism-related development during the monitoring period was for new tourist accommodation.
- 2.35** The mix of town centre uses continues to evolve in the 5 existing town centres in West Oxfordshire, to include retail, hospitality professional services and residential. There have been a limited number of changes of use during the monitoring period but nothing major in nature. There remain a number of empty units within each of the town centres in line with national trends.

#### **Transport and Movement**

- 2.36** The majority of new development continues to be focussed within the Main Service Centres and Rural Service Centres, which are the most accessible locations to access services and facilities by a range of transport options, including public transport, walking and cycling.
- 2.37** Funding has been secured from a number of developments during the monitoring period to contribute towards public transport provision.

- 2.38** Access to some key services remains poor in West Oxfordshire compared to the rest of Oxfordshire and car ownership remains higher than the rest of the county.
- 2.39** In terms of the strategic highways schemes identified in the Local Plan, good progress has been made in relation to the A40 with the new Eynsham Park and Ride having secured planning permission and now under construction.
- 2.40** The District Council continues to work closely with Oxfordshire County Council in relation to the wider A40 improvements being progressed under the Homes England Housing Infrastructure Fund (HIF).
- 2.41** In July 2022, Oxfordshire County Council approved the preferred option proposals for the A40 HIF2 Smart Corridor (Duke's Cut, integrated bus lanes and the extension of the dual carriageway).
- 2.42** However, in light of global inflationary pressures, the A40 improvements programme was extensively reviewed between November 2022 and June 2023 and in July 2023, the County Council approved a new plan to build the programme in phases.
- 2.43** The initial phase includes dedicated bus lanes between Eynsham Park and Ride and Oxford, as well as the addition of controlled crossings and upgraded shared-use paths to make walking and cycling safer along the historically congested A40 between Witney and Oxford. Later phases of work will be planned and delivered as funding becomes available.
- 2.44** The access to Witney (Shores Green) junction improvements will be funded by a combination of Housing and Growth Deal (HGD) funds and Section 106 developer contributions. Planning permission for the scheme was granted outside of the monitoring period, in July 2023.

#### **Environmental and Heritage Assets**

- 2.45** No major development was approved within the Cotswolds National Landscape (formerly referred to as the Cotswolds Area of Outstanding Natural Beauty) during the monitoring period.
- 2.46** The majority of new development is steered away from environmentally sensitive locations in West Oxfordshire, particularly areas with ecological, landscape or heritage sensitivities or areas at risk of flooding.
- 2.47** There have been no significant changes to the area of protected habitats or number of protected species in West Oxfordshire during the monitoring period.
- 2.48** One scheme was approved for a ground mounted solar installation during the monitoring period, on land to the west of Ducklington.

### **3. ALTERNATIVE OPTIONS**

- 3.1** None.

### **4. FINANCIAL IMPLICATIONS**

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



**5. LEGAL IMPLICATIONS**

6. Preparation of the AMR is a legal requirement under the Town and Country Planning (Local Planning) (England) Regulations 2012.

**7. RISK ASSESSMENT**

7.1 The AMR raises no significant risks.

**8. EQUALITIES IMPACT**

8.1 The report raises no specific equality implications for any specific group/protected characteristic. The adopted Local Plan was supported by a separate Equalities Impact Assessment.

**9. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS**

9.1 The AMR reports on a number of climate and ecological related issues.

**10. BACKGROUND PAPERS**

10.1 None.

(END)

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# West Oxfordshire Local Plan 2031 Annual Monitoring Report (2021 – 2023)

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## Section I - Introduction

### Purpose of the Annual Monitoring report

- 1.1 The primary purpose of the AMR is to monitor the implementation and effectiveness of the policies set out in the adopted West Oxfordshire Local Plan 2031.
- 1.2 The AMR is also required to report on the following matters:
  - The progress of the Local Plan and any other related documents against agreed timetables;
  - Neighbourhood Planning;
  - The Community Infrastructure Levy (CIL) where this has been introduced; and
  - How the Council has fulfilled its obligations under the Duty to Co-Operate
- 1.3 This AMR focuses primarily on the 2-year period 1<sup>st</sup> April 2021 – 31<sup>st</sup> March 2023 but includes some information from outside this period where appropriate.

### Structure of the report

- 1.4 The following section of the report (Section 2) covers the four bullet points listed above whilst Section 3 summarises the implementation and effectiveness of adopted Local Plan policies against relevant indicators.

## Section 2 - West Oxfordshire Local Plan and associated documents

### Local Plan Progress

- 2.1 The existing West Oxfordshire Local Plan 2031 was formally adopted in September 2018.
- 2.2 In September 2023, reflecting the fact that the Local Plan became 5-years old, the Council undertook a review in accordance with Regulation 10A of the Town and Country Planning (Local Planning) (England) Regulations 2012.
- 2.3 The review is available [online](#) and concludes that whilst many of the policies remain consistent with national policy, they would benefit from being reviewed and re-considered in light of updated evidence and to reflect any changing circumstances.
- 2.4 Recognising the importance of having robust and up-to-date policies in place to guide development, the Council has committed to the preparation of a new Local Plan covering the period to 2041.
- 2.5 The timetable for preparing a Local Plan must be set out in a Local Development Scheme (LDS).
- 2.6 The current LDS for West Oxfordshire was published in April 2023 and progress against the key milestones is summarised in the table below.

**Table 1 - West Oxfordshire Local Development Scheme**

| Stage/Milestone   | Progress   |
|---|--|
| Regulation 18 initial scoping consultation<br>August/October 2022   | <b>COMPLETE</b>  |
| Regulation 18 focused consultation on draft plan objectives, spatial strategy options and call for sites.<br>June/July 2023 | <b>COMPLETE</b> (although consultation took place slightly later than anticipated from August – October 2023)  |
| Regulation 18 consultation on preferred policy options/approaches<br>November 2023  | Delayed as a consequence of the Regulation 18 focused consultation taking place later than expected.<br><br>Now expected to take place in spring 2024. |
| Regulation 19 publication of pre-submission draft Local Plan<br>June 2024   | Not yet undertaken.<br><br>Revised date to be agreed as part of updated LDS to be published in February 2024.  |

|   |   |
|---|---|
| Regulation 22 submission of draft Local Plan<br>November 2024 | Not yet undertaken.<br><br>Revised date to be agreed as part of updated LDS to be published in February 2024. |
| Examination and adoption<br>2025                              | Not yet undertaken.<br><br>Revised date to be agreed as part of updated LDS to be published in February 2024. |

### **Salt Cross Garden Village Area Action Plan (AAP)**

- 2.7 The Local Plan 2031 identifies land to the north of the A40 near Eynsham as a strategic location for growth (SLG) which is intended to accommodate a free-standing exemplar Garden Village of around 2,200 new homes plus 40 hectares of business land and various supporting services and facilities.
- 2.8 The Local Plan requires comprehensive development of the Garden Village (now referred to as Salt Cross) led by an Area Action Plan (AAP).
- 2.9 Following extensive stakeholder engagement, the final draft version of the AAP was submitted for independent examination in February 2021 with hearing sessions held in June/July 2021.
- 2.10 Following a pause in the examination to enable additional work on infrastructure phasing to be undertaken, the appointed Inspectors wrote to the District Council in May 2022 to confirm that the AAP is capable of being found ‘sound’ subject to a number of Main Modifications (MMs).
- 2.11 Consultation on those Main Modifications took place from September to October 2022 and on 1 March 2023, the Inspectors’ issued their final report which concluded that the AAP can be formally adopted subject to a number of modifications.
- 2.12 However, a legal challenge was subsequently lodged by Rights Community Action (RCA) focusing on the conclusions reached by the Inspectors in relation to the soundness of AAP Policy 2 – Net Zero Carbon Development.
- 2.13 The case was heard in the High Court in November 2023 and the decision regarding the potential formal adoption of the AAP is therefore on hold pending the outcome of that process.

### **Community Infrastructure Levy (CIL)**

- 2.14 West Oxfordshire does not yet have CIL in place but in March 2023, the Council’s Executive agreed that new viability evidence should be commissioned to inform a new draft CIL charging schedule (and also to help inform the emerging Local Plan 2041).
- 2.15 Consultants have since been appointed and at the time of writing, are in the process of preparing that new evidence with input from key stakeholders. The expectation is that consultation on a new CIL charging schedule will take place in early 2024 with submission, examination and adoption to follow later in the year.

## Supplementary Planning Documents (SPDs)

2.16 Supplementary Planning Documents (SPDs) are intended to build upon and provide more detailed advice or guidance on policies in an adopted Local Plan. The District Council now has a number of SPDs in place, three of which were formally adopted within the period covered by this AMR or subsequently. Details are provided in the summary table below with copies of the SPDS available on the Council's website [here](#).

**Table 2 - West Oxfordshire Supplementary Planning Documents (SPDs)**

| Title                          | Purpose  | Date of adoption |
|--------------------------------|--|------------------|
| Affordable Housing             | Supplements Local Plan Policy H3 – Affordable Housing and provides detailed guidance on the delivery of new affordable housing in West Oxfordshire.  | 27 October 2021  |
| Developer Contributions        | Supplements Local Plan Policy OS5 – Supporting Infrastructure and provides detailed guidance to developers, infrastructure providers and local communities on likely infrastructure requirements for developments in West Oxfordshire. | 31 July 2023     |
| Combe Village Design Statement | Supplements Local Plan Policy OS4 – High Quality Design and provides design guidelines that can help to shape any future development so that it blends in with Combe's distinctive rural landscape and heritage.                       | 28 July 2023     |
| West Oxfordshire Design Guide  | Supplements Local Plan Policy OS4 – High Quality Design and contains a detailed analysis of both natural and man-made aspects of the District and detailed design advice.  | 2016             |

## Neighbourhood Planning

2.17 Neighbourhood Development Plans (NDPs) provide an extra tier of planning, to address locally specific issues within localities, mainly parishes in the case of West Oxfordshire. NDPs form part of the statutory Development Plan and are therefore a key consideration in decision making in West Oxfordshire.

2.18 Nine NDPs have been formally adopted or 'made' in West Oxfordshire with several of these having been approved within the 2-year period covered by this AMR or subsequently. Details of these plans are provided in sequential date order in the table below.

**Table 3 - Made Neighbourhood Development Plans**

| NDP        | Date of adoption | Weblink   |
|------------|------------------|---|
| Cassington | 26 June 2023     | <a href="https://www.westoxon.gov.uk/media/wkojqf3/made-cassington-neighbourhood-plan-for-web.pdf">https://www.westoxon.gov.uk/media/wkojqf3/made-cassington-neighbourhood-plan-for-web.pdf</a> |

| NDP                   | Date of adoption | Weblink   |
|-----------------------|------------------|---|
| Milton under Wychwood | 26 June 2023     | <a href="https://www.westoxon.gov.uk/media/g4okpjtt/milton-under-wychwood-neighbourhood-plan-made-26062023.pdf">https://www.westoxon.gov.uk/media/g4okpjtt/milton-under-wychwood-neighbourhood-plan-made-26062023.pdf</a>                                   |
| Woodstock             | 23 January 2023  | <a href="https://www.westoxon.gov.uk/media/saynun5i/woodstock-neighbourhood-development-plan.pdf">https://www.westoxon.gov.uk/media/saynun5i/woodstock-neighbourhood-development-plan.pdf</a>   |
| Charlbury             | 14 June 2021     | <a href="https://www.westoxon.gov.uk/media/wbenslr3/regulation-19-charlbury-decision-statement-14-june-2021-astrid-harvey-1.pdf">https://www.westoxon.gov.uk/media/wbenslr3/regulation-19-charlbury-decision-statement-14-june-2021-astrid-harvey-1.pdf</a> |
| Eynsham               | 6 February 2020  | <a href="https://www.westoxon.gov.uk/media/ngkckcyhi/eynsham-neighbourhood-plan.pdf">https://www.westoxon.gov.uk/media/ngkckcyhi/eynsham-neighbourhood-plan.pdf</a>   |
| Hailey                | 2 September 2019 | <a href="https://www.westoxon.gov.uk/media/flmhngyh/hailey-neighbourhood-plan.pdf">https://www.westoxon.gov.uk/media/flmhngyh/hailey-neighbourhood-plan.pdf</a>   |
| Shilton               | 2 September 2019 | <a href="https://www.westoxon.gov.uk/media/5fvkylce/shilton-neighbourhood-plan.pdf">https://www.westoxon.gov.uk/media/5fvkylce/shilton-neighbourhood-plan.pdf</a>   |
| South Leigh           | 8 January 2019   | <a href="https://www.westoxon.gov.uk/media/mp5klvz1/south-leigh-neighbourhood-plan-v2.pdf">https://www.westoxon.gov.uk/media/mp5klvz1/south-leigh-neighbourhood-plan-v2.pdf</a>   |
| Chipping Norton       | 15 March 2016    | <a href="https://www.westoxon.gov.uk/media/tlchsxc5/chipping-norton-neighbourhood-plan.pdf">https://www.westoxon.gov.uk/media/tlchsxc5/chipping-norton-neighbourhood-plan.pdf</a>   |

2.19 In addition, there are a further six NDPs currently being prepared as outlined below.

- Ascott-under-Wychwood
- Brize Norton
- Ducklington
- North Leigh
- Stonesfield
- Wootton by Woodstock

## Duty to Cooperate

2.20 The Duty to Cooperate is a legal requirement on local planning authorities to engage with other relevant authorities and certain prescribed bodies in relation to cross-boundary strategic planning matters. It applies during the period of plan-preparation i.e. up to the point at which the plan is submitted for examination.

2.21 The Duty to Cooperate is important not least because it is the first issue to be considered by a Planning Inspector when a Local Plan reaches the examination stage and if the Inspector finds that the duty has not been complied with, they will recommend that the local plan is not adopted and the examination will not proceed any further.

2.22 West Oxfordshire District Council has a strong track record of working actively and continuously with other local authorities and statutory bodies such as the Environment Agency, Natural England and Historic England.



2.23 In his report into the West Oxfordshire Local Plan 2031, the Inspector concluded that, where necessary, the Council had engaged constructively, actively and on an on-going basis in the preparation of the plan and that the Duty to Co-operate had therefore been met.

2.24 More recently, in relation to the Salt Cross Garden Village Area Action Plan (AAP) the Inspectors in their report of 1 March 2023 also concluded that the Council had engaged constructively, actively and on an on-going basis in the preparation of the AAP and that the duty to co-operate had therefore been met.

- 2.25 The District Council will continue to work closely with other local authorities and statutory bodies in the preparation of the new Local Plan 2041. Early engagement has already been undertaken through two rounds of informal Regulation 18 consultation and this will continue up until the point of submission and beyond as appropriate.
- 2.26 Discussions are currently taking place between the Oxfordshire local planning authorities regarding the preparation of a countywide Statement of Common Ground – the purpose of which will be to document the progress which has been made during the process of planning for strategic cross-boundary matters.
- 2.27 This will form part of the District Council's evidence to demonstrate that it has complied with the duty to co-operate in preparing the new Local Plan. Where appropriate, the District Council may also seek to agree separate statements of common ground with individual authorities.

## Section 3 - Monitoring Results

4.1 The primary purpose of the AMR is to monitor the implementation of adopted Local Plan policies and in this section, we consider the extent to which policies are being delivered under the five main sections of the Local Plan:

- Overall strategy
- Providing new homes
- Sustainable economic growth
- Transport and movement
- Environmental and Heritage Assets.

4.2 For each section, we consider the effectiveness and implementation of the various Local Plan policies with reference to relevant indicators and contextual information.

## OVERALL STRATEGY

### SUMMARY

- The majority of planning applications submitted during the monitoring period were approved, in accordance with the policies of the Local Plan 2031.
- The majority of planning applications that were appealed during the monitoring period were dismissed.
- The Local Plan continues to deliver in line with the vision and overarching strategic objectives. This ensures beneficial outcomes against the objectives of the West Oxfordshire Council Plan which seeks to enable a good quality of life for all and create a better environment for people and wildlife.
- The majority of planning approvals are granted within the main service centres, rural service centres and villages in accordance with the settlement hierarchy set out in Policy OS2.
- The majority of developments are suitably located to protect and enhance the individual form, character and identity of towns and villages and contribute to the quality of life in West Oxfordshire.
- Ensuring the development is located in the right places enables a good quality of life for all, by ensuring that housing, jobs and infrastructure can be delivered where it is needed, while protecting the characteristics of the district that make West Oxfordshire special.
- Maintaining an up-to-date Local Plan ensures a plan-led approach to managing development in West Oxfordshire can continue and that planning applications can be determined in accordance with the Plan and overarching vision and objectives.
- The majority of residential development has been delivered on undeveloped greenfield sites throughout the monitoring period, due to relatively limited available opportunities for brownfield redevelopment.

- Water quality has deteriorated throughout the monitoring period, in part due to foul water discharge.
- 55% percent of household waste was recycled or composted during the monitoring period, which is somewhat short of the 70% target to be achieved by 2025.
- The council has continued to secure funding through development for new infrastructure, but there remains a significant funding gap to deliver necessary infrastructure improvements in the district.
- The delivery of infrastructure is important if the Local Plan is to deliver against a range of Core Objectives and to meet the priorities of the West Oxfordshire Council Plan 2023 – 2027. Failure to deliver adequate supporting infrastructure is likely to have a detrimental impact on the quality of life for all.

4.3 The overall strategy for the Local Plan comprises five strands; a presumption in favour of sustainable development, ensuring development is located in the right places (i.e. focused primarily on larger, more sustainable settlements) prudent use of natural resources, high quality design and ensuring that new development is supported by appropriate investment in infrastructure.

4.4 Set out below is some commentary and statistical/monitoring information around these five main strands with links to each policy (and also the Council Plan) provided as appropriate.

#### **Planning Applications Determined in Monitoring Period (links to Policy OS1)**

4.5 A total of 3,509 planning applications were determined within the monitoring period (1<sup>st</sup> April 2021 – 31<sup>st</sup> March 2023).

4.6 This includes applications that were subsequently withdrawn, but the figures serve to illustrate the level of interest in developing in West Oxfordshire and the important role the planning department plays in determining applications and implementing the policies of the West Oxfordshire Local Plan 2031.

4.7 A breakdown is provided below for 2021/22 and 2022/23 respectively. As can be seen, the vast majority of applications were approved in line with the presumption in favour of sustainable development that is embedded in Local Plan Policy OS1.

**Table 4 - Types of planning application decision 2021-2023**

| Type of decision                      | Number of applications 21/22 | Number of applications 22/23 |
|---------------------------------------|------------------------------|------------------------------|
| Approved / Subject to S106            | 1,589                        | 1,378                        |
| Prior approval granted / not required | 40                           | 39                           |
| Refused                               | 107                          | 172                          |

| Type of decision       | Number of applications 21/22 | Number of applications 22/23 |
|------------------------|------------------------------|------------------------------|
| Withdrawn              | 92                           | 76                           |
| Prior approval refused | 7                            | 6                            |
| Finally disposed of    | 2                            | 1                            |
| <b>Total</b>           | <b>1,837</b>                 | <b>1,672</b>                 |

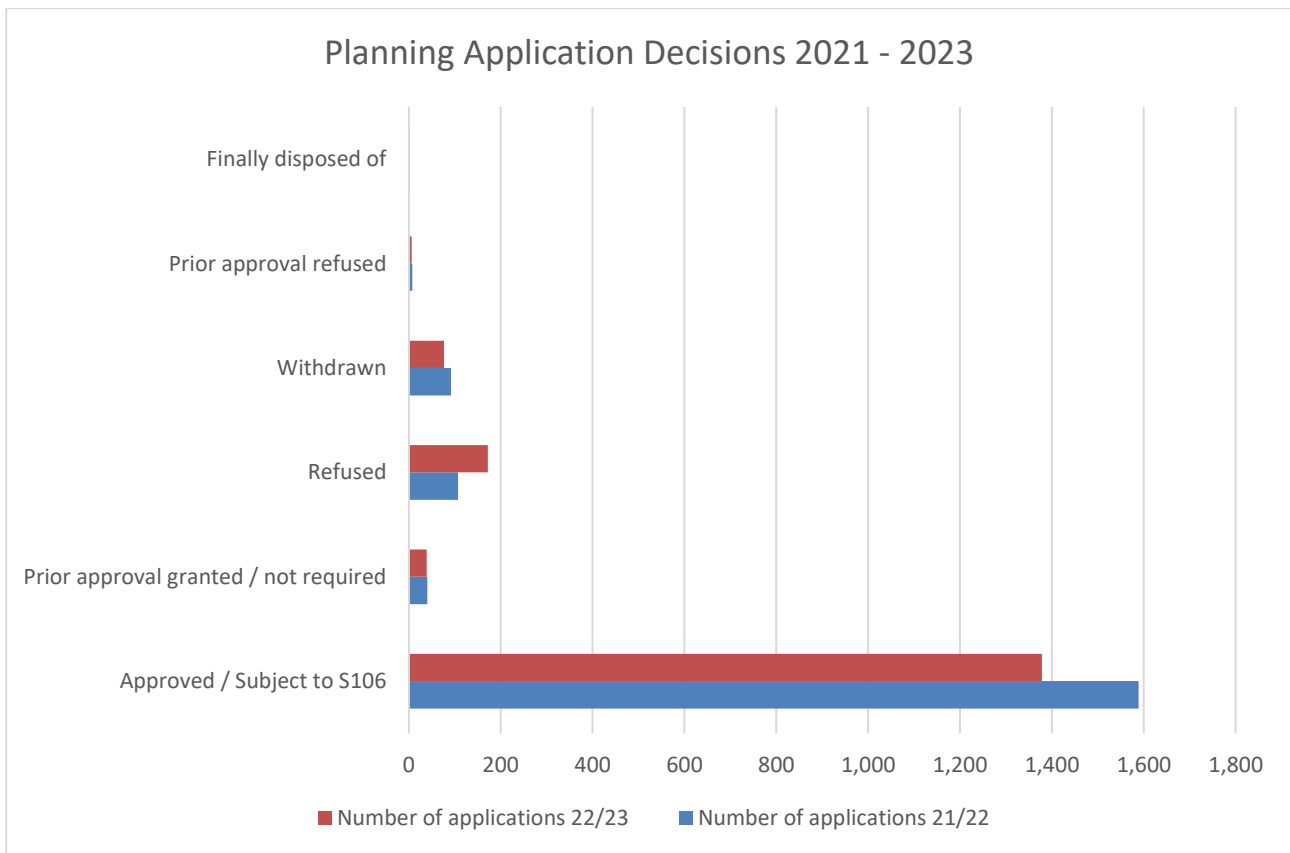


Figure I - Types of planning decision 2021 - 2023

**Table 5 - Types of planning application 2021 - 2023**

| Type of application                           | Number of Applications 21/22 | Number of Applications 22/23 |
|---|------------------------------|------------------------------|
| Advertisement                                 | 22                           | 23                           |
| Certificates of Lawfulness                    | 60                           | 42                           |
| Discharge / Removal / variation of conditions | 125                          | 104                          |
| Full Planning Application                     | 363                          | 355                          |
| Householder                                   | 920                          | 806                          |
| Listed Building Consent                       | 224                          | 224                          |
| Non Material Amendments                       | 50                           | 55                           |
| Outline Planning                              | 17                           | 15                           |
| Prior Approval                                | 48                           | 44                           |
| Reserved Matters                              | 8                            | 4                            |
| <b>Total</b>                                  | <b>1,837</b>                 | <b>1,672</b>                 |

4.8 Of the 3,509 applications that were determined, the majority were householder applications.

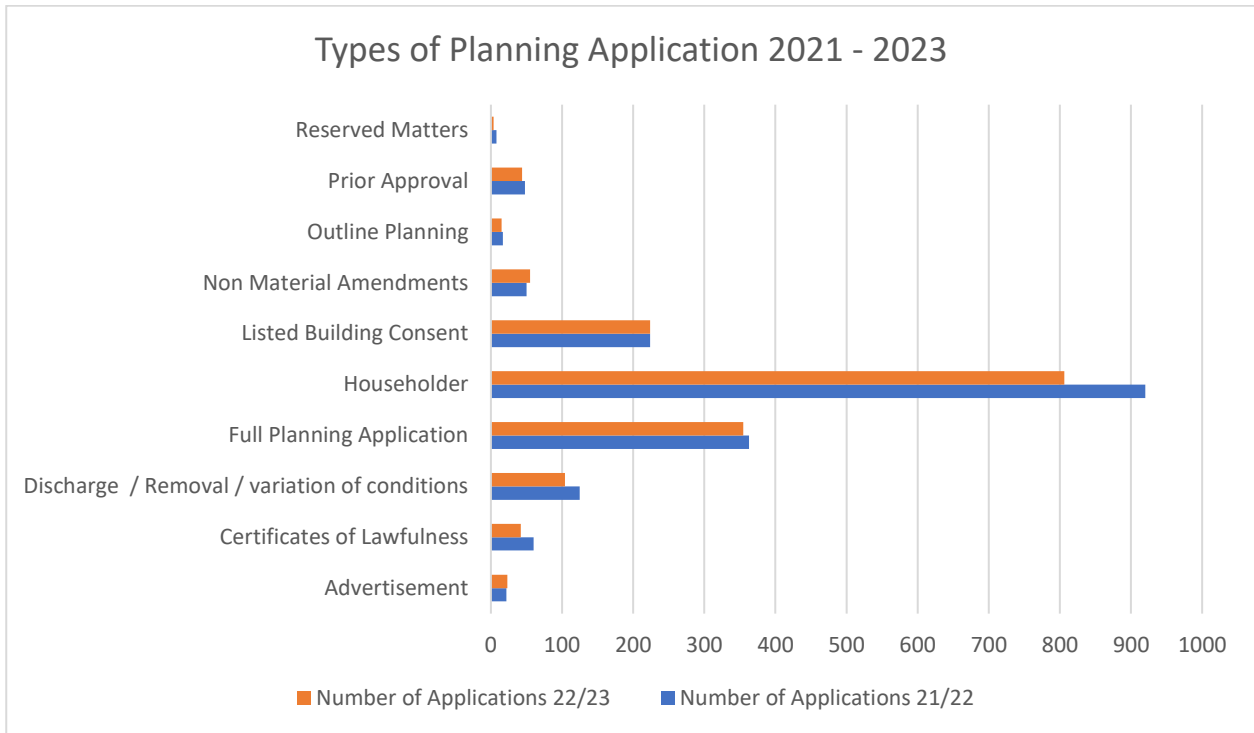


Figure 2 - Types of planning application 2021 - 2023

**Planning Appeals (links to Policy OSI)**

4.9 A total of 77 planning appeals were determined within the monitoring period. The majority of these (54) were dismissed, with 17 allowed or allowed in part.

4.10 The allowed appeals included a number of residential schemes as illustrated in table 6 below including one major development proposal at the Moors, Ducklington.

Table 6 - Appeals allowed for residential development 2021 - 2023

| Reference    | Location         | Description   |
|--------------|------------------|---|
| 19/02406/FUL | Stanton Harcourt | Erection of a single detached dwelling and double garage with associated landscaping and alterations to existing vehicular access                       |
| 20/00858/FUL | Witney           | Erection of two semi-detached dwellings   |
| 20/01915/OUT | Brize Norton     | Self-Build and/or Custom Housebuilding plots for 2 detached dwellings, (Outline application with all matters reserved except for access) Revised Plans) |
| 21/00801/FUL | Chipping Norton  | Change of use of land to use as a residential caravan site for four gypsy/travellers families, including the laying of hard                             |

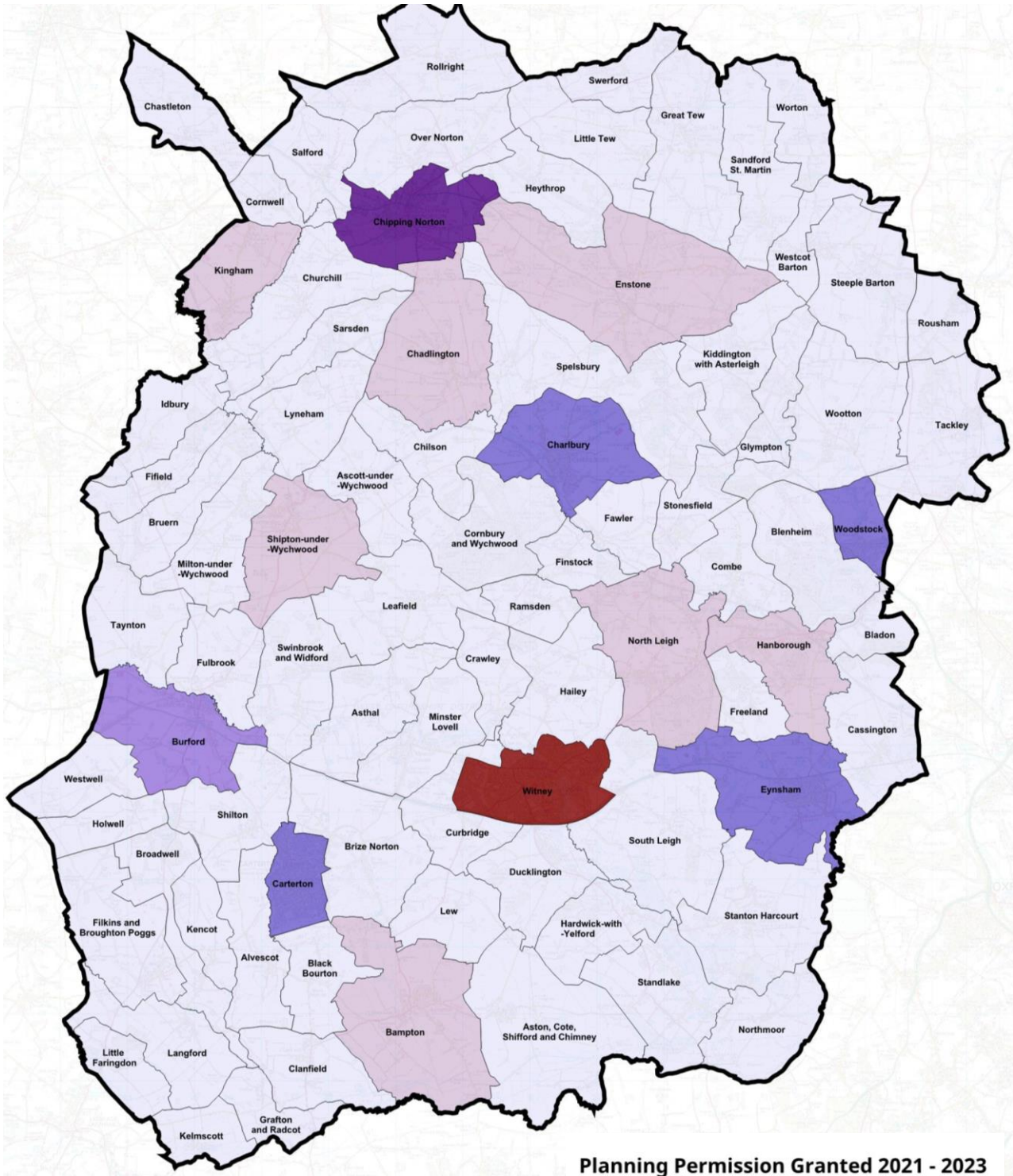
| Reference     | Location              | Description   |
|---------------|-----------------------|---|
|               |                       | standing, construction of access driveway and associated earthworks (part retrospective)  |
| 21/01229/FUL  | Milton Under Wychwood | Demolition of existing bungalow and erection of two detached dwellings together with associated works.  |
| 22/00017/PN56 | Sturt Farm            | Conversion of existing barn to dwelling.  |
| 21/03405/OUT  | Ducklington           | Outline planning permission for up to 120 dwellings with associated landscaping and infrastructure with detailed vehicular access from Witney Road (with all other matters including other access arrangements reserved). |

### Location of Development (links to Policy OS2)

- 4.11 Local Plan Policy OS2 seeks to steer development to larger, more sustainable settlements where there are good opportunities for active travel and public transport and a good range of services and facilities available.
- 4.12 In this context, figure 3 below shows the concentrations of planning approvals in each parish between 1<sup>st</sup> April 2021 and 31<sup>st</sup> March 2023.
- 4.13 As can be seen, the majority of planning approvals were concentrated within the main service centres and rural service centres in line with the general approach of Policy OS2.
- 4.14 There were also higher concentrations of new permissions in a number of larger villages including North Leigh, Enstone and Bampton. These locations have seen increased development activity in recent years, particularly for residential development and have growing populations.



Figure 3 - All planning applications approved 2021 - 2023



## Car use and accessibility (links to Policies OS1, OS2 and OS3)

4.15 11.5% of households in West Oxfordshire have no access to a car compared to 16% across Oxfordshire as a whole. Higher levels of car ownership may be a reflection of the rural nature of the district and relatively poor access to public transport in rural areas, which may increase car dependency for many communities.

Figure 4 - West Oxfordshire car ownership statistics, Census 2021

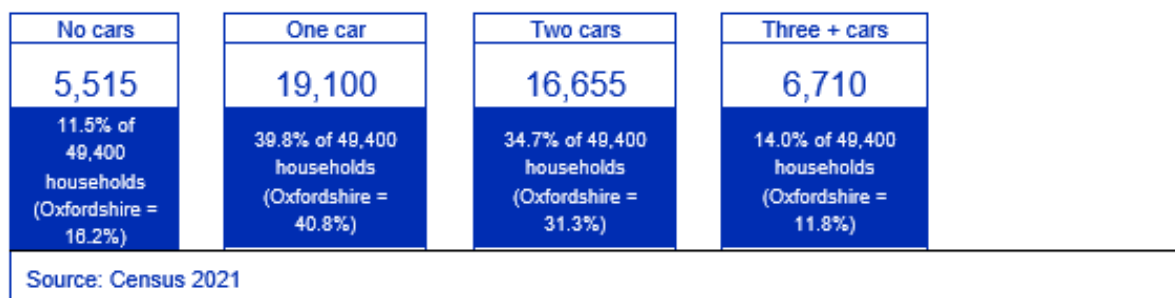
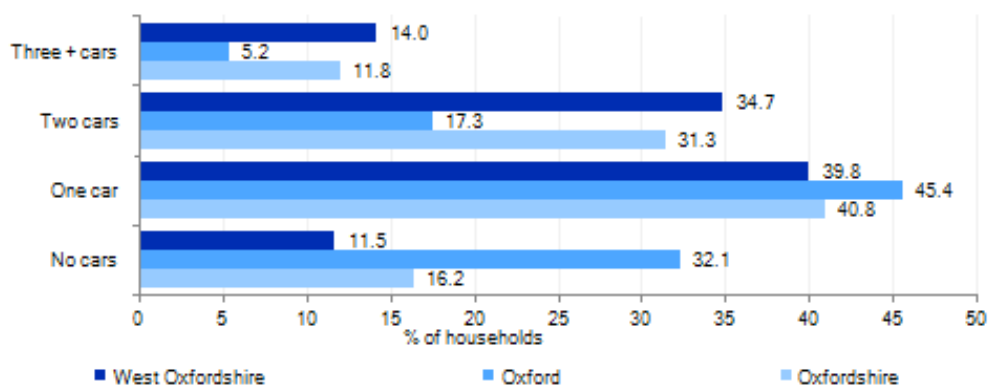


Figure: Car ownership  
Source: Census 2021



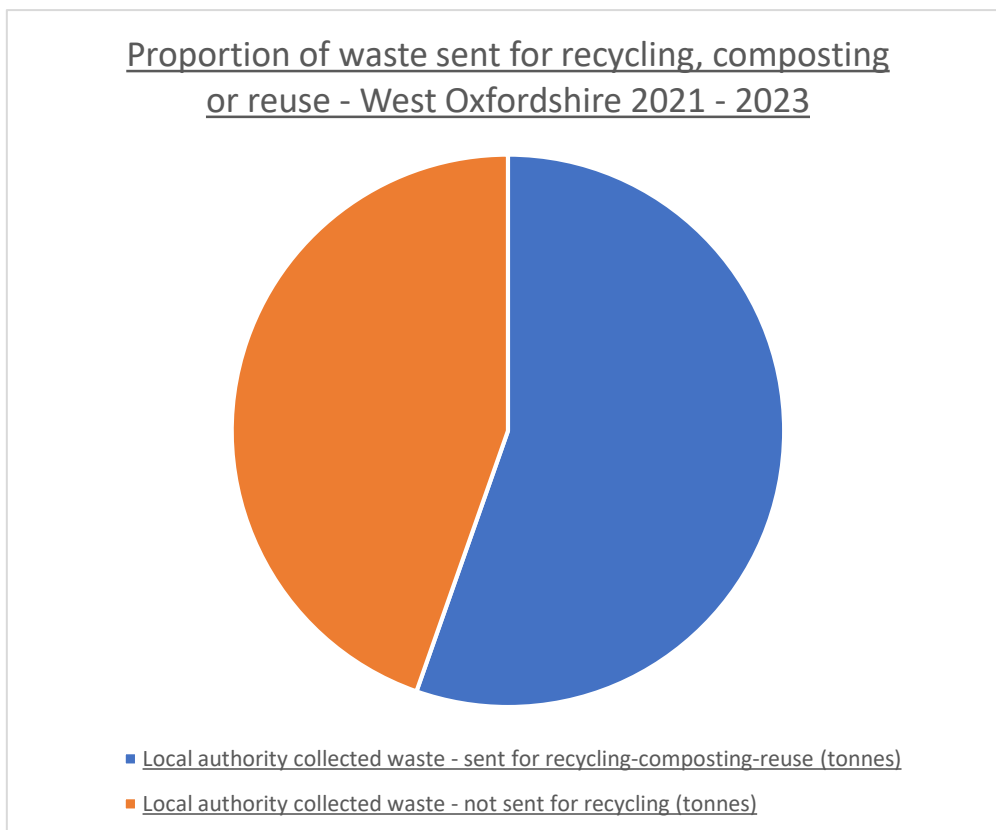
## Proximity of development to public transport (links to Policies OS1, OS2 and OS3)

- 4.16 The majority of development is focused within the main and rural service centres and rural service centres which are the most accessible locations for public transport services linking to other centres, particularly bus services.
- 4.17 Financial contributions towards improved bus services have been secured through new development that has been delivered in the district during the monitoring period.
- 4.18 There were 24 new permissions granted for residential development within 1.6km of a railway station, totalling approximately 170 dwellings.

## Waste and recycling (links to Policy OS3)

- 4.19 A total of 98,688 tonnes of waste was collected by the local authority between 2021 and 2023<sup>1</sup>. The majority of this waste was sent for recycling, composting or re-use, but a significant proportion of waste is not sent for recycling.
- 4.20 The Local Plan includes a target to recycle or compost 70% of household waste by 2025. Only 55% of household waste was recycled during the monitoring period, which leaves performance someway short of the target.

**Figure 5 - Proportion of waste sent for recycling, composting or reuse in West Oxfordshire 2021 - 2023**



## Brownfield land redevelopment (links to Policies OS1, OS2 and OS3)

- 4.21 The Local Plan seeks ensure that development makes the most efficient use of land. There is relatively limited brownfield land available in the District since the majority of former industrial sites have already been developed, yet a significant amount of residential development has been delivered on previously developed land, though conversion or redevelopment.

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<sup>1</sup> <https://www.gov.uk/government/statistical-data-sets/env18-local-authority-collected-waste-annual-results-tables-202122>

4.22 Approximately 306 dwellings were completed on previously developed land during the monitoring period. This includes the redevelopment of existing properties and replacement dwellings.

### **Development at risk of flooding (links to Policies OS1, OS2 and OS3)**

4.23 There were 198 approvals for development within Flood Zone 2 (medium risk) during the monitoring period<sup>2</sup>. The majority of these applications were minor in nature and related to householder development such as extensions to properties.

4.24 Further reflections on the location of sensitive land uses such as housing or employment development are set out below in relation to environmental and heritage assets.

### **Water Quality (links to Policies OS1, OS2, OS3 and OS4)**

4.25 Water quality is measured on a river catchment scale and West Oxfordshire falls within two catchment areas: the Evenlode and the Windrush which are both major tributaries of the River Thames.

4.26 The annual water quality report for the Evenlode (2022)<sup>3</sup>, identified continuous emissions from sewage treatment works as a clear, significant source of point pollution in the Evenlode and its operational sub-catchments.

4.27 Both nitrate and phosphate concentrations were significantly different upstream compared to downstream of the 4 Sewage Treatment Works (STWs) in the Evenlode Catchment. The mean values for nitrate and phosphate were higher in downstream sites than in upstream sites in the Evenlode Catchment and indicates that STWs are important point sources of these nutrients resulting in decreased water quality downstream of these works.

4.28 The latest Environment Agency data for the Evenlode Catchment<sup>4</sup> indicates that all 18 water bodies in this catchment failed their chemical status. In terms of ecological quality 6 were rated poor and 12 were rated moderate.

4.29 Within the Windrush Catchment<sup>5</sup>, all 19 water bodies in this catchment failed their chemical status. In terms of ecological quality 2 were good, 9 were moderate, 6 were poor and 2 were bad. Water quality within West Oxfordshire's water courses has continued to decline over the monitoring period.

4.30 Discharges from storm overflows into water courses remain an ongoing problem.

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<sup>2</sup> Using GIS analysis, this was any planning approval polygon that intersected the flood zone 2 polygon.

<sup>33</sup> State of the Evenlode: Annual Water Quality Report 2022 (Earthwatch Europe)

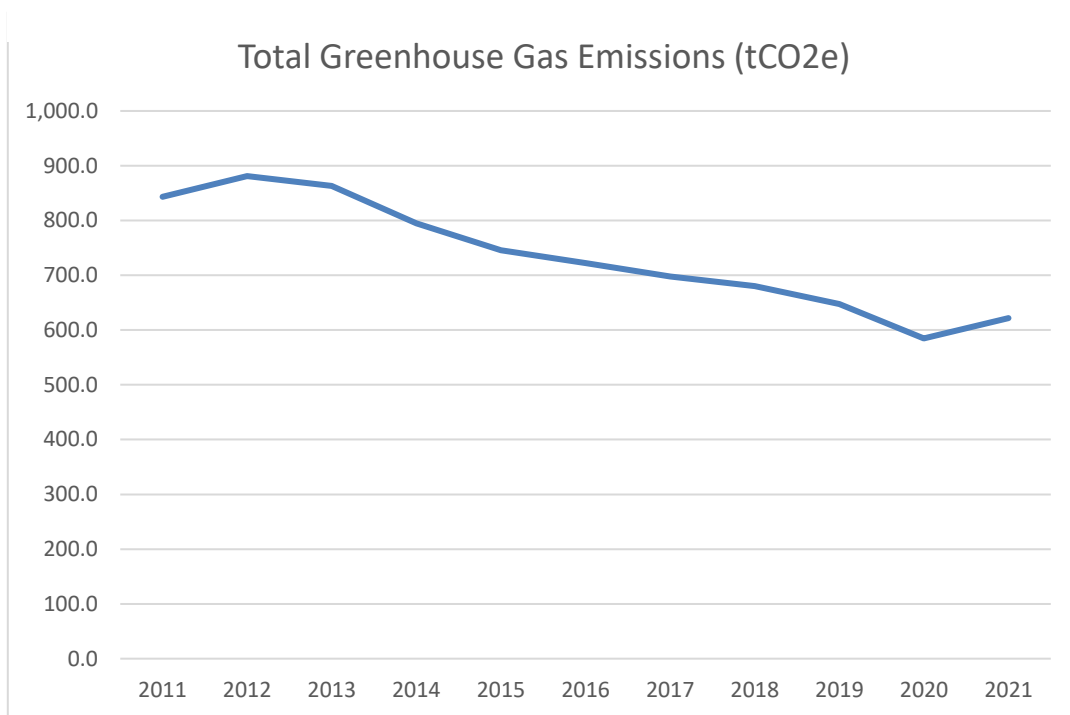
<sup>4</sup> <https://environment.data.gov.uk/catchment-planning/OperationalCatchment/3181/print>

<sup>5</sup> <https://environment.data.gov.uk/catchment-planning/OperationalCatchment/3539/print>

## Climate and Carbon (links to Policies OS1, OS2, OS3 and OS4)

- 4.31 The government publish statistics<sup>6</sup>, to produce a nationally consistent set of greenhouse gas emission estimates for local authority areas in England. The latest statistics published in June 2021 show the change in greenhouse gas emissions for different sectors over the lifetime of the Local Plan.
- 4.32 Figure 6 below, shows the trend in greenhouse gas emissions in West Oxfordshire since 2011. Notably, there has been as steady decrease since 2011 with a slight uptick in 2021.

Figure 6 - Total Greenhouse gas emissions for West Oxfordshire 2011 - 2021



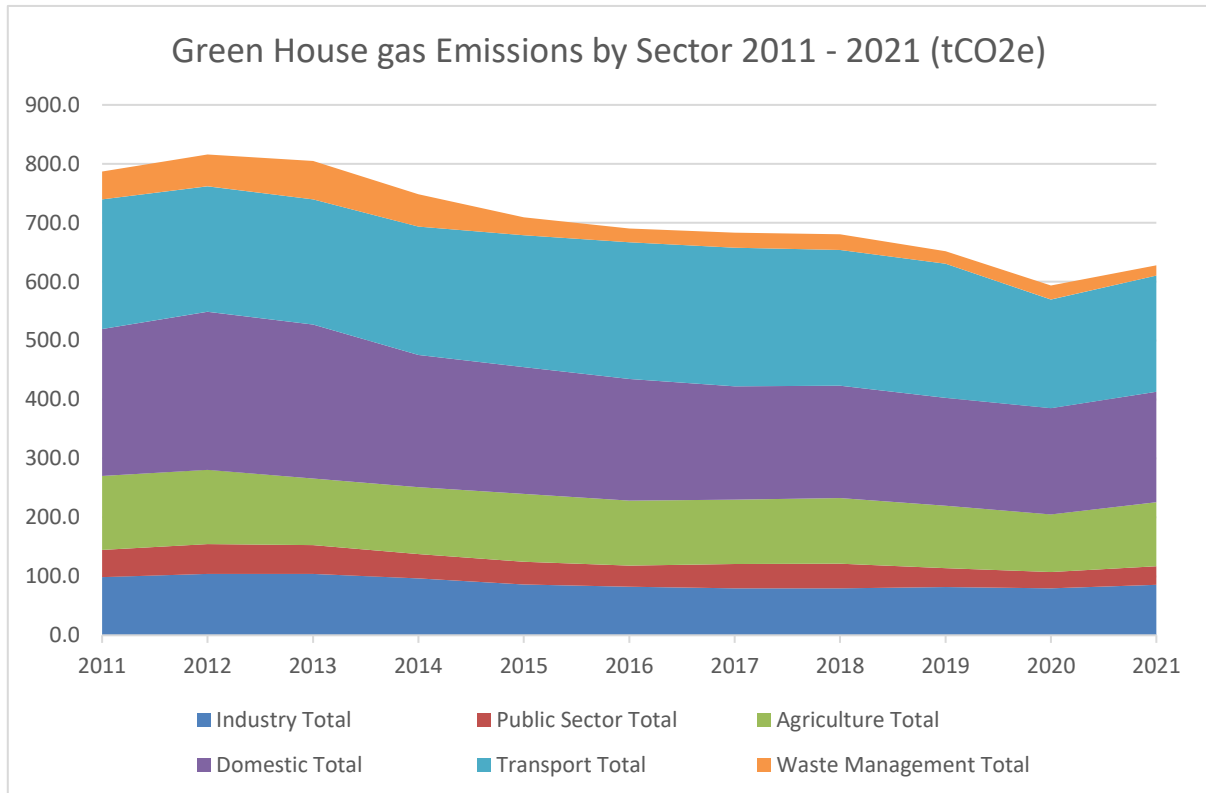
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<sup>6</sup> <https://www.gov.uk/government/statistics/uk-local-authority-and-regional-greenhouse-gas-emissions-national-statistics-2005-to-2021>

4.33 The majority of greenhouse gas emissions in West Oxfordshire arise from domestic and transport emissions, which account for over 58% of the total.

4.34 Further action to reduce emissions from residential development and transport will be necessary to meet targets for net zero emissions by 2050 or earlier.

Figure 7 - West Oxfordshire Greenhouse gas emissions by section 2011 - 2021



## Provision of Supporting Infrastructure (links to Policy OS5)

- 4.35 New development is required to deliver or contribute towards the timely provision of essential supporting infrastructure either directly as part of the development or through an appropriate financial contribution.
- 4.36 The local Plan 2031 is supported by an Infrastructure Delivery Plan (IDP) which sets out a range of highways, utilities, community and green infrastructure that is necessary to support the delivery of the Local Plan.
- 4.37 Evidence<sup>7</sup> suggests that there is a significant funding gap relating to the cost of infrastructure in the district and this will have to be made up through a range of mechanisms including Section 106 agreements and Community Infrastructure Levy (CIL).
- 4.38 West Oxfordshire District Council do not currently implement CIL, so the majority of financial contributions for infrastructure funding are secured via S106 at present.
- 4.39 The council collected a total of £6,514,898 of infrastructure funding through the monitoring period. A summary of financial contributions is shown in the table below. Further, detailed information is set out in the Council's Infrastructure Funding Statement (IFS) published [online](#) annually.

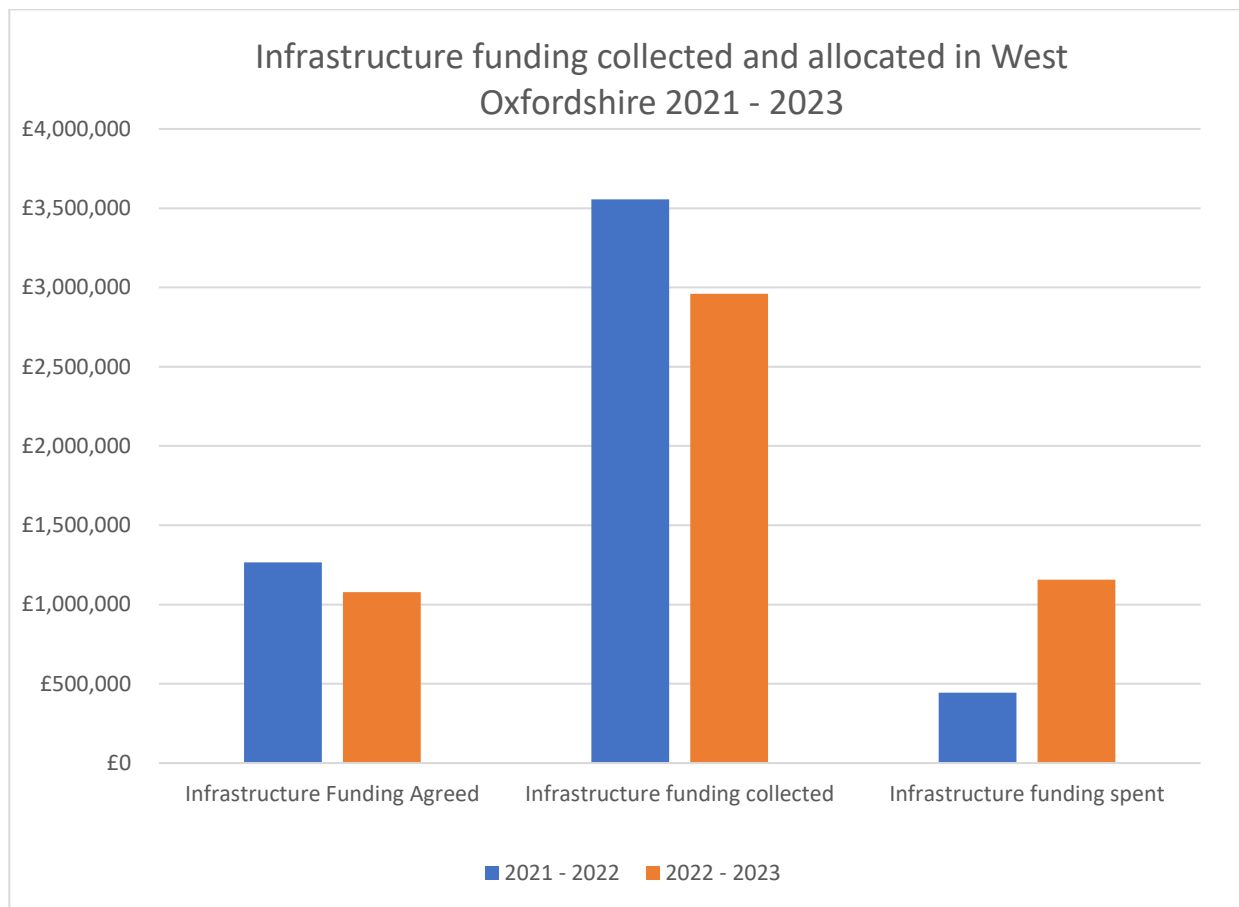
**Table 7 - Section 106 infrastructure funding agreed, collected and spent 2021 - 2023**

| Year         | Infrastructure Funding Agreed | Infrastructure funding collected | Infrastructure funding spent |
|--------------|-------------------------------|----------------------------------|------------------------------|
| 2021 - 2022  | £1,265,635                    | £3,555,410                       | £ 444,927                    |
| 2022 - 2023  | £1,078,895                    | £2,959,488                       | £1,156,613                   |
| <b>Total</b> | <b>£2,344,530</b>             | <b>£6,514,898</b>                | <b>£1,601,540</b>            |

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<sup>7</sup> <https://www.westoxon.gov.uk/media/oxnfffxd/infrastructure-funding-gap-analysis-june-2020.pdf>

Figure 8 - Section 106 infrastructure funding agreed, collected and spent 2021 - 2023





## PROVIDING NEW HOMES

### SUMMARY

- The highest concentrations of new residential development have taken place within Main Service Centres, Rural Service Centres and larger villages in line with the locational policies of the Local Plan.
- In 2021/22, a total of 1,002 new homes were completed, well in excess of the Local Plan requirement for that year.
- In 2022/23, there was a slight downturn to 729 housing completions, below the 800 dwelling annual requirement of the Local Plan for that year.
- Records indicate that there were approximately 74 residential completions during the monitoring period that involved the redevelopment, subdivision or conversion of existing residential properties. This includes a number of replacement dwellings following demolition of existing properties.
- Overall, there has been an upward trend in housing delivery in recent years and it is notable that since the start of the Local Plan period (1<sup>st</sup> April 2011) up to 31<sup>st</sup> March 2023, a total of 7,036 new homes have been completed, set against a requirement for 7,100 over the same period (i.e. a modest shortfall of just 64 dwellings).
- As of 1<sup>st</sup> April 2023, the District Council is able to demonstrate a five-year supply of deliverable housing land (5.4 years) when calculated using the Government's standard method for assessing local housing need.
- Affordable housing continues to come forward as a significant proportion of total housing permitted and completed in the District.
- 687 new affordable homes were completed during the monitoring period.
- Notwithstanding increased delivery of new affordable homes, the affordability ratio<sup>8</sup> in West Oxfordshire has worsened, increasing from 9.1 in 2011 to 11.2 in 2022.
- The mix of dwelling types approved is broadly consistent with the indicative guidelines set out in the Local Plan. There have been some additional dwellings to meet the needs older people both permitted and completed during the monitoring period.
- A small number of self-build plots were secured on one qualifying development, to the north of Long Hanborough, during the monitoring period. The provision of self-build plots will continue to increase as larger housing allocations are built out over the lifetime of the Plan.

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<sup>8</sup> Calculated by dividing house prices by annual earnings to create a ratio

4.40 The housing policies of the Local Plan deal with a range of issues including the overall number of homes to be provided, the distribution and location of those homes, affordable housing, housing mix, changes to existing dwellings and provision for specialist housing needs.

4.41 Housing related core objectives are as follows:

|   |
|---|
| CO4 - Locate new residential development where it will best help to meet housing needs and reduce the need to travel.   |
| CO5 - Plan for the timely delivery of new housing to meet forecast needs and support sustainable economic growth.   |
| CO6 - Plan for an appropriate mix of new residential accommodation which provides a variety of sizes, types and affordability with special emphasis on the provision of homes for local people in housing need who cannot afford to buy or rent at market prices including those wishing to self-build, as well as homes to meet the needs of older people, younger people, black and minority ethnic communities, people with disabilities, families and travelling communities. |

### New residential permissions (links to Policies H1 and H2)

4.42 Planning permission was granted for 802 new dwellings (net) during the monitoring period.

Table 8 - New permissions for residential development 2021 - 2023 (net residential dwellings)

| Year                         | New permissions for residential development (net dwellings) |
|------------------------------|---|
| 1 April 2021 – 31 March 2022 | 203   |
| 1 April 2022 – 31 March 2023 | 599   |
| <b>Total</b>                 | <b>802</b>  |

4.43 The relatively low number of applications for residential development during the first part of the monitoring period may have been a result of the Covid-19 pandemic, representing a shift from new major development to smaller scale development and improvements to existing property.

4.44 The majority of permissions across the monitoring period were minor in nature and involve less than 5 dwellings.

4.45 A number of the new residential development permissions related to existing sites that are allocated in the Local Plan or had previously received outline planning approval. These sites now benefit from full planning approval or have reserved matters confirmed, so that development can begin.

4.46 Total commitments for new residential development are illustrated on the figure 9 below. It shows that the largest numbers of outstanding commitments (dwellings with planning permission that are yet to be built) are within and on the edge of Witney, Carterton, Hanborough and Woodstock.

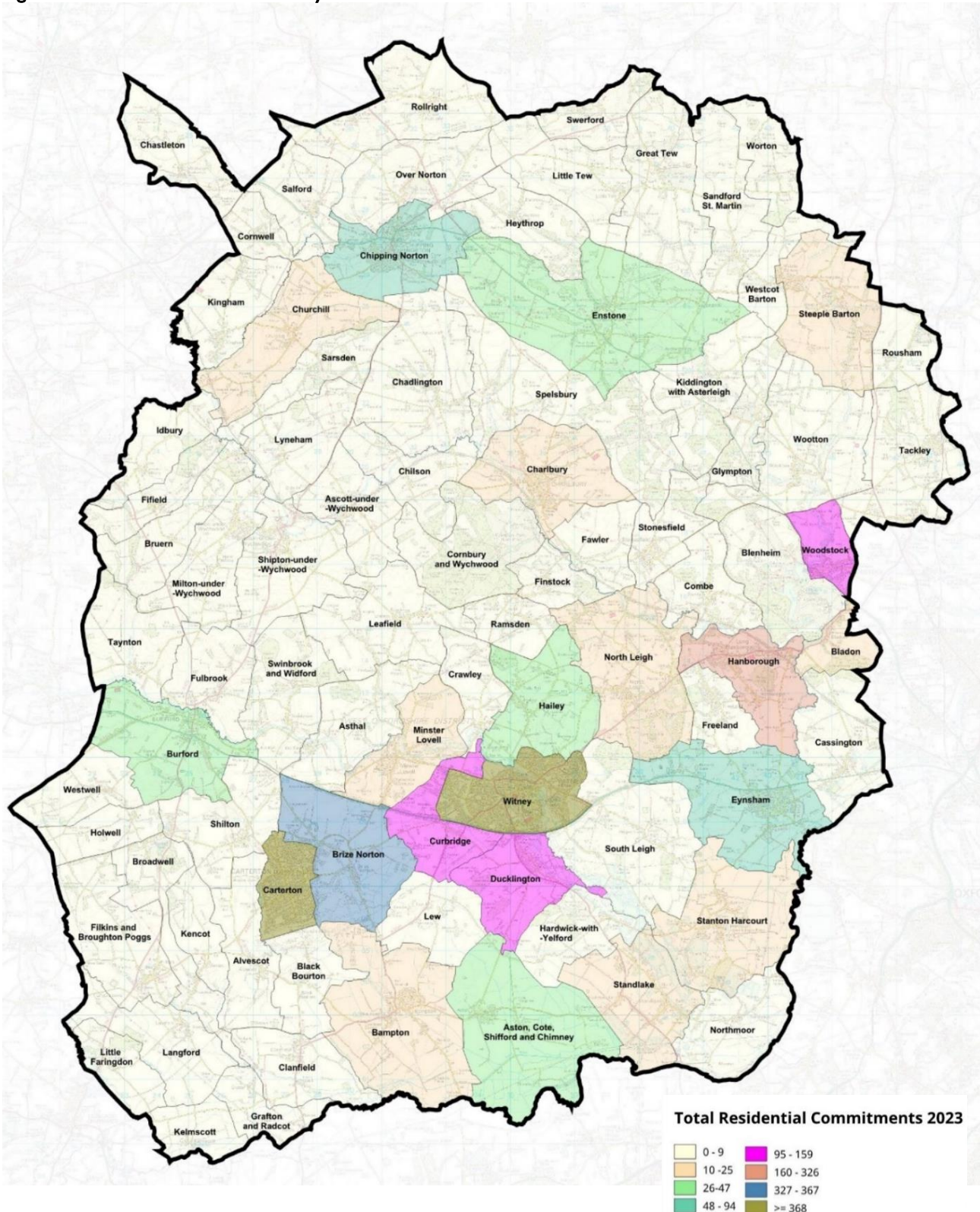
4.47 This pattern of development is consistent with Policy HI, but as the main service centres expand, neighbouring parishes accommodate a growing share of new housing development. This is the case at Witney where housing growth has extended into the parish of Curbridge and at Carterton where housing development has expanded into Brize Norton.

### Major outstanding housing commitments

| Site Name   | Number of units yet to be built as of 1 <sup>st</sup> April 2023 | Parish           |
|---|--|------------------|
| North Curbridge (West Witney)                                   | 269  | Witney           |
| Land east of Carterton  | 371  | Brize Norton     |
| East of Mount Owen Road, Bampton                                | 34   | Bampton          |
| Land west of Shilton Road, Burford                              | 72   | Burford          |
| Land North Of Burford Road, Witney                              | 52   | Witney           |
| Land at Downs Road, Curbridge, Witney                           | 16   | Curbridge        |
| Land At Butts Piece, Main Road, Stanton Harcourt                | 22   | Stanton Harcourt |
| Land North Of Witney Road, Long Hanborough                      | 150  | Hanborough       |
| Witney Road, Ducklington, Witney                                | 120  | Ducklington      |
| Land south of Oxford Road, Enstone                              | 29   | Enstone          |
| Land south of Forest Road, Charlbury                            | 25   | Charlbury        |
| Land South of Giernalls Road, Hailey                            | 22   | Hailey           |
| Chipping Norton War Memorial Hospital Horsefair Chipping Norton | 14   | Chipping Norton  |
| Land South East Of 84 – 86 Grove Road, Bladon, Oxfordshire      | 10   | Bladon           |
| Station Garage, Station Road, Kingham,                          | 10   | Kingham          |
| Land to the rear of 65 High Street, Standlake                   | 10   | Standlake        |
| Site Of Former 19, Burford Road, Carterton                      | 10   | Carterton        |
| 27 Market Square, Witney  | 10   | Witney           |
| 1 St Marys Court Witney   | 30   | Witney           |

| Site Name | Number of units yet to be built as of 1 <sup>st</sup> April 2023 | Parish |
|-----------|--|--------|
| TOTAL     | 1,276  |        |

Figure 9 - Residential Commitments by Parish 2023



## Total Net Housing Completions (links to Policies H1 and H2)

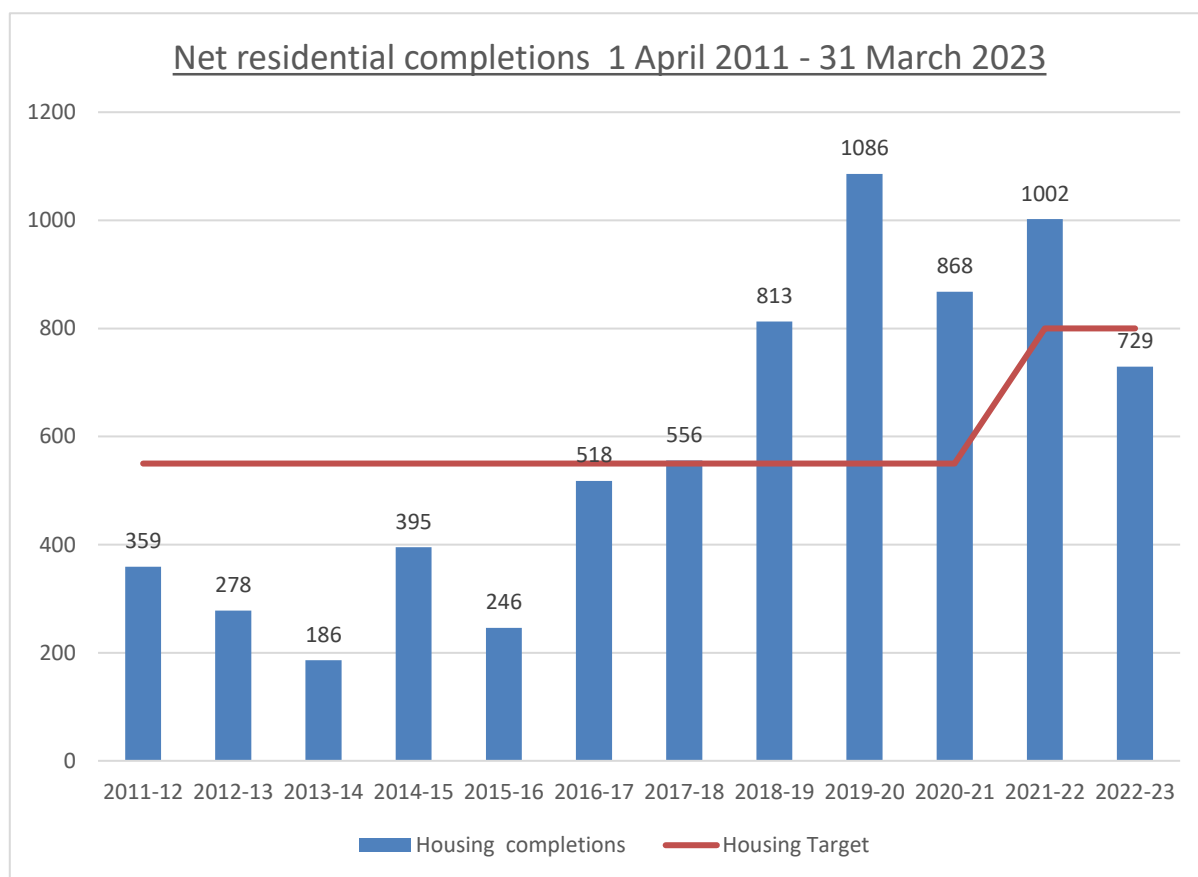
4.48 The Local Plan is based on an overall housing requirement of 15,950 homes (798 per year from 2011 – 2031). This includes 13,200 homes for West Oxfordshire’s own housing needs (660 per year) plus a further 2,750 (136 per year rounded) for Oxford City’s unmet housing need.

4.49 Notably, Policy H2 of the Local is based on a ‘stepped’ housing requirement which increases from 2021 onwards to take account of Oxford’s unmet housing need as follows:

- 550 dwellings per year (2011-2021)
- 800 dwellings per year (2021 – 2023)
- 975 dwellings per year (2023 – 2024)
- 1,125 dwellings per year (2024 – 2031)

4.50 Notably, in the period 1<sup>st</sup> April 2011 – 31<sup>st</sup> March 2023, a total of 7,036 new homes have been completed in West Oxfordshire, set against a requirement of 7,100 new homes over the same period. This means that delivery has effectively been on track – with a modest shortfall of just 64 dwellings.

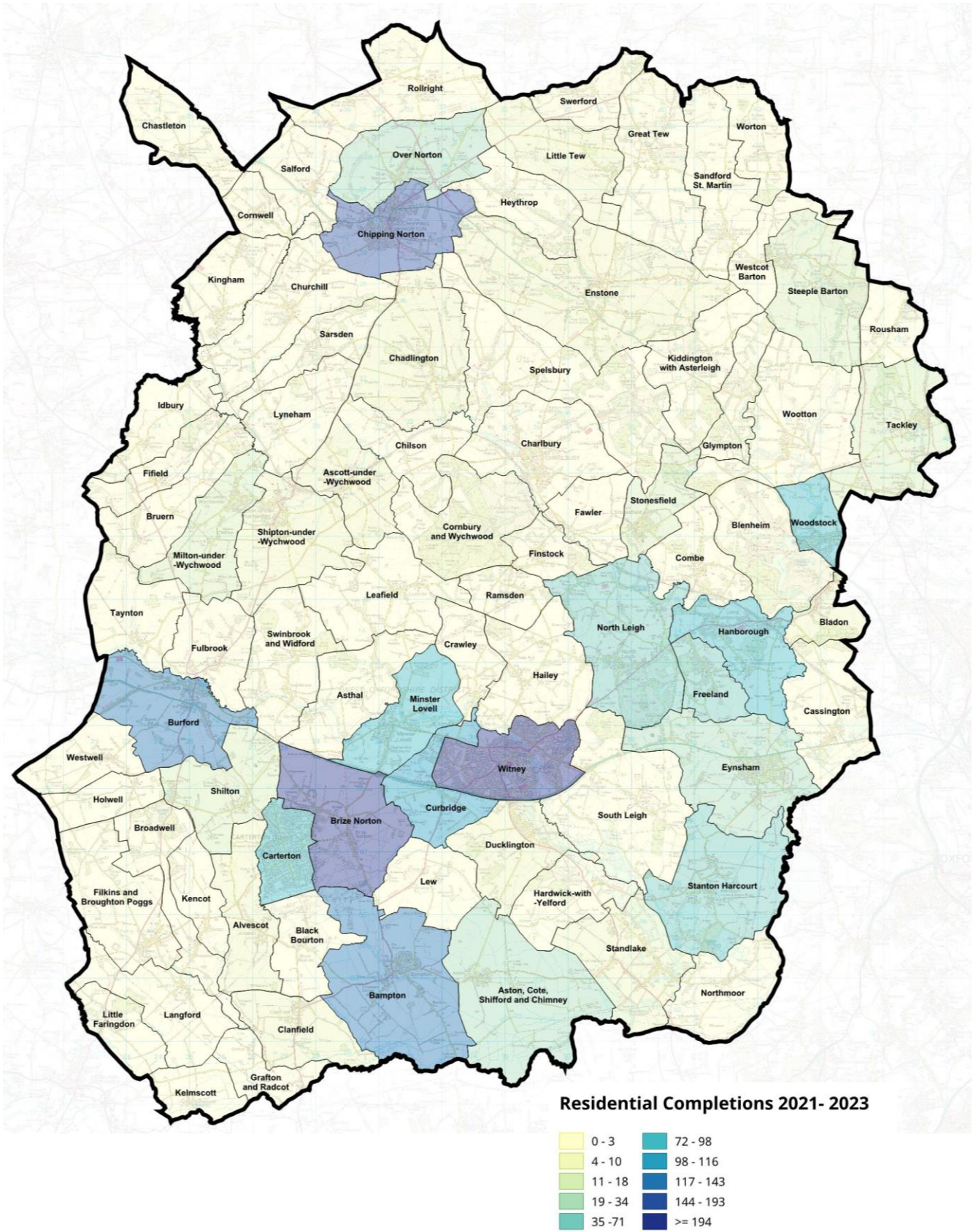
Figure 10 - Net residential completions in West Oxfordshire 2011 - 2023



## **Net Housing Completions 2021 – 2023 (links to Policies H1 and H2)**

- 4.51 A total of 1,002 new homes were completed in 2021/22 which exceeded the Local Plan requirement of 800 homes that year.
- 4.52 In 2022/23, the number of homes completed fell to 729 which was below the Local Plan requirement of 800 homes that year.
- 4.53 Figure 11 below shows the location of these completions on a spatial basis.

Figure 11 - Net residential completions 2021 - 2023

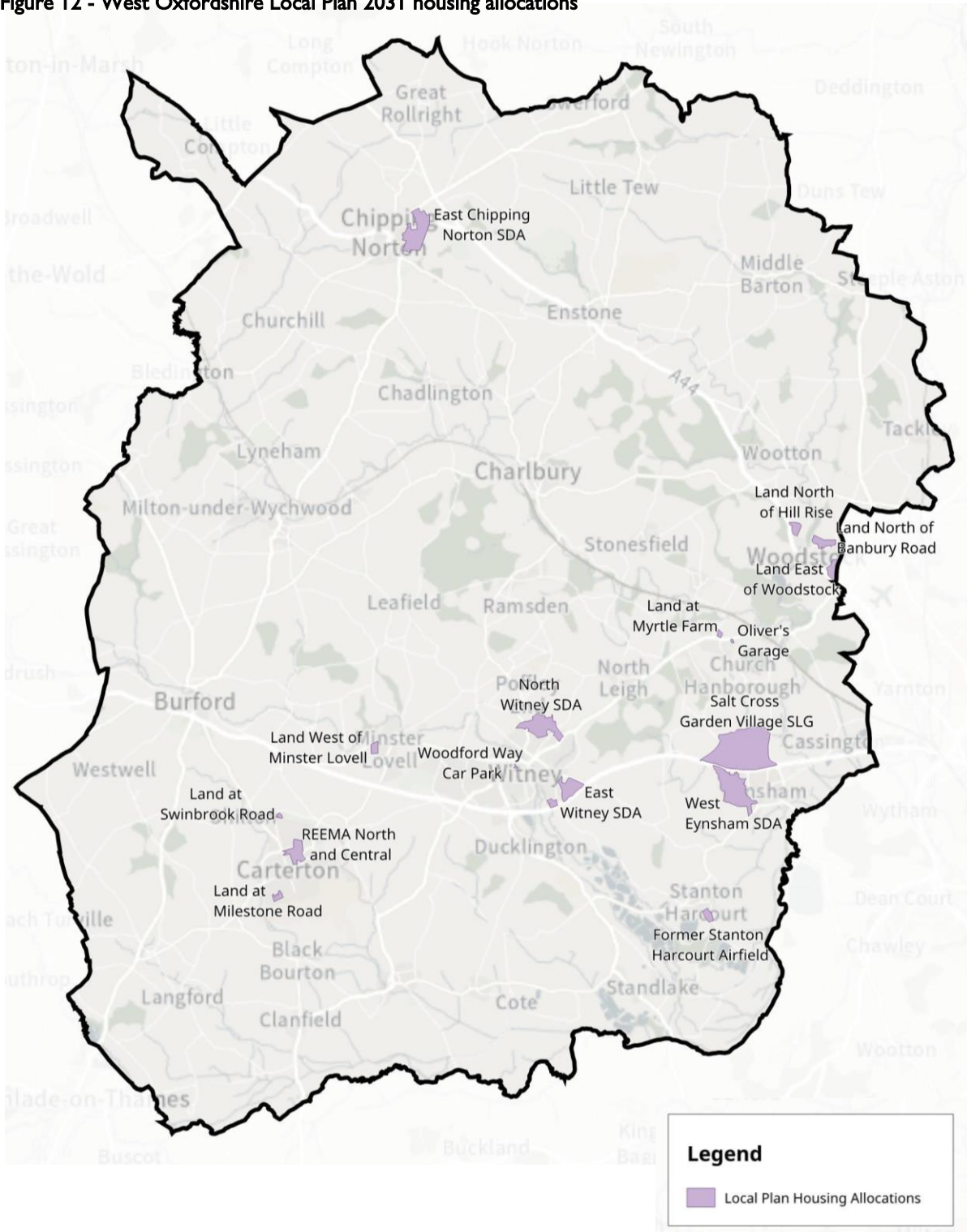


## Housing allocations (links to Policies H1, H2 and various site allocations)

4.54 The Local Plan allocates a number of strategic and non-strategic housing sites, some of which (primarily the smaller sites) have now been completed or are under construction and some of which are yet to come forward to construction, particularly the larger strategic sites.

4.55 The location of these allocated sites is shown on figure 12 below.

Figure 12 - West Oxfordshire Local Plan 2031 housing allocations





4.56 Table 9 below lists the various local plan housing allocations and the total number of completions recorded up to 1<sup>st</sup> April 2023.

**Table 9 - Expected and actual completions on allocated sites**

| Site Name                             | Allocated total dwellings | Expected completions 2018-2023 (Local Plan Housing trajectory) | Total Completions to 1 <sup>st</sup> April 2023 |
|---------------------------------------|---------------------------|--|---|
| East Witney SDA                       | 450                       | 75   | 0   |
| North Witney SDA                      | 1,400                     | 75   | 0   |
| Woodford Way Car Park                 | 50                        | 0  | 0   |
| Land west of Minster Lovell           | 125                       | 125  | 104   |
| REEMA North and Central               | 300                       | 81   | 81  |
| Land at Milestone Road, Carterton     | 200                       | 140  | 0   |
| Land at Swinbrook Road, Carterton     | 70                        | 70   | 0   |
| East Chipping Norton SDA              | 1,200                     | 173  | 252   |
| Salt Cross Garden Village             | 2,200                     | 220  | 0   |
| West Eynsham SDA                      | 1,000                     | 312  | 160   |
| Land east of Woodstock                | 300                       | 275  | 113   |
| Land north of Hill Rise, Woodstock    | 120                       | 20   | 0   |
| Land north of Banbury Road, Woodstock | 160                       | 0  | 0   |
| Myrtle Farm, Long Hanborough          | 50                        | 50   | 0   |
| Oliver's Garage, Long Hanborough      | 25                        | 25   | 0   |
| Former Stanton Harcourt Airfield      | 50                        | 50   | 65  |

## Affordable Housing Completions (links to Policy H3)

4.57 A total of 687 affordable homes were completed during the monitoring period. This included:

- 416 Affordable Rented properties
- 49 Social Rented properties
- 218 Shared Ownership properties
- 4 First Homes

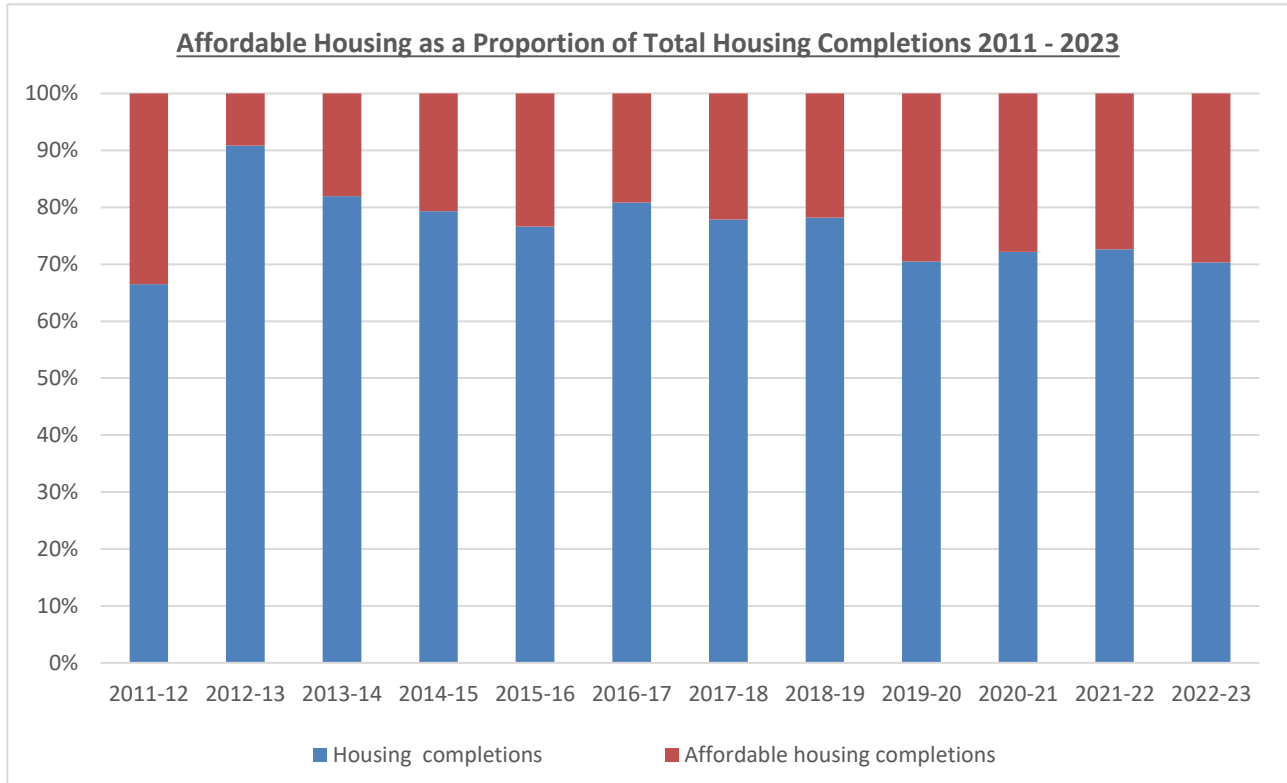
Table 10 - Affordable housing completions in West Oxfordshire 2021 - 2023

| Year         | Affordable rented | Social rented | Shared ownership | First homes | Total      |
|--------------|-------------------|---------------|------------------|-------------|------------|
| 2021 / 2022  | 241               | 0             | 137              | 0           | 378        |
| 2022 / 2023  | 175               | 49            | 81               | 4           | 309        |
| <b>Total</b> | <b>416</b>        | <b>49</b>     | <b>218</b>       | <b>4</b>    | <b>687</b> |

4.58 All affordable housing completions during the monitoring period were focused on larger development sites, reflecting Local Plan Policy H3 which only requires on-site delivery of affordable housing for developments of 11 units or more.

4.59 Overall, 40% of total housing completions during the monitoring period were classed as affordable which is broadly in line with Local Plan targets. Future developments in High and Medium Value zones, as indicated in the Local Plan are expected to increase the overall proportion of affordable housing delivered on-site.

**Figure 13 - Proportion of affordable housing completions 2011 - 2023**



4.60 In some instances, a financial contribution (commuted sum) may be sought in lieu of on-site affordable housing provision. Such contributions are then used to fund the delivery of affordable housing within the District.

4.61 A total of **£593,049** was collected towards the provision of affordable housing during the monitoring period.

**Affordable Housing Permissions (links to Policy H3)**

4.62 A total of 391 on-site affordable housing units were permitted in 2021/23 and will be delivered through future monitoring periods.

4.63 These affordable units will be focused within the main service centres of Witney and Carterton, the rural service centre of Long Hanborough and the larger villages of Ducklington and North Leigh

4.64 In the case of Milestone Road, Carterton, 100% of the on-site units will be classed as affordable.

Table 11 - Affordable Housing required from S106 planning obligations signed 2021-2023

| 1 April 2021 – 31 March 2022 |   |             |
|------------------------------|---|-------------|
| Reference                    | Location                                      | Total Units |
| 20/02422/FUL                 | Land east of Swinbrook Road,<br>Carterton     | 25          |
| 20/02452/FUL                 | Land at Downs Road,<br>Curbridge, Witney      | 7           |
| 21/00228/FUL                 | Land at Milestone Road,<br>Carterton          | 200         |
| 1 April 2022 – 31 March 2023 |   |             |
| 21/02320/FUL                 | Land South of Giernalls Road,<br>Hailey       | 9           |
| 21/03405/OUT                 | Land East of Witney Road,<br>Ducklington      | 48          |
| 21/03716/FUL                 | Downs Road, Witney                            | 25          |
| 21/03720/FUL                 | 44 Common Road, North<br>Leigh                | 2           |
| 22/01330/OUT                 | Land North of Witney Road,<br>Long Hanborough | 75          |
| <b>Total</b>                 |   | <b>391</b>  |

## Type and mix of new homes provided (links to Policy H4)

- 4.65 The population of West Oxfordshire has continued to grow while the proportion of the population aged 65 and over remains higher than the Oxfordshire average.
- 4.66 West Oxfordshire has a higher dependency ratio than the Oxfordshire average. This is the ratio of non-working age people (those aged 0-15 and over 65) to working age population. It is therefore essential that an appropriate mix of housing types is delivered in district to meet the varied needs of the population.
- 4.67 The Local Plan provides a general guide to the size of properties required to meet the mixed needs of the population as follows;
- 4.8% 1 bed properties
  - 27.9% 2 bed properties
  - 43.4% 3 bed properties
  - 23.9% 4+ bed properties
- 4.68 Details of the new permissions granted over the monitoring period for different types and sizes of residential property are set out in the table below.

Table 12 - Proportion of residential types and sizes granted permission between 2021 and 2023

| Size   | House | Flat | Overall |
|--------|-------|------|---------|
| 1 bed  | 5%    | 70%  | 16%     |
| 2 bed  | 9%    | 29%  | 12%     |
| 3 bed  | 66%   | 1%   | 55%     |
| 4+ bed | 20%   | 0    | 17%     |

- 4.69 It can be seen that the mix of housing types and sizes broadly aligns with the indicative guidelines set out in the Local Plan, although it is apparent that the provision of larger properties is skewed towards houses and smaller properties towards flats.

## Meeting the needs of elderly (links to Policy H4)

4.70 The Local Plan indicates that particular support will be given to the provision of specialist housing for the elderly. There have been limited new permissions and completions for such accommodation during the monitoring period, but there has been some new provision of extra care housing and permissions granted for new care home accommodation as indicated in table 13 below.

Table 13 - Specialist elderly accommodation permissions and completions 2021 - 2023

| Reference    | Description   | Location                                    | Status  |
|--------------|---|---|---|
| 18/03035/RES | Residential development comprising 91 dwellings (50% affordable), 59 assisted living units (C2 use class) and a 64 bed care home (C2 use class) | Shilton Road, Burford                       | 25 assisted living units completed during monitoring period |
| 18/03673/FUL | Development of 80 extra care apartments comprising 40 no. 1 bedroom apartments and 40 no. 2 bedroom apartments                                  | London Road and Russel Way, Chipping Norton | 80 units completed within the monitoring period             |
| 21/02664/RES | Erection of a two storey sixty six bedroom care home for the elderly  | East of Monahan Way, Brize Norton           | Permission granted 15/12/2021                               |

## Provision for custom and self-build housing (links to Policy H5)

4.71 In order to address the need for custom and self-build housing, the Council requires that all housing developments of 100 or more dwellings should include 5% of the residential plots to be serviced and made available for self-build purposes.

4.72 Only one approved residential scheme exceeded the threshold for the delivery of on-site self-build residential plots during the monitoring period.

4.73 Development of land to the north of the A4095 at Long Hanborough (22/01330/OUT) will include the provision of 5% of the total number of dwellings as self-build plots which will equate to 8 dwellings.

4.74 Providing access to self-build housing opportunities can provide a more affordable path to home ownership to some people. Although the provision of such plots has been relatively low during the monitoring period, more opportunities will rise as the larger housing allocations of the Local Plan start to come forward.

## Provision for travelling communities (links to Policy H7)

4.75 Two applications for gypsy and traveller accommodation were refused during the monitoring period. One of these was subsequently granted permission at appeal.

Table 14 - Planning applications for traveller accommodation 2021 - 2023

| Reference    | Description  | Location                          | Status                       |
|--------------|--|-----------------------------------|------------------------------|
| 21/02181/FUL | Change of use of land to use as residential caravan site for extended gypsy family with total of 7 caravans, together with laying of hardstanding, erection of five amenity buildings and construction of access.    | Moreton Road                      | Permission refused           |
| 21/00801/FUL | Change of use of land to use as a residential caravan site for four gypsy/travellers families, including the laying of hard standing, construction of access driveway and associated earthworks (part retrospective) | Over Norton Road, Chipping Norton | Permission granted at appeal |

4.76 WODC has jointly commissioned a Gypsy and Traveller Accommodation Assessment (GTAA) with the other Oxfordshire local planning authorities. The findings of the study will be taken into account in the determination of any future planning applications and in developing the new Local Plan 2041.

## SUSTAINABLE ECONOMIC GROWTH

### SUMMARY

- The new permission rates for employment development have been relatively high during the monitoring period. The uptake of land for business uses, particularly in locations identified in the Local Plan serves to support economic growth and help to provide a balance between homes and jobs.
- The Local Plan identifies a need for at least 27 hectares of additional employment land to be delivered in the District by 2031. Much of the land required was identified within existing employment sites and urban extensions, which have been a focus for employment land provision during the monitoring period.
- The Local Plan continues to direct the majority of business development, particularly larger scale development to the main and rural service centres.
- There has been a range of new business development permitted in rural parts of the district during the monitoring period, although this has been relatively minor in nature. The West Oxfordshire local economy remains diverse, with professional, scientific and technical services the largest business sector in the district.
- Tourism development in West Oxfordshire has been primarily focused on the provision of visitor accommodation during the monitoring period.
- There have been a number of proposals during the monitoring period to increase the provision of community services and facilities in West Oxfordshire, although some existing community facilities have been lost to other uses.
- Barriers to housing and services remains the most significant deprivation domain in West Oxfordshire with almost half the population falling within the most 40% most deprived areas nationally. The availability of services and facilities in West Oxfordshire's settlements has remained fairly stable since the adoption of the Local Plan.
- There have been no changes to the extent of town centres during the monitoring period and only minor changes in terms of land use within town centres over the same period. Although there are some vacancies in town centre premises, the vacancy rates do not present too much cause for concern.
- The most significant changes to town centres have been in terms of vehicular access and parking provision.
- The overall health of town centres is considered to be good as they continue to meet a range of Local Plan and council Plan objectives.



4.77 The economic growth-related policies of the Local Plan cover a number of issues including the provision and protection of employment land, the rural economy, tourism, town centres and the provision and protection of community facilities.

4.78 Core objectives are as follows:

#### **Core Objectives**

CO3 - Promote safe, vibrant and prosperous town and village centres and resist proposals that would damage their vitality and viability or adversely affect measures to improve those centres.

CO7 - To support sustainable economic growth which adds value to the local economy, improves the balance between housing and local jobs, provides a diversity of local employment opportunities, capitalises on economic growth in adjoining areas, improves local skills and work readiness, removes potential barriers to investment and provides flexibility to adapt to changing economic needs.

CO8 - To enable a prosperous and sustainable tourism economy.

CO12 - Look to maintain or improve where possible the health and wellbeing of the District's residents through increased choice and quality of shopping, leisure, recreation, arts, cultural and community facilities.

CO13 - Plan for enhanced access to services and facilities without unacceptably impacting upon the character and resources of West Oxfordshire.

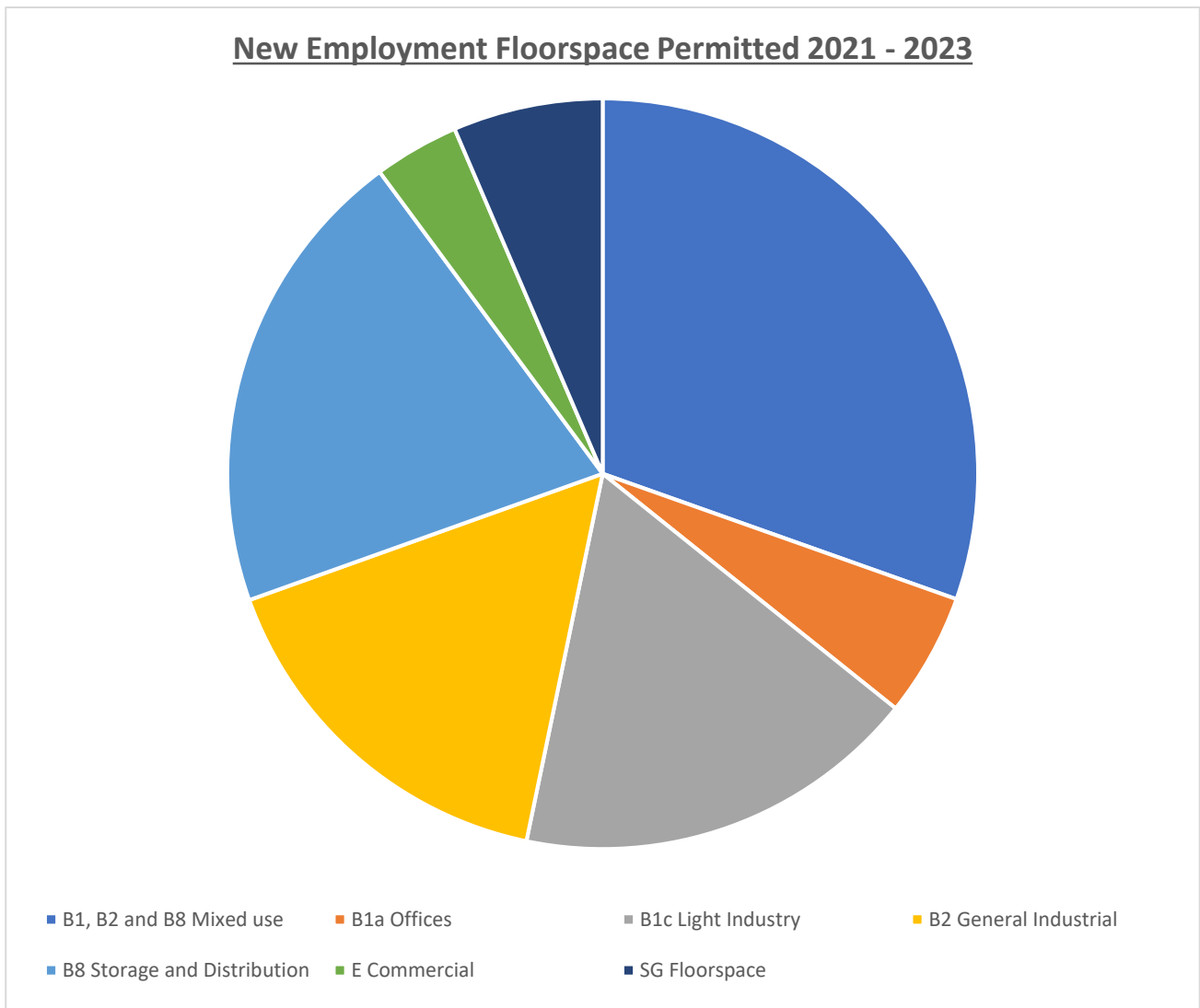
#### **New Employment Permissions (links to Policy E1)**

4.79 A total of 56,410m<sup>2</sup> of new employment floorspace was granted permission between 1<sup>st</sup> April 2021 and 31<sup>st</sup> March 2023.

4.80 The largest proportion of new employment floorspace permitted was for mixed business development.

4.81 The largest individual proposal was for 4 new employment units at Downs Road in Witney.

Figure 14 - proportions of new employment floorspace permitted 2021 - 2023



4.82 The area of land illustrated on figure 15 below was identified to meet the employment needs of the Local Plan within the Witney sub-area.

Figure 15 - Location of new employment floorspace permitted, West Witney 2021 - 2023

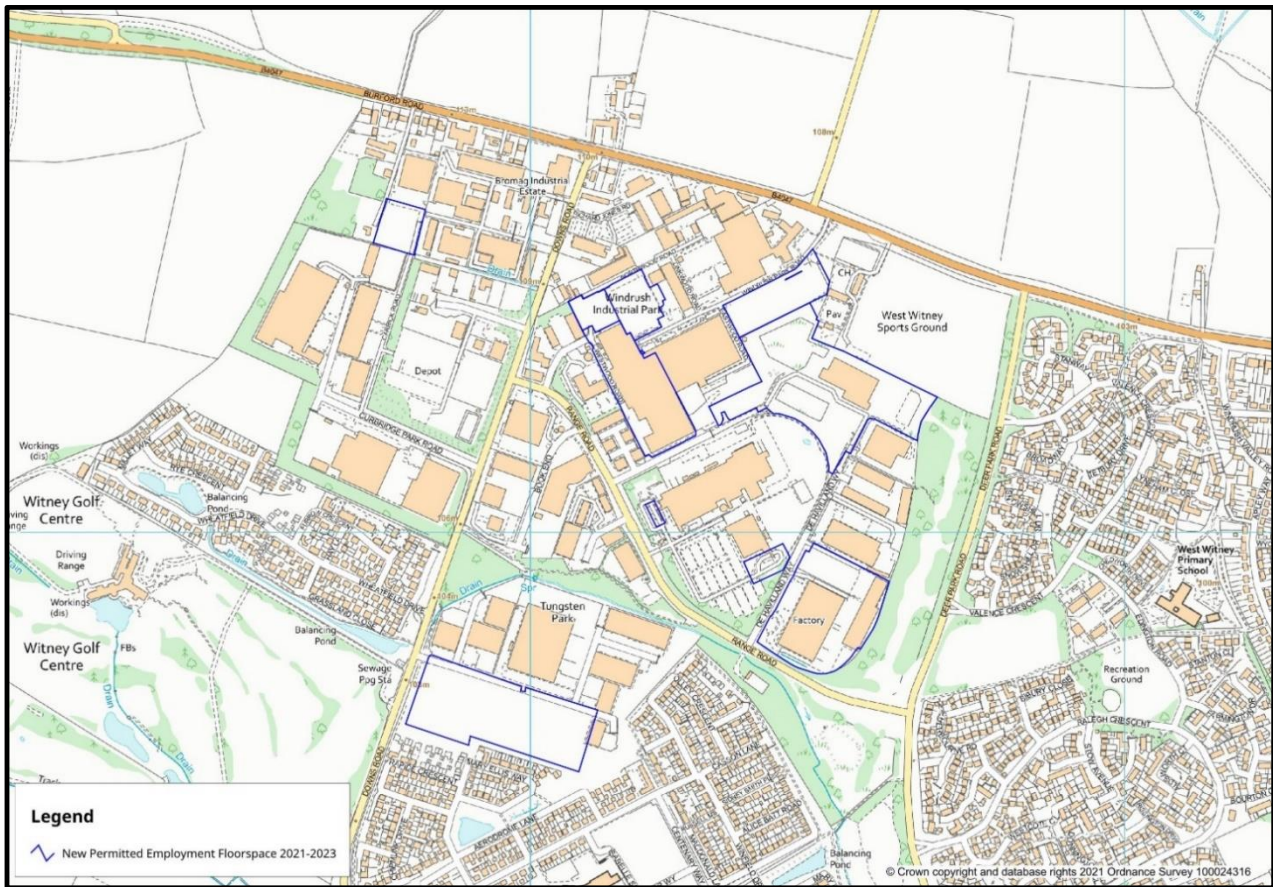


Table 15 - Approvals for new employment floorspace at West Witney

| Planning Reference | Description   | Site Name                                    |
|--------------------|---|--|
| 21/02364/FUL       | Erection of 4 employment units (Class E (g iii), B2 and B8) with drainage, car parking and landscaping. (Amended plans)               | Downs Road, Curbridge, Witney                |
| 19/02503/FUL       | Extension to existing building to provide additional B8 warehousing and ancillary offices with separate B8 storage warehouse to rear. | De Havilland Way<br>Windrush Industrial Park |
| 21/02929/FUL       | Erection of 2 industrial units (Use Class E(g)iii, B2 and B8), to include external ancillary service areas, car and cycle parking.    | Windrush Industrial Park                     |

|              |   |                               |
|--------------|---|-------------------------------|
| 21/02248/FUL | Erection of nine industrial units, to include external ancillary service areas, car and cycle parking.  | Windrush Industrial Park      |
| 20/02391/FUL | Development of a new purpose-built facility comprising B1, B2 and B8 class uses together with landscaping, access road, car parking and other associated works (amended plan) | Land South of Burford Road    |
| 21/02364/FUL | Erection of 4 employment units (Class E (g iii), B2 and B8) with drainage, car parking and landscaping. (Amended plans)   | Downs Road, Curbridge, Witney |
| 22/03125/FUL | Change of use from class E (Offices) to class B (storage and distribution) along with alterations to fenestration   | Witan Park Industrial Estate  |

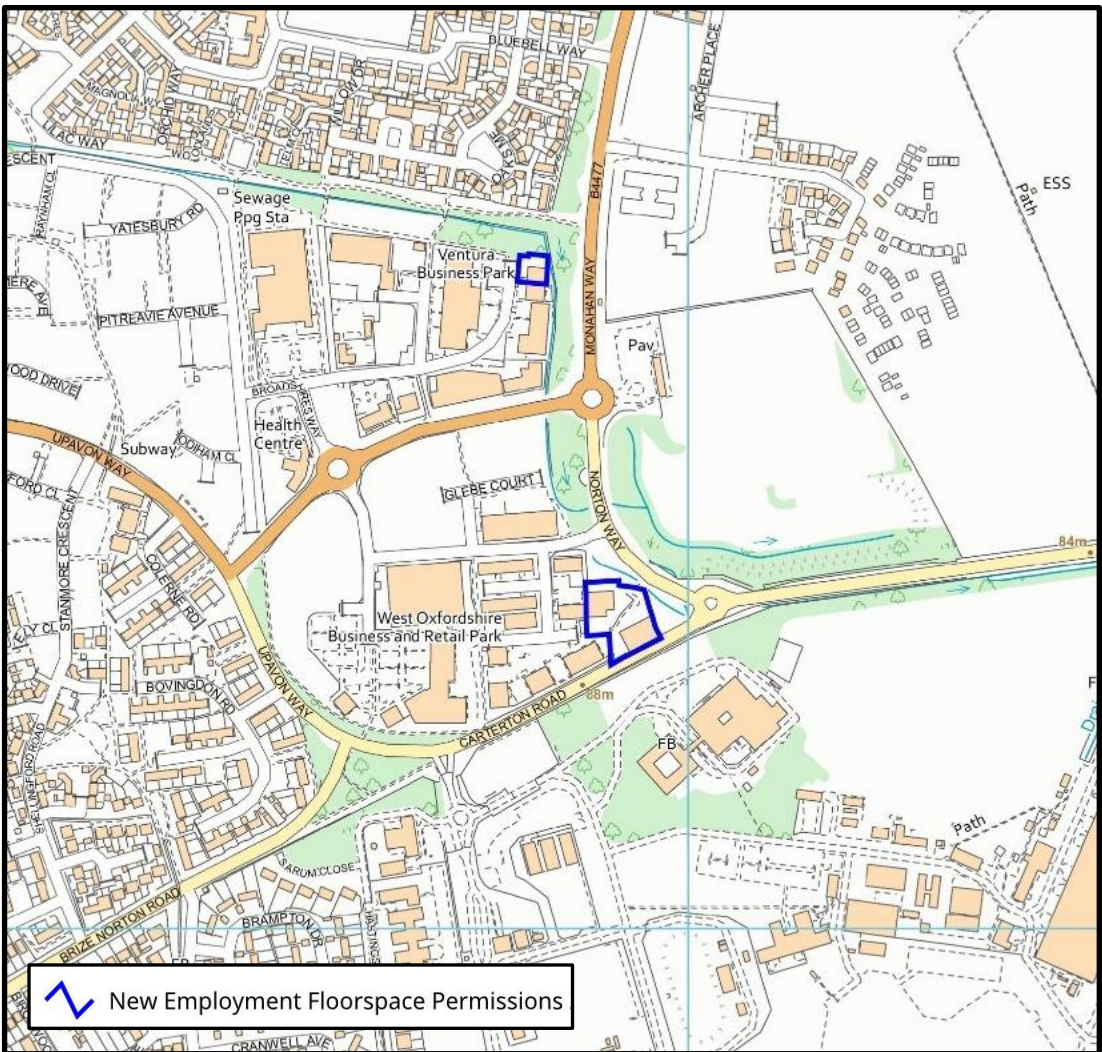
4.83 New business development at Carterton was planned to be focused primarily at the West Oxfordshire Business Park and Ventura Park.

4.84 There were two schemes approved in this area during the monitoring period as illustrated by table 16 and figure 16 below.

**Table 16 - New approvals for employment floorspace at Carterton**

| Site Name                    | Description  |
|------------------------------|--|
| 11 Ventura Park              | Construction of light industrial unit attached to existing unit.   |
| Brize Norton Service Station | Demolition of Existing Car Showroom. Redevelopment of the site as an expansion of the existing service area, |

Figure 16 - New employment floorspace permitted at Carterton 2021 - 2023



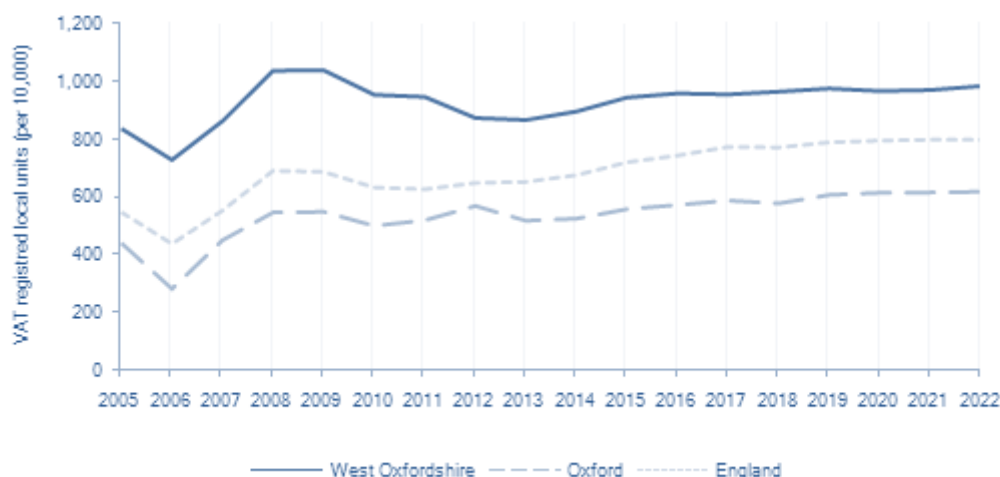
## Rural economy (links to Policies E2, E3 and E4)

4.85 Figure 17 below shows that the largest industry groups for businesses based in West Oxfordshire are professional, scientific and technical services followed by the construction sector and the retail industry.

Figure 17 - West Oxfordshire largest business sectors, ONS 2022

| Largest business sector                       | Second largest business sector | Third largest business sector |
|---|--------------------------------|-------------------------------|
| Professional, scientific & technical services | Construction                   | Retail industry               |
| 18.7% of all local businesses                 | 13.7% of all local businesses  | 7.9% of all local businesses  |
| Source: Office for National Statistics (2022) |                                |                               |

Figure: Businesses (VAT based local units) per 10,000 working age population  
Source: Office for National Statistics



4.86 The majority of businesses employ less than five people. Businesses employing less than 10 people represent approximately 86% of all local businesses.

4.87 Local Plan policy directs larger businesses and employers to the main service centres but seeks to support the rural economy by taking a positive approach to small rural business premises and diversifying the land-based sector.

4.88 The development of new small employment sites within and adjacent to rural service centres and villages are supported where commensurate with the scale and character of the area.

4.89 Outside of the main towns there were limited new permissions granted for new employment floor space at service centres and villages. The majority of permissions were relatively minor in nature and consistent with the requirements of Policy E2

Table 17 - New permissions for commercial and business development in service centres and larger villages

| Ref          | Description  | Address  | Parish Name |
|--------------|--|--|-------------|
| 21/03758/FUL | Change of use and sub-division of building C to Class E (g)(unit 2) and B8 storage (unit 1 and unit 3) use (retrospective)(amended application)  | Calais Farm Building<br>Buckland Road<br>Bampton | Bampton     |
| 21/04089/FUL | Conversion of existing stable buildings to workshops/starter units (Use Class E)   | Worton Park<br>Worton                            | Cassington  |
| 22/02951/FUL | Change of use of part of building from truck storage/workshop to an office and existing hardstanding to parking of vehicles, both in connection with a haulage business; and installation of a pedestrian door in building; and a native soft landscaping scheme | Station Road<br>Kingham                          | Churchill   |
| 21/02815/FUL | Change of use of agricultural building to a builders yard  | Friars Court<br>Farm                             | Clanfield   |
| 21/03784/FUL | Construction of B8 Warehouse with ancillary three story office Service Area and Car Parking  | Curbridge<br>Business Park                       | Curbridge   |
| 21/00879/FUL | Extension of existing aircraft maintenance hangar to form 'lean to' hangar for indoor aircraft maintenance. (Retrospective)  | Enstone<br>Airfield North                        | Enstone     |
| 22/02111/FUL | Change of use of single storey Unit 3 from hobby/artists studio (20/00097/CLE) to flexible use Class B8 and Class E to support Cafe on site.   | The Old Coal<br>Yard<br>Gagingwell               | Enstone     |
| 21/01445/FUL | Conversion of existing buildings for the use of repair and upgrading of motor vehicles, vehicle storage and coach building (retrospective)   | Enstone<br>Airfield North                        | Enstone     |
| 21/01303/FUL | Erection of Hangar (Retrospective).  | Enstone<br>Airfield North                        | Enstone     |
| 20/00140/FUL | Erection of a new office building, warehouse and starter units development in a mix of B1 (E(g)) and B8 use class, plus associated car parking, cycle parking landscaping and re-positioning of vehicular access into the site off Stanton Harcourt Road         | Unit 2-3<br>Stanton<br>Harcourt Road,<br>Eynsham | Eynsham     |
| 21/03087/FUL | Erection of a storage building   | Cassington<br>Road, Eynsham,                     | Eynsham     |
| 21/03258/FUL | Erection of detached building for the garaging of heavy goods vehicles.  | 3 Cuckoo<br>Wood Caravan<br>Park                 | Freeland    |
| 22/02986/FUL | Demolition of existing garage and store building. Construction of a new detached garage/workshop/store building with self-contained annexe (for staff accommodation) above.  | Goose Eye<br>Farm<br>Eynsham                     | Hanborough  |
| 21/00812/FUL | Erection of Industrial building for storage (class B2 use) with offices. Associated works including landscaping and parking.   | North Leigh<br>Business Park                     | North Leigh |

| Ref          | Description  | Address                  | Parish Name |
|--------------|--|--------------------------|-------------|
| 22/00889/FUL | Erection of detached timber poultry house and store.   | Firs Farm<br>Over Norton | Over Norton |
| 21/00358/FUL | Construction of new storage building.  | Chapel House<br>Grounds  | Over Norton |
| 21/03001/FUL | Change of use of first floor residential flat to commercial Class E (g(iii)). (Retrospective). | Woodstock<br>Social Club | Woodstock   |

4.90 As a rural district, much of the economic activity in West Oxfordshire relates to agriculture.

4.91 A total of approximately 6,787m<sup>2</sup> of new agricultural floorspace was permitted during the monitoring period, primarily relating to the formation of new storage for equipment and farm produce.

4.92 There were limited new permissions for other types of business development in the smaller villages and open countryside as illustrated in table 18 below.

**Table 18 - New permissions for commercial and business development in smaller villages and open countryside**

| Ref          | Description  | Address                          | Parish Name         |
|--------------|--|----------------------------------|---------------------|
| 21/00317/FUL | Erection of a workshop unit and storage building   | Land At Hopcrofts<br>Holt Garage | Steeple Barton      |
| 21/01130/FUL | Erection of detached storage building.   | Upper Close Farm<br>Ledwell      | Sandford St. Martin |
| 21/00997/FUL | Erection of new detached building to replace existing building used for pet grooming business. | Wychwood Grooming                | Ramsden             |

4.93 A limited number of change of use applications for business developments have been permitted during the monitoring period although nothing significant in nature.

4.94 Policy E3 supports the re-use of traditional and non-traditional buildings for employment, tourism and community uses to support the rural economy, but there have been few applications for such development during the monitoring period.

**Table 19 - New permissions for change of use and re-use of non-residential buildings in West Oxfordshire 2021 – 2023**

| Permission Reference | Description   | Parish Name     |
|----------------------|---|-----------------|
| 22/01956/FUL         | Change of use to Class E (shop and cafe) and F2 (local community uses)  | Freeland        |
| 22/02807/FUL         | Change of use from printers (Use Class B2) to hot food preparation and delivery centre (sui generis), external works including plant and ventilation equipment. | Chipping Norton |
| 22/02411/FUL         | Change of Use of ground floor from retail to a wine/cocktail bar/public house.  | Witney          |



| Permission Reference | Description   | Parish Name     |
|----------------------|---|-----------------|
| 22/01068/FUL         | Change of use from current mixed/warehouse to Sui Generis to allow the premises to be used as a live music and entertainment venue along with a bar serving alcohol, hot and cold food.   | Witney          |
| 21/04089/FUL         | Conversion of existing stable buildings to workshops/starter units (Use Class E)  | Cassington      |
| 22/02951/FUL         | Change of use of part of building from truck storage/workshop to an office and existing hardstanding to parking of vehicles, both in connection with a haulage business; and installation of a pedestrian door in building; and a native soft landscaping scheme                | Churchill       |
| 21/03758/FUL         | Change of use and sub-division of building C to Class E (g)(unit 2) and B8 storage (unit 1 and unit 3) use (retrospective)(amended application)   | Bampton         |
| 21/03761/FUL         | Change of use of Building B to Class E(g) (unit 1) and B8 storage (units 2 and 3) use. (retrospective)(amended application)   | Bampton         |
| 22/02111/FUL         | Change of use of single storey Unit 3 from hobby/artists studio (20/00097/CLE) to flexible use Class B8 and Class E to support Cafe on site.  | Enstone         |
| 22/03125/FUL         | Change of use from class E (Offices) to class B (storage and distribution) along with alterations to fenestration   | Witney          |
| 21/01408/FUL         | Alterations and extension to existing hotel. Change of use of ground floor of 107 High Street to provide new entrance and reception area for use in connection with the existing hotel.   | Burford         |
| 21/01204/FUL         | Proposed mixed-use conversion and redevelopment of existing retail and residential premises to form a 2-screen cinema, eight residential apartments (C3) plus five serviced short-term let apartment suites, with 14 spaced car park and shared bin and bicycle stores to rear. | Chipping Norton |
| 21/02815/FUL         | Change of use of agricultural building to a builders yard (class use sui generis).  | Clanfield       |
| 22/00655/FUL         | Conversion of existing grain store to provide holiday, event and tourism accommodation  | Curbridge       |
| 22/00664/FUL         | Conversion of existing outbuilding to provide a self contained annex to Finstock Manor with the ability for it to be separately let out as a holiday home (amended plans)   | Finstock        |
| 22/00529/FUL         | Change of use from indoor entertainment centre to garage for car repairs, servicing, MOT's and sale of new and used cars. (Retrospective)   | Carterton       |
| 21/01445/FUL         | Conversion of existing buildings for the use of repair and upgrading of motor vehicles, vehicle storage and coach building (retrospective)  | Enstone         |
| 21/03001/FUL         | Change of use of first floor residential flat to commercial Class E (g(iii)). (Retrospective).  | Woodstock       |

| Permission Reference | Description  | Parish Name |
|----------------------|--|-------------|
| 22/03049/FUL         | Change of use from hall/meeting room (class use F2(b) to local community museum (class use F1(c).  | Eynsham     |
| 21/00565/FUL         | Change of use of workshop yard and associated buildings ( Use Class B1) to community bus yard with associated office and storage (Sui Generis Use) | Witney      |

- 4.95 There have been a number of holiday lets and other tourism related developments permitted during the monitoring period, supporting an increase in tourism accommodation and activity in the district.
- 4.96 The majority of the proposals are minor in nature, but others relate to the expansion and improvement of relatively tourist attractions and conference venues including Soho Farmhouse and Heythrop Park.
- 4.97 As the provision of short-term holiday accommodation increases, particularly through changes to existing dwellings, regard should be had to the impact on existing communities, the increase in temporary residence within settlements and the impact this can have on house prices and service provision.

**Table 20 - New permissions for tourism development in West Oxfordshire 2022 2023**

| Permission Reference | Description   | Parish Name |
|----------------------|---|-------------|
| 22/00345/FUL         | Conversion of existing garage block to form up to 2 holiday lets/accommodation ancillary to Priory Barn and associated works. (Retrospective).  | Alvescot    |
| 22/00840/FUL         | Change of use of land to allow the siting of a Shepherds Hut for use as holiday let.  | Bampton     |
| 20/02600/FUL         | The re-organisation and upgrade of the existing Caravan Club Site to include the removal of 92 touring caravan pitches and demolition of existing site buildings, construction of replacement facilities and maintenance/housekeeping buildings with provision of static accommodation in the form of 36 Holiday Lodges | Bladon      |
| 21/01408/FUL         | Alterations and extension to existing hotel. Change of use of ground floor of 107 High Street to provide new entrance and reception area for use in connection with the existing hotel.   | Burford     |
| 21/03611/FUL         | Conversion of existing barns to enlarge existing dwelling and create two additional self-contained holiday let units (amended plans and description).   | Burford     |
| 22/03377/FUL         | Change of use of a detached garage with self-contained accommodation above to form a flexible use involving ancillary accommodation or a holiday let.   | Charlbury   |

| Permission Reference | Description  | Parish Name                 |
|----------------------|--|-----------------------------|
| 21/02437/FUL         | The siting of four shepherds huts (three for short-term holiday accommodation and one associated reception Shepherd hut) and associated landscaping  | Chastleton                  |
| 21/01204/FUL         | Proposed mixed-use conversion and redevelopment of existing retail and residential premises to form a 2-screen cinema, eight residential apartments (C3) plus five serviced short-term let apartment suites, with 14 spaced car park and shared bin and bicycle stores to rear.      | Chipping Norton             |
| 22/02610/FUL         | Change of use of land to site one shepherd hut, one bell tent together with conversion of a chicken shed to a kitchen/shower room for short term holiday use - Retrospective   | Chipping Norton             |
| 22/00655/FUL         | Conversion of existing grain store to provide holiday, event and tourism accommodation   | Curbridge                   |
| 22/01486/FUL         | Siting of 3 no. holiday pods together with associated decking, car parking and permeable pathways.   | Enstone                     |
| 23/00195/FUL         | Proposed siting of a shepherd hut for use as holiday accommodation together with associated landscaping and provision of parking.  | Filkins and Broughton Poggs |
| 22/00664/FUL         | Conversion of existing outbuilding to provide a self contained annex to Finstock Manor with the ability for it to be separately let out as a holiday home (amended plans)  | Finstock                    |
| 22/02188/FUL         | Construction of temporary staff accommodation, comprising 9 twin bedroom pods and 1 dining pod.  | Freeland                    |
| 21/01764/FUL         | Construction of five one bedroom guest cabins with associated landscaping scheme and alterations to existing drainage infrastructure.  | Great Tew                   |
| 21/02799/FUL         | Erection of twenty single bedroom farmhouse huts and associated landscaping works.   | Great Tew                   |
| 21/03344/FUL         | Provision of additional hotel health/wellness facilities to include three sauna pods, four hot tubs, enlargement of existing mill pond and conversion of existing building to provide new changing facilities within existing ice house. Associated soft and hard landscaping works. | Great Tew                   |
| 21/02445/FUL         | Replacement building to provide ancillary accommodation to be used as a holiday let/staff accommodation. (Amended).  | Hailey                      |
| 21/00508/FUL         | Phase I works including partial refurbishment of, and works to, the main building complex, landscaping, removal of marquee, provision of Arrivals Lodges and all incidental works. Development part of overall upgrading of Heythrop Park Hotel and estate (Use Class C1).           | Heythrop                    |

| Permission Reference | Description   | Parish Name            |
|----------------------|---|------------------------|
| 21/03450/FUL         | Phase 2B works including demolition works and redevelopment of existing maintenance area to provide new bedroom accommodation block, enclosed walkway, landscaping and all incidental works. Development part of overall upgrading of Heythrop Park Hotel and estate (Use Class C1).  | Heythrop               |
| 21/03464/FUL         | Phase 2A works including demolition works, partial refurbishment of, and works to, the main building complex, provision of new car park, refurbishment of and extension to existing spa/leisure building, construction of new ancillary buildings/structures, landscaping and all incidental works. Development part of overall upgrading of Heythrop Park Hotel and estate (Use Class C1). | Heythrop               |
| 22/03524/FUL         | Change of use from annexe to holiday let  | Kingham                |
| 22/01434/FUL         | The siting of 8 no. shepherds huts together with hard and soft landscaping to include provision of a pond, access track, external lighting and associated services.   | Minster Lovell         |
| 22/03254/FUL         | Erection of a Coach House for hotel guest accommodation   | North Leigh            |
| 22/01208/FUL         | Siting of 10 additional holiday lodges (static caravans) and associated infrastructure, to replace touring caravans.  | Over Norton            |
| 22/03473/FUL         | Removal of existing agricultural shed. Siting of 3 holiday glamping pods (static caravans) with associated infrastructure   | Over Norton            |
| 22/01197/FUL         | Demolition of existing agricultural building and erection of new building to form coffee shop with associated car parking.  | Over Norton            |
| 22/01460/FUL         | Proposed siting of 10 holiday lodges in lieu of 18 touring caravans with alternative site access, extension to pub car park and landscaping throughout.   | Salford                |
| 22/02772/FUL         | Change of use of the store over the existing garage to a holiday let. (Retrospective).  | Sandford St. Martin    |
| 22/01587/FUL         | Construction of first floor extension above existing garages to create self contained living accommodation.   | Shilton                |
| 22/02805/FUL         | Conversion of existing barn, together with erection of a single storey extension to form five accommodation lets, with associated works   | Shilton                |
| 22/01301/FUL         | Conversion of outbuilding to create two holiday lets and associated works.  | Shipton-under-Wychwood |
| 22/02091/FUL         | Conversion of barn to holiday let. Amendment to extant scheme 10/0086/P/FP to enable extension to provide a plant room and battery store for storage of electricity generated PV panels along with PV panels  | Spelsbury              |
| 22/00646/FUL         | Conversion of ground floor of existing garage to a self contained holiday let, works to include the installation of an array of solar panels  | Tackley                |

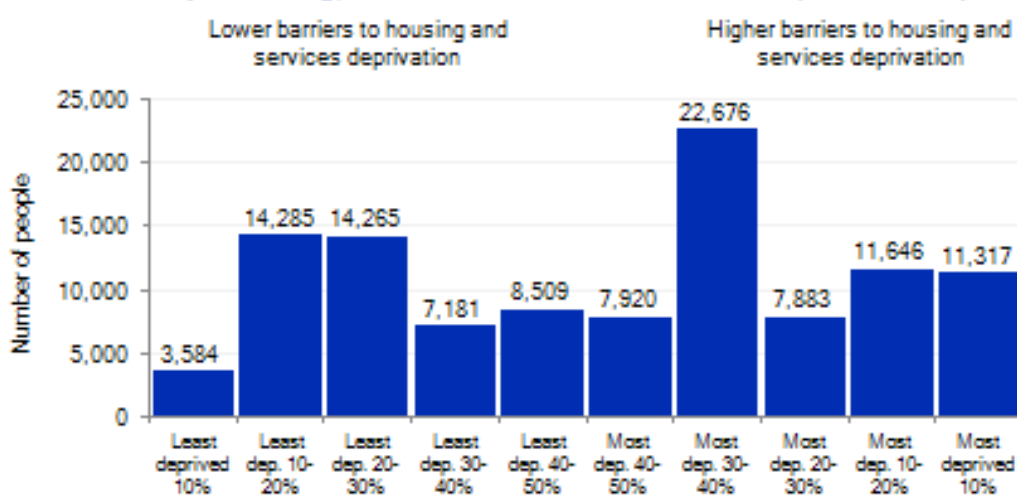
## Local services and community facilities (links to Policy E5)

4.98 The 'Barriers to Housing and Services' deprivation domain measures the physical and financial accessibility of housing and local services. The indicators fall into two sub-domains: geographical barriers, which relate to the physical proximity of local services, and wider barriers which includes issues relating to access to housing such as affordability.

4.99 Figure 18 below shows that a significant proportion of West Oxfordshire's population falls into the most deprived areas nationally for this measure of deprivation when combined for physical accessibility and affordability.

**Figure 18 - Number of West Oxfordshire residents in areas with higher barriers to housing and services deprivation**

**Figure: Number of people in each deprivation decile, ID 2019 Barriers to Housing and Services domain**  
**Source: Ministry of Housing, Communities and Local Government (Indices of Deprivation 2019)**



4.100 The District Council supports the development and retention of local services and community facilities to meet local needs and to promote social wellbeing, interests, interaction and healthy inclusive communities. This is reflected in Local Plan Policy E5.

4.101 Records indicate that there have been a number of proposals relating to the expansion and improvement of community services and facilities during the monitoring period.

4.102 These will help to ensure the continued integrity of community uses and support activity of communities in West Oxfordshire.

**Table 21 - Planning permission for new community services and facilities 2021 - 2023**

| Proposal   |   | Address   |
|--|---|---|
| Construction of coffee shop/bakery with ancillary drive through (use class Ea/b) and associated works.   | A1 Shops                                      | Monahan Way, Carterton                              |
| Change of use to Class E (shop and cafe) and F2 (local community uses)   | A1 Shops                                      | Freeland Methodist Church                           |
| Conversion of garage creating seating area in connection with neighbouring café/coffee shop  | A3 Restaurants and cafes                      | Market Street, Charlbury                            |
| Construction of an adventure golf course, bar and outdoor seating area.  | A4 Drinking establishments                    | Witney Lakes Golf Centre                            |
| Demolition of existing, and construction of new clubhouse.   | A4 Drinking establishments                    | Heyford Lakes                                       |
| Change of Use of ground floor from retail to a wine/cocktail bar/public house.   | A4 Drinking establishments                    | Market Square, Witney                               |
| Change of use from mixed/warehouse to allow the premises to be used as a live music and entertainment venue along with a bar serving alcohol, hot and cold food. | A4 Drinking establishments                    | Avenue Three, Station Lane, Witney                  |
| Proposed mixed-use conversion and redevelopment of existing retail and residential premises to form a 2-screen cinema,   | D2 Assembly and leisure                       | 29 - 30 High Street, Chipping Norton                |
| Erection of a detached cabin building to provide changing room/viewing area for use by Lower Windrush Tennis Club (LWTC).  | D2 Assembly and leisure                       | Rack End, Standlake                                 |
| Erection of a new single storey kitchen and dining hall building (amended plans)   | F.1 Learning and Non-Residential Institutions | Kitebrook House, Little Compton                     |
| Erection of a single storey extension to the North West facing elevation to form a new main entrance and reception office.                                       | F.1 Learning and Non-Residential Institutions | St Christopher's Church Of England School, Langford |
| Erection of three external canopies  | F.1 Learning and Non-Residential Institutions | Henry Box School, Witney                            |
| Erection of a children's nursery and associated works.   | F.1 Learning and Non-Residential Institutions | Land East Of Woodstock                              |
| Change of use from hall/meeting room (class use F2(b) to local community museum (class use F1(c)).   | F.2 Local Community                           | The Bartholomew Building Eynsham                    |
| Erection of single storey bakery building  | F.2 Local Community                           | Over Norton Park                                    |
| Change of use of former bank to provide a new community hub incorporating a community hall, meeting rooms, lettable office space and administrative offices.     | F.2 Local Community                           | Chipping Norton                                     |

4.103 There have been relatively few losses of community uses to other forms of development during the monitoring period suggesting that Policy E5 is acting effectively.

**Table 22 - Loss of community services and facilities 2021 - 2023**

| Permission Reference | Address                                    | Description  |
|----------------------|--|--|
| 20/03381/FUL         | Old School House, Main Street, Over Norton | Change of use of chapel to form residential annexe. Demolition of existing single-storey extension, erection of single-storey extension and raising pitch of main chapel roof (amended plans and proposal) |
| 21/01497/FUL         | The Bell Inn, Standlake                    | Conversion of former pub into 4 bedroom dwelling and erection of two new 5 bedroom dwellings and carport to the rear with associated landscaping and parking areas.  |
| 21/03224/FUL         | Chadlington Methodist Church               | Change of use from place of worship to single dwelling with new vehicular access   |

### Town Centre Vitality and Viability (links to Policy E6)

4.104 There are 5 designated town centres in West Oxfordshire in the main and rural service centres as follows:

- Witney
- Carterton
- Chipping Norton
- Burford
- Woodstock

4.105 There were 112 new permissions granted within or on the edge of these town centres within the monitoring period.

**Table 23 - Planning approvals within town centres 2021 - 2023**

| Town Centre | Number of new approvals | Proposals of note  |
|-------------|-------------------------|--|
| Witney      | 45                      | A mixture of full planning consents, listed building consents and advertisement consent approved in Witney town centre during the monitoring period.<br><br>These included changes of use from retail to hospitality uses, residential development and new office provision. |

| Town Centre     | Number of new approvals | Proposals of note   |
|-----------------|-------------------------|---|
| Carterton       | 5                       | New permissions include the construction of a new pavilion to the north west of the town centre at Carterton recreation ground and improvements to expand the capacity of a public house.   |
| Chipping Norton | 25                      | Majority of approvals minor in nature comprising alterations to listed buildings and advertisement consents.<br><br>Some existing retail uses were permitted to be redeveloped as a mixed use cinema and residential development comprising 2 screens. The change of use of former bank was also allowed to provide a new community hub, incorporating a community hall, meeting rooms, lettable office space and administrative offices. |
| Burford         | 18                      | The majority of new permissions granted within Burford town centre were Listed Building consents for alterations and extensions to listed buildings.<br><br>The town centre information centre was permitted to change to a jewellers and extension to the Highway Hotel was permitted to allow an additional 2 bedrooms.   |
| Woodstock       | 19                      | The majority of new permissions granted within Woodstock town centre were Listed Building consents for alterations and extensions to listed buildings.<br><br>There was a minor loss of residential use in the town centre with the conversion of a first floor flat to commercial use.   |

4.106 There has been no change to the total area designated as town centre space during the monitoring period and only limited changes to land use and premises within these town centres.

4.107 Town centre surveys were undertaken in March 2023 to quantify the number of vacant units. Chipping Norton had a total of 16 empty units, with the closure of the Barclays bank possibly the most significant loss to the town. Carterton had a total of 4 empty units and Witney a total of 34 across a number of locations including Corn Street, Market Square, High Street and Marriot's Walk.

4.108 The health of the District's Town Centres is key to meeting a number of Local Plan and Council Plan objectives as these are often to focal point of communities and the most accessible locations for residents to access services and facilities. Although there are some vacancies within town centres, they remain healthy, vibrant and active.

4.109 There have been some changes to accessibility in Town Centres, including restricted access to motor vehicles in Witney and the introduction of parking permits in Woodstock. Such changes have been introduced to improve the town centre environment while keeping them accessible for residents, vulnerable road users and people with disabilities.



## TRANSPORT AND MOVEMENT

### SUMMARY

- The majority of new residential and commercial development is located in the most accessible locations at town centres and rural service centres.
- Limited public transport improvements and enhanced opportunities for walking and cycling have been delivered in rural areas.
- Car ownership and distances travelled to access key services and facilities remain higher than the Oxfordshire average.
- Some limited funding has been secured towards highways improvements and monitoring of travel plans during the monitoring period.
- There has been good progress on a number of strategic highway schemes including the Access to Witney project (Shores Green Slip Roads) and the A40 smart corridor project, with the new Eynsham Park and Ride site now under construction.
- There were no applications for an increase public car parking approved during the monitoring period. All applications for increased car parking provision related to private properties or commercial enterprises.
- The council holds £251,564 towards car parking, secured through developer contributions that is yet to be allocated.

4.110 The transport and movement policies of the Local Plan cover a number of issues including the location of development, improvements to the highway network, public transport, walking and cycling and parking provision.

4.111 Core objectives are as follows:

### Core Objectives

CO1 - Enable new development, services and facilities of an appropriate scale and type in locations which will help improve the quality of life of local communities and where the need to travel, particularly by car, can be minimised.

CO10 - Ensure that land is not released for new development until the supporting infrastructure and facilities are secured.

CO11 - Maximise the opportunity for walking, cycling and use of public transport.

CO13 - Plan for enhanced access to services and facilities without unacceptably impacting upon the character and resources of West Oxfordshire.

CO15 - Contribute to reducing the causes and adverse impacts of climate change, especially flood risk.

CO16 - Enable improvements in water and air quality.

CO17 - Minimise the use of non-renewable natural resources and promote more widespread use of renewable energy solutions.

### Location of Development (links to Policies T1 and T3)

4.112 The Local Plan gives priority to locating new development in areas with convenient access to a good range of services and facilities and where the need to travel by private car can be minimised.

4.113 The Local Plan identifies 3 Main Service Centres and 7 Rural Service Centres which offer the widest range of services and facilities, are accessible by a choice of transport modes and offer a range of job opportunities.

#### Main Service Centres

- Witney
- Carterton
- Chipping Norton

#### Rural Service Centres

- Bampton
- Burford
- Charlbury
- Eynsham
- Long Hanborough
- Woodstock
- Salt Cross Garden Village

4.114 Planning permission was granted for 51 residential schemes at the service centres during the monitoring period totalling 515 dwellings, so the majority of residential development is being directed to the most sustainable locations in accessibility terms<sup>9</sup>.

4.115 The District Council has secured funding towards public transport improvements from developments commercial developments and developments that have been approved outside of the service centres.

4.116 The council currently holds £15,651 that is yet to be allocated towards highways and sustainable transport projects.

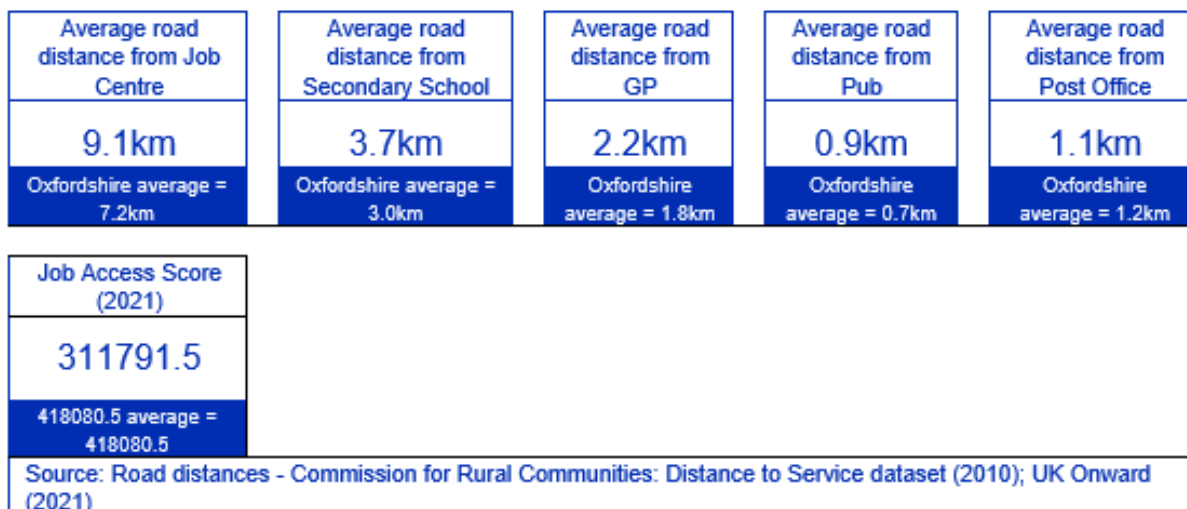
Table 24 - Section 106 contributions towards public transport in West Oxfordshire 2021 - 2023

| Year      | Public Transport contributions secured / collected / spent  |
|-----------|---|
| 2021/2022 | £7,942 (Stanton Harcourt Road, Eynsham)<br>£25,000 (Windrush Industrial Park)<br>£9,000 (London Road, Chipping Norton) Contribution to Villager Community Bus |
| 2022/2023 | None  |

<sup>9</sup> See Policies OS2 and H2 for further information

4.117 Notwithstanding the fact that the majority of developments is directed towards service centres, the rural nature of the district and fact that many settlements in the district have limited or no services at all, accessibility to key services and facilities in West Oxfordshire is relatively poor, resulting in relatively high car dependency.

Figure 19 - West Oxfordshire accessibility to key services and facilities 2021



Source – Oxfordshire Insight – Local Insight profile for West Oxfordshire. OCSI 2022

### Highway Improvements (links to Policy T2)

4.118 All development in West Oxfordshire is required to demonstrate safe access and an acceptable degree of impact on the local highway network.

4.119 Development proposals that are likely to generate significant amounts of traffic should be supported by a transport assessment and travel plan.

4.120 The tables below indicate the level of financial contributions towards highway improvements and monitoring fees secured during the monitoring period.

Table 25 - Travel Plans submitted and monitored during monitoring period

| Year    | Proposal  | Contribution / Spend              |
|---------|---|-----------------------------------|
| 2021/22 | 20/00140/FUL - Erection of a new office building, warehouse and starter units   | £1,426 Travel Plan monitoring fee |
| 2022/23 | 16/02369/FUL - Extension to existing manufacturing building, erection of two storey manufacturing and office building, two storey research and development building and two storey office building. | £1,666 Travel Plan monitoring fee |
|         |   | £177,185 Highway Improvements     |

|         |   |                        |
|---------|---|------------------------|
| 2022/23 | 17/01758/FUL - Erection of a three-storey extension to the existing hotel for use as 20 self-catering apartments, | £1,162 Highway signage |
|---------|---|------------------------|

4.121 The Local Plan also identifies a number of strategic highway infrastructure schemes, the latest position in relation to which is summarised below.

**Table 26 - Local Plan 2031 identified highway infrastructure schemes.**

| Scheme Name                 | Status  |
|-----------------------------|---|
| Downs Road Junction, Witney | Complete - New roundabout providing access to the A40 from Downs Road was delivered via development contributions at North Curbridge  |
| Shores Green Slip Roads     | Not Started - This scheme proposes adding westbound slip roads at the A40/B4022 Shores Green junction to improve access to Witney. The scheme now has planning permission and construction is anticipated to commence mid/late 2024. It will be funded by a combination of Housing and Growth Deal funding and developer contributions.   |
| West End Link Road          | Not Started – This scheme is associated with the allocated strategic development area at North Witney which is yet to come forward.   |
| Northern Distributor Road   | Not Started – This scheme is associated with the allocated strategic development area at North Witney which is yet to come forward.   |
| Eastern Link Road           | Not Started – This scheme is associated with the allocated strategic development area at East Chipping Norton which is yet to come forward.   |
| Western Spine Road          | Not Started – This scheme is associated with the allocated strategic development area at West Eynsham which is yet to come forward.   |
| A40 improvements            | <p>Planning permission in place for new Eynsham Park and Ride with development under construction. Wider A40 improvements being progressed by Oxfordshire County Council under the Homes England Homes from Infrastructure (HIF) fund.</p> <p>In July 2022, Oxfordshire County Council approved the preferred option proposals for the A40 HIF2 Smart Corridor (Duke’s Cut, integrated bus lanes and the extension of the dual carriageway).</p> <p>However, in light of global inflationary pressures, the A40 improvements programme was extensively reviewed between November 2022 and June 2023 and in July 2023, the County Council approved a new plan to build the programme in phases.</p> <p>The initial phase includes dedicated bus lanes between Eynsham Park and Ride and Oxford, as well as the addition of controlled crossings and upgraded shared-use paths to make walking and cycling safer along the historically congested A40</p> |

| Scheme Name | Status  |
|-------------|---|
|             | between Witney and Oxford. Later phases of work will be planned and delivered as funding becomes available. |

## ENVIRONMENTAL AND HERITAGE ASSETS

### SUMMARY

- No major residential development was approved in the Cotswolds National Landscape during the monitoring period. Larger residential schemes were approved in a limited number of service centres and villages.
- A number of single dwellings and minor schemes were approved elsewhere in the protected landscape including small villages and open countryside.
- There are 100 Local Wildlife Sites in West Oxfordshire, totalling 1582.65 hectares. The area of these LWS has decreased by 17.51ha since 2021. The area of Local Geological Sites has not changed.
- There are 4996.93 hectares of NERC S41 habitats in West Oxfordshire. This has increased by 3.63ha since 2021.
- There were 78 surveys for water voles in 2021, with 56 positive sightings. This is a success rate of 72%.
- There have been records of 132 priority species in West Oxfordshire within the last 10 years. We have not received records from two priority species in the last 10 years.
- The farmland bird index for West Oxfordshire is 0.85, which shows the index fell by 0.01 from 2020.
- The number of heritage assets on the Historic England assets at risk register decreased from 9 to 8 to the end of the monitoring period.
- There were approximately 45 applications for new residential development approved within or on the edge of conservation areas in West Oxfordshire, totalling approximately 253 dwellings during the monitoring period..
- Of the 274 planning applications that were refused in 2021/23, 114 of these were located within Conservation Areas
- There were 448 applications for Listed Building consent determined during the monitoring period. Of these, 398 were approved.

4.122 The environmental and heritage section of the Local Plan covers a broad range of issues relating to the natural and built environment including the Cotswolds National Landscape (formerly AONB) landscape character, biodiversity, green infrastructure, sport and recreation, renewable energy, flood risk, pollution and heritage.

4.123 Core objectives are as follows:

#### **Core Objectives**

CO9 - Promote inclusive, healthy, safe and crime free communities.

CO14 - Conserve and enhance the character and significance of West Oxfordshire's high quality natural, historic and cultural environment – including its geodiversity, landscape, biodiversity, heritage and arts – recognising and promoting their wider contribution to people's quality of life and social and economic well-being both within the District and beyond.

CO15 - Contribute to reducing the causes and adverse impacts of climate change, especially flood risk.

CO16 - Enable improvements in water and air quality.

CO17 - Minimise the use of non-renewable natural resources and promote more widespread use of renewable energy solutions.

#### **Development within the Cotswolds National Landscape (links to Policy EH1)**

4.124 The Local Plan has a generally restrictive policy against major development within the Cotswolds National Landscape (formerly known as the Cotswolds AONB), with great weight applied to conserving and enhancing the area's natural beauty, landscape and countryside including wildlife and heritage.

4.125 The Local Plan allocates no land for residential development within the Cotswolds National Landscape, but planning permission was granted for approximately 57 new dwellings during the monitoring period.

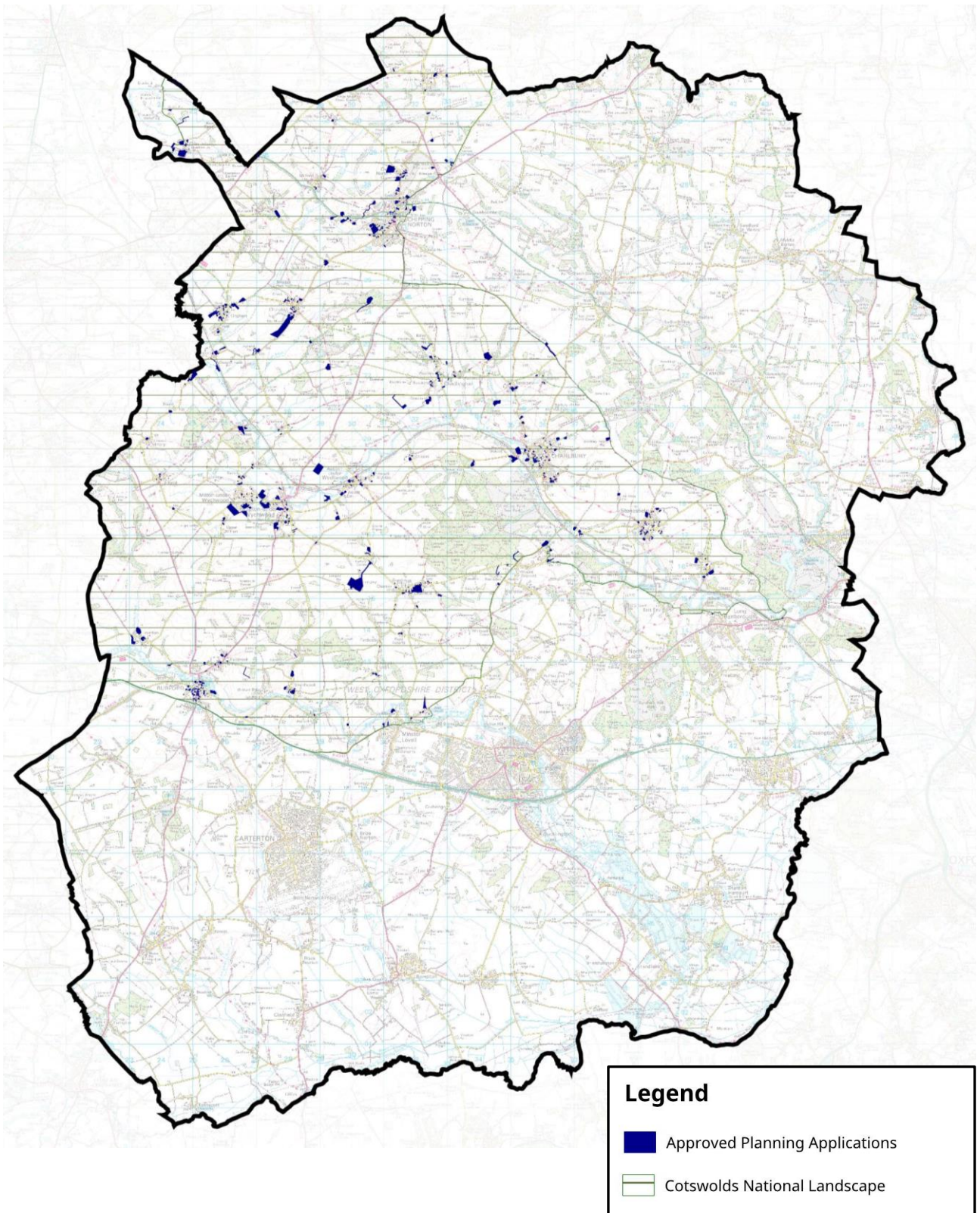
4.126 None of these proposals are major in nature and relate predominantly to the development of single dwellings.

4.127 There were a few slightly larger schemes approved within Chipping Norton (8 dwellings), Stonesfield (6 dwellings and 4 dwellings) and near to Kingham (4 dwellings).

4.128 There were however 536 new permissions granted for a mix of development types and land uses within the Cotswolds during the monitoring period, including:

- 538 householder applications approved
- 160 Full Planning approvals granted
- 157 applications for listed building consent granted

Figure 20 - Location of planning applications approved within Cotswolds National Landscape 2021 - 2023





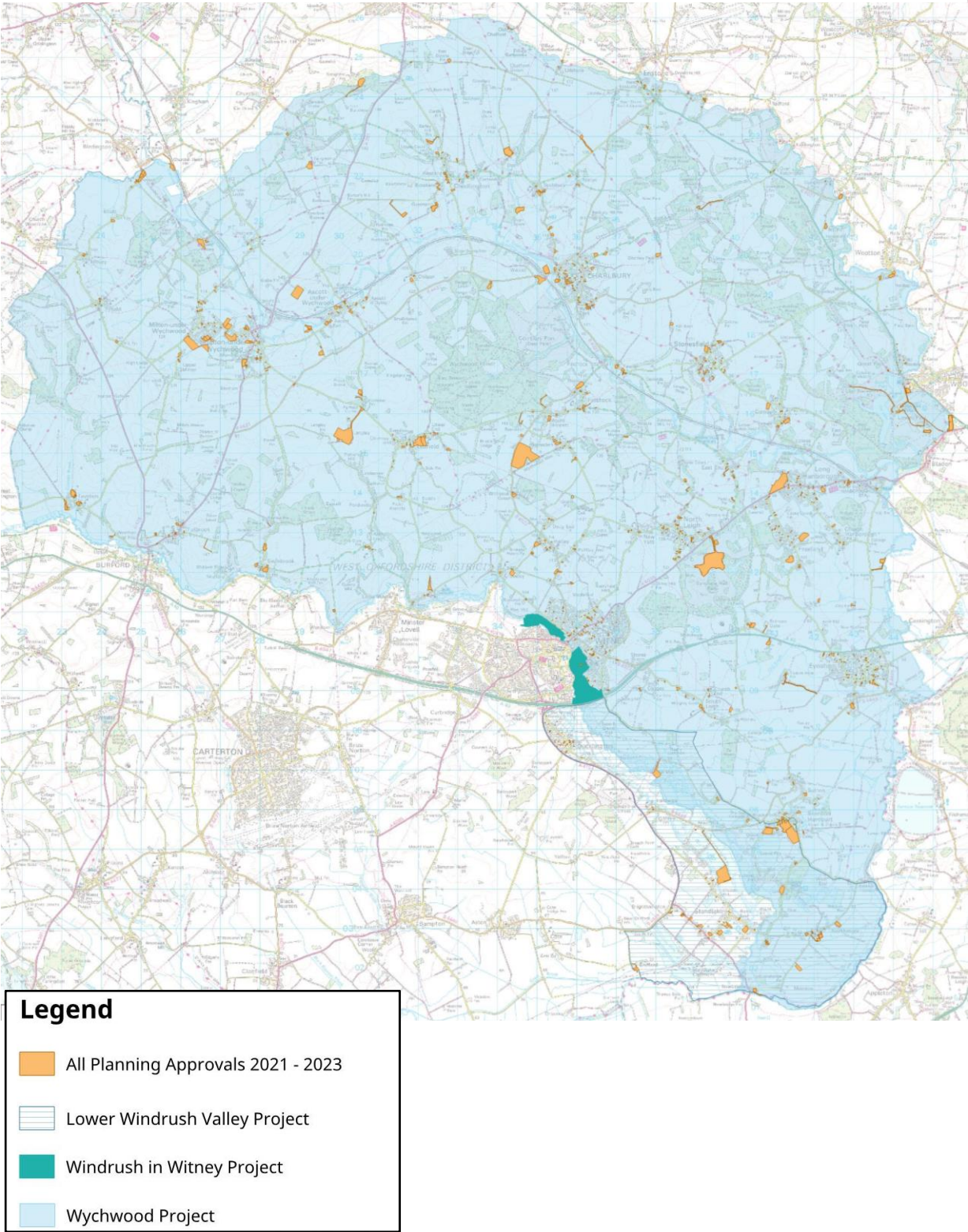
4.129 In addition to the Cotswolds National Landscape, the Local Plan identifies a further three special policy areas, that have been identified for special landscape protection, conservation and enhancement:

- Lower Windrush Valley Project Area – An area of major landscape change associated with mineral extraction and after uses, especially for recreation, tourism and nature conservation.
- Windrush in Witney Project Area – A fundamental component of the town’s attractive character.
- Wychwood Project Area – A project that aims to restore the landscape character and mix of habitats associated with the Royal Hunting Forest of Wychwood.

4.130 A total of 1,330 planning approvals were granted within these various landscape project areas during the monitoring period.

4.131 £25,153 was spent in 2022 on the purchase of land at Langel Common in Witney. This area of land is situated within the Windrush in Witney Project Area. The purchase of this land will protect it from development and preserve it for public amenity use.

Figure 21 - Location of planning approvals in landscape project areas 2021 - 2023



## Biodiversity (links to Policy EH3)

4.132 Local Plan Policy EH3 aims to protect and enhance biodiversity and geodiversity in West Oxfordshire, with a focus on protected sites and species and ensuring that development contributes towards the aims and objectives of Conservation Target Areas (CTAs) within the District.

4.133 Thames Valley Environmental Records Centre (TVERC) produce a Biodiversity Annual Monitoring Report (AMR) which provides useful information on areas of biodiversity importance, priority habitats, priority species and the distribution and status of farmland birds.

4.134 The information from the TVERC AMR is reproduced below for information.

**Table 27 - Areas of sites designated for Intrinsic Environmental Value in West Oxfordshire**

| Designation           | 2021    | 2022    |
|-----------------------|---------|---------|
| Local Geological Site | 333.32  | 333.32  |
| Local Wildlife Site   | 1600.16 | 1582.65 |

4.135 Records indicate that there has been a slight decrease in the area of land designated as a Local Wildlife site in West Oxfordshire between this and the last monitoring periods.

4.136 There are 100 Local Wildlife Sites in West Oxfordshire. The area of Local Wildlife Sites has changed by 17.51 hectares since last year. The area of Local Geological sites has not changed since last year.

4.137 Figures for changes in area are derived from an analysis of site boundary data following a site selection panel meeting during the analysis year. Counts in this report are based on the number of sites, rather than polygons, thus counts may differ from previous reports aside from any changes arising from panel decisions.

### Changes in area of UK priority habitat

4.138 This indicator identifies the UK NERC Act section 41 habitats of principal importance (priority habitats) within West Oxfordshire

4.139 Table 28 below provides details of the UK priority habitats which have been identified within West Oxfordshire. The changes in the UK priority habitats are mostly attributable to new information such as confirmation of boundaries of habitat types. For example, for 2021/2022 there has been a reclassification of 'Ponds' to 'Eutrophic Standing Waters' which is reflected in the numbers.

4.140 The changes largely represent an improved understanding of the habitat resource in West Oxfordshire, rather than the creation or loss of habitat.

**Table 28 - Changes in area of UK priority habitat**

| S4I Habitat                                       | 2021 (area in ha) | 2022 (area in ha) |
|---|-------------------|-------------------|
| Coastal And Floodplain Grazing Marsh              | 1518.67           | 1516.84           |
| Eutrophic Standing Waters                         | 263.95            | 264.30            |
| Lowland Beech And Yew Woodland                    | 14.36             | 14.36             |
| Lowland Calcareous Grassland                      | 187.12            | 184.49            |
| Lowland Dry Acid Grassland                        | 8.70              | 7.94              |
| Lowland Fens                                      | 56.93             | 60.57             |
| Lowland Meadows                                   | 240.44            | 241.77            |
| Lowland Mixed Deciduous Woodland                  | 1528.93           | 1532.61           |
| Lowland Wood Pasture And Parkland                 | 748.34            | 748.34            |
| Mesotrophic Lakes                                 | 256.62            | 256.62            |
| Open Mosaic Habitats On Previously Developed Land | 27.77             | 27.77             |
| Possible Priority Grassland Habitat               | 40.19             | 40.19             |
| Purple Moor Grass And Rush Pasture                | 1.24              | 1.24              |
| Reedbeds  | 1.71              | 1.71              |
| Rivers  | 8.75              | 8.75              |
| Traditional Orchards                              | 58.11             | 58.11             |
| Wet Woodland                                      | 31.47             | 31.47             |
| <b>Total</b>                                      | <b>4993.30</b>    | <b>4996.93</b>    |

### Changes in number of UK priority species

4.141 The number of priority species in West Oxfordshire Council is 139. Two species have been removed from the list, as no new records have been made within the last ten years.

**Table 29 - Changes in number of UK priority species**

|                               | 2011-2021 | 2012-2022 |
|-------------------------------|-----------|-----------|
| Number of UK Priority species | 134       | 132       |

4.142 Priority species removed from the list—no new records since 2011. This does not mean that they are not present, only that no records have been added to the TVERC database since 2011.

4.143 Planning permission was granted in 2021 for improvements to the Chimney Meadow Nature Reserve in the south of the district, as part of the Chimney Meadows Wetland Restoration Project. The main drivers for the project are to improve opportunities for fish passage, enable a healthier and more active floodplain, restore river and floodplain habitats, tackle non-native species and combat rural pollution. Details of the approval are set in table 30.

**Table 30 - Planning applications for environmental improvement schemes, 2021 - 2023**

| Application Reference | Proposal Details   |
|-----------------------|--|
| 20/03409/FUL          | Construction of Shifford Weir Fish Bypass, comprising excavation of a new approx 450m long naturalised fish bypass channel, including one culvert under existing flood embankment, wooden handrails to edge of culvert, use of excavated materials to improve BBOWT access for future management of the reserve, together with temporary construction accesses and temporary construction compound on land near public highway in Duxford, and reinstatement of land following completion of the construction works. |

## Sport and recreation (links to Policy EH5)

4.144 There have been a number of minor improvements and proposed enhancements to sports, recreation and children's play secured during the monitoring period which should support the integrity and ongoing use of community services and facilities in West Oxfordshire.

**Table 31 - Planning approvals for sport and recreation developments, 2021 - 2023**

| Proposal   | Location                    |
|--|-----------------------------|
| Erection of a single storey rear extension to clubhouse  | Witney Rugby Football Club  |
| Construction of new pavilion.  | Carterton Recreation Ground |
| Installation of a new cricket ECB approved non-turf cricket practice facility.                                     | Charlbury Cricket Club      |
| Construction of a new adventure play area and new visitor building together with associated works and landscaping. | Blenheim Palace             |
| Single storey extensions to existing bowls club house  | Charlbury Bowls Club        |
| Replacement of existing sports pavilion and storage building with the erection of a two storey pavilion building   | Oxford Road, Eynsham        |
| Replacement and relocation of cricket nets   | Pavilion at Langford        |
| Creation of an All-Weather sports pitch  | Burford School              |
| Demolition of existing, and construction of new clubhouse.   | Heyford Lakes               |
| Erection of a detached cabin building to provide changing room/viewing area for use by Lower Windrush Tennis Club  | Lower Windrush Tennis Club  |

| Proposal  | Location                  |
|---|---------------------------|
| Removal of existing grass surface to pitch, replacement with artificial 3G surface for community use together with associated releveling ground and drainage works. | North Leigh Football Club |

#### Renewable Energy Provision (links to Policy EH6)

4.145 There was one approval for larger, utility scale solar scheme in West Oxfordshire during the monitoring period.

Table 32 - Planning approvals for utility scale solar development 2021 - 2023

| Planning Reference | Description   | Location    |
|--------------------|---|-------------|
| 21/01236/FUL       | Installation and operation of solar farm including associated engineering and infrastructure works. | Ducklington |

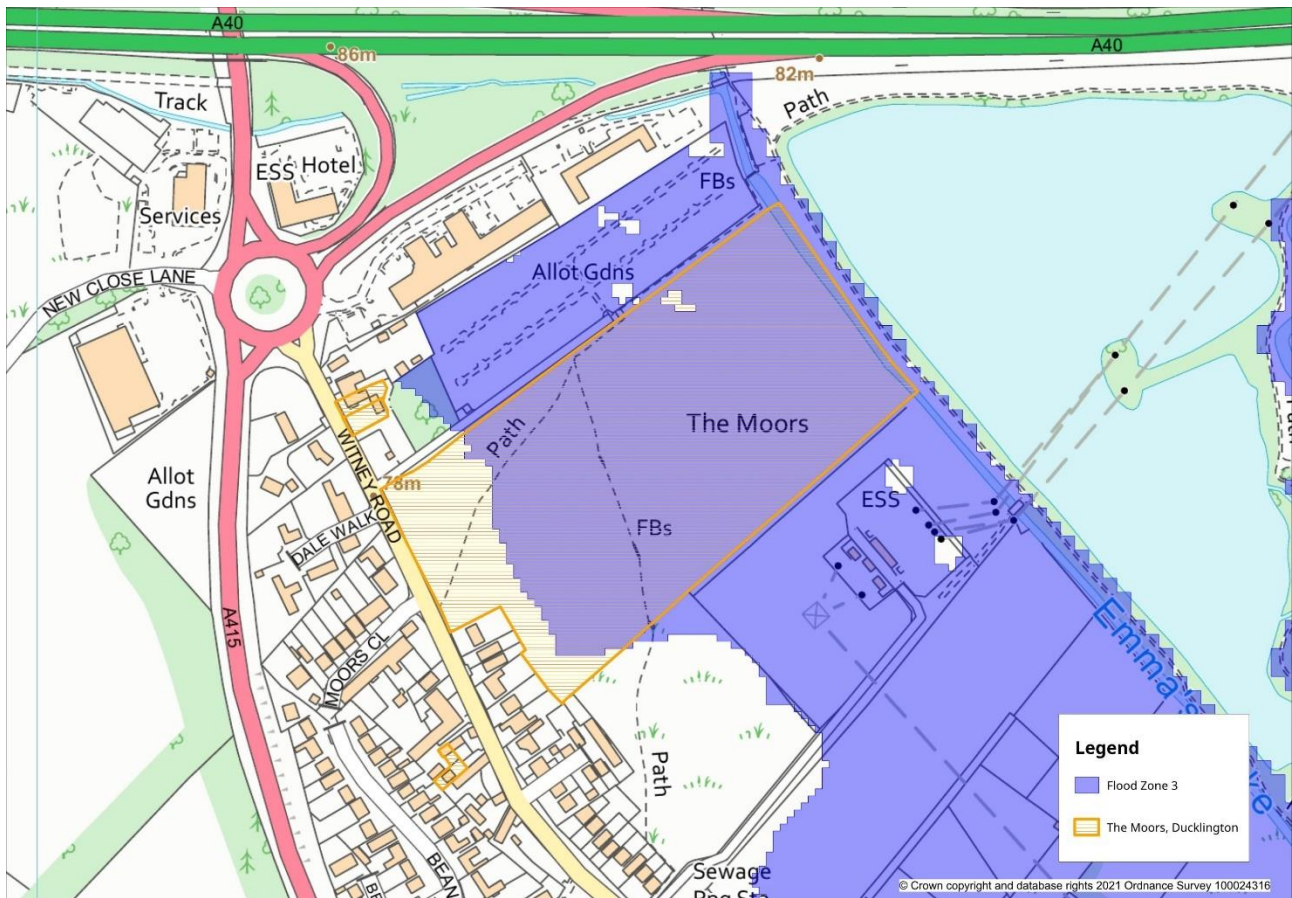
#### Flood Risk (links to Policy EH7)

4.146 There were few approvals for residential development approved in areas at risk of flooding during the monitoring period.

4.147 Where planning application boundaries overlap with flood risk areas, these are often access points or form part of the residential curtilage or garden, rather than buildings being proposed in flood risk areas.

4.148 One significant proposal for 120 dwellings was approved however, at the Moors in Ducklington. Permission was granted at appeal for the development which is predominantly located within flood zone 3, which is an area at high risk of flooding. The Environment Agency Flood Zones have been updated since the granting of permission, subsequently indicating that a larger proportion of the site is at risk of flooding than was previously understood.

**Table 33 - The Moors, Ducklington development and flood risk area**





## Heritage (links to Policy EH9)


- 4.149 There were approximately 45 applications for new residential development approved within or on the edge of conservation areas in West Oxfordshire, totalling approximately 253 dwellings during the monitoring period.
- 4.150 Of the 274 planning applications that were refused in 2021/23, 114 of these were located within Conservation Areas
- 4.151 There were 448 applications for Listed Building consent determined during the monitoring period. Of these, 398 were approved.
- 4.152 Historic England maintain a list of heritage assets<sup>10</sup> that are at risk to help understand the overall state of England's historic sites. The programme identifies those sites that are most at risk of being lost as a result of neglect, decay or inappropriate development. There are 8 heritage assets on the heritage risk register in 2023. There is one listed building and 7 scheduled monuments. The number of assets at risk has declined since 2009 when there were 9 assets at risk in West Oxfordshire.

**Table 34 - West Oxfordshire Heritage at Risk**

| Designated Name  | Heritage Category         | Condition  | Principal Vulnerability               | Trend     |
|--|---------------------------|--|---------------------------------------|-----------|
| Church of St Nicholas  | Listed Building grade II* | Poor   |                                       |           |
| Rectangular enclosures 1100yds (1010m) NW of Mount Owen Farm   | Scheduled Monument        | Extensive significant problems                         | Arable ploughing                      | Declining |
| Waterman's Lodge bowl barrow, one of a pair of Bronze Age barrows on the western edge of Wychwood Forest | Scheduled Monument        | Extensive significant problems                         | Animal burrowing - Badger - extensive | Declining |
| Medieval settlement and church of Asterleigh   | Scheduled Monument        | Generally unsatisfactory with major localised problems | Deterioration - in need of management | Declining |
| Pair of bowl barrows immediately south of Blindwell Wood   | Scheduled Monument        | Extensive significant problems                         | Animal burrowing - Badger - extensive | Declining |

<sup>10</sup> <https://historicengland.org.uk/advice/heritage-at-risk/search-register/results/?advsearch=1&county=Oxfordshire&searchtype=harsearch>

|  |                    |                                |                  |           |
|--|--------------------|--------------------------------|------------------|-----------|
| Pump Copse earthwork   | Scheduled Monument | Extensive significant problems | Arable ploughing | Declining |
| Linear earthworks east of Callow Hill Roman villa forming part of the north Oxfordshire Grim's Ditch | Scheduled Monument | Extensive significant problems | Arable ploughing | Declining |
| 145m section of the north Oxfordshire Grim's Ditch situated 200m west of Grimsdyke Farm              | Scheduled Monument | Extensive significant problems | Arable ploughing | Declining |

|   |  |
|---|--|
|  <p><b>WEST OXFORDSHIRE<br/>DISTRICT COUNCIL</b></p> | <p><b>WEST OXFORDSHIRE DISTRICT COUNCIL</b></p>  |
| <p>Name and Date of Committee</p>   | <p><b>EXECUTIVE – 17 JANUARY 2024</b></p>  |
| <p>Subject</p>  | <p><b>OXFORD CITY LOCAL PLAN 2040 – REGULATION 19 CONSULTATION</b></p>   |
| <p>Wards Affected</p>   | <p>ALL</p>   |
| <p>Accountable Member</p>   | <p>Councillor Charlie Maynard – Executive Member for Planning and Sustainable Development.<br/>Email: <a href="mailto:charlie.maynard@westoxon.gov.uk">charlie.maynard@westoxon.gov.uk</a></p>   |
| <p>Accountable Officer</p>  | <p>Chris Hargraves – Planning Policy Manager.<br/>Email: <a href="mailto:chris.hargraves@westoxon.gov.uk">chris.hargraves@westoxon.gov.uk</a></p>  |
| <p>Report Author</p>  | <p>Chris Hargraves – Planning Policy Manager.<br/>Email: <a href="mailto:chris.hargraves@westoxon.gov.uk">chris.hargraves@westoxon.gov.uk</a></p>  |
| <p>Summary/Purpose</p>  | <p>To agree West Oxfordshire District Council’s response to the Oxford Local Plan 2040 Regulation 19 consultation.</p>   |
| <p>Annexes</p>  | <p>Annex A – Draft Response</p>  |
| <p>Recommendation(s)</p>  | <p>That the Executive Resolves to:</p> <ol style="list-style-type: none"> <li>1. Note the content of the report;</li> <li>2. Approve the draft response attached at Annex A.</li> </ol>  |
| <p>Corporate Priorities</p>   | <ul style="list-style-type: none"> <li>• Putting Residents First</li> <li>• Enabling a Good Quality of Life for All</li> <li>• Creating a Better Environment for People and Wildlife</li> <li>• Responding to the Climate and Ecological Emergency</li> <li>• Working Together for West Oxfordshire</li> </ul> |
| <p>Key Decision</p>   | <p>NO</p>  |
| <p>Exempt</p>   | <p>NO</p>  |

|                             |   |
|-----------------------------|---|
| Consultees/<br>Consultation | An 8-week period of public consultation from 10 November 2023 – 5 January 2024. |
|-----------------------------|---|

## **1. INTRODUCTION**

- 1.1** Oxford City Council is preparing a new Local Plan covering the period up to 2040. Once adopted, it will replace the current Oxford Local Plan which covers the period to 2036. It will also supersede the Northern Gateway Area Action Plan adopted in 2015.
- 1.2** In accordance with legislative requirements, the City Council has published a submission draft version of the new Local Plan and is seeking views on the soundness and legal compliance of the draft plan through an 8-week public consultation.
- 1.3** The purpose of this report is to provide a brief overview of the draft plan and to agree the District Council's response to the consultation.

## **2. BACKGROUND**

- 2.1** The current Oxford Local Plan was adopted in June 2020 and covers the 20-year period 2016 – 2036.
- 2.2** Work on the new draft plan has been ongoing since 2021 and has included several stages of informal 'Regulation 18' public consultation as follows:
  - Issues and scoping paper consultation – June 2021
  - Preferred options consultation – October 2022
  - Housing need consultation – February 2023
- 2.3** The District Council responded at the preferred options stage in October 2022 and the housing need consultation in February 2023.
- 2.4** Building on these earlier consultations, the City Council has now published the final submission draft version of its new Local Plan in accordance with Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012.
- 2.5** The submission draft plan is particularly important because it is effectively the version that the City Council proposes to submit for independent examination.
- 2.6** Views are therefore being sought on the 'soundness' and legal compliance of the draft plan, along with whether the City Council has fulfilled its obligations under the duty to co-operate in preparing the plan.
- 2.7** Section 3 below provides an overview of the draft plan, highlighting those issues which are considered to be of most interest to District Council Members.
- 2.8** A suggested consultation response is attached in draft form at Annex A. Due to the timing of the consultation (which closes on 5 January 2024) a copy of this has already been submitted to Oxford City Council but on the basis that it would be confirmed when formally considered by the Executive.

### **3. OXFORD LOCAL PLAN 2040 – AN OVERVIEW**

- 3.1** The draft plan is quite lengthy at 362 pages including appendices but is well presented and written in concise, understandable language. The plan includes a large number of policies – both thematic and site-specific.
- 3.2** In terms of structure, the plan comprises the following sections:
- Vision and Strategy (4 policies)
  - A healthy, inclusive City to live in (16 policies)
  - A fair and prosperous City with a globally important role in learning, knowledge and innovation (5 policies)
  - A green biodiverse City that is resilient to climate change (9 policies)
  - A City that utilises its resources with care, protects the air, water and soil and aims for net zero carbon (7 policies)
  - A City of culture that respects its heritage and fosters design of the highest quality (15 policies)
  - A liveable City with strong communities and opportunities for all (9 policies)
  - Development sites, areas of focus and infrastructure (55 policies)
- 3.3** Having reviewed the plan and the policies contained therein, Officers are generally supportive, in particular the stated ambitions around zero carbon, tackling inequalities and supporting healthy, inclusive communities.
- 3.4** Most of the comments set out at Annex A are therefore of a minor nature including suggestions as to how certain policies could potentially be strengthened rather than raising any concerns around soundness or legal compliance.
- 3.5** Officers do however have significant concerns around the issue of housing need, including the lack of collaborative working on this key strategic matter to date and the way in which Oxford's housing need has been calculated and reflected in the draft plan and supporting evidence base.
- 3.6** A brief overview of the plan is provided below with any key points of interest highlighted as appropriate.

#### Vision

- 3.7** The plan's vision is concise and focused, placing particular emphasis on the importance of health, inclusivity, strong communities and equal opportunities as well as cultural identity, heritage, innovation, learning and business. The environment is a central component of the vision which seeks to achieve a city that is more biodiverse, resilient and connected, underpinned by net zero carbon, prudent resource use and minimising environmental impacts.

*Officer Comment*

- 3.8** The vision is generally supported however it is notable that there is very little reference to housing provision. Given the importance of this issue, Officers believe it should make a clearer commitment to maximising the delivery of new homes within the administrative boundaries of the City, including being more creative around the use of sites and building heights and densities. It could also be more positive in relation to heritage by seeking to positively enhance the historic environment as well as respecting it.
- 3.9** It is notable that the vision does not fully express or address the anticipated role of the city within the County context, particularly the key role it plays in terms of employment opportunities and associated patterns of movement across Oxfordshire.
- 3.10** As a general observation, the vision could also be more spatially specific. As it stands it is rather generic and does not articulate in spatial terms how the City is expected to evolve up to 2040 or set out any measurable outcomes. It could usefully be linked to a key diagram to help illustrate this.

Strategy

- 3.11** In terms of overall strategy, the plan's vision has been divided into six themes from which a number of specific objectives have been identified. The strategy identifies 3 main threads which run through the plan as a whole including climate change, reducing inequalities and achieving a 'liveable city' (ensuring residents can meet their daily needs within easy walking distance). This is usefully illustrated with reference to the specific plan policies that address each 'thread'.

*Officer Comment*

- 3.12** In overall terms, the themes and objectives are supported by Officers.
- 3.13** In terms of policies, this section of the plan contains four policies: spatial strategy, design, infrastructure and viability.
- 3.14** None of these policies raise particular concerns in terms of legal compliance or soundness, but as set out at Annex A, Officers have identified a number of ways in which they could potentially be improved.
- 3.15** For example, the spatial strategy policy could usefully be more specific about how different parts of the City will evolve in the period up to 2040 – linked to a key diagram to illustrate this.
- 3.16** Similarly, the infrastructure policy could potentially be strengthened and clarified by requiring developers to submit site-specific infrastructure delivery/phasing plans for any major development.
- 3.17** As per the comments on the draft vision outlined above, the plan objectives do not fully express or address the anticipated role of the city within the County context (e.g. employment and patterns of movement) and could usefully be augmented in this respect.

A healthy, inclusive City to live in

**3.18** This section relates primarily to housing development and includes 16 separate policies on a variety of topics including the overall level of housing to be planned for, affordable housing provision, housing mix, specialist housing needs, custom and self-build housing and so on.

*Officer Comment*

**3.19** Unlike, the vision and strategy section outlined above, Officers have some significant concerns about this element of the draft plan as set out in the comments at Annex A.

**3.20** Of particular concern is Policy H1 – Housing Requirement which is underpinned by housing needs evidence commissioned jointly by Oxford City and Cherwell District.

**3.21** In response to the City Council's focused consultation on housing need in March 2023, WODC objected on a number of grounds as follows:

- That the City Council had failed to comply with the duty to co-operate in progressing countywide housing need evidence with no input from three of the Oxfordshire local authorities (West, South and Vale);
- A lack of robust justification for the proposed departure from the Government's standard method for assessing housing need;
- Concerns about the adjustments made to standard method figures to take account of the 2021 census contrary to national policy;
- The fact that any evidence of housing need being relied upon by the City Council to support its own Local Plan, should not identify and apportion housing need to other areas without the involvement and agreement of those areas; and
- In factoring in economic growth, the City Council's preferred scenario effectively represents a policy choice, rather than a pure assessment of housing need per se.

**3.22** Unfortunately, despite the District Council's earlier concerns, little has changed in the final Regulation 19 draft version of the plan which continues to identify a housing need figure for Oxford City of 1,322 dwellings per annum (26,440 in total) set against a capacity-based housing requirement of 481 dwellings per annum (9,620 in total).

**3.23** Notably, the assumed need figure of 1,322 dwellings per annum is significantly higher than the City Council's latest housing need figure of 762 dwellings per annum based on the Government's 'standard method'.

**3.24** As set out in the draft plan, the City Council's view is that planning for a lower level of housing, as per the standard method, would be likely to result in more in-commuting and worse affordability of homes as well as constraining economic growth, not only in Oxford but more generally.

**3.25** Importantly, if the City Council's higher housing need assumptions are accepted, because housing supply in Oxford is limited, this effectively creates a significant quantum of 'unmet' housing need (16,820 homes) which would need to be met elsewhere.



- 3.26** Taking account of the quantum of unmet housing need already committed in currently adopted Local Plans (14,300) there would be an additional 2,520 homes to make provision for outside of Oxford.
- 3.27** Clearly this has significant potential implications for West Oxfordshire and the other Oxfordshire local authorities.
- 3.28** Whilst it is appreciated that each authority is at a different stage with their Local Plan reviews, clearly there should have been a much greater degree of collaboration and discussion taking place than has been the case.
- 3.29** Therefore, as per the comments attached at Annex A, the approach which has been taken by the City Council is considered to be unsound insofar as the draft plan is not positively prepared (in the absence of any agreement with other authorities regarding unmet need) is not justified (on the basis of the housing need evidence that underpins it) is not effective (in the absence of effective joint-working on cross-boundary strategic matters) and is not consistent with national policy (given the census related adjustments which have been made to the City Council's standard method figure in the supporting evidence).
- 3.30** The 15 other housing related policies in this section raise no particular concerns. Officers note that Policy H2 on affordable housing provision makes no allowance for First Homes which are a recognised form of affordable housing and effectively a national requirement. This will be a matter for Oxford City Council to justify at examination.

A Fair and Prosperous City with a Globally Important Role in Learning, Knowledge and Innovation

- 3.31** This section includes five policies (E1 – E5) which are principally related to employment and the economy. Policy E1 sets out the overall employment strategy which deals primarily with the provision and protection of employment land.

*Officer Comment*

- 3.32** It is notable that in terms of new employment generating uses, planning permission will only be granted on existing Category 1 and 2 employment sites or within the City and District centres. The focus is therefore very much on intensifying and modernising existing employment sites and providing opportunities as part of mixed-use developments.
- 3.33** In terms of the protection of employment sites, the plan stipulates a number of criteria against which proposals that involve a loss of floorspace will be assessed.
- 3.34** The policy refers to any proposals for residential development being assessed through a balanced judgement based on various factors however, these are in addition to the other criteria set out in the policy which essentially preclude the redevelopment of Category 1 and 2 employment sites for other uses.
- 3.35** This brings into question how/if that part of the policy will actually be used other than in relation to Category 3 employment sites where the policy explicitly states that residential proposals will be supported.

- 3.36** It is essential that Oxford does all it can to meet its own housing needs and therefore some flexibility on all category of employment sites should be provided. This point is reflected in the suggested Officer comments at Annex A.
- 3.37** Of the remaining four policies, the most notable elements include E3 which seeks to ensure the provision of affordable workspace on a number of key sites and E4 which requires all larger developments (50 or more homes or more than 1,000 sq.m of non-residential) to include a community employment and procurement plan to address issues such as construction job opportunities and apprenticeships for local residents.
- 3.38** These policy approaches are both supported.

A Green, Biodiverse City that is resilient to Climate Change

- 3.39** This section includes 9 policies related largely to the natural environment including biodiversity, green infrastructure (GI), flood risk, sustainable drainage and design/construction.
- 3.40** Policy G1 provides a clear hierarchy for the protection of GI, explicit guidance on existing GI features (such as trees and hedgerows) and the criteria that would allow new dwellings on residential gardens.
- 3.41** Policy G2 focuses on enhancement and new provision of GI, again with clear statements on what is expected of development proposals, including maintenance/management arrangements.
- 3.42** Policy G3 makes use of the Urban Greening Factor assessment policy tool that seeks to quantify and drive on-site urban greening on new development, with particular attention on the naturalness of surface cover. Larger developments will be expected to evidence this through the submission of an Urban Greening Factor (UGF) assessment and achieve certain minimum scores.
- 3.43** There are three policies addressing biodiversity (G4 – G6). Policy G4 relates to the delivery of mandatory 10% biodiversity net gain as a minimum requirement. In line with emerging government policy, the emphasis is on onsite provision but where this is not feasible, the policy sets out a clear locational ‘hierarchy of preference’.
- 3.44** G5 focuses on on-site biodiversity, taking an interesting approach to enhancements, based on Oxford City Council’s Ecological Points list which incorporates ‘mandatory’ features that are required of all development and two ‘pots’ of possible features which can be selected depending on the site context.
- 3.45** Policy G9 focuses on the climate resilience of new development including overheating and cooling and water efficiency standards – adopting the same approach as the West Oxfordshire Local Plan 2031 with new homes expected to achieve an estimated water consumption of no more than 110 litres per person per day.

*Officer Comment*

- 3.46** In general terms, Officers have no concerns regarding these policies and whilst some of are quite lengthy and repeat elements of national policy, this is not a ‘soundness’ concern as such and the policies do include a number of interesting locally specific approaches.

### A City that Utilises its Resources with Care, Protects the Air, Water and Soil and Aims for Net Zero Carbon

**3.47** This section addresses two main areas: climate mitigation and environmental mitigation, including the protection of natural resources. It includes a total of 7 policies on issues such as sustainable construction, retrofitting, air quality, land contamination, soil quality and the amenity/environmental impact of development.

#### *Officer Comment*

**3.48** Notably, under Policy R1, all new buildings are to be net zero carbon in operation which must be demonstrated through the submission of an Energy and Carbon Statement including the provision of a total Energy Use Intensity figure and compliance with specific energy use intensity targets set for residential and non-residential uses as well as space heating standards and zero use of fossil fuels.

**3.49** In essence, the policy is similar to that which the District Council has sought to take forward through the Salt Cross Garden Village AAP and so is to be supported.

**3.50** Policy R2 relates specifically to the issue of embodied carbon with all development required to demonstrate how this has been minimised e.g. through the re-use of materials and buildings, use of sustainably sourced materials etc. Again, this approach is supported.

**3.51** Policy R3 is of particular note, dealing with the issue of retrofitting energy efficiency improvements to existing buildings – a key issue for a major urban area such as Oxford but also of relevance to other areas including West Oxfordshire.

**3.52** The policy advocates a whole building approach in respect of traditional buildings, making use of the energy hierarchy, and giving due consideration to a building's heritage significance. The policy is also supported.

### A City that Respects its Heritage and Fosters Design of the Highest Quality

**3.53** The ten policies in this section of the plan aim to 'drive the highest quality design in all new development, which means developments are both aesthetically pleasing and functional, so that they enable people to live healthy, happy lives, and that they respond to climate change and make space for biodiversity.'

#### *Officer Comment*

**3.54** Six of the policies (HD1 – HD6) cover various heritage assets, re-stating national planning policy but also applying it, in part, to the Oxford context through a detailed approach, including setting out the guidance on the heritage assessment information expected.

**3.55** The remaining chapter provides detailed policies on the delivery of design-led solutions to achieve high quality development. Policy HD8 relates to the efficient use of land and how context should be used to determine appropriate density.

**3.56** High-density development is expected in the highly accessible locations of the district centres which for residential development will indicatively be taken as 100dph - and in the city centre, where feasible in the context of the impacts on heritage.

**3.57** Policy HD9 focuses on views and building heights, especially in relation to the city's historic skyline. View Cones and the Historic Core Area are given specific policy attention.

**3.58** Notably, Policy HD10 requires a Health Impact Assessment (HIA) to be submitted as part of any planning application for major development. The use of HIAs is increasingly being

recognised as a valuable tool through which to ensure healthy place shaping principles are embedded in new development.

- 3.59** Policy HD12 ensures that all new homes comply with the Nationally Described Internal Space Standards and Policy HD13 sets out the outdoor amenity space specifications for different size homes, all of which should have direct, well-related and convenient access to an area of private open space.

A liveable city with strong communities and opportunities for all

- 3.60** This section includes 9 policies (C1 – C9) which are focused on the issues of town and district centres, community and education provision, tourism, culture and transport.

- 3.61** Policy C1 relates to the City Centre, various designated District Centres (e.g. Summertown) and Local Centres setting out which uses will be permitted (retail, leisure, offices etc.) and applying the sequential test to new development in line with national policy. Policy C2 builds on this and seeks to encourage densification and growth within the City Centre and in District Centres (including high-density, low car development).

- 3.62** Policies C3, C4 and C5 effectively deal with the provision and protection of community facilities, education, other institutional uses and cultural/tourist attractions - setting out the criteria against which development will be assessed. These policies are supported.

- 3.63** Policies C6 – C9 relate to transport issues including transport assessment and travel plan requirements, cycle and powered two-wheeler parking, vehicle parking and electric vehicle charging.

- 3.64** Notably, Policy C8 relating to vehicle parking requires 'low car' development in certain locations such as controlled parking zones and where a site is within 400m of a frequent public transport service. Low car development is effectively where no car parking spaces are provided within the site other than those reserved for blue badge holders, car clubs and for operational uses.

*Officer Comment*

- 3.65** The policies in this section raise no particular concerns and are considered to be consistent with national policy. Officers support the concept of low car developments, the requirements for which are clearly laid out and justified.

- 3.66** A number of minor comments are included at Annex A which largely relate to how the draft policies in this section could potentially be made clearer and in some instances, incorporate a greater degree of flexibility.

Development sites, Areas of Focus and Infrastructure

- 3.67** Section 8 includes a large number of policies (55 in total) dealing primarily with the allocation of specific sites/areas for certain forms of development.

- 3.68** This includes five 'areas of focus' where significant changes are anticipated over the plan period - either within the city or adjacent to the city boundaries. Each area of focus contains some key policy principles which relate to all development that comes forward in that specific area. They also include a number of specific site allocations. A number of site allocations are also proposed outside of the defined areas of focus.

*Officer Comment*

- 3.69** In geographic terms, the most relevant area to West Oxfordshire is the Northern Edge of Oxford Area of Focus to the west and north of the Wolvercote Roundabout. Notably, one of the general principles for development in this location is that it should optimise connectivity and permeability for people wishing to walk or cycle in the area to other parts of the city and/or to destinations in the neighbouring districts of Cherwell District Council and West Oxfordshire. This is supported.
- 3.70** The area of focus includes the Northern Gateway which has previously been allocated for development and is one of the largest sites for housing and employment growth in Oxford. An Area Action Plan for the Northern Gateway was adopted in 2015 but the new policy in the draft plan is intended to supersede it and reflecting the fact that a large part of the site now has planning permission with the first phases under construction.
- 3.71** It is notable that part of the site (Red Barn Farm) is intended to come forward for employment use but specifically restricted to uses that would directly relate to the knowledge economy of Oxford: science and technology, research, bio-technology, spin-off companies from the universities and hospitals, or other intended uses that make a measurable contribution to those sectors.
- 3.72** Because Officers are not familiar with the various sites that are allocated in the draft plan, no comments are made on the specific merits of these at Annex A. Essentially it will be for the City Council to demonstrate at examination that each allocation and proposed use is sound and legally compliant.
- 3.73** However, as set out at Annex A, comments have been made in relation to paragraphs 8.6 – 8.8 which seek to summarise the current position in relation to current provision for Oxford's unmet need in the period up to 2036.
- 3.74** Here, the text suggests that because the new draft plan covers the period to 2040, there is an additional four years of unmet need to consider and that this has been the subject of ongoing discussions with the other Oxfordshire local authorities.
- 3.75** Officers are concerned about these statements because they are predicated on a level of housing need which has been assumed by Oxford City (and Cherwell District) but not agreed with West Oxfordshire, South Oxfordshire or the Vale of White Horse District Councils.

**4. WODC RESPONSE**

- 4.1** Attached at Annex A is a suggested draft response to the consultation which, for ease of reference, is set out in tabular form and in plan order. The comments made reflect the key points outlined in Section 3 above.
- 4.2** It should be noted that Officers have only commented where there is a particular concern or a suggested improvement to the draft plan has been identified. The annex does not seek to address all of the policies in the draft plan given that there are so many.

## **5. NEXT STEPS**

- 5.1 As explained in Section 2 above, because of the timing of the consultation which closes on 5 January 2024, Officers have already submitted the draft response attached at Annex A to Oxford City Council but on the basis that the District Council's position would need to be subsequently formally agreed by the Executive.
- 5.2 As such, if Members wish to make any changes to the draft response attached at Annex A, a revised version will be submitted to the City Council accordingly.

## **6. ALTERNATIVE OPTIONS**

- 6.1 Members could choose not to respond to the consultation, however failure to do so would mean the District Council would not be able to participate in any subsequent independent examination of Oxford's Local Plan unless specifically invited to do so by the Planning Inspector.

## **7. FINANCIAL IMPLICATIONS**

- 7.1 The report raises no direct financial implications although in due course, there may be some financial implications if the District Council were to seek the appointment of legal representation to assist Officers through the examination process.

## **8. LEGAL IMPLICATIONS**

- 8.1 The City Council's consultation is being carried out in accordance with Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012.

## **9. RISK ASSESSMENT**

- 9.1 As outlined in the report and Annex A, the approach which the City Council has taken in respect of identifying housing need raises a potential risk to the preparation of the new West Oxfordshire Local Plan 2041 because it is possible that it could be construed as pre-determining the level of housing need which West Oxfordshire should be planning for.

## **10. EQUALITIES IMPACT**

- 10.1 The City Council has carried out an Equalities Impact Assessment which looks at the potential equalities impacts of the plan and how it addresses these.

## **11. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS**

- 11.1 As outlined in the report and Annex A, much of the draft plan seeks to respond to the climate and ecological emergencies both in terms of mitigation and adaptation.

## **12. BACKGROUND PAPERS**

- 12.1 None.

| Policy/Section                | WODC response  |
|-------------------------------|--|
| <b>1. Vision and Strategy</b> |  |
| Vision                        | <p>The vision of the draft plan is generally supported, being concise and focused and placing particular emphasis on the importance of health, inclusivity, strong communities and equal opportunities as well as cultural identity, heritage, innovation, learning and business – all underpinned by the environment.</p> <p>As a general observation, the vision is quite generic and does not articulate in spatial terms how the City is expected to evolve up to 2040. An earlier Government consultation on plan-making reforms from July 2023 emphasised the need for local plan visions to be spatially articulated through a key diagram, serve as a golden thread through the whole plan and set out measurable outcomes for the plan period.</p> <p>Whilst this requirement has not come in force yet, it clearly represents a direction of travel.</p> <p>It is notable that the vision does not fully express or address the anticipated role of the city within the County context, particularly the key role it plays in terms of employment opportunities and associated patterns of movement across Oxfordshire. This could usefully be augmented within the vision itself and also the objectives that flow from it.</p> <p>We also note that there is only one brief reference to housing provision in the vision, in the context of providing equal opportunities for all.</p> <p>Whilst we agree with this sentiment, it would be helpful if the vision were to more strongly emphasise the importance of maximising the delivery of new homes within Oxford’s administrative boundaries including being more creative around the use of sites and building heights and densities.</p> <p>We would also suggest that as well as seeking to respect the City’s heritage, the vision could usefully emphasise the importance of securing positive enhancements to the historic environment in line with national policy (NPPF paragraph 190).</p> |

| Policy/Section  | WODC response  |
|---|--|
| Policy S1 – Spatial Strategy and Presumption in Favour of Sustainable Development | <p>In general terms, this policy is supported, however there are a number of issues which we feel may be helpful to raise.</p> <p>Firstly, although the policy makes some mention of housing provision, we feel it could more fully commit to maximising the delivery of new homes within Oxford’s administrative boundaries (in line with our comments on the draft vision above).</p> <p>We also note that the policy is not particularly spatial or specific about different parts of the city. From reading the policy and the supporting text, it is not clear how the City is expected to evolve in the period to 2040. A key diagram to illustrate the policy would be helpful here.</p> <p>Given that the protection of amenity is quite a general issue, it perhaps doesn’t need to be included within a spatial strategy policy.</p> <p>In relation to green and blue infrastructure, the policy should more clearly emphasise the importance of enhancing those networks rather than simply avoiding harm to them.</p> <p>As a general observation, the Government’s planning practice guidance on plan-making is clear that local plans do not need to mirror the NPPF’s presumption in favour of sustainable development and so the policy could perhaps be made shorter by removing this aspect.</p> |
| Policy S2 – Design Code and Guidance  | <p>Whilst we have no concerns with the purpose and intention of this policy and the emphasis on achieving good design, we note that parts of the policy read more as statements of intent than policy per se and could therefore potentially be moved to the supporting text.</p> <p>An example of this being <i>‘The City Council will be proactive in producing additional local design codes or guidance when a need arises’</i>.</p> <p>Perhaps the policy could more usefully set out the key principles/aspects of the design checklist at Appendix 1.1 so that it is clear what aspects need to be reflected in any local design codes being prepared.</p>  |



| Policy/Section   | WODC response   |
|--|---|
| Policy S3 – Infrastructure delivery in new development | <p>The general intention of the policy, which is essentially to ensure that new development is supported by timely provision of supporting infrastructure, is supported.</p> <p>We would suggest however that the policy could potentially be strengthened. At present, it simply states that developers will be expected to demonstrate that they have considered existing capacity and are making suitable provision for infrastructure.</p> <p>Perhaps for major development, the policy could include a specific requirement for a site-specific infrastructure delivery plan to be prepared in the context of the City Council’s IDP but identifying the specific provision needed to support the proposed development.</p> <p>We would also observe that some of the policy reads as a general factual statement which would be more appropriately located in the supporting text. For example:</p> <p><i>‘Enhancements to public transport accessibility in the south east of the city are needed to support the anticipated intensification of existing employment uses and new residential development. Supporting existing public transport and the reopening of the CBL to passengers would enable a reduction in car use to this area’.</i></p> |
| Policy S4 – Plan viability                             | <p>Development viability is an important issue and we generally support the approach being taken in this policy.</p> <p>The policy could however more clearly reflect the PPG assumption that where up-to-date policies have set out the contributions expected from development, planning applications that fully comply with them should be assumed to be viable.</p> <p>The supporting text could also perhaps reflect the type of circumstances which can lead to viability problems e.g. where particular types of development are proposed which may significantly vary from standard models of development for sale (for example build to rent).</p>   |

| Policy/Section                                    | WODC response   |
|---|---|
| <b>2. A Healthy and Inclusive City to Live in</b> |   |
| Policy H1 – Housing Requirement                   | <p>The District Council has a number of significant concerns relating to Policy H1 and the supporting text as set out below.</p> <p>Paragraph 2.1 infers that it is only the limited supply of housing in the City which leads to high property prices whereas in reality this is due to a large number of factors, including Oxford’s attractiveness, central location, cultural offer, job opportunities etc. This should be more fully recognised in the text.</p> <p>Paragraph 2.5 states that the minimum housing need figure for Oxford can be calculated by using the Government’s Standard method as set out in National Planning Policy and guidance but then goes on to explain that this would not tackle the fundamental issue of Oxford’s urgent need for more homes and reflect the particular economic circumstances of Oxfordshire including the role of Oxford. It goes onto explain that adopting the standard method would be likely to result in more in-commuting and worse affordability of homes, in addition to constraining economic growth in Oxford and elsewhere.</p> <p>We consider the text should be amended to more closely reflect paragraph 61 of the NPPF requirement which states that strategic policies should be informed by a local housing need assessment, conducted using the standard method unless exceptional circumstances justify an alternative approach.</p> <p>The text should therefore explain:</p> <ul style="list-style-type: none"> <li>• Why a countywide assessment of housing need has been undertaken rather than a local assessment of housing need for Oxford City only;</li> <li>• Why this has been undertaken without the involvement of West Oxfordshire District Council, South Oxfordshire District Council or the Vale of White Horse District Council;</li> <li>• Why the standard method figure for Oxford has been adjusted to take account of the 2021 census (when the planning practice guidance explicitly states that no such adjustment should be made); and</li> <li>• What the exceptional circumstances are that warrant departing from the standard method (noting that the standard method already incorporates an adjustment for housing affordability).</li> </ul> |

Paragraph 2.7 refers to the Housing and Employment Needs Assessment ('HENA') jointly commissioned with Cherwell District Council stating that it 'objectively assessed the housing need for Oxford'.

As the HENA also considered West Oxfordshire and the other Oxfordshire local authorities, its assumed status should be more clearly explained. Specifically, is the City Council saying that the HENA has objectively assessed the housing need for West Oxfordshire too? Clearly this has implications for the development of our own Local Plan and so should be more clearly explained.

Paragraph 2.8 states unequivocally that the housing need in Oxford is 1,322 new dwellings per annum.

However, this masks the fact that the HENA considered a number of different scenarios and that the 1,322 figure effectively represents a policy choice that takes into account projected employment growth and distribution which the City Council has effectively opted to support.

One of the reasons given for this approach is to reduce the effect of in-commuting, however, this is exactly what will occur should the outcome of the Oxford Local Plan process be that there is a significant quantum of unmet housing need that will need to be accommodated in the adjoining Districts.

We note that the supporting text makes no mention of any discussions held on this topic with the other Oxfordshire local authorities. Given its fundamental importance, not least in terms of the duty to co-operate, we would have expected to see at least some reference to any such dialogue.

Notwithstanding the 'in principle' concerns outlined above, in terms of Policy H1 itself, the policy should include reference not only to the anticipated level of supply but also the assumed level of housing need so that it clearly forms part of the policy.

The policy should essentially state that the assumed level of housing need in the period 2020 – 2040 is 1,322 dwellings per annum and that the capacity-based housing requirement figure is 481 per annum.

The policy should also set out how many homes have been completed since 1<sup>st</sup> April 2020 or are committed by way of planning permission or draft allocation.

We note that the second part of the policy reads like a statement of intent rather than a policy requirement and that it includes no reference to the phasing/timing of delivery so it is not clear how the

|   |  |
|---|--|
|   | <p>average of 481 units per year will be delivered. The policy should clearly link to a housing trajectory.</p> <p><u>Summary</u></p> <p>In summary, we have significant concerns over Policy H1 and the assumptions and evidence that underpin it.</p> <p>Whilst it is appreciated that each authority is at a different stage with their Local Plan reviews, given the importance of housing as a strategic matter of cross-boundary importance, there should clearly have been a much greater degree of collaboration and discussion taking place than has been the case to date.</p> <p>We therefore consider the approach which has been taken by the City Council to be unsound insofar as the draft plan is:</p> <ul style="list-style-type: none"> <li>• Not positively prepared (in the absence of any agreement with other authorities regarding unmet need);</li> <li>• Not justified (on the basis of the housing needs evidence that underpins it);</li> <li>• Not effective (in the absence of effective joint-working on cross-boundary strategic matters); and is</li> <li>• Not consistent with national policy (given the census related adjustments which have been made to the City Council’s standard method figure in the supporting evidence).</li> </ul> |
| Policy H2 – Delivering Affordable Homes | <p>The policy seeks to facilitate the delivery of new affordable homes which is consistent with national policy and supported – particularly given housing affordability pressures in Oxford and Oxfordshire more generally.</p> <p>We note with interest the exclusion of First Homes from the policy despite there being a national requirement for such provision.</p> <p>Clearly this will be a matter for the City Council to justify to the Inspector at examination and could usefully be more clearly explained within the supporting text.</p> <p>As a general observation, we note the policy uses the phrase ‘truly affordable’ and would simply point out</p>  |

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|  | <p>that in the examination of the Salt Cross Area Action Plan (AAP) the Inspector struck out similar wording on the basis that it does not form part of the national policy definition of affordable housing.</p> <p>We also note that the policy allows for some intermediate housing (20%) provided it is affordable in the Oxford market – however it is not explained what is meant by this and it could usefully be illustrated with some examples in the supporting text.</p>  |
| <p><b>3. A fair and prosperous City with a globally important role in learning, knowledge and innovation</b></p> |  |
| <p>Policy E1 - Employment Strategy</p>   | <p>As a general observation, we note that this policy is quite lengthy and may benefit from being condensed in some areas. Some of the criteria in relation to residential development are rather generic and may be better placed in another policy and cross referenced as appropriate.</p> <p>We support the approach taken which acknowledges that in some instances, it will be preferable to prioritise housing and other uses over employment as well as the potential for some housing to come forward on employment sites.</p> <p>The policy refers to any proposals for residential development being assessed through a balanced judgement based on various factors however, these are in addition to the other criteria set out in the policy which essentially preclude the redevelopment of Category 1 and 2 employment sites for other uses.</p> <p>This brings into question how/if that part of the policy will actually be used other than in relation to Category 3 employment sites where the policy explicitly states that residential proposals will be supported.</p> <p>It is essential that Oxford does all it can to meet its own housing needs and therefore some flexibility on all category of employment sites should be provided. Conversely, there may be circumstances where employment retention on some Category 3 sites should be considered.</p> <p>Whilst we note that demand for employment space has remained strong, it is likely that less office space is required by some businesses located in the City than prior to the pandemic, creating opportunities for conversion of sites from commercial to housing, and thus more accommodation of housing need within the City than otherwise considered.</p> |

| Policy/Section  | WODC response  |
|---|--|
| Policy E2 - Warehousing and Storage Uses  | <p>Firstly, we recognise that land use for warehousing and storage should be prioritised for more efficient uses in most cases. However, it should be recognised that there will still be a need for this use within the City and traditional distribution warehouses should not be displaced to the Districts unless appropriate.</p> <p>The policy only supports B8 uses where these are essential to support the operational use of category one sites but this may be overly restrictive as online shopping requires local storage and distribution if it is to be sustainable.</p> <p>We question whether the policy could be tightened up to make it clearer that where a use meets a Category 1 employment <i>use</i> rather than <i>site</i> (assuming that some sites have a mix of employment categories), this will be supported.</p> <p>The last sentence of the policy could be expanded to refer to potential impacts on the amenity of existing and future users and residents.</p> |
| Policy E3: Affordable Workspace Strategy and Affordable Workspace Provision on Commercial Sites | <p>We previously commented that affordable workspace tends to be found in older buildings which have been converted and therefore it may not be difficult to viably incorporate these into large commercial developments.</p> <p>However, if this approach is viable then we support this to help assist those businesses who would not normally be able to afford to rent in the City, provided that this policy doesn't result in vacant units.</p>  |
| Policy E4: Community Employment and Procurement Plans   | <p>We agree that this needs to be a policy requirement rather than just encouraged, however there may be some examples where these requirements inhibit developments and careful consideration needs to be given to striking the right balance and providing a degree of flexibility where necessary.</p>  |
| Policy E5: Tourism and Short Stay Accommodation   | <p>We previously raised some concerns that letting the market decide how tourist accommodation shapes the City may be detrimental to the wider tourism economy in the County.</p> <p>We note that this proposed approach has now been significantly tightened up which is welcomed.</p>  |

| Policy/Section   | WODC response  |
|--|--|
| <b>4. A Green Biodiverse City that is Resilient to Climate Change</b>        |  |
| Policy G3: Provision of new Green and Blue features – Urban Greening Factor  | <p>The general approach taken in this policy is supported in principle.</p> <p>We note that the third paragraph of this policy sets out the minimum Urban Greening Factor scores for development. It is not clear why these scores are different to those used in London where the UGF assessment was developed and this could usefully be explained.</p>  |
| Policy G4: Delivering mandatory net gains in biodiversity                    | <p>While the policy strongly encourages developments to provide more than 10% BNG, the Oxfordshire Local Partnership is keen for each of the Oxfordshire authorities to set their policy at 20% BNG, as part of their contribution towards nature’s recovery in the county.</p> <p>It is therefore somewhat disappointing to see reference to a minimum of 10% BNG rather than something more ambitious.</p> <p>The policy is supported in overall terms including the clear hierarchy of preference for the delivery of offsite enhancements.</p> <p>Since the drafting of this policy the secondary legislation for BNG has been published. This policy and supporting text will therefore need to be reviewed in light of this.</p> |
| Policy G6: Protecting Oxford’s biodiversity including the ecological network | <p>An important component of the ecological networks in both the county and the city are Conservation Target Areas (CTAs).</p> <p>Reference should therefore be made to these areas in Policy G6 and the supporting text.</p> <p>It would also be useful to include a figure/diagram like Figure 4.2 on the mitigation hierarchy near paragraph 4.35.</p>  |

| Policy/Section   | WODC response   |
|--|---|
| Policy G8: Sustainable Drainage Systems  | We welcome the emphasis placed on the provision of 'above ground' measures, in order to provide wider/multiple benefits.  |
| <b>5. A City that utilises its resources with care, protects the air, water and soil and aims for net zero carbon</b>                  |   |
| Policies R1: Net Zero buildings in operation, R2: Embodied carbon in the construction process and R3: Retro-fitting existing buildings | <p>We support the requirement that all new buildings should be net zero in operation and the requirement for an Energy Use Intensity calculation within an Energy and Carbon statement.</p> <p>The proposed whole building approach to retrofit is strongly worded and supported.</p>   |
| Policy R7: Amenity and environmental health impacts of development   | There could usefully be some further clarification in the supporting text to differentiate this policy from that of Policy HD10 on Health Impact Assessment.  |
| <b>6. A City of culture that respects its heritage and fosters design of the highest quality</b>                                       |   |
| Policy HD2: Listed buildings   | <p>The opening paragraph states: <i>Planning permission or listed building consent <u>will be</u> granted for development that respects and draws inspiration from Oxford's listed buildings, responding positively to their significance, character and distinctiveness.</i></p> <p>This is vague and could be misinterpreted, whereas Policy HD6 for non-designated heritage assets is more robust and states: <i>Planning permission <u>will only be</u> granted for development affecting a local heritage asset or its setting if it is demonstrated that due regard has been given to the impact on the asset's significance and its setting and that it is demonstrated that the significance of the asset and its conservation has informed the design of the proposed development.</i></p> <p>It is suggested that these differences could usefully be reconsidered.</p> |
| Policy D15: Bin and bike storage and external servicing features   | Whilst the principle of this policy is supported, it would benefit from including reference to the storage of other wheeled vehicles, such as wheelchairs, mobility scooters and eBikes.  |




| Policy/Section  | WODC response  |
|---|--|
| <b>7. A liveable City with strong communities and opportunities for all</b>   |  |
| Policy C1: Town Centre Uses   | <p>We agree with the general policy approach but question whether the policy should also seek to avoid the concentration of single uses or uses which will likely cause amenity issues.</p> <p>We also question whether this policy needs to list all the city/ district and local centres or just refer to them and list them in the supporting text?</p> <p>We note that residential isn't a Class E use so the policy relating the local centres is a bit confusing where it refers to residential.</p>   |
| Policy C2: Maintaining vibrant centres  | <p>We previously commented that we generally agree with the proposed approach to protect frontages but changes to the Use Class Order may limit its effectiveness.</p> <p>Requiring a percentage of uses that should fall within Class E – Commercial, Business and Service is a sensible approach but it should be recognised that some important town centre uses such as theatres, libraries and museums fall within others classes.</p> <p>As such, some flexibility may be necessary particularly if units remain empty for a lengthy period of time.</p>   |
| Policy C6: Transport Assessments, Travel Plans and Service and Delivery Plans | <p>We agree with the approach that transport assessments and travel plans should be required to review transport impacts. Given the car free aspirations of the City Council, this could be referred to more strongly in this policy with more emphasis on how these can aid this transition.</p> <p>As mentioned during the previous consultation, we remain of the opinion that the plan would benefit from a stronger focus on connectivity more generally. This could include polices related to active travel, public transport, mobility hubs, green infrastructure and digital connectivity which not just limits the need to travel but has the ability to improve the travel experience through live information and on-line ticket purchasing etc.</p> |

| Policy/Section   | WODC response  |
|--|--|
| Policy C7: Bicycle and Powered Two Wheelers Parking Design Standards | <p>We consider this to be an important element in achieving the City's aspirations to significantly reduce private vehicles within the city. If successful, this policy should help significantly reduce the reliance on car journeys, particularly for short distances.</p> <p>Given the above, we would suggest that the bicycle parking standards for student accommodation should be tightened up by removing the 'or' from the two criteria.</p> <p>In terms of the bicycle parking standards, it may be helpful if the policy referred to more detailed standards set out elsewhere. This should also cover parking standards for the needs of disabled people etc.</p> <p>Finally, the policy could specify the need for bicycle parking to be conveniently located to changing rooms/showers and lockers where possible, to allow for easy access.</p> |
| Policy C8: Motor Vehicle Parking Design Standards                    | <p>The policy is very prescriptive so there needs to be a careful consideration as to whether this approach proposed is appropriate in the majority of circumstances.</p> <p>The policy focuses on parking restrictions but there is very little about design (for example the possibility of integrating parking into the street design and the ability to allow for future conversion).</p> <p>Also there is very little reference to how future technological development could shape parking.</p>  |
| Policy C9: Electric Vehicle Charging                                 | <p>We raise no objections to this policy although we wonder if it could be simplified with some of the details included within supporting guidance. Also, where covered by building regulations, some elements of the policy may not be necessary.</p> <p>There may be the opportunity to merge this proposed policy with a general policy covering parking standards if it is necessary to condense the number of proposed policies in the Local Plan.</p>  |

| Policy/Section   | WODC response  |
|--|--|
| <b>8. Development sites, areas of focus and infrastructure</b> |  |
| Paragraphs 8.6 – 8.8   | <p>Here, the text suggests that because the new draft plan covers the period to 2040, there is an additional four years of unmet need to consider and that this has been the subject of ongoing discussions with the other Oxfordshire local authorities.</p> <p>Officers are concerned about these statements because they are predicated on a level of housing need which has been assumed by Oxford City (and Cherwell District) but not agreed with West Oxfordshire, South Oxfordshire or the Vale of White Horse District Councils.</p> <p>Please refer to the more detailed comments on Policy H1 and the supporting text outlined above.</p> |
| Policy NEOAOF – Northern Edge of Oxford Area of Focus          | <p>In geographic terms, the most relevant area to West Oxfordshire is the Northern Edge of Oxford Area of Focus to the west and north of the Wolvercote Roundabout. Notably, one of the general principles for development in this location is that it should optimise connectivity and permeability for people wishing to walk or cycle in the area to other parts of the city and/or to destinations in the neighbouring districts of Cherwell District Council and West Oxfordshire. This is supported.</p>   |

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|   |   |
|---|---|
|  <p><b>WEST OXFORDSHIRE<br/>DISTRICT COUNCIL</b></p> | <p><b>WEST OXFORDSHIRE DISTRICT COUNCIL</b></p>   |
| <p>Name and Date of Committee</p>   | <p><b>EXECUTIVE – 17 JANUARY 2024</b></p>   |
| <p>Subject</p>  | <p><b>DRAFT BUDGET 2024/25 – VERSION 2 (INCLUDING LOCAL GOVERNMENT FINANCE SETTLEMENT)</b></p>  |
| <p>Wards Affected</p>   | <p>ALL</p>  |
| <p>Accountable Member</p>   | <p>Councillor Alaric Smith – Executive Member for Finance.<br/>Email: <a href="mailto:alaric.smith@westoxon.gov.uk">alaric.smith@westoxon.gov.uk</a></p>  |
| <p>Accountable Officer</p>  | <p>Madhu Richards – Director of Finance.<br/>Email: <a href="mailto:madhu.richards@westoxon.gov.uk">madhu.richards@westoxon.gov.uk</a></p>  |
| <p>Report Author</p>  | <p>Madhu Richards – Director of Finance.<br/>Email: <a href="mailto:madhu.richards@westoxon.gov.uk">madhu.richards@westoxon.gov.uk</a></p>  |
| <p>Summary/Purpose</p>  | <p>To provide an update on the developing Budget for 2024/25 following the Local Government Funding Settlement on 18 December 2023.</p>   |
| <p>Annexes</p>  | <p>Annex A – Details of Base Budget Changes by Service Area;<br/>Annex B – Prior Year Comparison;<br/>Annex C – Draft Capital Programme;<br/>Annex D – Draft MTFS;<br/>Annex E – MTFS Graphs;<br/>Annex F – Council Tax Base;<br/>Annex G – Proposed Fees and Charges.</p>  |
| <p>Recommendation(s)</p>  | <p>That the Executive Resolves to:</p> <ol style="list-style-type: none"> <li>1) Approve the draft fees and charges for 2024/25, as detailed in Annex G, for inclusion as part of the Budget recommendations to Council on 28<sup>th</sup> February 2024.</li> </ol> <p>And Resolves to Recommend to Council to:</p> <ol style="list-style-type: none"> <li>2) Approve the Council Tax Base shown in Annex F, calculated as £47,841.03 for the year 2024/25;</li> <li>3) Authorise the Director of Finance to submit the National Non-Domestic Rates Return I (NNDRI) to Department for Levelling Up, Housing and Communities by the submission date of 31 January</li> </ol> |

|                             |  |
|-----------------------------|--|
|                             | 2024.  |
| Corporate Priorities        | <ul style="list-style-type: none"> <li>Working Together for West Oxfordshire</li> </ul>  |
| Key Decision                | NO   |
| Exempt                      | NO   |
| Consultees/<br>Consultation | Meetings with Assistant Directors, Business Managers, Interim S151 and Chief Accountant. Officers also met with key stakeholders from GLL and Ubico. |

## 1. BACKGROUND

The Council is required to set the budget for 2024/25 by 11 March 2024. The first draft of the 2024/25 budget was presented to the Executive on 13 December 2023.

- 1.1 This second draft has been updated for the government funding settlement received on 18th December 2023, the revenue investment approved in the Review of Legal Services paper at the 13 December Executive, draft fees and charges and the final Council Tax surplus.
- 1.2 A final budget, along with strategy papers will be prepared for the Executive and Council meetings in February 2024.
- 1.3 This report provides details of the funding settlement and the assumptions made for both the revenue budget and the Medium-Term Financial Strategy (MTFS) including the current drivers of growth.
- 1.4 Although the settlement is now known, there are still items under consideration, such as the details of the capital programme, and therefore this draft of the budget is still subject to change.

## 2. MAIN POINTS

- 2.1 In year reporting is forecasting an overspend this financial year of £433,041 over and above the approved deficit budget of £350,129, mainly driven by Investment Property, the Waste contract and some fee generating services.
- 2.2 This second draft of the 2024/25 budget, is a surplus of £14,670, with the picture from 2025/26 onwards becoming less optimistic with an increasing reliance on the use of reserves to fund front line services and the difficulty in identifying new, sustainable income streams.
- 2.3 While the reserves position for the Council is currently relatively healthy, there remains a financial gap which unless resolved could exhaust reserves over the life of this MTFS.
- 2.4 Single year settlements have exacerbated the financial strain on the Council, restricting our ability to confidently plan for more than one year in advance. Added to the long running uncertainty over the timing of the Business Rates reset, which has been delayed since 2020, and the phasing out of New Homes Bonus, this makes our funding assumptions speculative.
- 2.5 Unavoidable budget pressures, such as general and wage inflation, waste & recycling costs put additional strain on our financial position which we will struggle to offset with ongoing savings or additional income generation.
- 2.6 The Publica review has added a significant element of uncertainty around the financial impact of returning the majority of services back to the Council in terms of both one off and ongoing costs. Initially one off costs will be funded from earmarked reserves and ongoing costs will be included in the 2025/26 base budget.
- 2.7 The use of reserves to manage short term fluctuations in the Council's financial position is necessary but cannot be sustained over the longer term where the significant budget gap, over a number of years, will exhaust these reserves.

### 3. ECONOMIC ENVIRONMENT

- 3.1 The Local Government Association (LGA), in their letter to Jeremy Hunt on 13<sup>th</sup> October 2023 referred to the “intense financial pressure” that councils are under and the “ongoing inflationary and pay pressures alongside spiking demand and market challenges ..... This is happening at a time of low financial resilience across the sector following a 27.0 per cent real-terms reduction in core spending power since 2010/11.”
- 3.2 This view of the financial challenges facing councils is reflected in the number of recent s114 notices which have been issued, not all of which can be attributed to decisions made by the management in these Councils. The latest being Nottingham City Council on 29<sup>th</sup> November 2023.
- 3.3 The last decade has seen a reduction in core funding for Councils. Single year settlements and uncertainty about the timing and impact of the proposed local government finance reforms creates an ever more challenging financial environment. The prospect of a general election in 2024 may further delay these reforms.
- 3.4 Interest rates and inflation have been higher than budgeted in the current year. Uncertainty about these continues and assumptions have been made about these for the 2024/25 budget and Medium Term Financial Strategy (MTFS).

### 4. 2024/2025 LOCAL GOVERNMENT FUNDING SETTLEMENT

- 4.1 The Local Government Funding Settlement was announced on 18<sup>th</sup> December 2023.
- 4.2 The settlement is in line with the assumptions made for the first draft of the 2024/25 budget, taken to the Executive on 13<sup>th</sup> December 2023, as the settlement was in line with the Autumn Statement (22<sup>nd</sup> November 2023) and Policy Statement (5<sup>th</sup> December 2023).
- 4.3 There is a 5.1% increase in funding from 2023/24 to 2024/25 (assuming a £5 increase in the Council Tax is enacted).
- 4.4 There is a significant reduction in the New Homes Bonus, compared to assumptions made for the first draft of this budget, which is temporarily offset by an increase in the funding guarantee. See table below for the funding assumed in the MTFS taken to the Executive in December and the final funding amounts.

| MTFS Line Item         | December Exec MTFS | Settlement        | Difference     |
|------------------------|--------------------|-------------------|----------------|
| Revenue Support Grant  | £230,000           | £230,095          | + £95          |
| New Homes Bonus        | £1,579,635         | £1,009,640        | - £569,995     |
| Funding Guarantee      | £963,864           | £1,597,337        | +£633,473      |
| Rural & Services Grant | £221,000           | £162,556          | -£58,444       |
| <b>Total</b>           | <b>£2,994,499</b>  | <b>£2,999,628</b> | <b>+£5,129</b> |



- 4.5 There were no further changes to the Band D Council Tax Referendum thresholds. £5 or 2.99%
- 4.6 As this was the effectively the second year of a two-year settlement, the key uncertainties around future funding still exist. With the prospect of significant cuts in funding from the local share of business rates and other funding streams, medium- and longer-term financial planning is extremely difficult.

## 5. 2024/2025 BUDGET ASSUMPTIONS

- 5.1 The 2024/25 budget setting process has been informed by the financial performance in the current year and the key drivers of variances to budget to date.
- 5.2 The table below shows the key changes to the budget and expected funding that have changed the £350,129 deficit in 2023/24 to a **£14,670 surplus** budget in 2024/25. In the income and expenditure sections of the budget a negative figure represents a saving and a positive figure additional expenditure. In the funding section, a negative figure represents an increase in funding and vice versa.

2023/24 budget deficit 350,129

### Budget Movements

£ £

#### Changes in expenditure

|  |             |         |
|--|-------------|---------|
| Reversal of one off items from 23/24                 | (1,116,591) |         |
| Publica Review estimate of ongoing pension costs     | 75,000      |         |
| Publica Review one off costs                         | 200,000     |         |
| Retained Staff                                       | 90,650      |         |
| Closure of Elmfield as an operational building       | (97,625)    |         |
| External Audit fees                                  | 132,375     |         |
| Marriotts service charges                            | 34,910      |         |
| Secondary pension contribution                       | 96,900      |         |
| Budget Manager Review                                | (38,305)    |         |
| Publica contract growth                              | 647,452     |         |
| Ubico contract growth                                | 826,014     |         |
| Additional Legal fees for Planning Appeals/Inquiries | 90,000      |         |
|  |             | 940,780 |

#### Changes in income

|   |           |
|---|-----------|
| Between Towns Road development opportunity                  | 452,037   |
| Additional Planning Application income                      | (181,800) |
| Investment Property voids                                   | 323,850   |
| Land Charges, Building Control and Stray Dogs fees          | 176,072   |
| Green Waste licences - subject to Portfolio holder approval | (165,000) |

|   |           |              |
|---|-----------|--------------|
| Investment Property rent free periods                               | 351,608   |              |
| Homelessness Hostels  | (43,240)  |              |
| Reduction in loss of Housing Benefit subsidy for temp accommodation | (140,846) |              |
| GLL contract income   | (449,171) |              |
|   |           | 323,510      |
| <b><u>Changes in funding</u></b>                                    |           |              |
| Minimum Revenue Provision movement                                  | (186,775) |              |
| Earmarked reserves funding posts & Publica review one off costs     | (807,996) |              |
| Reverse Investment Recovery projected income in 23/24 base          | 175,000   |              |
| Reduction in external borrowing costs                               | (432,950) |              |
| Council Tax reduction in surplus                                    | 75,000    |              |
| Treasury Management income  | (54,000)  |              |
| Council Tax   | (330,194) |              |
| Provisional government funding assumptions                          | (52,504)  |              |
|   |           | (1,614,419 ) |
| <b>2024/25 DRAFT BUDGET</b>   |           | <b>(0)</b>   |

Budget deficit presented to the Executive in Dec 23 (0)

**Budget Movements since presentation to Executive**                      £                      £

**Revenue Changes**

|                                  |          |        |
|----------------------------------|----------|--------|
| Legal Services review            | 74,678   |        |
| Fees & Charges                   | (52,284) |        |
| 2 Year Economic Development Post | 30,579   |        |
|                                  |          | 52,973 |

**Funding Changes**

|  |          |          |
|--|----------|----------|
| Local Government Funding Settlement                  | (5,129)  |          |
| Earmarked Reserves funding Economic Development post | (30,579) |          |
| Council Tax surplus                                  | (31,935) |          |
|  |          | (67,643) |

**5.3** The key changes to the budget from 2023/24 to 2024/25 are as follows:

- The reversal of one-off growth items in 2023/24 which includes the contingency against leisure contract income and the budgeted movement to and from earmarked reserves. Earmarked reserve movements are recalculated every year and are used to fund posts that have been agreed by the Executive in advance.
- Estimated one off costs of £200,000 associated with the Publica Review have been included to cover external consultancy in the areas of HR, TUPE, Project Management, Legal and Finance, with an additional £75,000 for the ongoing additional pension costs estimated in the Human Engine Report, based on an estimated phase one completion in Q3 of 2024/25.
- Publica contract growth is included in the budget at 5% pay inflation, agreed across the Publica partnership Councils, as an indicative figure in advance of a more developed transition plan becoming available. When more information is available around the timing and structure of phase one of the TUPE of staff back to the Council, these costs will transfer from the Publica contract to the Council's retained staff budget line.
- Extensive work has been undertaken with Ubico on how to most efficiently, effectively and sustainably deliver the Waste Service over the next decade. The growth included in the 2024/25 budget represents wage inflation and the unavoidable impact of the proposed capital fleet replacement programme which will go forward to Members for approval in February 2024.
- For context there are 25 waste and recycling lorries coming to the end of their economic life in 2024, plus 6 ancillary vehicles. A phased replacement programme will allow the Council to take advantage of new technologies as they mature and become more reliable in the next two to three years. Spreading the cost over the next three to four years limits the amount of external borrowing needed at the current higher interest rates. In 2024/25 it is anticipated that the Council will purchase 6 replacement waste vehicles with the remainder of the fleet brought in through contract hire arrangements.
- The revenue costs of the Ubico contract will fall by an estimated £350,000 in 2025/26 as hire vehicles are replaced and repair costs of the existing end of life fleet fall.
- Public Sector Audit Appointments (PSAA) is tasked with appointing external auditors, consulting on and setting the external audit scale fee that is charged to Public Bodies. The PSAA have recognised the increased volume of work required to provide assurance in Local Government audits and has increased the scale fee by 151%.
- Between Towns Road is now empty but discussions have started with a potential partner to investigate the redevelopment of the site to provide temporary emergency accommodation. Whilst these discussions are underway and until development plans are finalised it is expected that the property will remain void throughout 2024/25 with a loss of rental income of £350,000 and additional costs associated with Business Rates liability and making sure the building remains secure.

- An Investment Property portfolio has a natural cycle of voids and rent free periods as tenants move in and out of properties. It is now commonplace that tenants negotiate an initial rent free period at the start of their lease term. A six month rent free period will reduce our income over the course of a 15 year lease by less than 4%.  
The revenue budget includes the income foregone for all existing rent free periods in effect into 2024/25 and the expected voids. Rather than calculate voids on a percentage basis over the entire portfolio, it is analysed on a per property basis. These figures will change year on year, with overall income increasing year on year as more voids are tenanted over the next couple of years with either 10 or 15 leases.
- It is proposed that the annual Green Waste licence charge be increased by £5 to £50. A benchmarking exercise on 10 neighbouring Councils shows an average green waste licence cost in 2023/24 of £54.09.
- Fees & charges are reviewed each year on a cost recovery basis and also assessed on whether the income budget is achievable. Land Charges and Building Control have been consistently below their income budget for some years and therefore have been reduced to an achievable level.  
The reasons for the fall in income in both areas has been consistently reported in the quarterly budget monitoring reports over the last three years. Unfortunately, remedial action to recover market share has not been successful.
- The budget has been updated to include the full contractual income from the leisure contract net of a contingency of 10%. Discussions are ongoing with our leisure provider to maximise the benefits of the contract for both parties and to ensure the viability of this contract in the future.
- The prohibitive cost of capital has brought the Investment Recovery strategy to a halt for now due to the lack of available opportunities which meet the Council's agreed criteria. The one potential project currently being investigated is the redevelopment of Between Towns Road. The 2023/24 budget assumed a level of Investment Recovery activity that will no longer be achieved with the resultant reduction in both MRP and external borrowing costs in 2024/25.
- The approval by the Executive in October to recruit an additional finance officer in the Homelessness team is expected to reduce our loss of Housing Benefit subsidy on temporary accommodation by £140,000 a year.
- The government announced that there will be a 35% rise in planning fees for major applications and a 25% rise for all other applications from 6<sup>th</sup> December 2023.
- It is proposed that Council Tax increases by the maximum amount of £5 on a Band D property.
- The following growth requests were not included in the first draft of the budget:
  - Posts and system resulting from the Review of Legal Service paper approved by the Executive on 13th December meeting.

- Economic Development Team Assistant – two-year fixed term post funded by earmarked reserves.

## **6. MEDIUM TERM FINANCIAL STRATEGY ASSUMPTIONS**

- 6.1** The timing and impact of local government reforms makes the development of an MTFS a challenging exercise with single year funding settlements adding to the uncertainty in future years.
- 6.2** The MTFS (Appendix A) assumes that New Homes Bonus will be paid for the last time in 2024/25 with an assumption that some kind of replacement funding will be rolled into the Settlement Funding Assessment (SFA) in 2025/26.
- 6.3** The business rates reset, delayed since 2020, is forecast to take place in 2026/27 with a possible 30% reduction in business rates income as a result as retained business rates are reduced to the baseline funding level.
- 6.4** The MTFS assumes a general inflationary increase of between 4% and 2% will apply to cost of services from 2025/26 onwards, excluding contracts where the actual inflationary increase is known i.e. Ubico contract, salary inflation, Publica contract and some software licence agreements.
- 6.5** Salary inflation over the last 3 years has been higher than we have historically estimated. For 2024/25 there is an assumed 5% increase, but this is expected to fall back over the life of the MTFS.
- 6.6** A Transformation Group has been established to help steer the Council's response to the challenging financial environment, guide the preparation of a sustainable MTFS consistent with the Council Plan, and oversee the delivery of the Council's work programme in terms of service transformation, investment and revenue generation.
- 6.7** This Council, like all local authorities, is facing external budget pressures that will impact the MTFS. Energy prices, inflation and interest rates have all had a significant impact on the financial performance in the current year and will continue to do so in the coming years.
- 6.8** The MTFS is based on the most reasonable forecasts of income and expenditure that can be inferred at this point in time.

## **7. FEES AND CHARGES**

- 7.1** Fees and charges are set on three separate bases.
  - Fees that are set centrally over which the Council has no control i.e. premises licences and penalty notices.
  - Fees that are set on a cost recovery basis i.e. Building Control, taxi licences and Street Trading. The Council is required to make sure that fees are set at a level that does not generate a profit compared to the cost of providing the service.
  - Fees that are discretionary where the Council has full control. These are the commercial services that operate where the Council is in competition with the private

sector i.e. Pre Application (Planning) advice, pest control, trade waste, bulky waste and green waste.

- 7.2 For the setting of the 2024/25 draft budget a comprehensive review has been undertaken to analyse the fees set on a cost recovery basis. As a result Land Charges and Water Sampling fees will increase by 6.7%
- 7.3 The government announced an increase in Planning Application fees from 6<sup>th</sup> December 2023 of 25% and an increase of 35% for major applications. This has increased our budgeted income for 2024/25 by £182,000.
- 7.4 Other fee generating services i.e. food safety, private water supply testing and licences (excluding premises) were found to be under recovering their costs and therefore the fees have been uplifted as detailed in Annex G.
- 7.5 A new charging regime for Pre Application Planning Advice is being introduced in 2024/25 which builds on intelligence gathered from a similar exercise undertaken by one of our Publica partner Councils in 2022/23. This regime should provide a modest increase in fee income of £15,000 and will cover the costs of delivering the service.
- 7.6 Green Waste licences are to increase by £5, generating expected additional income of £165,000. This new licence charge of £50 compares to the average cost across 10 neighbouring Councils of £54.09 in 2023/24.

## **8. CAPITAL PROGRAMME**

- 8.1 The outturn report for 2023/24 will identify any capital slippage which is requested to go forward into 2024/25. So far this year, there has been significantly lower capital expenditure than was anticipated, due to a lack of viable investment projects given the increase in interest rates.
- 8.2 A detailed review of the capital programme has been carried out during the 2024/25 budget process. The draft Capital Programme is attached in Appendix C.
- 8.3 The main programmes are the proposed Ubico vehicle replacement strategy, decarbonisation of Council buildings and solar PV schemes.
- 8.4 A Strategic Housing Development & Enabling Manager is included in the revenue budget for 2024/25 and this post will inform a strategic housing capital programme in 2025/26 and beyond.
- 8.5 Similarly, the Transformation Group is reviewing the council's Asset Management Strategy and this work will identify areas of capital spend in future years.
- 8.6 As always, inclusion in the Capital Programme at this stage does not mean that the expenditure is authorised. Identifying the possible spend, and including it in the Capital Programme, ensures that potential borrowing requirements are identified. In most cases, a business case would still need to be prepared and brought forward for review.

## **9. STATUTORY OVERRIDE PROVISION**

- 9.1 The statutory override for pooled funds, which requires fair value gains and losses to be taken to an unusable reserve unless the fund is sold, is set to end in 2025/26. The ending of the override would require any gains and losses to be recognised in revenue accounts thus having an impact on our revenue budget. Unrealised losses would reduce available resource to fund core services, while unrealised gains would not represent genuine resource increases that could be utilised.
- 9.2 Our Pooled funds currently have a capital value below their purchase price because of rising interest rates and high inflation. This “loss” would have to be moved to the General Fund in 2025/26 if the statutory override is not extended.
- 9.3 It is therefore advised, by our Treasury advisors Arlingclose, that it would be prudent to set aside an earmarked reserve to smooth out the impact of any such unrealised gains or losses that will have to be accounted for through the General Fund.

## 10. BUDGET CONSULTATION

- 10.1 The Council’s budget consultation, via the online engagement platform CitizenLab, ran from 13<sup>th</sup> November to 18<sup>th</sup> December 2023.
- 10.2 The Council used a wide range of communication channels to promote the consultation including media engagement, social media, website, stakeholders and newsletters.
- 10.3 A total of 377 responses (308 for 2023/24) were received as a result of this consultation.

## 11. BUDGET REVIEW TIMETABLE

- 11.1 This revision of the budget is presented to the Executive and Council in January 2024 for approval of the fees and charges, the Council Tax Base and submission of the National Non Domestic Rates I (NNDRI) Return ahead of the 31<sup>st</sup> January 2024 deadline.
- 11.2 A final budget will be presented to the Executive on 14<sup>th</sup> February 2024.
- 11.3 It will be debated at Council on 28<sup>th</sup> February.

## 12. CONCLUSIONS

- 12.1 This latest version of the budget is a **surplus of £14,670**.
- 12.2 There are significant pressures on the Council’s current 2023/24 budget which may mean that the general fund balances will be called upon in the current financial year to bridge the gap.
- 12.3 There are continued uncertainties and cost pressures, as detailed in this report, that will have an impact on the 2024/25 budget and the medium-term strategy.
- 12.4 This report contains the second draft of the 2024/25 budget. Feedback from committee meetings and the budget consultation process will provide inputs into the final budget,
- 12.5 The Council will need to set realistic budgets, balancing current need and future financial stability, to ensure that adequate reserves are maintained over the medium term.

## 13. FINANCIAL IMPLICATIONS

**13.1** There are no financial implications arising from this paper as it outlines the approach and context of the 2024/25 budget setting process.

**14. LEGAL IMPLICATIONS**

**14.1** Apart from the statutory duties and obligations set out in this report, with regards to budget setting process, there are no further implications.

**15. RISK ASSESSMENT**

**15.1** None required as a result of the content of this report.

**16. EQUALITIES IMPACT**

**16.1** No direct equalities impact with regards to the content of this report.

**17. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS**

**17.1** None.

**18. BACKGROUND PAPERS**

Budget papers – February 2023 and December 2023.

(END)



**Detail of base budget changes by cost centre**

**Annex A**

|                             | 2023/24<br>budget | Pay inflation | Contracts | Reverse<br>one offs | Budget<br>change | 2024/25<br>budget | 2022/2023<br>Actual | 2023/2024<br>Budget | 2024/2025<br>Estimate |
|-----------------------------|-------------------|---------------|-----------|---------------------|------------------|-------------------|---------------------|---------------------|-----------------------|
| Assets                      | (2,480,306)       | 64,432        |           | (39,137)            | 63,509           | (2,391,502)       | (2,228,555)         | (2,480,306)         | (2,391,502)           |
| Waste & Environmental       | 7,092,966         | 24,811        | 826,014   | (10,250)            | (134,773)        | 7,798,768         | 7,234,391           | 7,092,966           | 7,798,768             |
| Comms & Marketing           | 176,787           | 10,169        |           |                     | 11,982           | 198,938           | 165,399             | 176,787             | 198,938               |
| Contracts                   | 314,947           | 12,144        | (441,171) | (575,813)           | (2,814)          | (692,707)         | (80,497)            | 314,947             | (692,707)             |
| Corporate Finance           | 1,654,621         | 41,166        | 275,000   | (47,550)            | 313,796          | 2,237,033         | 2,065,229           | 1,654,621           | 2,237,033             |
| Corporate Responsibility    | 1,675,701         | 34,402        |           | (12,033)            | 65,211           | 1,763,281         | 1,559,769           | 1,675,701           | 1,763,281             |
| Customer Experience         | 1,144,301         | 78,416        |           | (8,060)             | (70,278)         | 1,144,379         | 968,552             | 1,144,301           | 1,144,379             |
| Development Management      | 830,162           | 133,084       |           | (166,000)           | (17,330)         | 779,916           | 534,327             | 830,162             | 779,916               |
| Env'l & Regulatory Services | 102,932           | 6,322         |           |                     | (944)            | 108,310           | 95,815              | 102,932             | 108,310               |
| Finance                     | 828,270           | 39,375        |           |                     | 4,572            | 872,217           | 790,612             | 828,270             | 872,217               |
| Insight & Intelligence      | 594,355           | 72,829        |           |                     | 31,211           | 698,395           | 568,609             | 594,355             | 698,395               |
| Localities                  | 641,221           | 20,454        |           |                     | (62,455)         | 599,220           | 596,499             | 641,221             | 599,220               |
| Operational Services        | 1,707,271         | 110,269       |           |                     | (42,575)         | 1,774,965         | 1,398,051           | 1,707,271           | 1,774,965             |
| People                      | 318,931           | 18,798        |           |                     | (4,008)          | 333,721           | 295,180             | 318,931             | 333,721               |
| Technology                  | 1,414,271         | 86,431        |           |                     | (14,090)         | 1,486,612         | 1,158,558           | 1,414,271           | 1,486,612             |
|                             | 16,016,431        | 753,102       | 659,843   | (858,843)           | 141,014          | 16,711,547        | 15,121,938          | 16,016,431          | 16,711,547            |

**Assets:**

This budget covers our operational buildings, commercial properties and our climate change programme. Investment property voids have been included in the budget on an individual tenancy basis, not as a generic percentage in order to more accurately identify expected rental income in 2024/25. Also included are any existing rent free periods, now an industry standard when establishing a new 10 to 15 year lease. The level of income will ebb and flow over time as premises are vacated and tenanted, but over the life of a 10 year lease the income foregone by the Council for a rent free period is 5% of the total.

The Climate Change programme has benefited from significant investment in additional resource in the last financial year in order to help deliver on the Council's Priorities. There is over £100,000 in earmarked reserves which will fund initiatives going forward.

**Waste & Environmental:**

This budget covers grounds maintenance and waste and contains large parts of the Ubico budget. Work is being carried out to develop a range of options to deliver long term revenue savings from the Waste Service to offset the unsustainable annual increases seen in the last 3 financial years. The income budget for Green Waste has been increased by £165,000 reflecting a proposed uplift of £5 in license fee to £50 a year for 2024/25. This is against the average 2023/24 cost of a licence in our 10 nearest Local Authorities of £54 a year.

The Ubico budget has been increased by £826,014. This figure reflects the general uplift in pay inflation in response to the cost of living crisis and a significant rise in vehicle hire costs to supplement the phasing of the proposed Waste Vehicle replacement programme which will be brought to Executive for approval in February 2024.

**Communications and Marketing:**

Individual Business Managers have input into their marketing spend but work directly with the specialists in the Comms team who bring their expertise to each task and find the most effective and cost efficient way to reach the largest number of people. It is a priority to increase our engagement with residents via Social Media as well as more traditional channels. There are no material changes to the 2024/25 budget.

**Contracts:**

The main item in this budget is the Leisure contract. The expected reduction in budget comes from the reversal of an income contingency in 2023/24 of the contracted Management Fee due for the year, shown in the table above. Senior Officers continue to work with our leisure provider, GLL, to stabilise the West Oxfordshire leisure offering and maximise the ability of GLL to remit the full management fee. All realistic options on how the contract is delivered have been assessed with an update coming forward to Members in the new year.

#### Corporate Finance:

This section covers centralised services like Legal and Treasury. The increase of £275,000 in the table above relates to the expenditure included in the budget for the initial costs of the Publica review which Executive have agreed to fund from earmarked reserves.

#### Corporate Responsibility:

These are central governance costs, members costs, election costs etc. The budget changes in the above table relate to the pay awards agreed in 2023/24 and a 6% increase in Members allowances - agreed by which independent committee?

#### Customer Experience:

There are a variety of services contained in this area from Customer Services and Front of House to Homelessness. The additional expenditure identified for 2024/25 has been funded by savings in other parts of the service.

#### Development Management:

Planning applications, appeals, conservation and flood defence are covered by this budget which has seen an increase in both income and costs. The government announced an increase of 25% to planning application fees and a 35% increase for major applications from 6th December 2023. The budget therefore includes increased Planning fee income of £182,00 of which half is lost to an increase in external legal costs to support the Council at Planning Appeals. Each appeal costs on average from £20,000 to £60,000 dependent on the complexity and we have seen these costs rise considerably over the last two years.

#### Environmental and Regulatory Services:

There are no significant changes to highlight in this budget.

#### Finance:

There are no significant changes to highlight in this budget, the movement in the above table relates to the pay award agreed in 2023/24.

#### Insight and Intelligence:

The main focus of this budget is planning policy and economic development. There are two new FTC posts in this area in 2024/25, a Strategic Housing Officer who will work to bring forward a Strategic Housing Plan in the second half of 2024/25 addressing the pressures on the supply of affordable housing in the District and an Economic Development Assistant who will help support local businesses.

#### Localities:

These are the budgets for communities, arts and tourism. Savings have been identified in legacy budgets, excluding staff, and have been removed in 2024/25. There have been no other material changes to this budget.

#### Operational Services:

This department covers all aspects of benefit payments and revenue collection, including fraud investigation. It also covers Pollution Control, Food Safety and Markets. There are a number of modest revenue savings that have been identified and removed from legacy budget lines. The number of households presenting as homeless has tripled since March 2020 and is continuing to rise. The Council is able to provide 22 units of homelessness accommodation in its own properties with the excess demand utilising Bed & Breakfasts or Hotels. The approval to make some FTC posts in the Homelessness team permanent in 2023/24 will stabilise the service and allow officers to better support clients and help to move them out of temporary accommodation and into more secure tenancies.

#### People:

People covers human resources and training. There are no significant changes to highlight in this budget.

#### Technology:

This budget predominantly covers ICT. There are increases in software licence support & maintenance to reflect the current market rate increases, which are linked to inflation. These rises have been deferred and negotiated down where possible and, as much as we can, we've found or generated savings to offset them. Additional cyber security protection is required to increase the Council's resilience and is included in the base budget as part of the software licence support costs.

**2024/25 Proposed Revenue Budget comparison to  
prior year**

**Annex B**

| <b>2022/2023</b>  |                                     | <b>2023/2024</b>  | <b>2024/2025</b>  |
|-------------------|-------------------------------------|-------------------|-------------------|
| <b>Actual</b>     | <b>Expenditure by Service Area</b>  | <b>Budget</b>     | <b>Estimate</b>   |
| <b>£</b>          |                                     | <b>£</b>          | <b>£</b>          |
| (2,228,555)       | Assets                              | (2,480,305)       | (2,391,502)       |
| 7,234,391         | Waste & Environmental               | 7,092,966         | 7,798,768         |
| 165,399           | Communications & Marketing          | 176,787           | 198,938           |
| (80,497)          | Contracts                           | 314,947           | (692,707)         |
| 2,065,229         | Corporate Finance                   | 1,654,621         | 2,237,033         |
| 1,559,769         | Corporate Responsibility            | 1,675,701         | 1,763,281         |
| 968,552           | Customer Experience                 | 1,144,301         | 1,144,379         |
| 534,327           | Development Management              | 830,162           | 779,916           |
| 95,815            | Environmental & Regulatory Services | 102,932           | 108,310           |
| 790,612           | Finance                             | 828,270           | 872,217           |
| 568,609           | Insight & Intelligence              | 594,355           | 698,395           |
| 596,499           | Localities                          | 641,221           | 599,220           |
| 1,398,051         | Operational Services                | 1,707,271         | 1,774,965         |
| 295,180           | People                              | 318,931           | 333,721           |
| 1,158,558         | Technology                          | 1,414,271         | 1,486,612         |
| <b>15,121,939</b> | <b>Total Cost of Services</b>       | <b>16,016,432</b> | <b>16,711,547</b> |
| <b>2022/2023</b>  |                                     | <b>2023/2024</b>  | <b>2024/2025</b>  |
| <b>Actual</b>     | <b>Expenditure by Type</b>          | <b>Budget</b>     | <b>Estimate</b>   |
| <b>£</b>          |                                     | <b>£</b>          | <b>£</b>          |
| 1,383,001         | Employees                           | 1,258,686         | 1,429,192         |
| 1,779,128         | Premises Related Expenditure        | 1,560,865         | 1,517,413         |
| 4,884             | Transport Related Expenditure       | 16,310            | 16,310            |
| 7,063,527         | Supplies & Services                 | 5,077,119         | 5,813,680         |
| 18,826,431        | Third Party Payments                | 20,368,757        | 22,072,488        |
| 19,371,447        | Transfer Payments                   | 14,000,000        | 14,400,000        |
| 2,268,477         | Capital Charges                     | 1,731,690         | 1,733,952         |
| <b>50,696,895</b> | <b>Total Cost</b>                   | <b>44,013,427</b> | <b>46,983,035</b> |
| (35,574,956)      | Income                              | (27,996,996)      | (30,271,488)      |
| <b>15,121,939</b> | <b>Total Cost of Services</b>       | <b>16,016,431</b> | <b>16,711,547</b> |

|   | <b>2023/2024</b>  | <b>2024/2025</b>  |
|---|-------------------|-------------------|
|   | <b>Budget</b>     | <b>Estimate</b>   |
|   | <b>£</b>          | <b>£</b>          |
| <b>Total Cost of Services</b>                                     | <b>16,016,431</b> | <b>16,711,547</b> |
| Capital Expenditure funded through revenue                        | 540,100           | 540,100           |
| Minimum Revenue Provision   | 813,391           | 626,616           |
| Temporary loans interest  | 0                 | 0                 |
| Interest on Long Term Borrowing                                   | 522,375           | 89,425            |
| Capital charges - depreciation and amortisation                   | (1,731,690)       | (1,731,690)       |
| <b>Net Operating Expenditure</b>                                  | <b>16,160,607</b> | <b>16,235,998</b> |
| Treasury and Investment Income                                    | (2,157,124)       | (1,156,228)       |
| <b>Net Expenditure</b>  | <b>14,003,483</b> | <b>15,079,770</b> |
| <u>Contributions to / (from):</u>                                 |                   |                   |
| General Fund Balance  | (350,129)         | 14,670            |
| Net contribution to / (from) Earmarked Reserves                   | 257,748           | (838,575)         |
| <b>Balance to be met from Government Grants &amp; Council Tax</b> | <b>13,911,102</b> | <b>14,255,865</b> |
| Transfers to / (from) Collection Fund                             | (199,508)         | (156,443)         |
| Revenue Support Grant   | (215,801)         | (230,095)         |
| New Homes Bonus   | (1,579,635)       | (1,009,640)       |
| Rural Services Delivery Grant                                     | (148,899)         | (162,556)         |
| Services Grant  | (86,796)          | 0                 |
| Funding Guarantee Grant   | (910,864)         | (1,597,337)       |
| Renewable Energy Schemes  | (272,090)         | (272,090)         |
| Retained Business Rates (NNDR)                                    | (4,877,237)       | (4,877,237)       |
| <b>Net Requirement</b>  | <b>5,620,272</b>  | <b>5,950,467</b>  |

| Scheme  | 2023/24           | 2024/25          | 2025/26          | 2026/27          | 2027/28          | 2028/29          | 2029/30          | 2030/31          | 2031/32          | Total £           |
|---|-------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|-------------------|
| IT Provision - Systems & Strategy             | 100,000           | 100,000          | 100,000          | 100,000          | 100,000          | 100,000          | 100,000          | 100,000          | 100,000          | 900,000           |
| Solar PV on Council Buildings                 |                   | 276,345          |                  |                  |                  |                  |                  |                  |                  | 276,345           |
| Update Financial Management System (Agresso)  | 25,000            |                  |                  |                  |                  |                  |                  |                  |                  | 25,000            |
| Idox System Upgrade (Planning)                | 150,000           |                  |                  |                  |                  |                  |                  |                  |                  | 150,000           |
| Play Parks                                    | 100,000           |                  |                  |                  |                  |                  |                  |                  |                  | 100,000           |
| Weavers Fold                                  | 378,000           |                  |                  |                  |                  |                  |                  |                  |                  | 378,000           |
| Council Buildings Maintenance Programme       | 200,000           | 200,000          | 200,000          | 200,000          | 200,000          | 200,000          | 200,000          | 200,000          | 200,000          | 1,800,000         |
| IT Equipment - PCs, Copiers etc               | 40,000            | 40,000           | 40,000           | 40,000           | 40,000           | 40,000           | 40,000           | 40,000           | 40,000           | 360,000           |
| Improvement Grants/Disabled Facilities Grants | 800,000           | 880,000          | 880,000          | 880,000          | 880,000          | 880,000          | 880,000          | 880,000          | 880,000          | 7,840,000         |
| Community Grants Fund                         | 200,000           | 200,000          | 200,000          | 200,000          | 200,000          | 200,000          | 200,000          | 200,000          | 200,000          | 1,800,000         |
| EVCP Woolgate                                 | 167,000           |                  |                  |                  |                  |                  |                  |                  |                  | 167,000           |
| Affordable Housing                            | 212,125           |                  |                  |                  |                  |                  |                  |                  |                  | 212,125           |
| Electric vehicle recharging points            | 200,000           |                  |                  |                  |                  |                  |                  |                  |                  | 200,000           |
| Replacement dog and litter bins               | 25,000            |                  |                  | 12,000           | 12,000           | 12,000           | 12,000           | 12,000           | 12,000           | 97,000            |
| Weighbridge at Bulking Station                |                   | 25,000           |                  |                  |                  |                  | 25,000           |                  |                  | 50,000            |
| Replacement Street Sweepers                   |                   |                  |                  | 200,000          | 200,000          | 200,000          | 200,000          | 200,000          |                  | 1,000,000         |
| Ubico Fleet - Replace Vehicle Hire Costs      |                   |                  |                  |                  |                  |                  |                  |                  |                  | 0                 |
| In-cab technology                             |                   | 90,000           |                  |                  |                  |                  |                  |                  |                  | 90,000            |
| Shop Mobility - Replacement stock             | 10,000            |                  |                  | 10,000           |                  |                  |                  | 10,000           |                  | 30,000            |
| CCTV upgrading                                | 255,635           |                  |                  |                  |                  |                  |                  |                  |                  | 255,635           |
| Carterton Swinbrook Public Art (S106)         | 44,500            |                  |                  |                  |                  |                  |                  |                  |                  | 44,500            |
| Chipping Norton Creative Project              | 8,297             |                  |                  |                  |                  |                  |                  |                  |                  | 8,297             |
| Raleigh Crescent Play Area (s. 106)           | 75,000            |                  |                  |                  |                  |                  |                  |                  |                  | 75,000            |
| Agile Working                                 | 2,150,000         |                  |                  |                  |                  |                  |                  |                  |                  | 2,150,000         |
| Chipping Norton LC roof replacement           | 1,000,000         |                  |                  |                  |                  |                  |                  |                  |                  | 1,000,000         |
| Madley Park Playing Field project             |                   |                  |                  |                  |                  |                  |                  |                  |                  | 0                 |
| Cottsway - Lavendar Place Affordable Housing  |                   |                  |                  |                  |                  |                  |                  |                  |                  | 0                 |
| Cottsway - Blenheim Court Growth Deal         |                   |                  |                  |                  |                  |                  |                  |                  |                  | 0                 |
| Carterton Leisure Centre Upgrade PSDS         | 1,300,000         |                  |                  |                  |                  |                  |                  |                  |                  | 1,300,000         |
| Witney PSDS                                   |                   | 1,874,000        |                  |                  |                  |                  |                  |                  |                  | 1,874,000         |
| Replacement waste and recycling fleet         | 2,000,000         | 3,500,000        | 2,000,000        |                  |                  |                  |                  |                  |                  | 7,500,000         |
| Town Centre Shop building renovation project  |                   |                  |                  |                  |                  |                  |                  |                  |                  | 0                 |
| Investment Strategy for Recovery              | 5,000,000         |                  |                  |                  |                  |                  |                  |                  |                  | 5,000,000         |
|   | <b>14,440,557</b> | <b>7,185,345</b> | <b>3,420,000</b> | <b>1,642,000</b> | <b>1,632,000</b> | <b>1,632,000</b> | <b>1,657,000</b> | <b>1,642,000</b> | <b>1,432,000</b> | <b>34,682,902</b> |

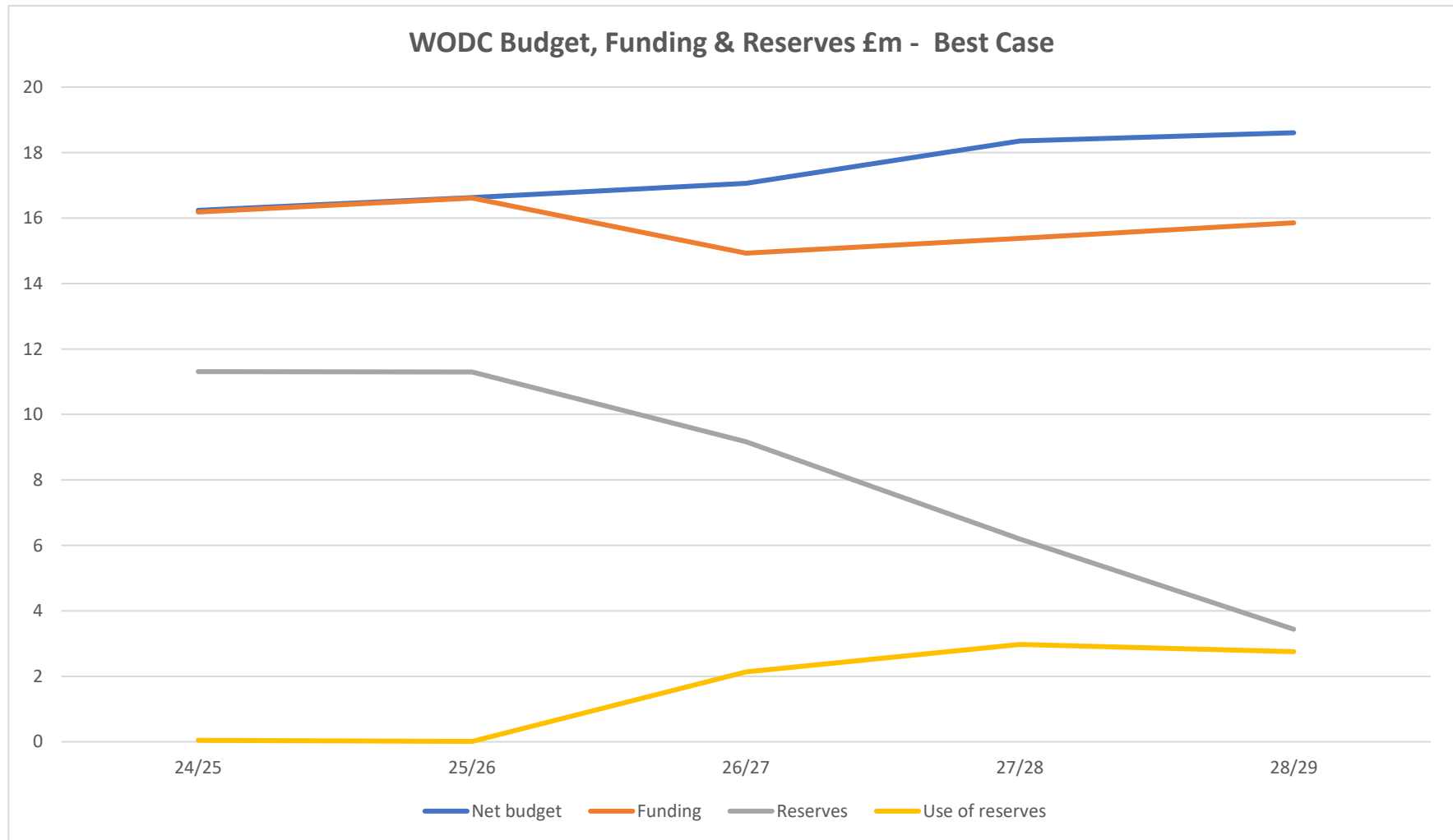
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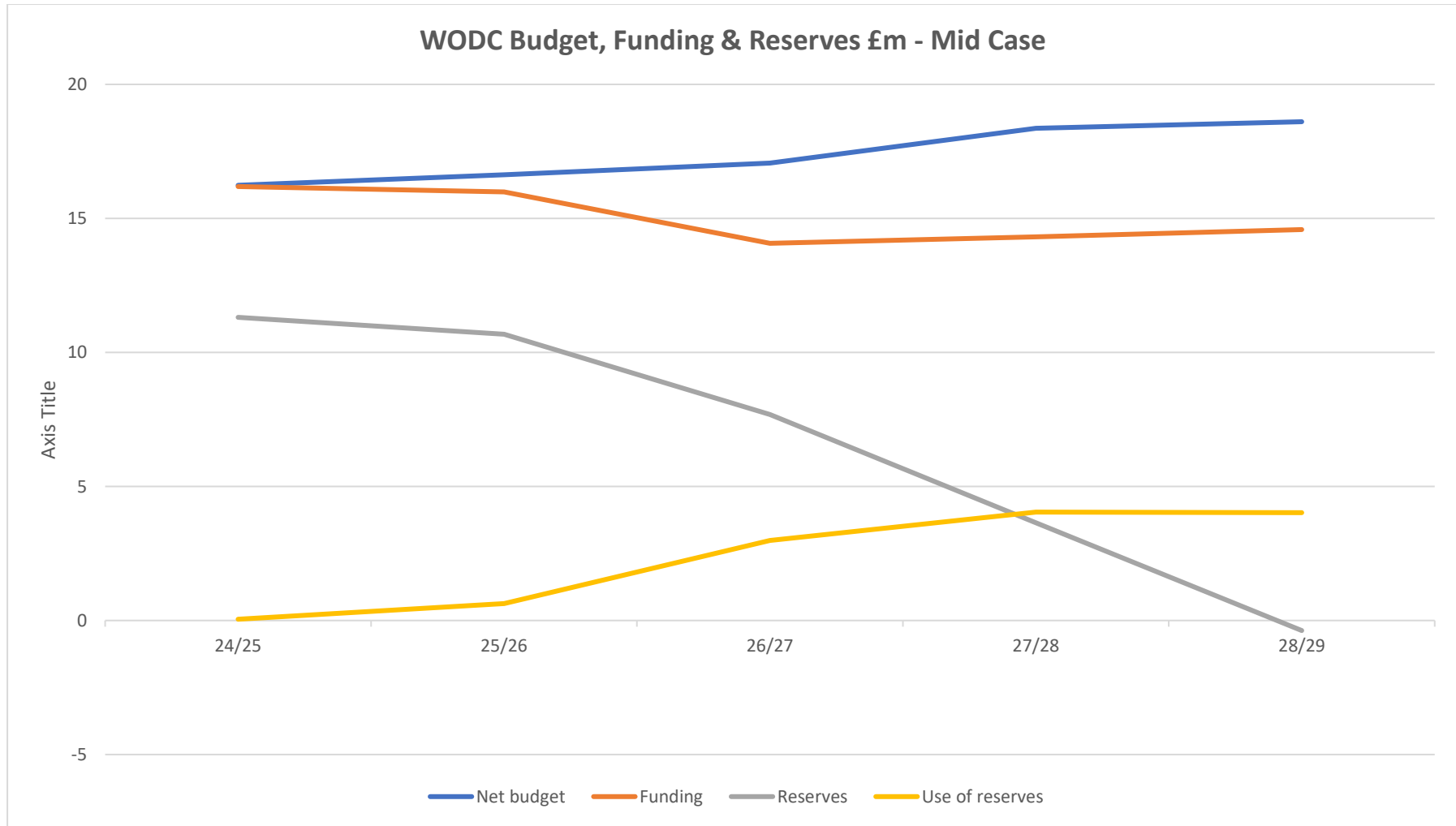
## Medium Term Financial Strategy Updated January 2024

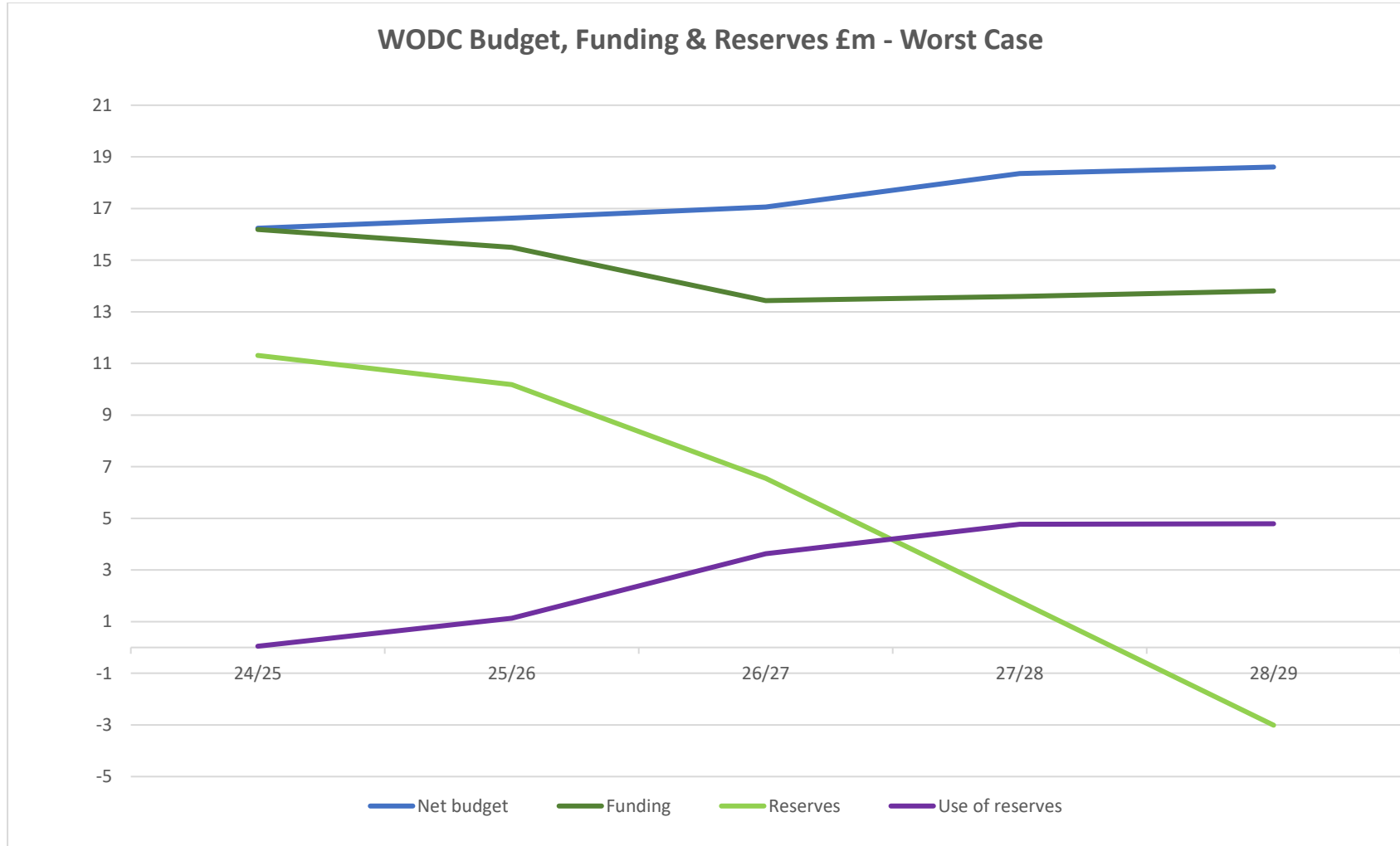
|   | 2023/24           | 2024/25           | 2025/26           | 2026/27           | 2027/28           | 2028/29           |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| <b>Inflation</b>                            |                   | 5%                | 3%                | 3%                | 2%                | 2%                |
| Taxbase                                     | 1.0196            | 1.018             | 1.016             | 1.020             | 1.020             | 1.020             |
| Base  | 13,055,622        | 15,105,712        | 16,235,997        | 16,622,818        | 17,059,981        | 18,358,488        |
| Inflationary uplift                         |                   |                   | 487,080           | 415,570           | 341,200           | 367,170           |
| Inflation - Publica & Retained Staff        | 517,120           | 843,359           | 650,000           |                   |                   |                   |
| Publica Review                              |                   | 275,000           |                   |                   |                   |                   |
| Inflation - Electricity & Gas               | 253,171           |                   |                   |                   |                   |                   |
| Inflation - Ubico                           | 754,099           | 826,014           | (470,000)         |                   |                   |                   |
| Leisure contract                            | 558,613           | (449,171)         |                   |                   | 1,000,000         |                   |
| MRP movement                                | 358,489           | (186,775)         | 84,478            |                   |                   | (76,431)          |
| Interest on External Borrowing              | 419,518           | (432,950)         | 130,263           | 21,593            | (42,693)          | (42,693)          |
| One-off growth - reversal of prior year     | (772,000)         | (858,843)         |                   |                   |                   |                   |
| Recurring growth                            | 270,081           | (43,240)          |                   |                   |                   |                   |
| Investment Property Voids/Rent Free Periods |                   | 1,127,495         | (280,000)         |                   |                   |                   |
| Business Manager Review                     |                   | 252,409           | (55,000)          |                   |                   |                   |
| Budget growth items                         | 745,894           |                   |                   |                   |                   |                   |
| Fees & Charges                              |                   | (223,012)         | (160,000)         |                   |                   |                   |
| Investment Strategy income                  | (1,054,896)       |                   |                   |                   |                   |                   |
| <b>Target Budget (NOE)</b>                  | <b>15,105,712</b> | <b>16,235,997</b> | <b>16,622,818</b> | <b>17,059,981</b> | <b>18,358,488</b> | <b>18,606,534</b> |
| <b>Financed by:</b>                         |                   |                   |                   |                   |                   |                   |
| Revenue Support Grant                       | 215,801           | 230,095           | 229,545           | (993,731)         | (1,020,821)       | (1,050,143)       |
| Business Rates Share & Renewables           | 5,149,327         | 5,149,327         | 5,149,327         | 272,090           | 272,090           | 272,090           |
| Baseline Funding Level post 2022            |                   |                   |                   | 2,368,314         | 2,395,404         | 2,424,727         |
| New Homes Bonus                             | 1,579,635         | 1,009,640         |                   |                   |                   |                   |
| Funding Guarantee Grant                     | 910,864           | 1,597,337         | 2,408,193         | 5,761,596         | 4,693,097         | 3,623,476         |
| Rural Services Delivery & Services grants   | 235,695           | 162,556           | 162,556           | 148,899           | 149,000           | 149,000           |
| Investment Income - Pooled Funds            | 1,102,228         | 1,156,228         | 1,133,103         | 1,110,441         | 1,088,233         | 1,066,468         |
| Use of earmarked reserves                   | (257,748)         | 838,575           | 925,592           | 700,000           | 600,000           | 500,000           |
| Collection Fund                             | 199,508           | 156,443           | 120,000           | 110,000           | 105,000           | 100,000           |
| Council Tax                                 | 5,620,273         | 5,950,467         | 6,282,517         | 6,629,715         | 6,996,730         | 7,374,560         |
| <b>Use of GF reserves</b>                   | <b>350,129</b>    | <b>(14,670)</b>   | <b>211,983</b>    | <b>952,656</b>    | <b>3,079,755</b>  | <b>4,146,357</b>  |
| TaxBase                                     | 47,078            | 47,925            | 48,692            | 49,666            | 50,659            | 51,672            |
| Band D                                      | 119.38            | 124.38            | 129.38            | 134.38            | 139.38            | 144.38            |
| <b>Tax increase</b>                         | <b>4.37%</b>      | <b>4.19%</b>      | <b>4.02%</b>      | <b>3.86%</b>      | <b>3.72%</b>      | <b>3.59%</b>      |
| General fund balance                        | 11,357,177        | 11,371,847        | 11,159,864        | 10,207,207        | 7,127,453         | 2,981,096         |

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| PARISH                        | TAXBASE     |             |        |
|-------------------------------|-------------|-------------|--------|
|                               | ← 2023/2024 | 2024/2025 → | %      |
|                               | No.         | No.         | CHANGE |
| ALVESCOT                      | 211.28      | 229.46      | 8.60   |
| ASCOTT-UNDER-WYCHWOOD         | 254.77      | 262.99      | 3.23   |
| ASTHAL                        | 158.45      | 154.08      | (2.76) |
| ASTON,COTE,SHIFFORD & CHIMNEY | 606.48      | 621.93      | 2.55   |
| BAMPTON                       | 1,330.46    | 1,343.53    | 0.98   |
| BLACK BOURTON                 | 122.69      | 125.13      | 1.99   |
| BLADON                        | 400.31      | 409.24      | 2.23   |
| BLENHEIM                      | 25.01       | 25.45       | 1.76   |
| BRIZE NORTON                  | 583.09      | 670.56      | 15.00  |
| BROADWELL                     | 70.31       | 71.10       | 1.12   |
| BRUERN                        | 36.53       | 40.13       | 9.85   |
| BURFORD                       | 853.24      | 902.02      | 5.72   |
| CARTERTON                     | 5,622.36    | 5,675.92    | 0.95   |
| CASSINGTON                    | 333.21      | 334.99      | 0.53   |
| CHADLINGTON                   | 382.92      | 385.89      | 0.78   |
| CHARLBURY                     | 1,362.25    | 1,380.85    | 1.37   |
| CHASTLETON                    | 68.84       | 69.28       | 0.64   |
| CHILSON                       | 56.34       | 57.81       | 2.61   |
| CHIPPING NORTON               | 2,852.40    | 2,879.72    | 0.96   |
| CHURCHILL & SARSDEN           | 355.97      | 363.18      | 2.03   |
| CLANFIELD                     | 363.17      | 362.34      | (0.23) |
| COMBE                         | 333.63      | 341.88      | 2.47   |
| CORNBURY & WYCHWOOD           | 27.85       | 28.02       | 0.61   |
| CORNWELL                      | 26.77       | 26.58       | (0.71) |
| CRAWLEY                       | 81.15       | 79.01       | (2.64) |
| CURBRIDGE & LEW               | 424.78      | 475.77      | 12.00  |
| DUCKLINGTON                   | 641.92      | 650.40      | 1.32   |
| ENSTONE                       | 581.06      | 592.25      | 1.93   |
| EYNHAM                        | 2,142.95    | 2,235.77    | 4.33   |
| FAWLER                        | 47.21       | 48.81       | 3.39   |
| FIFIELD                       | 105.55      | 110.40      | 4.59   |
| FILKINS & BROUGHTON POGGS     | 218.53      | 225.55      | 3.21   |
| FINSTOCK                      | 293.86      | 295.74      | 0.64   |
| FREELAND                      | 713.23      | 710.14      | (0.43) |
| FULBROOK                      | 242.09      | 245.05      | 1.22   |
| GLYMPTON                      | 44.60       | 44.12       | (1.08) |
| GRAFTON & RADCOT              | 30.48       | 30.07       | (1.35) |
| GREAT TEW                     | 93.13       | 93.20       | 0.08   |
| HAILEY                        | 509.41      | 515.07      | 1.11   |
| HANBOROUGH                    | 1,415.17    | 1,425.87    | 0.76   |
| HARDWICK WITH YELFORD         | 51.53       | 52.28       | 1.46   |

| PARISH                     | TAXBASE          |                  |             |
|----------------------------|------------------|------------------|-------------|
|                            | ← 2023/2024      | 2024/2025 →      | %           |
|                            | No.              | No.              | CHANGE      |
| HEYTHROP                   | 74.20            | 78.14            | 5.31        |
| HOLWELL                    | 26.65            | 27.22            | 2.14        |
| IDBURY                     | 74.32            | 77.07            | 3.70        |
| KELMSCOTT                  | 44.82            | 45.24            | 0.94        |
| KENCOT                     | 65.05            | 65.28            | 0.35        |
| KIDDINGTON WITH ASTERLEIGH | 51.29            | 53.50            | 4.31        |
| KINGHAM                    | 390.91           | 395.24           | 1.11        |
| LANGFORD                   | 156.32           | 157.08           | 0.49        |
| LEAFIELD                   | 375.73           | 376.55           | 0.22        |
| LITTLE FARINGDON           | 41.67            | 42.42            | 1.80        |
| LITTLE TEW                 | 100.78           | 103.63           | 2.83        |
| LYNEHAM                    | 86.36            | 88.28            | 2.22        |
| MILTON-UNDER-WYCHWOOD      | 798.10           | 809.74           | 1.46        |
| MINSTER LOVELL             | 691.49           | 719.00           | 3.98        |
| NORTH LEIGH                | 994.38           | 990.19           | (0.42)      |
| NORTHMOOR                  | 188.82           | 190.91           | 1.11        |
| OVER NORTON                | 199.42           | 218.66           | 9.65        |
| RAMSDEN                    | 182.08           | 185.13           | 1.68        |
| ROLLRIGHT                  | 243.36           | 240.63           | (1.12)      |
| ROUSHAM                    | 27.50            | 27.28            | (0.80)      |
| SALFORD                    | 128.18           | 131.41           | 2.52        |
| SANDFORD ST MARTIN         | 137.50           | 144.39           | 5.01        |
| SHILTON                    | 282.45           | 277.72           | (1.67)      |
| SHIPTON-UNDER-WYCHWOOD     | 701.34           | 702.59           | 0.18        |
| SOUTH LEIGH                | 168.93           | 167.91           | (0.60)      |
| SPELSBURY                  | 153.82           | 155.72           | 1.24        |
| STANDLAKE                  | 677.59           | 675.05           | (0.37)      |
| STANTON HARCOURT           | 492.86           | 523.18           | 6.15        |
| STEEPLE BARTON             | 603.38           | 609.04           | 0.94        |
| STONESFIELD                | 718.71           | 725.28           | 0.91        |
| SWERFORD                   | 88.65            | 90.22            | 1.77        |
| SWINBROOK & WIDFORD        | 101.54           | 104.57           | 2.98        |
| TACKLEY                    | 502.82           | 505.67           | 0.57        |
| TAYNTON                    | 79.76            | 80.11            | 0.44        |
| WESTCOT BARTON             | 87.62            | 86.95            | (0.76)      |
| WESTWELL                   | 48.29            | 49.82            | 3.17        |
| WITNEY                     | 11,159.31        | 11,213.75        | 0.49        |
| WOODSTOCK                  | 1,708.78         | 1,766.38         | 3.37        |
| WOOTTON                    | 300.50           | 301.50           | 0.33        |
| WORTON                     | 48.60            | 47.00            | (3.29)      |
| <b>TOTAL TAXBASE (No.)</b> | <b>47,078.85</b> | <b>47,841.03</b> | <b>1.62</b> |



# West Oxfordshire District Council

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## Fees and Charges 2024/2025

| Planning Services General Administration                    |   | 2023/2024<br>Basic Charge<br>£ p | 2024/2025<br>Basic Charge<br>£ p | VAT<br>£ p | 2024/2025<br>Total charge<br>£ p | VAT Status  |
|---|---|----------------------------------|----------------------------------|------------|----------------------------------|-------------|
| Access to Information/Inspection of<br>Background Documents | Charge per document (after Committee date)  | 1.00                             | 1.00                             | 0.00       | 1.00                             | Non vatable |
|   | Where documents are listed under a general description (after Committee date)<br>During 5 days prior to Committee date only | 8.00                             | 9.00                             | 0.00       | 9.00                             | Non vatable |
|   | <i>Note: Members of the public may only inspect background documents 3 days prior to Committee date or thereafter.</i>      |                                  |                                  |            |                                  |             |
|   | Administration Charge for Services Rendered   | 30 percent                       | 30 percent                       |            | 30 % + VAT                       | Vatable     |
| Minutes/Agendas   | Per Annum   | 247.00                           | 264.00                           | 52.80      | 316.80                           | Vatable     |
|   | Single Agenda   | 7.00                             | 7.00                             | 1.40       | 8.40                             | Vatable     |
| Parish/Town Councils Per Annum                              |   | 25.00                            | 27.00                            | 5.40       | 32.40                            | Vatable     |
| Brownfields Register (Hard copy)                            |   | 15.00                            | 15.00                            | 3.00       | 18.00                            | Vatable     |
| Self-Build register   | Part 1 – for those who meet criteria (with local connections).  | 25.00                            | 25.00                            | 5.00       | 30.00                            | Vatable     |
|   | Part 2 – for those who meet national criteria, but not local connection.  | 10.00                            | 10.00                            | 2.00       | 12.00                            | Vatable     |

| Libraries   |                                     | 2023/2024<br>Basic Charge<br>£ p | 2024/2025<br>Basic Charge<br>£ p | VAT<br>£ p | 2024/2025<br>Total charge<br>£ p | VAT Status  |
|---|-------------------------------------|----------------------------------|----------------------------------|------------|----------------------------------|-------------|
| Dyeline Prints<br>(Any type, with due regard to copyright restrictions) | A2 Size                             | 8.50                             | 9.00                             | 1.80       | 10.80                            | Vatable     |
|   | A1 Size                             | 10.70                            | 11.00                            | 2.20       | 13.20                            | Vatable     |
|   | From Paper Roll Larger than A1 Size | 13.75                            | 15.00                            | 3.00       | 18.00                            | Vatable     |
| Photocopying - (per sheet)  | A4 size and foolscap                | 0.20                             | 0.20                             | 0.04       | 0.24                             | Vatable     |
|   | A3 size                             | 0.20                             | 0.20                             | 0.04       | 0.24                             | Vatable     |
|   | A4 & A3 Colour Copies               | 0.30                             | 0.30                             | 0.06       | 0.36                             | Vatable     |
| Local Plan  |                                     | 22.05                            | 25.00                            | 0.00       | 25.00                            | Non vatable |



| Planning Services  |   | 2023/2024<br>Basic Charge<br>£ p  | 2024/2025<br>Basic Charge<br>£ p | VAT<br>£ p   | 2024/2025<br>Total Charge<br>£ p | VAT Status             |
|--|---|---|----------------------------------|--------------|----------------------------------|------------------------|
| Planning Applications – Maps   | Up to 6 maps (one charge for the set):  |   |                                  |              |                                  |                        |
|  | 1:500 scale*<br>plus admin fee #  | 5.00<br>14.00   | 5.00<br>15.00                    | 0.00<br>3.00 | 5.00<br>18.00                    | Non vatable<br>Vatable |
|  | 1:1250 scale*<br>plus admin fee #   | 19.00<br>14.00  | 20.00<br>15.00                   | 0.00<br>3.00 | 20.00<br>18.00                   | Non vatable<br>Vatable |
|  | 1:2500 scale*<br>plus admin fee #   | 78.00<br>13.00  | 83.00<br>14.00                   | 0.00<br>2.80 | 83.00<br>16.80                   | Non vatable<br>Vatable |
|  | *All maps are provided by the National maps Centre and are subject to change if the O.S. increase their fees<br># Only one admin fee is charged regardless of the number of maps purchased. |   |                                  |              |                                  |                        |
| Planning Applications - Weekly Press Lists   |   | 236.00  | 252.00                           | 50.40        | 302.40                           | Vatable                |
| Planning Decision Notices  | Notice requested  | 14.00   | 15.00                            | 3.00         | 18.00                            | Vatable                |
| Compilation of Agreement.<br>Minimum charge increased at Officer's discretion                  | Section 52 Agreement<br>Per copy of Agreement   | 26.00   | 28.00                            | 5.60         | 33.60                            | Vatable                |
|  | Section 106 Agreements<br>Per copy of Agreement   | 23.00   | 25.00                            | 5.00         | 30.00                            | Vatable                |
| Tree Preservation Orders: Per copy of order  |   | 22.00   | 23.00                            | 4.60         | 27.60                            | Vatable                |
| Valuation Fee  |   | At Cost   | At Cost                          | -            | At Cost                          | Vatable                |
| High Hedges Complaint- £500- zero-rated VAT  |   | 600.00  | 640.00                           | 0.00         | 640.00                           | Non vatable            |
| Planning application fees are set by central government. Use this link to CLG planning portal. |   | <a href="http://ecab.planningportal.co.uk/uploads/english_application_fees.pdf">http://ecab.planningportal.co.uk/uploads/english_application_fees.pdf</a> |                                  |              |                                  |                        |

| Planning Services |                      | 2023/2024<br>Basic Charge<br>£ p | 2024/2025<br>Basic Charge<br>£ p | VAT<br>£ p | 2024/2025<br>Total Charge<br>£ p | VAT Status |
|-------------------|----------------------|----------------------------------|----------------------------------|------------|----------------------------------|------------|
| Local Search Fees | Con29 only           | 135.50                           | 144.50                           | 28.90      | 173.40                           | Vatable    |
|                   | Part II              | 21.50                            | 21.50                            | 4.30       | 25.80                            | Vatable    |
|                   | Additional Questions | 21.50                            | 21.50                            | 4.30       | 25.80                            | Vatable    |

| Standard Legal and Estates Fees for Property Transactions        |   | 2023/2024<br>Basic Charge<br>£ p | 2024/2025<br>Basic Charge<br>£ p | VAT<br>£ p | 2024/2025<br>Total Charge<br>£ p | VAT Status  |
|--|---|----------------------------------|----------------------------------|------------|----------------------------------|-------------|
| Legal Fee  | New Commercial Lease                                | 500.00                           | 535.00                           | 0.00       | 535.00                           | Non vatable |
|  | Renewal Leases                                      | 100.00                           | 105.00                           | 0.00       | 105.00                           | Non vatable |
|  | Deed of Variation (at Tenant request)               | 250.00                           | 265.00                           | 0.00       | 265.00                           | Non vatable |
|  | Licence to Alter £250 £150 £400                     | 250.00                           | 265.00                           | 0.00       | 265.00                           | Non vatable |
|  | Licence to Assign / Underlet £250 £150 £400         | 250.00                           | 265.00                           | 0.00       | 265.00                           | Non vatable |
|  | Deed of Grant/Release £500 £250 £750                | 500.00                           | 535.00                           | 0.00       | 535.00                           | Non vatable |
|  | Deed of Surrender £250 £150 £400                    | 250.00                           | 265.00                           | 0.00       | 265.00                           | Non vatable |
|  | Licence for Use £150 £150 £300                      | 150.00                           | 160.00                           | 0.00       | 160.00                           | Non vatable |
| Estates Fee  | Disposal - (at other party request) £500 £500 £1000 | 500.00                           | 535.00                           | 0.00       | 535.00                           | Non vatable |
|  | Deed of Variation (at Tenant request)               | 150.00                           | 160.00                           | 0.00       | 160.00                           | Non vatable |
|  | Licence to Alter £250 £150 £400                     | 150.00                           | 160.00                           | 0.00       | 160.00                           | Non vatable |
|  | Licence to Assign / Underlet £250 £150 £400         | 150.00                           | 160.00                           | 0.00       | 160.00                           | Non vatable |
|  | Deed of Grant/Release £500 £250 £750                | 250.00                           | 265.00                           | 0.00       | 265.00                           | Non vatable |
|  | Deed of Surrender £250 £150 £400                    | 150.00                           | 160.00                           | 0.00       | 160.00                           | Non vatable |
|  | Licence for Use £150 £150 £300                      | 150.00                           | 160.00                           | 0.00       | 160.00                           | Non vatable |
|  | Letter Licence n/a £50 £50                          | 50.00                            | 55.00                            | 0.00       | 55.00                            | Non vatable |
| Schedule of Condition: depending on size of property £100 - £500 |   |                                  |                                  |            |                                  | Non vatable |
|  | Disposal - (at other party request)                 | 500.00                           | 535.00                           | 0.00       | 535.00                           | Non vatable |

**\* Legal and Estates Fee Exclusions:**

Council Contractors occupying property for service provision  
Local Charities  
Community Organisations (Not for Profit)

**Departure from Legal and Estates Fee Schedule**

In exceptional circumstances or if it is in the interest of the Council's commercial property portfolio, the Head of Legal Services, in respect of Legal fees or the Assistant Director with responsibility for Assets, in respect of Estates fees, can agree a reduction or waiver of fees, in consultation with the appropriate Executive Member whose portfolio includes Property and Assets.

| DEVELOPMENT MANAGEMENT – PRE-APPLICATION & DISCRETIONARY FEES  |  | 2023/2024<br>Basic Charge<br>£ p  | 2024/2025<br>Basic Charge<br>£ p | VAT<br>£ p | 2024/2025<br>Total Charge<br>£ p | VAT Status |
|--|--|---|----------------------------------|------------|----------------------------------|------------|
| PROPOSED FEE LEVELS FOR PRE-APPLICATION (AND RELATED) ADVICE (April 2024)  |  |   |                                  |            |                                  |            |
| Is planning permission required?<br>(to include a search of our records to ascertain whether permitted development rights have been removed)                               |  | N/a   | 62.50                            | 12.50      | 75.00                            | Vatable    |
| Is listed building consent required?   |  | N/a   | 83.33                            | 16.67      | 100.00                           | Vatable    |
| Is a building or structure considered to be curtilage listed?  |  | N/a   | 83.33                            | 16.67      | 100.00                           | Vatable    |
| Has a planning condition or S.106 legal agreement clause been complied with?<br>£75 (+ £75 ph) for complicated requests – taking more than 1 hour to be agreed in advance) |  | N/a   | 62.50                            | 12.50      | 75.00                            | Vatable    |
|  |  | N/a   | 62.50                            | 12.50      | 75.00                            | Vatable    |
| Simple householder advice (does not include advice relating to development proposals for listed buildings)   |  | N/a   | 83.33                            | 16.67      | 100.00                           | Vatable    |
| Complex householder advice (including advice relating to development proposals for listed buildings)<br>+£75 if a site visit is required                                   |  | N/a   | 166.67                           | 33.33      | 200.00                           | Vatable    |
|  |  | N/a   | 62.50                            | 12.50      | 75.00                            | Vatable    |
| Each subsequent hour of officer time above the stated limit (to be agreed in advance) including specialist officers time.  |  | N/a   | 41.67                            | 8.33       | 50.00                            | Vatable    |
| Any subsequent response to further amendments  |  | N/a   | 83.33                            | 16.67      | 100.00                           | Vatable    |
| Any subsequent meeting or site visit   |  | N/a   | 125.00                           | 25.00      | 150.00                           | Vatable    |
|  | 1 dwelling (including replacement dwellings and holiday let/tourist accommodation)   | N/a   | 550.00                           | 110.00     | 660.00                           | Vatable    |
|  | Provision of up to 200 square metres of floor space for other uses e.g. equestrian/retail/commercial/industrial/ mixed development   | N/a   | 250.00                           | 50.00      | 300.00                           | Vatable    |
|  | Additional hour(s) of officer time (including specialist officers) to be agreed and paid in advance  | N/a   | 41.67                            | 8.33       | 50.00                            | Vatable    |
|  | Any subsequent response to further amendments  | N/a   | 125.00                           | 25.00      | 150.00                           | Vatable    |
|  | Any subsequent meeting   | N/a   | 208.33                           | 41.67      | 250.00                           | Vatable    |
|  | 2 - 9 (inclusive) dwellings (including replacement dwellings and holiday let/tourist accommodation)  | N/a   | 833.33                           | 166.67     | 1,000.00                         | Vatable    |
|  | Development of less than 0.5 hectares for residential use (if number of dwellings/units is not known)  | N/a   | 416.67                           | 83.33      | 500.00                           | Vatable    |
|  | Provision of 200-1,000 square metres of floor space or 0.5 hectares for other uses (where floorspace not known)<br>e.g. equestrian/retail/commercial/industrial/ mixed development   | N/a   | 416.67                           | 83.33      | 500.00                           | Vatable    |
|  | Development of land for other uses e.g. equestrian/retail/commercial/industrial/mixed development use with a site area of upto 1 hectare   | N/a   | 416.67                           | 83.33      | 500.00                           | Vatable    |
|  | Change of use of land or buildings   | N/a   | 416.67                           | 83.33      | 500.00                           | Vatable    |
|  | Additional hour (s) of officer and specialist time (to be agreed and paid in advance)  | N/a   | 50.00                            | 10.00      | 60.00                            | Vatable    |
|  | Any subsequent response to further amendments  | N/a   | 125.00                           | 25.00      | 150.00                           | Vatable    |
|  | Any subsequent meeting   | N/a   | 208.33                           | 41.67      | 250.00                           | Vatable    |
|  | Major applications (other)   | 10 – 199 (inclusive) residential units<br>Residential development (where the proposed number of units is not specified), with a site area of 0.5 hectares or more and less than four hectares<br>Provision of 1,000 - 9,999 square metres of floor space for other uses e.g. equestrian/ retail/ commercial/industrial/ mixed development | N/a                              | 1,666.67   | 333.33                           | 2,000.00   |
| Development of land for other uses<br>e.g. equestrian/retail/commercial/industrial/mixed development with a site area of one hectare or more and less than two hectares    |  | N/a   | 62.50                            | 12.50      | 75.00                            | Vatable    |
| An hour of additional officer (including specialist) time (to be agreed and paid in advance)   |  | N/a   | 208.33                           | 41.67      | 250.00                           | Vatable    |
| Any subsequent response to further amendments  |  | N/a   | 416.67                           | 83.33      | 500.00                           | Vatable    |
| Any subsequent meeting   |  | N/a   | 416.67                           | 83.33      | 500.00                           | Vatable    |
| Major applications   | 200 or more residential units<br>Residential development (where the proposed number of units is not specified) with a site area of four hectares or more<br>Provision of 10,000 square metres or more of floor space for other uses e.g. equestrian/retail commercial/ industrial/ mixed development | N/a   | 3,333.33                         | 666.67     | 4,000.00                         | Vatable    |
|  | Development of land for other uses e.g. equestrian /retail /commercial / industrial / mixed development with a site area of two hectares or more   | N/a   | 416.67                           | 83.33      | 500.00                           | Vatable    |
|  | Any subsequent response to further amendments  | N/a   | 83.33                            | 16.67      | 100.00                           | Vatable    |
|  | An hour of additional officer (including specialist) time (to be agreed and paid in advance)   | N/a   | 625.00                           | 125.00     | 750.00                           | Vatable    |

| DEVELOPMENT MANAGEMENT - PRE-APPLICATION – Other Discretionary fees   |  | 2023/2024<br>Basic Charge<br>£ p | 2024/2025<br>Basic Charge<br>£ p | VAT<br>£ p | 2024/2025<br>Total Charge<br>£ p | VAT Status |
|---|--|----------------------------------|----------------------------------|------------|----------------------------------|------------|
| General Policy/CIL/S106 related Advice  | per hour of officer time.<br>For those requests that will be longer, the fee will be agreed in advance.  | N/a                              | 125.00                           | 25.00      | 150.00                           | Vatable    |
| General Planning or other related advice not covered above  | per hour   | N/a                              | 83.33                            | 16.67      | 100.00                           | Vatable    |
| Applications directly due to disability, or made by Town and Parish Councils  | No charge  |                                  |                                  |            |                                  |            |
| Applications made by Registered Social Landlords (RSLs) or charities  | It is at the Development Managers discretion to reduce the rates above for certain types of applications |                                  |                                  |            |                                  |            |
| Assistance with filling in a planning application form or other related planning document.  | per hour   | N/a                              | 62.50                            | 12.50      | 75.00                            | Vatable    |
| Admin charge for applications not submitted on the Planning Portal i.e postal or email.   | per application  | N/a                              | 20.83                            | 4.17       | 25.00                            | Vatable    |
| Charging for invalid applications<br>(that have not been made valid within 28 days or as indicated/agreed by the Councils validation team). | Householder, advertisements Certificates of Lawfulness & Prior notifications                             | N/a                              | 41.67                            | 8.33       | 50.00                            | Vatable    |
|   | Minor Applications   | N/a                              | 83.33                            | 16.67      | 100.00                           | Vatable    |
|   | Major Applications   | N/a                              | 166.67                           | 33.33      | 200.00                           | Vatable    |
| Copy of Decision Notice, TPO, Appeal Decision Notice, Enforcement Notices, S111 etc   | Per document   | N/a                              | 25.00                            | 5.00       | 30.00                            | Vatable    |
| Copy of S106 or Agreement   | Per document   | N/a                              | 41.67                            | 8.33       | 50.00                            | Vatable    |
| Charges for paper copies of applications  | Charge per whole application should all documents be requested. per householder                          | N/a                              | 20.83                            | 4.17       | 25.00                            | Vatable    |
|   | per Minor/Other  | N/a                              | 41.67                            | 8.33       | 50.00                            | Vatable    |
|   | per major  | N/a                              | 83.33                            | 16.67      | 100.00                           | Vatable    |
| Charges per plan are based on the costs to copy and send out the document and are per sheet.  | A0   | N/a                              | 6.67                             | 1.33       | 8.00                             | Vatable    |
|   | A1   | N/a                              | 5.83                             | 1.17       | 7.00                             | Vatable    |
|   | A2   | N/a                              | 5.00                             | 1.00       | 6.00                             | Vatable    |
|   | A3   | N/a                              | 4.58                             | 0.92       | 5.50                             | Vatable    |
|   | A4   | N/a                              | 3.75                             | 0.75       | 4.50                             | Vatable    |
|   | A4 – subsequent copies   | N/a                              | 0.42                             | 0.08       | 0.50                             | Vatable    |

| Resources                        |  | 2023/2024<br>Basic Charge<br>£ p | 2024/2025<br>Basic Charge<br>£ p | VAT<br>£ p | 2024/2025<br>Total Charge<br>£ p | VAT Status  |
|----------------------------------|--|----------------------------------|----------------------------------|------------|----------------------------------|-------------|
| Administration                   | Freedom of Information enquiries<br>(charge per hr for search costs over the £450 'Appropriate Limit' ): | 25.00                            | 25.00                            | 0.00       | 25.00                            | Non vatable |
|                                  | Freedom of Information photocopying - per sheet  | 1.00                             | 1.00                             | 0.00       | 1.00                             | Non vatable |
| Summons Costs - Council Tax/NNDR | Council Tax - Summons on application for Liability Order*  | 65.00                            | 65.00                            | 0.00       | 65.00                            | Non vatable |
|                                  | Council Tax - Costs of Liability Order hearing*  | 45.00                            | 45.00                            | 0.00       | 45.00                            | Non vatable |
|                                  | NNDR - Summons on application for Liability Order*   | 75.00                            | 75.00                            | 0.00       | 75.00                            | Non vatable |
|                                  | NNDR - Costs of Liability Order hearing*<br>* As approved by the Magistrates Court                       | 45.00                            | 45.00                            | 0.00       | 45.00                            | Non vatable |
| Miscellaneous properties         | Garage rents   | 13.00                            | 14.00                            | 2.80       | 16.80                            | Vatable     |

| Environmental & Regulatory Services: Water Supplies   |   | 2023/2024<br>Basic Charge<br>£ p | 2024/2025<br>Basic Charge<br>£ p | VAT<br>£ p | 2024/2025<br>Total Charge<br>£ p | VAT Status  |
|---|---|----------------------------------|----------------------------------|------------|----------------------------------|-------------|
| Private Water Supplies  | Risk Assessment or Investigation (fee per hour)   | 62.00                            | 66.00                            | 0.00       | 66.00                            | Non vatable |
|   | Sampling – each visit – fixed fee   | 121.00                           | 129.00                           | 0.00       | 129.00                           | Non vatable |
|   | Granting and Authorisation - fixed fee plus hourly rate applies   | 121.00                           | 129.00                           | 0.00       | 129.00                           | Non vatable |
| Sample Analysis   | Taken under Regulation 10<br>Taken during check monitoring<br>Taken during audit monitoring   | at cost                          | at cost                          |            | at cost                          | Non vatable |
| Regulation of Pollution from Industrial Sources<br><i>Fees as laid down by the Secretary of State</i> | <b>- Environmental Permitting Regulations 2010</b><br><i>Please refer to <a href="http://www.gov.uk/local-authority-environmental-permit">www.gov.uk/local-authority-environmental-permit</a></i> |                                  |                                  |            |                                  |             |
| Environmental Information Regulations – Search Fees   | Basic administration charge   | 30.00                            | 25.00                            | 0.00       | 25.00                            | Non vatable |
|   | Contaminated Land information request   | 97.00                            | 80.00                            | 0.00       | 80.00                            | Non vatable |

| Environmental & Regulatory Services: Food Health & Safety |   | 2023/2024<br>Basic Charge<br>£ p | 2024/2025<br>Basic Charge<br>£ p | VAT<br>£ p | 2024/2025<br>Total Charge<br>£ p | VAT Status  |
|---|---|----------------------------------|----------------------------------|------------|----------------------------------|-------------|
| Export of Food Products                                   | Food Export Health Certificate (including first hour of officer time) | 64.00                            | 70.00                            | 0.00       | 70.00                            | Non vatable |
|   | DEFRA Export Health Certificate                                       | 126.00                           | 135.00                           | 0.00       | 135.00                           | Non vatable |
|   | Officer hourly rate after first hour                                  | 45.00                            | 49.00                            | 0.00       | 49.00                            | Non vatable |
| Other Products & Services                                 | E-learning  | 35.00                            | 37.00                            | 0.00       | 37.00                            | Non vatable |
|   | Safer Food, Better Business Information Pack                          | 15.00                            | 16.00                            | 0.00       | 16.00                            | Non vatable |
|   | Safer Food Better Business Diary Sheets (per pack)                    | Na                               | 5.00                             | 0.00       | 5.00                             | Non vatable |
|   | Food Hygiene Rating Re-visit  | 190.00                           | 205.00                           | 0.00       | 205.00                           | Non vatable |
|   | Condemned Food Certificate  | 95.00                            | 102.00                           | 0.00       | 102.00                           | Non vatable |

| Environmental & Regulatory Services: Licencing Animal Welfare                      |   | 2023/2024<br>Basic Charge<br>£ p | 2024/2025<br>Basic Charge<br>£ p | VAT<br>£ p | 2024/2025<br>Total Charge<br>£ p | VAT Status  |
|--|---|----------------------------------|----------------------------------|------------|----------------------------------|-------------|
| Breeding of Dogs <sup>1</sup>  | New Application   | 424.00                           | 466.00                           | 0.00       | 466.00                           | Non vatable |
|  | Renewal (1 to 3 years depending on rating + annual inspection)    | 334.00                           | 367.00                           | 0.00       | 367.00                           | Non vatable |
| Horse Riding Establishments <sup>1</sup>   | New Application   | 485.00                           | 534.00                           | 0.00       | 534.00                           | Non vatable |
|  | Renewal (1 to 3 years depending on rating + annual inspection)    | 334.00                           | 367.00                           | 0.00       | 367.00                           | Non vatable |
| Pet Shops  | New Application   | 327.00                           | 360.00                           | 0.00       | 360.00                           | Non vatable |
|  | Renewal (1 to 3 years depending on rating)                        | 279.00                           | 307.00                           | 0.00       | 307.00                           | Non vatable |
| Keeping or Training Animals for Exhibition   | New Application   | 327.00                           | 360.00                           | 0.00       | 360.00                           | Non vatable |
|  | Renewal (3 years)   | 279.00                           | 307.00                           | 0.00       | 307.00                           | Non vatable |
| Home Boarding for Dogs<br>(Day-time or overnight care within the home environment) | New Application   | 327.00                           | 360.00                           | 0.00       | 360.00                           | Non vatable |
|  | Renewal (1 to 3 years depending on rating)                        | 279.00                           | 307.00                           | 0.00       | 307.00                           | Non vatable |
| Providing Boarding in Kennels  | Dogs - New Application – up to 50 dogs                            | 327.00                           | 360.00                           | 0.00       | 360.00                           | Non vatable |
|  | Dogs - Renewal (1 to 3 years depending on rating) – up to 50 dogs | 279.00                           | 307.00                           | 0.00       | 307.00                           | Non vatable |
|  | Dogs - New Application – over 50 dogs                             | 382.00                           | 420.00                           | 0.00       | 420.00                           | Non vatable |
|  | Dogs - Renewal (1 to 3 years depending on rating)– over 50 dogs   | 334.00                           | 367.00                           | 0.00       | 367.00                           | Non vatable |
|  | Cats - New Application – up to 50 cats                            | 327.00                           | 360.00                           | 0.00       | 360.00                           | Non vatable |
|  | Cats - Renewal (1 to 3 years depending on rating) – up to 50 cats | 279.00                           | 307.00                           | 0.00       | 307.00                           | Non vatable |
|  | Cats - New Application – over 50 cats                             | 382.00                           | 420.00                           | 0.00       | 420.00                           | Non vatable |
|  | Cats - Renewal (1 to 3 years depending on rating)– over 50 cats   | 334.00                           | 367.00                           | 0.00       | 367.00                           | Non vatable |
| <b>Total charge is the amount as shown plus veterinary fees</b>                    |   |                                  |                                  |            |                                  |             |

| Environmental & Regulatory Services: Licencing Animal Welfare  |  | 2023/2024<br>Basic Charge<br>£ p | 2024/2025<br>Basic Charge<br>£ p | VAT<br>£ p | 2024/2025<br>Total Charge<br>£ p | VAT Status  |
|--|--|----------------------------------|----------------------------------|------------|----------------------------------|-------------|
| Providing Day Care for Dogs  | New Application – up to 50 dogs  | 297.00                           | 327.00                           | 0.00       | 327.00                           | Non vatable |
|  | Renewal (1 to 3 years depending on rating) – up to 50 dogs             | 279.00                           | 307.00                           | 0.00       | 307.00                           | Non vatable |
|  | New Application – over 50 dogs   | 382.00                           | 420.00                           | 0.00       | 420.00                           | Non vatable |
|  | Renewal (1 to 3 years depending on rating)– over 50 dogs               | 334.00                           | 367.00                           | 0.00       | 367.00                           | Non vatable |
| Supplementary Fees   | Franchise Licence – Dog Boarding only <sup>1</sup>                     | 133.00                           | 146.00                           | 0.00       | 146.00                           | Non vatable |
|  | Host Fee <sup>2</sup>  |                                  | 0.00                             | 0.00       | 0.00                             | Non vatable |
|  | Additional Activity <sup>3</sup>                                       | 55.00                            | 61.00                            | 0.00       | 61.00                            | Non vatable |
|  | Variation Fee e.g. amendment to a licence                              | 30.00                            | 33.00                            | 0.00       | 33.00                            | Non vatable |
|  | Inspection Fee <sup>4</sup>  | 146.00                           | 161.00                           | 0.00       | 161.00                           | Non vatable |
|  | Re-Rating Fee <sup>5</sup>   | 152.00                           | 167.00                           | 0.00       | 167.00                           | Non vatable |
|  | Admin Fee (Dog Breeding/Horse Riding Establishment Recharge Admin Fee) | 0.00                             | 30.00                            | 0.00       | 30.00                            | Non vatable |
| <sup>1</sup> Host fees will be required in addition to this licence<br><sup>2</sup> Required per host family of a dog boarding franchise<br><sup>3</sup> Payable in addition to the appropriate licence fees where more than one activity is undertaken at the same premises<br><sup>4</sup> Payable if an inspection is required in addition to the initial inspection required included within the licence fee<br><sup>5</sup> Inspection and licence amendment for re-rating of the current star rating |  |                                  |                                  |            |                                  |             |
| Dangerous Wild Animals   | New Application <sup>1</sup>   | 406.00                           | 447.00                           | 0.00       | 447.00                           | Non vatable |
|  | Renewal (2 years) <sup>1</sup>   | 358.00                           | 394.00                           | 0.00       | 394.00                           | Non vatable |
| Zoos   | s14(2) dispensation - New Application <sup>1</sup>                     | 1,413.00                         | 1,554.00                         | 0.00       | 1,554.00                         | Non vatable |
|  | s14(2) dispensation - Renewal (6 years) <sup>1</sup>                   | 1,910.00                         | 2,101.00                         | 0.00       | 2,101.00                         | Non vatable |
|  | No dispensation - New Application <sup>1</sup>                         | 2,256.00                         | 2,482.00                         | 0.00       | 2,482.00                         | Non vatable |
|  | No dispensation - Renewal (6 years) <sup>1</sup>                       | 3,177.00                         | 3,495.00                         | 0.00       | 3,495.00                         | Non vatable |
| <sup>1</sup> Total charge is the amount as shown plus veterinary fees  |  |                                  |                                  |            |                                  |             |



| Environmental & Regulatory Services: Licencing Taxis |   | 2023/2024<br>Basic Charge<br>£ p | 2024/2025<br>Basic Charge<br>£ p | VAT<br>£ p | 2024/2025<br>Total Charge<br>£ p | VAT Status  |
|--|---|----------------------------------|----------------------------------|------------|----------------------------------|-------------|
| Drivers Licence                                      | Hackney Carriage / Private Hire / Dual - 3 year – new application     | 263.00                           | 289.00                           | 0.00       | 289.00                           | Non vatable |
|  | Hackney Carriage / Private Hire / Dual - 3 year – renewal             | 194.00                           | 213.00                           | 0.00       | 213.00                           | Non vatable |
|  | Single Private Hire to Dual Licence transfer                          | 57.00                            | 63.00                            | 0.00       | 63.00                            | Non vatable |
| Vehicle Licence – all 1 year                         | Hackney Carriage vehicle – new application                            | 263.00                           | 289.00                           | 0.00       | 289.00                           | Non vatable |
|  | Hackney Carriage vehicle – renewal                                    | 194.00                           | 213.00                           | 0.00       | 213.00                           | Non vatable |
|  | Private Hire vehicle – new application                                | 263.00                           | 289.00                           | 0.00       | 289.00                           | Non vatable |
|  | Private Hire vehicle – renewal  | 194.00                           | 213.00                           | 0.00       | 213.00                           | Non vatable |
|  | Transfer of vehicle licence – to another person                       | 26.00                            | 29.00                            | 0.00       | 29.00                            | Non vatable |
|  | Transfer of vehicle licence – to another vehicle (1 year)             | 189.00                           | 208.00                           | 0.00       | 208.00                           | Non vatable |
|  | Transfer of vehicle licence – to another vehicle (remainder of plate) | 90.00                            | 99.00                            | 0.00       | 99.00                            | Non vatable |
|  | Temporary vehicle (Insurance Company)                                 | 263.00                           | 289.00                           | 0.00       | 289.00                           | Non vatable |
| Private Hire Operators                               | Change of registration number   | 90.00                            | 99.00                            | 0.00       | 99.00                            | Non vatable |
|  | Operator Licence – 5 year – new application                           | 420.00                           | 462.00                           | 0.00       | 462.00                           | Non vatable |
|  | Operator Licence – 1 year – new application / renewal                 | 105.00                           | 116.00                           | 0.00       | 116.00                           | Non vatable |
| Other Fees   | Knowledge Test  | 79.00                            | 87.00                            | 0.00       | 87.00                            | Non vatable |
|  | Replacement driver's badge  | 29.00                            | 32.00                            | 0.00       | 32.00                            | Non vatable |
|  | Replacement external plate  | 35.00                            | 39.00                            | 0.00       | 39.00                            | Non vatable |
|  | Replacement internal plate  | 29.00                            | 32.00                            | 0.00       | 32.00                            | Non vatable |
|  | Vehicle bracket   | 11.00                            | 12.00                            | 0.00       | 12.00                            | Non vatable |
|  | Administration charge for any other requests                          | 26.00                            | 29.00                            | 0.00       | 29.00                            | Non vatable |

| Environmental & Regulatory Services: Licencing Street Trading |  | 2023/2024<br>Basic Charge<br>£ p | 2024/2025<br>Basic Charge<br>£ p | VAT<br>£ p | 2024/2025<br>Total Charge<br>£ p | VAT Status  |
|---|--|----------------------------------|----------------------------------|------------|----------------------------------|-------------|
| Street Trading Licences                                       | Witney & Chipping Norton – annual      | 2,893.00                         | 3,182.00                         | 0.00       | 3,182.00                         | Non vatable |
|   | Witney & Chipping Norton – 3 months    | 862.00                           | 948.00                           | 0.00       | 948.00                           | Non vatable |
|   | All other consents – annual            | 1,934.00                         | 2,127.00                         | 0.00       | 2,127.00                         | Non vatable |
|   | All other consents – 3 months          | 621.00                           | 683.00                           | 0.00       | 683.00                           | Non vatable |
|   | Individual Trader Day Rate (per stall) | 67.00                            | 74.00                            | 0.00       | 74.00                            | Non vatable |

| Environmental & Regulatory Services: Markets |                                      |        |        |      |        |             |
|--|--------------------------------------|--------|--------|------|--------|-------------|
| Chipping Norton                              | per day per 10' frontage or pro-rata | 22.00  | 22.00  | 0.00 | 22.00  | Non vatable |
|  | per day casual                       | 31.00  | 31.00  | 0.00 | 31.00  | Non vatable |
|  | plus per canopy, per pitch, per day  | 3.00   | 3.00   | 0.00 | 3.00   | Non vatable |
| Witney                                       | per day per 10' frontage or pro-rata | 23.00  | 23.00  | 0.00 | 23.00  | Non vatable |
|  | per day casual                       | 32.00  | 32.00  | 0.00 | 32.00  | Non vatable |
|  | plus per canopy, per pitch, per day  | 3.00   | 3.00   | 0.00 | 3.00   | Non vatable |
|  | Farmers Market - per site            | 349.00 | 349.00 | 0.00 | 349.00 | Non vatable |

| Environmental & Regulatory Services: Licencing Other                     |  | 2023/2024<br>Basic Charge<br>£ p | 2024/2025<br>Basic Charge<br>£ p | VAT<br>£ p | 2024/2025<br>Total Charge<br>£ p | VAT Status  |
|--|--|----------------------------------|----------------------------------|------------|----------------------------------|-------------|
| Scrap Metal  | Dealer (Site) Licence – New Application / Renewal  | 646.00                           | 711.00                           | 0.00       | 711.00                           | Non vatable |
|  | Collector's Licence – New Application / Renewal  | 646.00                           | 711.00                           | 0.00       | 711.00                           | Non vatable |
| Cosmetic Piercing<br>(Accupuncture, Tattoo, Ear Piercing & Electrolysis) | Premises registration  | 227.00                           | 250.00                           | 0.00       | 250.00                           | Non vatable |
|  | Personal registration  | 169.00                           | 186.00                           | 0.00       | 186.00                           | Non vatable |
| Sex Shop, Sex Cinema or Sexual Entertainment Venue                       | <b>Please contact <a href="mailto:ers@publicagroup.uk">ers@publicagroup.uk</a> to discuss your requirements</b>  |                                  |                                  |            |                                  |             |
| Houses in Multiple Occupation  | HMO Licence (3 years)  | 752.00                           | 802.00                           | 0.00       | 802.00                           | Non vatable |
| Advisory Services  | The council offers regulatory service support and advice as part of the Better Business for all partnership ( <a href="https://www.thegrowthhub.biz/support-hub/better-business-for-all">https://www.thegrowthhub.biz/support-hub/better-business-for-all</a> ); please contact <a href="mailto:ers@publicagroup.uk">ers@publicagroup.uk</a> to discuss your requirements. |                                  |                                  |            |                                  |             |

|  |   |
|--|---|
| Alcohol & Entertainment (Licensing Act 2003) | <i>Fees as laid down by the Secretary of State – please refer to <a href="http://www.gov.uk">www.gov.uk</a></i> |
|--|---|

| Environmental & Regulatory Services: Licencing Caravan & Campsites |   | 2023/2024<br>Basic Charge<br>£ p | 2024/2025<br>Basic Charge<br>£ p | VAT<br>£ p | 2024/2025<br>Total Charge<br>£ p | VAT Status  |
|--|---|----------------------------------|----------------------------------|------------|----------------------------------|-------------|
| New site application   | - 5 or less units   | 382.00                           | 408.00                           | 0.00       | 408.00                           | Non vatable |
|  | - 6 to 24 units   | 509.00                           | 543.00                           | 0.00       | 543.00                           | Non vatable |
|  | - 25 to 99 units  | 612.00                           | 653.00                           | 0.00       | 653.00                           | Non vatable |
|  | - 100 to 199 units  | 703.00                           | 750.00                           | 0.00       | 750.00                           | Non vatable |
|  | - 200 units and over  | 806.00                           | 860.00                           | 0.00       | 860.00                           | Non vatable |
| Annual Fee for existing site licence                               | - 5 or less units   | 321.00                           | 343.00                           | 0.00       | 343.00                           | Non vatable |
|  | - 6 to 24 units   | 424.00                           | 452.00                           | 0.00       | 452.00                           | Non vatable |
|  | - 25 to 99 units  | 528.00                           | 563.00                           | 0.00       | 563.00                           | Non vatable |
|  | - 100 to 199 units  | 612.00                           | 653.00                           | 0.00       | 653.00                           | Non vatable |
|  | - 200 units and over  | 709.00                           | 757.00                           | 0.00       | 757.00                           | Non vatable |
| Other Fees   | Transfer / amendment of existing site licence                                     | 121.00                           | 129.00                           | 0.00       | 129.00                           | Non vatable |
|  | Change Site Conditions  | 121.00                           | 129.00                           | 0.00       | 129.00                           | Non vatable |
|  | Site Rules Deposit  | 61.00                            | 65.00                            | 0.00       | 65.00                            | Non vatable |
|  | Administrative and other expenses to serve notice under the Mobile Homes Act 2013 | 364.00                           | 388.00                           | 0.00       | 388.00                           | Non vatable |

| Environmental & Regulatory Services: Licencing Gambling Act   |                                     | 2023/2024<br>Basic Charge<br>£ p | 2024/2025<br>Basic Charge<br>£ p | VAT<br>£ p | 2024/2025<br>Total Charge<br>£ p | VAT Status  |
|---|-------------------------------------|----------------------------------|----------------------------------|------------|----------------------------------|-------------|
| Betting Premises (excluding Tracks)   | New Premises                        | 471.68                           | 519.00                           | 0.00       | 519.00                           | Non vatable |
|   | Vary Premises                       | 471.68                           | 519.00                           | 0.00       | 519.00                           | Non vatable |
|   | Transfer of Premises                | 105.53                           | 116.00                           | 0.00       | 116.00                           | Non vatable |
|   | Reinstatement of Premises           | 211.01                           | 232.00                           | 0.00       | 232.00                           | Non vatable |
|   | Provisional Statement               | 471.68                           | 519.00                           | 0.00       | 519.00                           | Non vatable |
|   | New Premises with Provisional       | 86.88                            | 96.00                            | 0.00       | 96.00                            | Non vatable |
|   | Annual Fee                          | 186.20                           | 205.00                           | 0.00       | 205.00                           | Non vatable |
|   | Copy of Licence (Set cap of £25.00) | 25.00                            | 25.00                            | 0.00       | 25.00                            | Non vatable |
| Notification of change  |                                     | 31.00                            | 34.00                            | 0.00       | 34.00                            | Non vatable |
| For all other premises licence fees, please contact <a href="mailto:ers@publicagroup.uk">ers@publicagroup.uk</a> .  |                                     |                                  |                                  |            |                                  |             |
| The fees for gaming machine permits are set nationally – please refer to: <a href="https://www.gamblingcommission.gov.uk/licencees-and-businesses/licences-and-fees">https://www.gamblingcommission.gov.uk/licencees-and-businesses/licences-and-fees</a> |                                     |                                  |                                  |            |                                  |             |
| Lotteries and Amusements ( <i>Fees set nationally</i> )   | Small Lottery – new application     | 40.00                            | 40.00                            | 0.00       | 40.00                            | Non vatable |
|   | Small Lottery – renewal             | 20.00                            | 20.00                            | 0.00       | 20.00                            | Non vatable |

| Environmental & Regulatory Services: Premises Li  |                 | 2023/2024<br>Basic Charge<br>£ p | 2024/2025<br>Basic Charge<br>£ p | VAT<br>£ p | 2024/2025<br>Total Charge<br>£ p | VAT Status  |
|---|-----------------|----------------------------------|----------------------------------|------------|----------------------------------|-------------|
| Number of people  |                 |                                  |                                  |            |                                  |             |
| *Events that exceed 5,000 people will be liable for an additional fee to be charged on an application for a premises licence authorising the event. | 5,000-9,999     | 1,000.00                         | 1,000.00                         | 0.00       | 1,000.00                         | Non vatable |
|   | 10,000-14,999   | 2,000.00                         | 2,000.00                         | 0.00       | 2,000.00                         | Non vatable |
|   | 15,000-19,999   | 4,000.00                         | 4,000.00                         | 0.00       | 4,000.00                         | Non vatable |
|   | 20,000-29,999   | 8,000.00                         | 8,000.00                         | 0.00       | 8,000.00                         | Non vatable |
|   | 30,000-39,999   | 16,000.00                        | 16,000.00                        | 0.00       | 16,000.00                        | Non vatable |
|   | 40,000-49,999   | 24,000.00                        | 24,000.00                        | 0.00       | 24,000.00                        | Non vatable |
|   | 50,000-59,999   | 32,000.00                        | 32,000.00                        | 0.00       | 32,000.00                        | Non vatable |
|   | 60,000-69,999   | 40,000.00                        | 40,000.00                        | 0.00       | 40,000.00                        | Non vatable |
|   | 70,000-79,999   | 48,000.00                        | 48,000.00                        | 0.00       | 48,000.00                        | Non vatable |
|   | 80,000-89,999   | 56,000.00                        | 56,000.00                        | 0.00       | 56,000.00                        | Non vatable |
|   | 90,000 and over | 64,000.00                        | 64,000.00                        | 0.00       | 64,000.00                        | Non vatable |
| <b>Note: Fees are determined by Government</b>  |                 |                                  |                                  |            |                                  |             |

| Environmental & Regulatory Services: Community Safety & Licensing (Licensing Act 2003)<br>Premises Licences   |        | 2023/2024<br>Basic Charge<br>£ p | 2024/2025<br>Basic Charge<br>£ p | VAT<br>£ p | 2024/2025<br>Total Charge<br>£ p | VAT Status  |
|---|--------|----------------------------------|----------------------------------|------------|----------------------------------|-------------|
| Fees relating to applications for premises licences, club premises certificates, variations, (but not changes of name and address etc or changes of designated premises supervisor) the conversion of existing licences, and conversion/variations should be graduated using five bands as shown:   | BAND A | 100.00                           | 100.00                           | 0.00       | 100.00                           | Non vatable |
|   | BAND B | 190.00                           | 190.00                           | 0.00       | 190.00                           | Non vatable |
|   | BAND C | 315.00                           | 315.00                           | 0.00       | 315.00                           | Non vatable |
|   | BAND D | 450.00                           | 450.00                           | 0.00       | 450.00                           | Non vatable |
|   | BAND E | 635.00                           | 635.00                           | 0.00       | 635.00                           | Non vatable |
| The annual charges payable by those holding licences and club premises certificates:  | BAND A | 70.00                            | 70.00                            | 0.00       | 70.00                            | Non vatable |
|   | BAND B | 180.00                           | 180.00                           | 0.00       | 180.00                           | Non vatable |
|   | BAND C | 295.00                           | 295.00                           | 0.00       | 295.00                           | Non vatable |
|   | BAND D | 320.00                           | 320.00                           | 0.00       | 320.00                           | Non vatable |
|   | BAND E | 350.00                           | 350.00                           | 0.00       | 350.00                           | Non vatable |
| Particular types of premises which do not have non-domestic rateable values would be allocated to Band A The various non-domestic rateable values should be allocated to bands in the following way: Note:*Non-Domestic rateable value  | BAND A | *£0-£4,300                       |                                  |            |                                  | Non vatable |
|   | BAND B | *£4,301-£33,000                  |                                  |            |                                  | Non vatable |
|   | BAND C | *£33,001-£87,000                 |                                  |            |                                  | Non vatable |
|   | BAND D | *£87,001-£125,000                |                                  |            |                                  | Non vatable |
|   | BAND E | *£125,001 and over               |                                  |            |                                  | Non vatable |
| <b>*No fee or annual charge would be payable by church halls, chapel halls or other premises of a similar nature and village halls, parish and community halls or other premises of a similar nature for a premises licence authorising only the provision of regulated entertainment. No fee or annual charge would be payable by a school providing education for pupils up to year 13 or a sixth form college for a premises licence authorising only the provision of regulated entertainment carried on by the school or sixth from college.</b> |        |                                  |                                  |            |                                  |             |
| Temporary Events Notice   |        | 21.00                            | 21.00                            | 0.00       | 21.00                            | Non vatable |
| Personal Licence  |        | 37.00                            | 37.00                            | 0.00       | 37.00                            | Non vatable |
| Minor Variations procedure  |        | 89.00                            | 89.00                            | 0.00       | 89.00                            | Non vatable |
| <b>Note: Fees determined by Government</b>  |        |                                  |                                  |            |                                  |             |

| Environmental & Regulatory Services: Community Safety & Licensing (Licensing Act 2003) |   | 2023/2024    | 2024/2025    | VAT  | 2024/2025    | VAT Status  |
|--|---|--------------|--------------|------|--------------|-------------|
| Miscellaneous Fees   |   | Basic Charge | Basic Charge |      | Total Charge |             |
|  |   | £ p          | £ p          | £ p  | £ p          |             |
|  | Application for a grant or renewal of personal licence                  | 37.00        | 37.00        | 0.00 | 37.00        | Non vatable |
|  | Temporary event notices   | 21.00        | 21.00        | 0.00 | 21.00        | Non vatable |
|  | Theft, loss etc of premises licence or summary                          | 10.50        | 10.50        | 0.00 | 10.50        | Non vatable |
|  | Application for a provisional statement where premises being built, etc | 195.00       | 195.00       | 0.00 | 195.00       | Non vatable |
|  | Notification of change of name or address                               | 10.50        | 10.50        | 0.00 | 10.50        | Non vatable |
|  | Application to vary to specify individual as premises supervisor        | 23.00        | 23.00        | 0.00 | 23.00        | Non vatable |
|  | Application for transfer of premises licence                            | 23.00        | 23.00        | 0.00 | 23.00        | Non vatable |
| <b>Miscellaneous Fees</b>  | Interim authority notice following death etc. of licence holder         | 23.00        | 23.00        | 0.00 | 23.00        | Non vatable |
|  | Theft, loss etc of certificate or summary                               | 10.50        | 10.50        | 0.00 | 10.50        | Non vatable |
|  | Notification of change of name or alteration of club rules              | 10.50        | 10.50        | 0.00 | 10.50        | Non vatable |
|  | Change of relevant registered address of club                           | 10.50        | 10.50        | 0.00 | 10.50        | Non vatable |
|  | Theft, loss etc of temporary event notice                               | 10.50        | 10.50        | 0.00 | 10.50        | Non vatable |
|  | Theft, loss etc of personal licence                                     | 10.50        | 10.50        | 0.00 | 10.50        | Non vatable |
|  | Duty to notify change of name or address                                | 10.50        | 10.50        | 0.00 | 10.50        | Non vatable |
|  | Right of freeholder etc to be notified of licensing matters             | 21.00        | 21.00        | 0.00 | 21.00        | Non vatable |
| <b>Note: Fees determined by Government</b>   |   |              |              |      |              |             |

| Environmental & Regulatory Services: Environmental Services Penalty Notices   |   | 2023/2024<br>Basic Charge<br>£ p | 2024/2025<br>Basic Charge<br>£ p | VAT<br>£ p | 2024/2025<br>Total Charge<br>£ p | VAT Status  |
|---|---|----------------------------------|----------------------------------|------------|----------------------------------|-------------|
| Fine for Dog Fouling  |   | 50.00                            | 50.00                            | 0.00       | 50.00                            | Non vatable |
| Off Street Parking enforcement  | Higher Level Contravention paid after service of charge certificate*                    | 105.00                           | 105.00                           | 0.00       | 105.00                           | Non vatable |
|   | Higher Level Contravention paid after 14 days but before service of charge certificate* | 70.00                            | 70.00                            | 0.00       | 70.00                            | Non vatable |
|   | Higher level contravention paid within 14 days*   | 35.00                            | 35.00                            | 0.00       | 35.00                            | Non vatable |
|   | Lower Level Contravention paid after service of charge certificate*                     | 75.00                            | 75.00                            | 0.00       | 75.00                            | Non vatable |
|   | Lower level contravention paid within 14 days*  | 50.00                            | 50.00                            | 0.00       | 50.00                            | Non vatable |
|   | Lower level contravention paid within 14 days*  | 25.00                            | 25.00                            | 0.00       | 25.00                            | Non vatable |
| <b>Operational Guidance to Local Authorities: Parking Policy and enforcement. Department for Transport. Traffic Management Act 2004</b> |   |                                  |                                  |            |                                  |             |
| Nuisance parking  | Fixed penalty notices (FPN's)*  | 100.00                           | 100.00                           | 0.00       | 100.00                           | Non vatable |
|   | If paid within 14 days  | 75.00                            | 75.00                            | 0.00       | 75.00                            | Non vatable |
| Abandoned vehicles  | Fixed penalty notices (FPN's)*  | 200.00                           | 200.00                           | 0.00       | 200.00                           | Non vatable |
|   | If paid within 14 days  | 150.00                           | 150.00                           | 0.00       | 150.00                           | Non vatable |
| *statutory fee  |   |                                  |                                  |            |                                  |             |



| Environmental & Regulatory Services: Penalty Notices  |   | 2023/2024<br>Basic Charge<br>£ p | 2024/2025<br>Basic Charge<br>£ p | VAT<br>£ p | 2024/2025<br>Total Charge<br>£ p | VAT Status  |
|---|---|----------------------------------|----------------------------------|------------|----------------------------------|-------------|
| Depositing litter                                     | Fixed penalty notices (FPN's)*  | 80.00                            | 80.00                            | 0.00       | 80.00                            | Non vatable |
|   | If paid within 14 days  | 60.00                            | 60.00                            | 0.00       | 60.00                            | Non vatable |
| Graffiti & Fly-posting                                | Fixed penalty notices (FPN's)*  | 80.00                            | 80.00                            | 0.00       | 80.00                            | Non vatable |
|   | If paid within 14 days  | 60.00                            | 60.00                            | 0.00       | 60.00                            | Non vatable |
| Unauthorised distribution of free printed matter      | Fixed penalty notices (FPN's)*  | 80.00                            | 80.00                            | 0.00       | 80.00                            | Non vatable |
|   | If paid within 14 days  | 60.00                            | 60.00                            | 0.00       | 60.00                            | Non vatable |
| Failure to comply with a waste receptacles notice     | Fixed penalty notices (FPN's)*  | 80.00                            | 80.00                            | 0.00       | 80.00                            | Non vatable |
|   | If paid within 14 days  | 60.00                            | 60.00                            | 0.00       | 60.00                            | Non vatable |
| Failure to comply with a street litter control notice | Fixed penalty notices (FPN's)*  | 110.00                           | 110.00                           | 0.00       | 110.00                           | Non vatable |
|   | If paid within 14 days  | 83.00                            | 83.00                            | 0.00       | 83.00                            | Non vatable |
| Failure to comply with a litter clearing notice       | Fixed penalty notices (FPN's)*  | 110.00                           | 110.00                           | 0.00       | 110.00                           | Non vatable |
|   | If paid within 14 days  | 83.00                            | 83.00                            | 0.00       | 83.00                            | Non vatable |
| Failure to produce waste documents                    | Fixed penalty notices (FPN's)*  | 300.00                           | 300.00                           | 0.00       | 300.00                           | Non vatable |
|   | If paid within 14 days  | 180.00                           | 180.00                           | 0.00       | 180.00                           | Non vatable |
| Failure to produce authority to transport waste       | Fixed penalty notices (FPN's)*  | 300.00                           | 300.00                           | 0.00       | 300.00                           | Non vatable |
|   | If paid within 14 days  | 180.00                           | 180.00                           | 0.00       | 180.00                           | Non vatable |
| Smoking in smoke free premises or work vehicles       | Fixed penalty notices (FPN's)*  | 50.00                            | 50.00                            | 0.00       | 50.00                            | Non vatable |
|   | If paid within 14 days  | 30.00                            | 30.00                            | 0.00       | 30.00                            | Non vatable |
| Failure to display no smoking signs                   | Fixed penalty notices (FPN's)*  | 200.00                           | 200.00                           | 0.00       | 200.00                           | Non vatable |
|   | If paid within 14 days  | 150.00                           | 150.00                           | 0.00       | 150.00                           | Non vatable |
| Unlawful deposit of waste                             | Fixed penalty notices (FPN's)*  | 400.00                           | 400.00                           | 0.00       | 400.00                           | Non vatable |
|   | If paid within 10 days  | 200.00                           | 200.00                           | 0.00       | 200.00                           | Non vatable |
| Householder Duty of Care                              | Fixed penalty notices (FPN's)*  | 400.00                           | 400.00                           | 0.00       | 400.00                           | Non vatable |
|   | If paid within 10 days  | 200.00                           | 200.00                           | 0.00       | 200.00                           | Non vatable |
| Smoke and Carbon Monoxide Regulations                 | Fixed penalty notices (FPN's)*  | 5,000.00                         | 5,000.00                         | 0.00       | 5,000.00                         | Non vatable |
| Housing Act 2004 Charging for Notices                 | Charge for Notice served  | 355.00                           | 355.00                           | 0.00       | 355.00                           | Non vatable |
| Minimum Energy Performance Certificate                | The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015. | 5,000.00                         | 5,000.00                         | 0.00       | 5,000.00                         | Non vatable |
| *statutory fee  |   |                                  |                                  |            |                                  |             |

## BUILDING CONTROL – GENERAL NOTES

### THE BUILDING ACT 1984 : THE BUILDING REGULATIONS 2010 (As amended)

The building owner or agent must make a building regulations application and pay a fee for the construction of new works. All work must comply with the 2010 Building Regulations (as amended).

The person carrying out the building works is to liaise with and meet the requirements of the Local Authority Building Control and give the required notice for certain key stages of works as detailed in the guidance below.

The charges set out on the following pages have been set in accordance with the Building (Local Authority Charges) Regulations 2010. The tables give the charges for various categories of work.

### Full Plans Applications Charges

The 'charges' shown in the following tables relate to Full Plans Applications. For the definition and details of Full Plans Applications please visit the respective Council's website.

### Building Notice Applications Charges

Where building work is of a relatively minor nature, the Building Notice charge is the same for the Full Plans Application charge except for Cotswold District Council where the Building Notice charge is as shown on the relevant Tables.

For the definition and details of Building Notice Applications please visit the respective Council's website.

A Building Notice Application will not, in the majority of situations, be accepted for new dwellings. It is also likely that new dwellings may potentially attract additional charges depending on what level of design input has been achieved by the applicant.

### Regularisation Applications (Retrospective Works) Charges

The charge required when depositing an application for regularisation (or reversion) is 100% of the appropriate charge as listed in the following tables **excluding VAT**, with an additional 50% premium added to it. This type of application is exempt from VAT.

For the definition and details of Regularisation Applications please visit the respective Council's website.

### Works to provide access and facilities for disabled persons

Charges are not payable when the proposed work is to provide access and facilities in an existing dwelling or an extension to store equipment or provide medical treatment for a disabled person. In order to claim exemption, the appropriate evidence as to the relevance of the adaptation for the person's disability must accompany the application.

| Building Control |  | 2023/2024<br>Basic Charge<br>£ p | 2024/2025<br>Basic Charge<br>£ p | VAT<br>£ p | 2024/2025<br>Total Charge<br>£ p | VAT Status |
|------------------|--|----------------------------------|----------------------------------|------------|----------------------------------|------------|
|------------------|--|----------------------------------|----------------------------------|------------|----------------------------------|------------|

| TABLE A – NEW DWELLINGS <i>e.g. flats, houses with total floor area of less than 300m<sup>2</sup></i>   |                        |                      |        |        |        |         |
|---|------------------------|----------------------|--------|--------|--------|---------|
| Dwellings 1   | Full Plans Charge      | 606.00               | 647.00 | 129.40 | 776.40 | Vatable |
|   | Building Notice Charge | 660.00               | 704.00 | 140.80 | 844.80 | Vatable |
| Dwellings 2+  |                        | Price on application |        |        |        |         |
| <p>a) Where more than 1 dwelling is proposed, charges will be calculated on an individual application basis; please contact Building Control for a competitive quotation.</p> <p>b) New dwellings over 300m<sup>2</sup> in floor area – charges to be</p> <p>c) No additional fees are payable for different associated garages, built at the same time as the dwelling(s) concerned.</p> <p>d) Local Authority Building Control (LABC) can provide competitively priced 10 year Structural Warranties for new housing (including conversions, social housing, self-build and competed housing) and commercial buildings. For more details and prices contact 0845 0540505 or <a href="http://www.labcwarranty.co.uk">www.labcwarranty.co.uk</a>.</p> |                        |                      |        |        |        |         |

| TABLE B – DOMESTIC AND COMMERCIAL EXTENSIONS TO A SINGLE BUILDING  |                        |                      |        |        |          |         |
|--|------------------------|----------------------|--------|--------|----------|---------|
| Erection / Extension of a garage (30m <sup>2</sup> to 60m <sup>2</sup> )   | Full Plans Charge      | 296.00               | 316.00 | 63.20  | 379.20   | Vatable |
|  | Building Notice Charge | 325.00               | 347.00 | 69.40  | 416.40   | Vatable |
| Garage conversion to habitable accommodation   | Full Plans Charge      | 222.00               | 237.00 | 47.40  | 284.40   | Vatable |
|  | Building Notice Charge | 244.00               | 260.00 | 52.00  | 312.00   | Vatable |
| Loft conversion up to 100m <sup>2</sup>  | Full Plans Charge      | 591.00               | 631.00 | 126.20 | 757.20   | Vatable |
|  | Building Notice Charge | 650.00               | 694.00 | 138.80 | 832.80   | Vatable |
| Loft conversion over 100m <sup>2</sup>   |                        | Price on application |        |        |          |         |
| Extension up to 20m <sup>2</sup>   | Full Plans Charge      | 458.00               | 489.00 | 97.80  | 586.80   | Vatable |
|  | Building Notice Charge | 503.00               | 537.00 | 107.40 | 644.40   | Vatable |
| Extension 20m <sup>2</sup> up to 60m <sup>2</sup>  | Full Plans Charge      | 606.00               | 647.00 | 129.40 | 776.40   | Vatable |
|  | Building Notice Charge | 660.00               | 704.00 | 140.80 | 844.80   | Vatable |
| Extension 60m <sup>2</sup> up to 100m <sup>2</sup>   | Full Plans Charge      | 762.00               | 813.00 | 162.60 | 975.60   | Vatable |
|  | Building Notice Charge | 838.00               | 894.00 | 178.80 | 1,072.80 | Vatable |
| Extension over 100m <sup>2</sup>   |                        | Price on application |        |        |          |         |
| <b>Notes:</b>  |                        |                      |        |        |          |         |
| a) References to floor area relate to the total internal area of all storeys.  |                        |                      |        |        |          |         |
| b) Where more than one extension is proposed, the floor areas must be added together to determine the total charge.                            |                        |                      |        |        |          |         |
| c) Some alterations to buildings to improve facilities for disabled persons are exempt from charges. For details and advice please contact us. |                        |                      |        |        |          |         |

| TABLE C – ALL OTHER WORK   |                        |                      |          |        |          |         |
|--|------------------------|----------------------|----------|--------|----------|---------|
| Under £1,000   | Full Plans Charge      | 111.00               | 117.00   | 23.40  | 140.40   | Vatable |
|  | Building Notice Charge | 122.00               | 128.00   | 25.60  | 153.60   | Vatable |
| £1,001 to £5,000   | Full Plans Charge      | 222.00               | 233.00   | 46.60  | 279.60   | Vatable |
|  | Building Notice Charge | 244.00               | 256.00   | 51.20  | 307.20   | Vatable |
| £5,001 to £10,000  | Full Plans Charge      | 296.00               | 311.00   | 62.20  | 373.20   | Vatable |
|  | Building Notice Charge | 326.00               | 342.00   | 68.40  | 410.40   | Vatable |
| £10,001 to £20,000   | Full Plans Charge      | 407.00               | 427.00   | 85.40  | 512.40   | Vatable |
|  | Building Notice Charge | 448.00               | 470.00   | 94.00  | 564.00   | Vatable |
| £20,001 to £30,000   | Full Plans Charge      | 577.00               | 606.00   | 121.20 | 727.20   | Vatable |
|  | Building Notice Charge | 635.00               | 667.00   | 133.40 | 800.40   | Vatable |
| £30,001 to £40,000   | Full Plans Charge      | 704.00               | 739.00   | 147.80 | 886.80   | Vatable |
|  | Building Notice Charge | 774.00               | 813.00   | 162.60 | 975.60   | Vatable |
| £40,001 to £50,000   | Full Plans Charge      | 813.00               | 854.00   | 170.80 | 1,024.80 | Vatable |
|  | Building Notice Charge | 894.00               | 939.00   | 187.80 | 1,126.80 | Vatable |
| £50,001 to £60,000   | Full Plans Charge      | 998.00               | 1,048.00 | 209.60 | 1,257.60 | Vatable |
|  | Building Notice Charge | 1,098.00             | 1,153.00 | 230.60 | 1,383.60 | Vatable |
| £60,001 to £70,000   | Full Plans Charge      | 1,073.00             | 1,127.00 | 225.40 | 1,352.40 | Vatable |
|  | Building Notice Charge | 1,180.00             | 1,239.00 | 247.80 | 1,486.80 | Vatable |
| £70,001 to £80,000   | Full Plans Charge      | 1,183.00             | 1,242.00 | 248.40 | 1,490.40 | Vatable |
|  | Building Notice Charge | 1,300.00             | 1,365.00 | 273.00 | 1,638.00 | Vatable |
| Over £80,000   |                        | Price on application |          |        |          |         |
| For competitive quotations for projects over £80,000 please contact the 01993 861651 or by emailing <a href="mailto:building.control@westoxon.gov.uk">building.control@westoxon.gov.uk</a> |                        |                      |          |        |          |         |

| Building Control | 2023/2024<br>Basic Charge<br>£ p | 2024/2025<br>Basic Charge<br>£ p | VAT<br>£ p | 2024/2025<br>Total Charge<br>£ p | VAT Status |
|------------------|----------------------------------|----------------------------------|------------|----------------------------------|------------|
|------------------|----------------------------------|----------------------------------|------------|----------------------------------|------------|

**TABLE C – ALL OTHER WORK *continued***

|   |                        |        |        |        |        |         |
|---|------------------------|--------|--------|--------|--------|---------|
| Electrical installations if not using a competent electrical engineer | Full Plans Charge      | 460.00 | 491.00 | 98.20  | 589.20 | Vatable |
|   | Building Notice Charge | 506.00 | 540.00 | 108.00 | 648.00 | Vatable |
| New windows install by non FENSA opp – up to 8 windows                | Full Plans Charge      | 120.00 | 128.00 | 25.60  | 153.60 | Vatable |
|   | Building Notice Charge | 132.00 | 141.00 | 28.20  | 169.20 | Vatable |
| New windows install by non FENSA opp – over to 8 windows              | Price on application   |        |        |        |        |         |

**Notes on additional services:**

- a) Local Authority Building Control (LABC) can provide competitively priced 10 year Structural Warranties for new commercial buildings.  
For more details and prices contact 0845 0540505 or [www.labcwarranty.co.uk](http://www.labcwarranty.co.uk).
- b) SAP/EPC and SBEM calculations can be provided – price on application.
- c) Air pressure testing can be provided – price on application.

For more information please contact:

The building control team on 01993 861651 or Email: [building.control@westoxon.gov.uk](mailto:building.control@westoxon.gov.uk)

**TABLE D – ADDITIONAL SERVICES**

|   |   |        |        |       |        |         |
|---|---|--------|--------|-------|--------|---------|
| Additional Services   | Charge to administer an application which has not been visited for 10 years.    | 146.00 | 156.00 | 31.20 | 187.20 | Vatable |
|   | Services will be charged on an hourly rate of £ 73.00 per hour (including VAT). | 73.00  | 78.00  | 15.60 | 93.60  | Vatable |
| <p>Other relevant services not covered by the previous tables may be undertaken on a 'cost recovery' basis.</p> <p>Provision of Completion Certificates e.g. where requested more than six months after completion of the building work</p> <p>Advisory work in connection with i) demolition of buildings and ii) dangerous structures</p> |   |        |        |       |        |         |

| Environmental Services   |   | 2023/2024<br>Basic Charge<br>£ p | 2024/2025<br>Basic Charge<br>£ p | VAT<br>£ p | 2024/2025<br>Total Charge<br>£ p | VAT Status    |
|--|---|----------------------------------|----------------------------------|------------|----------------------------------|---------------|
| <b>Dog Control (Release of an impounded Stray Dog)</b>   | Statutory Fee   | 25.00                            | 25.00                            | 0.00       | 25.00                            | Non vatable   |
|  | Kennelling per day  | 24.00                            | At cost                          | At cost    | At cost                          | Non vatable   |
|  | Administration Fee  | 40.00                            | 87.00                            | 0.00       | 87.00                            | Non vatable   |
|  | Delivery Charge (Optional return of dog to owner by the kennels)  | 59.00                            | 70.80                            | 14.16      | 84.96                            | Vatable       |
| Note: The cost of veterinary treatment will be passed on in full to the dog owner. Owners in receipt of an income-related benefit shall only be charged for kennelling and the delivery charge (if requested), plus any veterinary costs incurred. This only applies in respect of the first recorded stray. Thereafter, full charges apply. |   |                                  |                                  |            |                                  |               |
| <b>Other Services</b>  | Public Sewer Searches*  | 30.00                            | 30.00                            | 0.00       | 30.00                            | Non vatable   |
|  | Chipping Norton Mop Fair  | 5,250.00                         | 5,880.00                         | 0.00       | 5,880.00                         | Non vatable   |
|  | Woodstock Fair  | 2,625.00                         | 3,255.00                         | 0.00       | 3,255.00                         | Non vatable   |
| <b>Home Improvement Agency:</b>  | Agency Fees for Grant-aided Works up to £5,000  | 17% of cost                      | 15% of cost                      |            |                                  | As Applicable |
|  | Agency Fees for balance of Grant-aided Works Above £5,000   | 14% of cost                      | 15% of cost                      |            |                                  | As Applicable |
|  | Small Repairs Fee - Estimates quoted at £20 per hour plus VAT (if applicable) plus cost of materials used |                                  |                                  |            |                                  | As Applicable |
|  | Agency Fees for balance of Grant-aided Works Above £5,000   | 14% of cost                      | 15% of cost                      |            |                                  | As Applicable |
|  | Small Repairs Fee - Estimates quoted at £20 per hour plus VAT (if applicable) plus cost of materials used |                                  |                                  |            |                                  | As Applicable |
| *statutory fee   |   |                                  |                                  |            |                                  |               |


| Street Signage, Naming and Numbering   |  | 2023/2024<br>Basic Charge<br>£ p | 2024/2025<br>Basic Charge<br>£ p | VAT<br>£ p | 2024/2025<br>Total Charge<br>£ p | VAT Status  |
|--|--|----------------------------------|----------------------------------|------------|----------------------------------|-------------|
| Address and Street Name Amendments   | Change of address  | 72.00                            | 75.00                            | 0.00       | 75.00                            | Non vatable |
|  | Allocating a name to a property or allocating a number to a named property                                       | 72.00                            | 75.00                            | 0.00       | 75.00                            | Non vatable |
|  | Change of a commercial building address  | 72.00                            | 75.00                            | 0.00       | 75.00                            | Non vatable |
|  | Change of street name at residents, developers or parish/town council request                                    | 431.00                           | 448.00                           | 0.00       | 448.00                           | Non vatable |
|  | Plus additional charge per property/unit where consultation with existing residents is to be carried out by WODC | 48.00                            | 50.00                            | 0.00       | 50.00                            | Non vatable |
| Naming and numbering of a block of flats   | Block of flats: up to 20 flats   | 215.00                           | 226.00                           | 0.00       | 226.00                           | Non vatable |
|  | Block of flats: 21-50 flats  | 300.00                           | 300.00                           | 0.00       | 300.00                           | Non vatable |
|  | Block of flats: 51+ flats  | 400.00                           | 400.00                           | 0.00       | 400.00                           | Non vatable |
| Naming and numbering of new properties including commercial buildings  | Per Unit up to 5 plots   | 72.00                            | 75.00                            | 0.00       | 75.00                            | Non vatable |
|  | 6 - 25 plots   | 609.00                           | 639.00                           | 0.00       | 639.00                           | Non vatable |
|  | 26 - 75 plots  | 948.00                           | 995.00                           | 0.00       | 995.00                           | Non vatable |
|  | 76 - 150 plots   | 1,354.00                         | 1,422.00                         | 0.00       | 1,422.00                         | Non vatable |
|  | 151 - 250 plots  | 1,693.00                         | 1,778.00                         | 0.00       | 1,778.00                         | Non vatable |
|  | 251 - 350 plots  | 2,031.00                         | 2,133.00                         | 0.00       | 2,133.00                         | Non vatable |
|  | 351 - 500 plots  | 2,370.00                         | 2,489.00                         | 0.00       | 2,489.00                         | Non vatable |
| 501 or more plots  | 2,708.00   | 2,843.00                         | 0.00                             | 2,843.00   | Non vatable                      |             |
| Additional charges where new street names are required:  | 1 - 5 new street names   | 271.00                           | 285.00                           | 0.00       | 285.00                           | Non vatable |
|  | 6 - 10 new street names  | 542.00                           | 569.00                           | 0.00       | 569.00                           | Non vatable |
|  | 11 or more new street names  | 677.00                           | 711.00                           | 0.00       | 711.00                           | Non vatable |
| Additional charge where new Court names are required   | Per Court name   | 160.00                           | 168.00                           | 0.00       | 168.00                           | Non vatable |
| Charge for a developer amending plans after naming and numbering has commenced.  |  | 144.00                           | 151.00                           | 0.00       | 151.00                           | Non vatable |
| Providing a Letter of Certification  | Per letter of address certification  | 25.00                            | 25.00                            | 0.00       | 25.00                            | Non vatable |
| Charges for preparing site location plans and supervising the installation of street nameplates  | 1-4 Nameplates   | 209.90                           | 209.90                           | 41.98      | 251.88                           | Vatable     |
|  | 5-8 Nameplates   | 269.80                           | 269.80                           | 53.96      | 323.76                           | Vatable     |
|  | 9-12 Nameplates  | 329.80                           | 329.80                           | 65.96      | 395.76                           | Vatable     |
|  | 13-16 Nameplates   | 389.80                           | 389.80                           | 77.96      | 467.76                           | Vatable     |
|  | 17-20 Nameplates   | 449.80                           | 449.80                           | 89.96      | 539.76                           | Vatable     |
|  | 21-24 Nameplates   | 509.70                           | 509.70                           | 101.94     | 611.64                           | Vatable     |
|  | 25-28 Nameplates   | 569.60                           | 569.60                           | 113.92     | 683.52                           | Vatable     |
| 29+ Nameplates   | 599.50   | 599.50                           | 119.90                           | 719.40     | Vatable                          |             |
| The charges above include all necessary administration, site visits to carry out existing address checks, establishing any new street names required and the publishing of the new addresses to relevant organisations |  |                                  |                                  |            |                                  |             |

| Environmental Services:   |  | 2023/2024<br>Basic Charge<br>£ p | 2024/2025<br>Basic Charge<br>£ p | VAT<br>£ p | 2024/2025<br>Total Charge<br>£ p | VAT Status  |
|---|--|----------------------------------|----------------------------------|------------|----------------------------------|-------------|
| Prepaid items   | *Pre paid plastic sacks - per sack (Refuse)    | 3.00                             | 3.50                             | 0.00       | 3.50                             | Non vatable |
|   | *Pre paid stickers - per sticker (Refuse)      | 3.00                             | 3.50                             | 0.00       | 3.50                             | Non vatable |
|   | *Pre paid plastic sacks - per sack (Recycling) | 3.00                             | 3.50                             | 0.00       | 3.50                             | Non vatable |
|   | *Pre paid stickers - per sticker (Recycling)   | 3.00                             | 3.50                             | 0.00       | 3.50                             | Non vatable |
| <b>*Service to be available where wheeled bins are unsuitable</b>                             |  |                                  |                                  |            |                                  |             |
| For Domestic use only:-<br>Bulky household waste charges                                      | Contaminated bin                               | 117.00                           | 140.00                           | 0.00       | 140.00                           | Non vatable |
| <b>Waste collection from commercial establishments. (See page 12.27 for chargeable items)</b> |  |                                  |                                  |            |                                  |             |
| Green Waste Collection  |  | 45.00                            | 50.00                            | 0.00       | 50.00                            | Non vatable |
| Recovery of Abandoned Trolleys (per trolley)  |  | 61.00                            | 98.00                            | 19.60      | 117.60                           | Vatable     |
| Container Delivery  | Black Boxes & Food Caddies                     | 5.00                             | 6.00                             | 0.00       | 6.00                             | Non vatable |
|   | Household Waste Bin 240ltr                     | 11.00                            | 12.00                            | 0.00       | 12.00                            | Non vatable |
|   | Larger Waste Bins 1100 & 660ltrs               | 21.00                            | 23.00                            | 0.00       | 23.00                            | Non vatable |
| Emptying of litter/dog waste bins   | Per empty                                      | 8.37                             | 8.37                             | 0.00       | 8.37                             | Non vatable |
| Trade Waste Fees  | Charges disclosed on customer enquiry          |                                  |                                  |            |                                  |             |

| Bulky Household Waste Collection Service   |   | 2023/2024<br>Basic Charge<br>£ p | 2024/2025<br>Basic Charge<br>£ p | VAT<br>£ p | 2024/2025<br>Total Charge<br>£ p | VAT Status  |
|--|---|----------------------------------|----------------------------------|------------|----------------------------------|-------------|
| Normal Household items*  | Up to 4 items   | 33.00                            | 34.00                            | 0.00       | 34.00                            | Non vatable |
|  | Each additional item with a limit of up to two additional items | 11.00                            | 12.00                            | 0.00       | 12.00                            | Non vatable |
| Non - standard household items   | Non - standard household items                                  | 33.00                            | 34.00                            | 0.00       | 34.00                            | Non vatable |
| Please refer to <a href="http://www.Westoxon.gov.uk">www.Westoxon.gov.uk</a> for the up to date list of collectable items.   |   |                                  |                                  |            |                                  |             |
| Note: The Council will not collect the following items:<br>Asbestos, Bricks, Builders Rubble, Car Shells, Chemicals, Gas Bottles, Oil Drums, Paint, Trailers, Vehicle Engines (or other parts) or Vehicle wheels/tyres |   |                                  |                                  |            |                                  |             |

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|   |   |
|---|---|
| <br><b>WEST OXFORDSHIRE<br/>DISTRICT COUNCIL</b> | <b>WEST OXFORDSHIRE DISTRICT COUNCIL</b>  |
| Name and Date of Committee  | <b>EXECUTIVE – 17 JANUARY 2024</b>  |
| Subject   | <b>BUSINESS RATES DISCRETIONARY RATE RELIEF RECONSIDERATION</b>   |
| Wards Affected  | Carterton South   |
| Accountable Member  | Councillor Alaric Smith – Executive Member for Finance.<br>Email: <a href="mailto:alaric.smith@westoxon.gov.uk">alaric.smith@westoxon.gov.uk</a>  |
| Accountable Officer   | Jon Dearing – Assistant Director, Resident Services.<br>Email: <a href="mailto:jon.dearing@publicagroup.uk">jon.dearing@publicagroup.uk</a>   |
| Report Author   | Chris Kent – Revenues Manager.<br>Email: <a href="mailto:chris.kent@publicagroup.uk">chris.kent@publicagroup.uk</a>   |
| Summary/Purpose   | To reconsider an application for Discretionary Rate Relief submitted under Section 47 of the Local Government Finance Act 1998 for the financial year 2023/24.  |
| Annex   | Annex A – Equalities Impact Assessment<br>Exempt Annex B – Financial Information Supplied by Applicant  |
| Recommendation(s)   | That the Executive Resolves to:<br><br>1) Uphold the original decision not to award an additional 10% Discretionary Rate Relief submitted under S47 due to sufficient surplus held by the organisation. |
| Corporate Priorities  | <ul style="list-style-type: none"> <li>• Working Together for West Oxfordshire</li> </ul>   |
| Key Decision  | NO  |
| Exempt  | Annex A – Financial Information Supplied by Applicant   |
| Consultees/ Consultation  | Chief Executive, Chief Finance Officer, Monitoring Officer, Interim Head of Legal, Executive Member, Group Finance Director (Publica), Finance Business Partner   |

## **1. BACKGROUND**

- 1.1** West Oxfordshire District Council has the power (exercised through powers delegated to the Executive Member for Finance) to consider granting, on an individual basis, Discretionary Rates Relief to non-profit making organisations and organisations suffering financial hardship.
- 1.2** In the decision-making meeting on 14 June 2023, the Executive Member for Finance considered a recommendation put forward by the Revenues Officer, who was dealing with the application, and made the decision to award a discount of 10% (£3,199.45).

## **2. MAIN POINTS**

- 2.1** The policy for Discretionary Rates Relief states that there is no statutory right of appeal against a decision other than by way of judicial review. An unsuccessful applicant may make a request for the Council to review its decision if there is relevant information that was not available at the time the decision was originally made, or that the supporting information was not interpreted correctly. This request must be made within one calendar month.
- 2.2** The applicant is a local Sports Club set up as a community interest company (CIC). The premises has a rateable value of 99,500, resulting in a charge for 2023/2024 of £31,994.48. The business is in receipt of an 80% charitable relief (£25,595.58) and an additional 10% reduction for discretionary rate relief (£3,199.45).
- 2.3** The business has been operating for 3 years and during years 1 and 2 the Council awarded the full 20% discretionary rate relief. During this financial year (2023/2024) a reduction of discretionary rate relief was recommended.
- 2.4** The reason for the recommendation to reduce the percentage of rate relief awarded was due to the amount of profit showing in the businesses 2021 accounts. Also, the rateable value had increased in 2023 from 53,500 to 99,500 and therefore the financial impact on the Council for awarding any relief had increased significantly.
- 2.5** Although the organisation is grateful for the council's assistance by awarding a 10% discretionary rate relief, they believe that the reasons for the council's decision were misleading to the position of the organisation.
- 2.6** Within an email the organisation has detailed the reasons why it would like this matter reconsidered and is documented within Exempt Annex A of this report.

### 3. ALTERNATIVE OPTIONS

- 3.1 The Executive may decide to award a further discretionary rate relief of either 5% or 10% as follows:

| Percentage | Amount of Discount | Cost to Council (40%) |
|------------|--------------------|-----------------------|
| 10%        | £3,199.45          | £1,279.78             |
| 5%         | £1,599.73          | £639.89               |

### 4. CONCLUSIONS

- 4.1 The council has now obtained the organisations most recent accounts for the year ending 31 October 2022. These show a net surplus of £37,649 (9.65% of total sales/turnover). Based on this, the organisation has sufficient surplus to address 10% of their annual business rate liability. Officers have not considered any reserves held by the organisation within this review as they currently fall short of the annual operating costs.

### 5. FINANCIAL IMPLICATIONS

- 5.1 The Council is part of the Oxfordshire Business Rates pool and the costs of awarding discretionary rate relief is shared as follows:

|                    |     |
|--------------------|-----|
| Central Government | 50% |
| County Council     | 10% |
| District Council   | 40% |

### 6. LEGAL IMPLICATIONS

- 6.1 Section 47 of the Local Government Finance Act (1988) permits the billing authority to grant discretionary rate relief to charities and other organisations of prescribed types.

### 7. RISK ASSESSMENT

- 7.1 The approval, or otherwise, of the individual application does not set a precedent or carry any significant risk to the Council or its residents as each application is considered on an individual basis.

### 8. EQUALITIES IMPACT

- 8.1 There are no unacceptable adverse effects on the protected characteristics covered by the Equalities Act 2010 that have been identified. A full detailed Equalities Impact Assessment is attached at Annex A.

**9. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS**

**9.1** There are none associated with this report.

**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:

- Decision Maker meeting – 14 June 2023

**10.2** These documents will be available for inspection online at [www.westoxon.gov.uk](http://www.westoxon.gov.uk) or by contacting democratic services [democratic.services@westoxon.gov.uk](mailto:democratic.services@westoxon.gov.uk) for a period of up to 4 years from the date of the meeting.

(END)

### 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

Once completed a copy should be emailed to [cheryl.sloan@publicagroup.uk](mailto:cheryl.sloan@publicagroup.uk) to be signed off by an equalities officer before being published.

1. Persons responsible for this assessment:

|                                |  |
|--------------------------------|--|
| Names: Mandy Fathers           |  |
| Date of assessment: 04.01.2024 | Telephone: 01285 623571<br>Email: <a href="mailto:mandy.fathers@westoxon.gov.uk">mandy.fathers@westoxon.gov.uk</a> |

2. Name of the policy, service, strategy, procedure or function:

|   |
|---|
| <b>BUSINESS RATES DISCRETIONARY RATE RELIEF RECONSIDERATION</b> |
|---|

3. Briefly describe it aims and objectives

|   |
|---|
| For the Executive to consider a discretionary rate relief for a local business that was previously only awarded an additional 10% relief and not the full 20%. The business is asking that the Council consider awarding the full 20% |
|---|

4. Are there any external considerations? (e.g. Legislation/government directives)

|   |
|---|
| Section 47 of the Local Government Finance Act (1988) permits the billing authority to grant discretionary rate relief to charities and other organisations of prescribed types |
|---|

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 Oxfordshire | <input type="checkbox"/>            |                               |
| Comparisons between similar functions / policies elsewhere        | <input type="checkbox"/>            |                               |
| Analysis of audit reports and reviews                             | <input type="checkbox"/>            |                               |
| Other:  | <input checked="" type="checkbox"/> | Businesses audited accounts   |

6. Please specify how intend to gather evidence to fill any gaps identified above:

N/A

7. Has any consultation been carried out?

N/A

If NO please outline any planned activities

N/A

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                 |                          |
| LOW – Few members of the general public/staff will be affected by this proposal      | ✓                        |
| MEDIUM – A large group of the general public/staff will be affected by this proposal | <input 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?                                    |                          |

9. 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                  |                    |                    | ✓       | inclusive to people of different age groups, but it is not specific to age                 |  |
| Age – Old People                    |                    |                    | ✓       | inclusive to all ages  |  |
| Disability                          |                    |                    | ✓       | inclusive to people with disabilities but is not specific to disability                    |  |
| Sex – Male                          |                    |                    | ✓       | inclusive to all gender groups, but it is not specific to gender                           |  |
| Sex – Female                        |                    |                    | ✓       | inclusive to all gender groups, but it is not specific to gender                           |  |
| Race including Gypsy and Travellers |                    |                    | ✓       | inclusive to people of all races, but it is not specific to race                           |  |
| Religion or Belief                  |                    |                    | ✓       | inclusive to people of all religions, but it is not specific to religion                   |  |
| Sexual Orientation                  |                    |                    | ✓       | inclusive to all types of sexual orientation, but it is not specific to sexual orientation |  |

|  |  |  |   |  |  |
|--|--|--|---|--|--|
| Gender Reassignment  |  |  | ✓ | inclusive to all gender groups, but it is not specific to gender                               |  |
| Pregnancy and maternity  |  |  | ✓ | inclusive to people who are pregnant and/or on maternity, but it is not specific to this group |  |
| Geographical impacts on one area   |  |  | ✓ | inclusive to the whole of the West Oxfordshire district  |  |
| Other Groups   |  |  | ✓ | inclusive to all other groups that are not mentioned   |  |
| <b>Rural considerations:</b><br>ie Access to services;<br>leisure facilities, transport;<br>education; employment;<br>broadband. |  |  | ✓ | inclusive to the whole of the West Oxfordshire district  |  |

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10. Action plan (add additional lines if necessary)

| Action(s)   | Lead Officer | Resource   | Timescale   |
|---|--------------|------------|---|
| Depending on outcome of the Executive as to what action is needed | Chris Kent   | Chris Kent | Any actions required following call-in expiration |
|   |              |            |   |
|   |              |            |   |

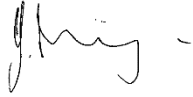

11. Is there is anything else that you wish to add?

This is a Community Interest Company (CIC) that currently receives 80% mandatory relief and 10% discretionary relief towards its' business rate liability. 85% of attendees are residents of West Oxfordshire; however, no information on how many this actually is has been given. The CIC allow other clubs to use the space and should consider additional charges for this. It is correct that the CIC supports people from all walks of life, and supports the Councils priorities; however, they do hold sufficient income to address their business rate liability as well as growing their business.



**Declaration**

I/We are satisfied that an equality impact assessment has been carried out on this policy, service, strategy, procedure or function and where a 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.

|   |   |       |          |
|---|---|-------|----------|
| Completed By:                           | Mandy Fathers   | Date: | 04.01.24 |
| Line Manager:                           |  | Date: | 04.1.24  |
| Reviewed by Corporate Equality Officer: |  | Date: | 04.01.24 |

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By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

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