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OVERVIEW AND SCRUTINY COMMITTEE

You are summoned to a meeting of the Overview and Scrutiny Committee which will be held in the Council Chamber, Woodgreen, Witney OX28 1NB on **Wednesday, 6 November 2024 at 5.30 pm.**



Giles Hughes
Chief Executive

To: Members of the Overview and Scrutiny Committee

Councillors: Andrew Beaney (Chair), Joy Aitman (Vice-Chair), Thomas Ashby, Adam Clements, Julian Cooper, Steve Cosier, Rachel Crouch, Genny Early, Natalie King, Liz Leffman, Nick Leverton, Dan Levy, Andrew Lyon, Paul Marsh, Stuart McCarroll, Michele Mead, Elizabeth Poskitt, Carl Rylett, Sandra Simpson, Ruth Smith, Alistair Wray, Liam Walker, Mark Walker and Alex Wilson

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 and Temporary Appointments**
To receive any apologies for absence and to note any temporary appointments.
2. **Declarations of Interest**
To receive any declarations from Members of the Committee on any items to be considered at the meeting.
3. **Minutes of Previous Meeting (Pages 5 - 8)**
To approve the minutes of the meeting held 2 October 2024.
4. **Chair's announcements**
To receive any announcements from the Chair of the Overview and Scrutiny Committee.
5. **Participation of the Public**
To receive any submissions from members of the public, in accordance with the Council's Rules of Procedure, anyone who lives in the district or who pays council tax or business rates to the Council is eligible to read a statement or express an opinion at this meeting. You can register to speak by sending your written submission of no more than 750 words to democratic.services@westoxon.gov.uk by no later than 10.00am on the working day before the meeting.
6. **Infrastructure Funding Statement 2023/24 (Pages 9 - 28)**
Purpose:
To note the West Oxfordshire Infrastructure Funding Statement (IFS) for 2023/24.

Recommendations:
That the Committee resolves to:
 1. Agree any recommendations it wishes to submit to the Executive on 20 November 2024.
Invited:
Councillor Hugo Ashton, Executive Member for Planning
Chris Hargraves, Planning Policy Manager
Jasper Lamoon, Infrastructure Delivery Lead
7. **West Oxfordshire Local Plan 2041 Update (Pages 29 - 48)**
Purpose:
To provide an update on the emerging draft West Oxfordshire Local Plan 2041, with particular regard to proposed national planning policy changes, and to agree a revised timetable for taking the plan through to adoption.

Recommendations:
That the Committee resolves to:
 2. Agree any recommendations it wishes to submit to the Executive on 20 November 2024.

Invited:

Councillor Hugo Ashton, Executive Member for Planning
Chris Hargraves, Planning Policy Manager

8. **Westhive Criteria (Pages 49 - 56)**

Purpose:

For the Committee to consider the strengthening and clarification of established criteria for Westhive civic crowdfunding platform.

Recommendations:

That the Committee resolves to:

3. Agree any recommendations it wishes to submit to the Executive on 20 November 2024.

Invited:

Councillor Alaric Smith, Executive Member for Finance
Phil Martin, Director of Place
Janine Sparrowhawk - Community Funding Officer

9. **Financial Performance Report 2024-25 Quarter Two (Pages 57 - 74)**

Purpose:

To detail the Council's financial performance for Quarter Two 2024-2025.

Recommendations:

That the Committee resolves to:

4. Agree any recommendations it wishes to submit to the Executive on 20 November 2024.

Invited:

Councillor Alaric Smith, Executive Member for Finance
Madhu Richards, Director of Finance
Georgina Dyer, Chief Accountant

10. **Report back on recommendations**

There were no recommendations arising from the previous meeting of the Committee.

11. **Executive Work Programme (Pages 75 - 84)**

Purpose:

To give the Committee the opportunity to comment on the Executive Work Programme.

Recommendation:

That the Committee agrees which items on the Executive Work Programme should be subject to pre-decision scrutiny and the priority order of those items.

12. **Committee Work Programme (Pages 85 - 88)**

Purpose:

To provide the Committee with an updated Work Programme for 2024/25.

Recommendation:

That the Committee notes and comments on the work programme.

(END)

WEST OXFORDSHIRE DISTRICT COUNCIL

Minutes of the meeting of the **Overview and Scrutiny Committee**

Held in the Committee Room 1, Council Offices, Woodgreen, Witney, Oxfordshire OX28
1NB at 5.30 pm on **Wednesday, 2 October 2024**

PRESENT

Councillors: Andrew Beaney (Chair) , Adam Clements, Julian Cooper, Steve Cosier, Genny Early, Liz Leffman, Nick Leverton, Dan Levy, Andrew Lyon, Paul Marsh, Stuart McCarroll, Sandra Simpson, Ruth Smith, Alistair Wray, Alex Wilson, Andrew Coles and David Jackson

Officers: Christine Elsasser (Democratic Services Officer), Andrew Brown (Democratic Services Business Manager), Phil Martin (Assistant Director for Business Support) and Astrid Harvey (Strategic Policy and Partnerships Officer)

Other Councillors in attendance: Councillor Andy Graham, Leader of the Council

46 Apologies for Absence and Temporary Appointments

Apologies for absence were received from Councillors Joy Aitman, Thomas Ashby, Natalie King, Michele Mead, Elizabeth Poskitt, Carl Rylett, Mark Walker and Liam Walker.

Councillor Andrew Coles substituted for Councillor Mark Walker.

Councillor David Jackson substituted for Councillor Elizabeth Poskitt.

47 Declarations of Interest

There were no declarations of interest received from Members of the Committee.

48 Minutes of Previous Meeting

Councillor Steve Cosier proposed that the minutes of the previous meeting, held on Wednesday 4 September 2024, be approved by the Committee as a true and accurate record. This was seconded by Councillor Alex Wilson, was put to a vote and it was unanimously agreed by the Committee.

49 Chair's announcements

The Chair welcomed Members to the meeting and explained that although there was only one item on the agenda, it was hoped that the Committee Work Programme would be discussed to ensure it contained all items agreed.

50 Participation of the Public

There was no participation of the public.

51 Responding to External Consultations

The Strategic Policy and Partnerships Officer introduced the report and detailed how West Oxfordshire District Council assessed which external consultations it responded to.

It was explained that West Oxfordshire District Council received a wide range of consultations from a variety of external bodies that deemed it to be a relevant consultee. These included, but were not limited to, Central Government bodies, other Local Authorities within and beyond Oxfordshire, the Cotswold National Landscape, Thames Valley Police,

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Buckinghamshire, Oxfordshire and West Berkshire Integrated Care Board, and organisations from within the community and voluntary sector.

External bodies could send consultations directly to Senior Officers within the service that was most relevant to the matter or topic under consultation or they could be sent to the Council Leader, relevant Executive Member or Chief Executive Officer who would delegate the consultation request to the relevant Senior Officer.

On receipt of a consultation, Senior Officers would assess the consultation against criteria to determine if a response was required and to undertake the consultation response. The criteria were contained in section 1.3 of the report.

In undertaking the assessment against the criteria, Senior Officers would engage with lead Members to inform their judgement of the significance of the proposal or matter. Usually this would be the Executive Member with portfolio responsibility for the matter being consulted on.

In response to a question, the Committee noted that what was considered a reasonable time for a Section 106 consultation period would need to be answered by Planning Officers. **Action Point:** The Planning Policy Manager would be asked to provide information on the timeframe for Section 106 consultation periods.

The Committee thanked Officers for the report.

RESOLVED that the Committee noted the report and it was agreed that there were no recommendations to the Executive on 9 October 2024.

52 Report back on recommendations

The Democratic Services Business Manager outlined the two recommendations to the Executive arising from the discussion on the Development Management Improvement Programme at the previous Committee meeting, both of which had been agreed. It was explained that an all Member Briefing had been scheduled on 'Planning Enforcement' for early 2025.

53 Executive Work Programme

It was to be noted that there were changes in relation to the timetable of the Local Plan since the meeting papers were published. It was suggested that the 'Local Plan 2041 Update Report' be added as an agenda item for the next meeting.

It was AGREED that the Local Plan 2041 Update would be considered at the next meeting. The Executive Work Programme was noted.

54 Committee Work Programme

The Committee Work Programme was noted with the addition of the following items:

- The December meeting would have a housing theme, adding an update on Emergency Accommodation and also inviting a social landlord/housing association along for a Q&A session.
- The Budget would be dealt with at a single dedicated Committee meeting in February, not a three meetings as the published work plan suggested.
- A on Community Grants had been scheduled for March 2025.

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- The Westhive Criteria report to the Executive would be added for the November Committee meeting.
- Officers would identify when would be a good time for the Committee to consider the re-procurement of the leisure contract.
- The Environmental Services Review and Ubico Contract report to the Executive would be added for the January Committee meeting.
- An annual crime and disorder item was also due to be added to the Committee's work plan.


It was explained that a twelve-month review was due of the Overview and Scrutiny Committee as part of the work of the Constitution Working Group. A survey, with a range of questions, would be circulated to all Members and would feed into this review process.

The Committee Work Programme was noted and the items in the above list would be actioned.

The Meeting closed at 5.54 pm

CHAIRMAN

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 WEST OXFORDSHIRE DISTRICT COUNCIL	WEST OXFORDSHIRE DISTRICT COUNCIL
Name and Date of Committee	OVERVIEW & SCRUTINY COMMITTEE – 6 NOVEMBER 2024
Subject	INFRASTRUCTURE FUNDING STATEMENT (IFS) 2023/24
Wards affected	ALL
Accountable member	Councillor Hugo Ashton – Executive Member for Planning
Accountable officer	Chris Hargraves – Planning Policy Manager Email: chris.hargraves@westoxon.gov.uk
Report Author	Jasper Lamoon – Infrastructure Delivery Lead Email: jasper.lamoon@cotswold.gov.uk
Purpose	To note the West Oxfordshire Infrastructure Funding Statement (IFS) for 2023/24
Annexes	Annex A - Infrastructure Funding Statement 2023/24.
Recommendations	That the Committee resolves to: <ul style="list-style-type: none"> 1. Note the content of the Infrastructure Funding Statement (IFS) 2023/24 attached at Annex A, with a view to it being published on the Council’s website by 31 December 2024 in accordance with legislative requirements; and 2. Request that Officers prepare an Infrastructure Spending Strategy to help prioritise the timely expenditure of unallocated S106 monies on appropriate projects for the benefit of local communities.
Corporate Priorities	The main purpose of the Infrastructure Funding Statement (IFS) is to provide greater clarity on the receipt and use of developer contributions including Section 106 planning obligations to fund new and enhanced infrastructure in support of planned growth. As such, the IFS helps to support several aims and objectives of the Council Plan.
Key Decision	NO
Exempt	NO
Consultees/ Consultation	Nil.

1. BACKGROUND

- 1.1. Local authorities are required to report annually on the receipt and use of developer contributions through the publication of an Infrastructure Funding Statement (IFS).
- 1.2. The main purpose of the IFS is to set out in a transparent manner, future infrastructure requirements and expected costs, contributions received during the previous financial year, anticipated funding from developer contributions and the Council's future spending priorities.
- 1.3. In particular, the IFS must include:
 - A report relating to the previous financial year on section 106 planning obligations;
 - A report relating to the previous financial year on the Community Infrastructure Levy (where CIL is in place); and
 - A report on the infrastructure projects or types of infrastructure that the Council intends to fund wholly or partly through CIL.
- 1.4. Any authority that receives a contribution from development through Section 106 planning obligations or CIL must prepare an IFS. This includes County Councils.
- 1.5. The IFS must be updated annually (although local authorities can produce more regular updates if they wish) and should be published on the Council's website no later than 31st December each year.
- 1.6. The IFS is intended to feed back into Local Plan reviews and effectively replaces previous local authority CIL regulation 123 lists (which set out CIL spending priorities) where these were in place.
- 1.7. It should be noted that the figures in the IFS are set out as per the requirements in the CIL regulations, which is different from the Council's Statement of Accounts which is compiled in line with accounting standards.

2. WEST OXFORDSHIRE INFRASTRUCTURE FUNDING STATEMENT 2023/24

- 2.1. The Council's Infrastructure Funding Statement (IFS) covering the period 1 April 2023 – 31 March 2024 is attached at Annex A.
- 2.2. Section 2 of the IFS provides an overview of future infrastructure needs in West Oxfordshire with reference to several sources of information including the West Oxfordshire Infrastructure Delivery Plan (2016) prepared in support of the Local Plan and more recent infrastructure studies prepared for the Eynsham area and Woodstock respectively which have helped to inform the Salt Cross Area Action Plan (AAP).
- 2.3. Importantly, it notes that a new Infrastructure Delivery Plan is currently being prepared to support the emerging West Oxfordshire Local Plan 2041. This will be essential in helping to identify future infrastructure needs in West Oxfordshire to support planned growth and will feed into future iterations of the IFS as these needs are identified and prioritised.
- 2.4. Section 3 reports on S106 planning obligations (agreed, received, spent etc.) in the period 1 April 2023 – 31 March 2024.

2.5. The key figures are as follows:

- £3,183,352.60 in financial contributions as well as 287 affordable homes were secured in Section 106 legal agreements during 2023/24;
- £892,062.70 of Section 106 funds were collected by the District Council in 2023/24;
- £1,510,850.55 of Section 106 funds were either spent by West Oxfordshire District Council or transferred to another party (such as Oxfordshire County Council or Town/Parish Councils) for expenditure;
- £2,281,472.15 of received Section 106 funds are allocated (i.e. committed to a certain project) but not spent;
- A total of £8,873,356.16 has been received from Section 106 funds before 1st April 2023 but has not yet been allocated (i.e. committed to a certain project) by the District Council;
- Including £1,171,107.35 in commuted sums for maintenance of open spaces, as of 1st April 2024, the District Council held a total of £13,150,009.86 in S106 monies.

2.6. It is important to note that although a relatively large amount of money is listed as being not yet allocated to a particular project, this is not an unusual position and is reflective of the fact that:

- Some agreements are received in instalments and can often only be spent once the total amount has been received in its entirety;
- Some of these monies will have only been received relatively recently and will have a long 'spend-by' deadline date of 10 years or so; and
- Some of these monies, whilst not yet formally allocated towards a particular project, are nonetheless informally being targeted for expenditure on certain schemes at a later date once those schemes have been worked up in more detail.

2.7. Notwithstanding this, Officers acknowledge that more could be done to pro-actively identify new projects that are able to be funded via S106 monies and bring them forward to delivery more quickly than at present.

2.8. This is reflected in the second report recommendation which invites relevant Officers to prepare an Infrastructure Spending Strategy to help prioritise the timely expenditure of unallocated S106 monies on appropriate projects for the benefit of local communities.

2.9. The intention is that this will be able to draw on infrastructure planning work being undertaken in support of the emerging West Oxfordshire Local Plan 2041 and will, in due course, help to prioritise the spending of CIL receipts when the Council's CIL charging schedule is formally introduced in 2025.

2.10. It could be a standalone document or could be incorporated into future iterations of the annual Infrastructure Funding Statement (IFS).

2.11. Section 4 of the IFS provides a brief update on the proposed introduction of the Community Infrastructure Levy (CIL) into West Oxfordshire, with Section 5 explaining the extent of the infrastructure funding gap that has previously been identified for West Oxfordshire through the preparation of the adopted Local Plan.

- 2.12. Whilst the extent of the funding gap is very significant, this is not an unusual position, with most local authorities identifying funding gaps of a similar magnitude, if not greater. The extent of the funding gap serves to emphasise the importance of maximising funding through developer contributions including S106 and CIL as well as other forms of funding (e.g. central Government) wherever possible.
- 2.13. Section 5 also provides an overview of the District Council's future spending priorities with reference to several relevant sources including the West Oxfordshire Infrastructure Delivery Plan (2016) and the Council's Developer Contributions Supplementary Planning Document (SPD) which was adopted in July 2023.
- 2.14. As outlined above, this will be augmented in future iterations of the IFS as further infrastructure work is prepared in support of the emerging Local Plan 2041 and as further work takes place on the new Infrastructure Spending Strategy in accordance with the second report recommendation.

3. FINANCIAL IMPLICATIONS

- 3.1. The IFS provides information on monies received and spent in relation to Section 106 planning obligations during the period 1 April 2023 – 31 March 2024. It also provides an overview of future infrastructure needs and costs and the spending priorities of the Council in relation to Section 106 planning obligations and CIL, once implemented.

4. LEGAL IMPLICATIONS

- 4.1. Publication of the Infrastructure Funding Statement (IFS) is a requirement of the Community Infrastructure Levy (Amendment) (England) (No. 2) Regulations 2019.
- 4.2. There are potential legal implications if the Council does not fulfil its obligations in respect of Section 106 legal agreements. The preparation of the IFS provides much greater transparency in relation to S106 funds including those which have been received, spent, allocated and not yet allocated or spent.

5. RISK ASSESSMENT

- 5.1. The report raises no specific risks.

6. EQUALITIES IMPACT

- 6.1. The report raises no specific implications in respect of equality.

7. CLIMATE CHANGE IMPLICATIONS

- 7.1. The report raises no specific implications in respect of climate change.

8. ALTERNATIVE OPTIONS

- 8.1. None. The publication of the IFS is a legislative requirement. Its content is dictated by the Community Infrastructure Levy (Amendment) (England) (No. 2) Regulations 2019.

9. BACKGROUND PAPERS

- 9.1. None.

West Oxfordshire District Council

Infrastructure Funding Statement (IFS) 2023/2024

November 2024



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I. Introduction

- I.1. In order to support planned growth, developers are often asked to make contributions towards new or improved infrastructure (schools, roads etc.). These developer contributions can take a number of different forms but most typically include Section 106 (S106) legal agreements and the Community Infrastructure Levy (CIL).
- I.2. Section 106 agreements often relate to direct provision e.g. a developer agreeing to provide a certain number of affordable homes as part of a residential scheme but can also take the form of a financial contribution e.g. where the developer makes a payment towards improving community facilities nearby.
- I.3. The Community Infrastructure Levy (CIL) applies where local authorities have adopted a CIL Charging Schedule and is essentially a fixed financial contribution based on the size of development proposed. Unlike S106 agreements, money received through CIL is not tied to a particular development and can be spent more flexibly on new and enhanced infrastructure across the District.
- I.4. West Oxfordshire District Council is currently in the process of introducing CIL, with public consultation on a draft CIL charging schedule having taken place over an 8-week period from 2 August – 27 September 2024. Subject to the outcome of the consultation and subsequent examination, it is anticipated that CIL will be introduced in 2025.
- I.5. To ensure greater transparency on the receipt and use of developer contributions, local authorities are required to produce an annual Infrastructure Funding Statement (IFS) in accordance with the CIL Regulations (2019) as amended¹.
- I.6. The main purpose of the IFS is to provide information on Section 106 agreements and CIL monies that have been agreed, received, allocated and spent over the previous financial year².
- I.7. The IFS must also set out, where possible, estimated future income from developer contributions along with the Council's future infrastructure spending priorities.

¹ Regulation 121A

² For this report from the 1 April 2023 – 31 March 2024.

- I.8. There is no set format for preparing an IFS but, as a minimum, it must include the following information:
- A report relating to the previous financial year on section 106 planning obligations;
 - A report relating to the previous financial year on the Community Infrastructure Levy (where CIL is in place); and
 - A report on the infrastructure projects or types of infrastructure that the Council intends to fund wholly or partly through CIL.
- I.9. This IFS should also be read in conjunction with Oxfordshire County Council's IFS which is available to view [online](#).

2. Infrastructure needs in West Oxfordshire

West Oxfordshire Infrastructure Delivery Plan

- 2.1. The primary source of information on infrastructure needs in West Oxfordshire is the District Council's Infrastructure Delivery Plan (IDP) 2016.
- 2.2. The IDP was prepared in support of the Council's current Local Plan and identifies the infrastructure that is needed to support housing and employment growth in West Oxfordshire in the period 2011 – 2031.
- 2.3. It considers infrastructure needs under three broad categories.
 - **Physical infrastructure** (including transport, water, energy, waste and recycling, minerals and telecommunications);
 - **Social infrastructure** (including education, leisure and sport, health, public safety, community and culture, social care and criminal justice); and
 - **Green infrastructure** (including informal and formal green space, public rights of way, Local Wildlife Sites, Conservation Target Areas etc.)
- 2.4. The IDP includes a schedule of infrastructure projects based on these three main categories. For each project, the schedule provides details of the anticipated costs (where known) expected delivery partners, any funding which has already been secured and how any shortfall is expected to be funded (e.g. S106, CIL).
- 2.5. A number of key projects identified in the IDP have now been completed including Phase 2 of Carterton Leisure Centre, a pedestrian crossing on Bridge Street in Witney, improvements to the Downs Road/A40 junction at Witney and the new Park and Ride at Eynsham.
- 2.6. Other projects such as the proposed improvements to the Shores Green A40 junction and the A40 corridor more generally (bus priority and active travel measures) are still in the process of coming forward.
- 2.7. As part of the supporting evidence base for the emerging Local Plan 2041, a new IDP has been commissioned. This will build on the previous 2016 IDP and consider afresh what infrastructure enhancements are needed to support planned growth in the period 2021 – 2041. As those needs are identified and prioritised, they will be reflected in future iterations of the annual IFS report.

Eynsham Area Infrastructure Delivery Plan (July 2020)

- 2.8. The West Oxfordshire Local Plan 2031 identifies the provision of around 3,200 new homes to the north and west of Eynsham, the former comprising a new garden village of around 2,200 homes and the latter, a sustainable urban extension of around 1,000 homes (237 of which have already been built).
- 2.9. Delivery of the garden village (now referred to as Salt Cross) is being led by an Area Action Plan (AAP) and West Eynsham through a developer-led masterplan.
- 2.10. An Eynsham Area IDP (Stage 1 Draft Report, May 2019 and Updated Draft Report, July 2020) has been prepared, forming part of the evidence base for the Salt Cross AAP and also helping to inform discussions on future infrastructure provision at West Eynsham.

Woodstock Community and Infrastructure Delivery Plan (2019)

- 2.11. In February 2019 the Blenheim Estate and Woodstock Town Council commissioned Community First Oxfordshire (CFO) to consult the community about the current and future infrastructure needs of Woodstock.
- 2.12. Following extensive consultation during 2019, the findings of the CFO work were launched at community events held in November 2019. Their report can be viewed online including a series of supporting appendices.
- 2.13. The report will be taken into account in future discussions on potential planning obligations associated with development in the Woodstock area and will also be taken into account in the preparation of the new IDP supporting the West Oxfordshire Local Plan 2041.

Oxfordshire Infrastructure Strategy (OXIS)

- 2.14. Further information on the future infrastructure requirements associated with planned growth across Oxfordshire is set out in the Oxfordshire Infrastructure Strategy or OXIS. There have been two previous iterations of OXIS in 2017 and 2022³ respectively.
- 2.15. A further update to OXIS is currently in the process of being commissioned and will be taken into account as far as possible through the preparation of the new Local Plan 2041.

³ <https://www.futureoxfordshirepartnership.org/partner-projects/oxis>

3. Section 106 Planning Obligations

- 3.1. Planning obligations (generally referred to as S106 agreements) are legal obligations entered into in order to mitigate the impacts of a development proposal and make it acceptable in planning terms.
- 3.2. Most often, this will be via a planning agreement under Section 106 of the Town and Country Planning Act 1990 – known as a Section 106 or S106 agreement and will involve both the person with an interest in the land and the Council. It can also be achieved via a unilateral undertaking without the Council’s involvement.
- 3.3. Planning obligations should only be used where it is not possible to address the unacceptable impact of development through a planning condition or by the use of other statutory controls. They are legally binding and enforceable if planning permission is granted and they are tied to the land.
- 3.4. Importantly, planning obligations must meet three legal tests; they must be:
 1. Necessary to make the development acceptable in planning terms;
 2. Directly related to the development; and
 3. Fairly and reasonably related in scale and kind to the development.
- 3.5. The District Council has been negotiating, securing and entering into S106 agreements for many years. This has helped to deliver a raft of benefits to West Oxfordshire residents including new affordable housing, highway improvements, pedestrian and cycling routes, leisure and sports facilities, culture and art, primary health care provision and so on.
- 3.6. Set out below is an overview of the S106 contributions which have been secured (i.e. formally agreed), collected, spent and allocated during the 2023/24 financial year.

S106 contributions secured (formally agreed) in 2023/24.

- 3.7. The Council secured a total of **£3,183,352.60** in financial contributions through S106 agreements entered into during 2023/24. This sum is broken down in Table I, which sets out the location of each development and the type of provision/contribution made.
- 3.8. As these contributions are expected to come forward in a phased manner and many are index-linked, the total amount should not be taken as the exact sum that will be received by the District Council.
- 3.9. The Council also secured a number of ‘non-monetary’ obligations from S106 agreements signed in 2023/24, including on-site affordable housing provision. These are categorised and listed by location in Tables 2 and 3.

Table 1 – S106 funds secured through S106 agreements entered into in 2023/24

Reference	Location	Type	Amount (£)
21/00189/FUL	Land East of Hill Rise, Woodstock	Affordable Housing	TBC ³
		Community Engagement	18,900.00
		Healthcare Facilities	162,072.00
		Outdoor Sports Pitch Facilities	322,200.00
		S106 Monitoring	5,500.00
		Swimming Pools	86,322.60
21/03342/OUT	Land Southwest of Downs Road, Curbridge Business Park, Witney	Community Facilities	15,000.00
		Sports Facilities	£1,790 per dwelling
21/03711/FUL	Land at Tar Farm, Tar Road, Stanton Harcourt	Biodiversity and landscape enhancements	45,000.00
22/00986/FUL	Land North of Cote Road, Aston	S106 Monitoring	500
		Sports and Leisure Facilities	71,600.00
22/02498/OUT	Land (E) 438738 (N) 212506, Witney Road, North Leigh	Affordable Housing	TBC ³
		Healthcare Facilities	47,520.00
		S106 Monitoring	1,500.00
22/02980/FUL	Bliss, Brassey and Wilkins House, Hailey Avenue, Chipping Norton	S106 Monitoring	1,000.00
22/03240/OUT	Land South of Burford Road, Minster Lovell	Affordable Housing	TBC ³
		Healthcare Facilities	115,776.00
		Outdoor Pitch Provision	239,860.00
		S106 Monitoring	5,500.00
		Sport Hall Provision	65,588.00
		Swimming Pool Provision	72,519.00
22/03415/FUL	The Driving Centre, Enstone Airfield, Enstone	Affordable Housing	1,250,000.00
		Air Quality	67,941.00
		Car Parking	200,000.00 ²
		Commuted Sum	TBC ¹
		Middle Barton Community Bus	50,000.00
		S106 Monitoring	5,750.00
23/00469/FUL	Abbott Diabetes Care, Range Road, Windrush Industrial Park, Witney	S106 Monitoring	300
23/00536/OUT	Land South of Hit or Miss Farm, Banbury Road, Chipping Norton	Affordable Housing	TBC ³
		Healthcare Facilities	77,760.00
		Off-site Sports and Leisure Facilities	253,744.00
		S106 Monitoring	1,500.00
			3,183,352.60

¹ 5% of the excess of the annual income towards projects the District Council considers necessary to mitigate any unanticipated environmental and/or social effects arising from the Development.

² Only due if on-site car park is not delivered by the developer.

³ This will only become due if First Homes are sold as market housing. Contribution will depend on the sales value.

Table 2 – Affordable housing required from S106 planning obligations signed in 2023/24

Reference	Location	Total Units
21/00189/FUL	Land East of Hill Rise, Woodstock	90
21/03342/OUT	Land Southwest of Downs Road, Curbridge Business Park, Witney	30
22/00986/FUL	Land North of Cote Road, Aston	40
22/02498/OUT	Land (E) 438738 (N) 212506, Witney Road, North Leigh	22
22/02980/FUL	Bliss, Brassey and Wilkins House, Hailey Avenue, Chipping Norton	12
22/03240/OUT	Land South of Burford Road, Minster Lovell	57
23/00536/OUT	Land South of Hit or Miss Farm, Banbury Road, Chipping Norton	36
		287

Table 3 – Non-monetary contributions from S106 planning obligations signed in 2023/24

Reference	Location	Type
21/00189/FUL	Land East of Hill Rise, Woodstock	9 Self/Custom Build Houses
		Allotments
		Biodiversity Plan
		Community Space
		Play Area
		Public Open Space
21/03342/OUT	Land Southwest of Downs Road, Curbridge Business Park, Witney	Public Open Space
22/00986/FUL	Land North of Cote Road, Aston	Public Open Space
22/02498/OUT	Land (E) 438738 (N) 212506, Witney Road, North Leigh	Multi-Use Games Area
		Public Open Space
22/03240/OUT	Land South of Burford Road, Minster Lovell	7 Self/Custom Build Houses
		Public Open Space
22/03415/FUL	The Driving Centre, Enstone Airfield, Enstone	Car Parking ¹
23/00376/OUT	Land East of The Drive, Enstone	Self/Custom Build Housing
23/00469/FUL	Abbott Diabetes Care, Range Road, Windrush Industrial Park, Witney	Car Parking
23/00536/OUT	Land South of Hit or Miss Farm, Banbury Road, Chipping Norton	Public Open Space

¹ The developer has the option to pay a financial contribution towards car parking instead.

SI06 contributions collected in 2023/24.

3.10. The Council collected a total of **£892,062.70** through SI06 planning obligations in 2023/24. Table 4 below provides a full breakdown of the contributions.

Table 4 – SI06 funds collected in 2023/24

Reference	Location	Contribution for	Received (£)
14/0091/P/OP	Land East of Monahan Way, Carterton	Public Art	22,181.47
		SI06 Monitoring	8,000.00
		Sports Pavilion	524,961.39
16/03627/OUT	Land at Butts Piece, Main Road, Stanton Harcourt	Play and Recreation	37,927.69
		Public Art	8,403.11
		Sport and Recreation	53,599.52
18/03403/FUL	Olivers Garage, 80 - 82 Main Road, Long Hanborough	Play and Recreation	31,461.54
		Public Art	5,592.37
		Sport and Leisure	33,687.11
20/00140/FUL	Unit 2-3, Stanton Harcourt Road, Eynsham	Public Transport	9,207.95
		Travel Plan	1,633.99
20/02422/FUL	Land East of Swinbrook Road, Carterton	Biodiversity Net-Gain	106,260.00
21/00189/FUL	Land East of Hill Rise, Woodstock	SI06 Monitoring	5,500.00
21/02248/FUL	Gateway House, Windrush Park Road, Windrush Industrial Park, Witney	Public Transport	27,363.90
21/02364/FUL	Land at Downs Road, Curbridge	Cycling	6,112.66
		SI06 Monitoring	120.00
22/02498/OUT	Land at Witney Road, North Leigh	SI06 Monitoring	1,500.00
22/02980/FUL	Bliss, Brassey and Wilkins House, Hailey Avenue, Chipping Norton	SI06 Monitoring	1,000.00
22/03415/FUL	The Driving Centre, Enstone Airfield, Enstone	SI06 Monitoring	5,750.00
23/00469/FUL	Abbott Diabetes Care, Range Road, Windrush Industrial Park, Witney	SI06 Monitoring	300.00
23/00536/OUT	Land South of Hit or Miss Farm, Banbury Road, Chipping Norton	SI06 Monitoring	1,500.00
			892,062.70

S106 funds spent in 2023/24.

3.11. A total of **£1,510,850.55** collected from S106 planning obligations was spent in 2023/24. Table 5 below provides a full breakdown of this expenditure.

3.12. The Council did not spend any funds collected from S106 planning obligations on repaying borrowed money.

Table 5 – S106 funds spent in 2023/24*

Reference	Contribution for	Recipient	Amount (£)
08/1341/P/FP	Ditch Clearance (Eynsham)	West Oxfordshire District Council	3,250.11
08/1341/P/FP	Multi-Use Games Area	Eynsham Partnership Academy	1,160.00
10/0672/P/FP	Public Art	Carterton Community Centre	7,000.00
10/0672/P/FP	Kilkenny Lane Play Area	West Oxfordshire District Council	44,699.66
12/0084/P/OP	Public Art (Witney)	Artist (Creative Connector)	16,232.86
12/0084/P/OP	Public Art (Witney)	Cherwell Theatre Company	4,390.00
12/0084/P/OP	Public Art (Witney)	Artist (Mosaic Work)	4,450.00
12/0084/P/OP	Public Art (Witney)	Artist (Art Workshop)	286.95
12/0084/P/OP	Public Art (Witney)	(workshops at) Windrush Dreamers club	300.00
13/1465/P/OP	Post Office Toilet	Bampton Parish Council	11,998.44
13/1465/P/OP	Mercury Close Play Area	Bampton Parish Council	18,440.00
14/0091/P/OP	Elder Bank Hall	Brize Norton Parish Council	63,899.61
14/0091/P/OP	Brize Meadow Play Area	Brize Norton Parish Council	535,989.89
14/0091/P/OP	S106 Monitoring	West Oxfordshire District Council	8,000.00
14/01884/FUL	Cotswold Crescent Play Area	Chipping Norton Town Council	26,424.00
14/0450/P/FP	Libraries (Witney)	Oxfordshire County Council	1,450.00
14/0450/P/FP	Primary Education (Witney)	Oxfordshire County Council	1,450.00
14/0754/P/FP	Worcester Road Playing Field	Chipping Norton Town Council	587.41
14/1234/P/OP	Skate Park	Hanborough Parish Council	118,592.00
15/00166/OUT	Recreation Ground	Burford Town Council	12,835.45
15/01934/OUT	Adventure Playground	North Leigh Parish Council	10,367.94
15/03128/OUT	Public Art	Milton under Wychwood Parish Council	9,716.18
15/03148/OUT	Oxford Road Skate Park	Eynsham Parish Council	6,700.00
15/03148/OUT	Oxford Road Sports Pavilion	Eynsham Parish Council	11,053.00
15/03148/OUT	Old Witney Road Play Area	Eynsham Parish Council	80,600.00
15/03165/FUL	Village Hall	Northmoor Village Hall Foundation	28,363.91
16/01353/OUT	Public Art	Freeland Parish Council	5,164.00
16/01450/OUT	Parish Hall	Curbridge & Lew Parish Council	21,727.97
18/01611/FUL	Cricket Club	Stanton Harcourt Parish Council	900.00
18/02841/FUL	Recreation Ground	Bladon Parish Council	16,770.00
20/00140/FUL	Bus Shelter (Eynsham)	Oxfordshire County Council	9,207.95
20/00140/FUL	Travel Plan Monitoring (Eynsham)	Oxfordshire County Council	1,633.99
21/00189/FUL	S106 Monitoring	West Oxfordshire District Council	5,500.00
21/00228/FUL	Biodiversity Net Gain at Radford Farm, Chipping Norton	Trust for Oxfordshire's Environment	214,535.93
21/02248/FUL	Bus Shelter (Witney)	Oxfordshire County Council	27,363.90
21/02364/FUL	Lighting at Colwell Brook path, Witney	Oxfordshire County Council	6,112.66

21/02364/FUL	S106 Monitoring	West Oxfordshire District Council	120.00
22/02498/OUT	S106 Monitoring	West Oxfordshire District Council	1,500.00
22/02980/FUL	S106 Monitoring	West Oxfordshire District Council	1,000.00
22/03415/FUL	S106 Monitoring	West Oxfordshire District Council	1,000.00
22/03415/FUL	S106 Monitoring	West Oxfordshire District Council	4,750.00
23/00469/FUL	S106 Monitoring	West Oxfordshire District Council	300.00
23/00536/OUT	S106 Monitoring	West Oxfordshire District Council	1,500.00
STC032	Maintenance of Open Spaces	West Oxfordshire District Council	77,533.44
Various	Chipping Norton Leisure Centre	West Oxfordshire District Council	34,243.30
Various	Heylo Affordable Housing Project	HH2 No Ltd	51,750.00
			1,510,850.55

*West Oxfordshire District Council has passed on the contributions and the responsibility for the actual spend is normally with the recipient of the S106 monies.

S106 money received by the Council but not spent in 2023/24.

3.13. The CIL Regulations require local authorities to report on the total amount of money under any planning obligations that was received before the reported year but which has not been allocated by the authority, and the total amount of money under any planning obligations that was allocated but not spent during the reported year.

3.14. A total of **£2,281,472.15** received was allocated for funding infrastructure but not spent during 2023/24. Table 6 below provides a breakdown of the allocations.

Table 6 – Allocated S106 funds

Reference	Allocated to	Amount (£)
07/1970/P/FP	Temporary public art programme at Windrush Place, Witney	788.24
08/1341/P/FP	Annual Maintenance Programme Flood Management	16,904.89
12/0084/P/OP	Public Art Features in West Witney	101,779.29
13/0345/P/FP	Raleigh Crescent Play Area, Witney	75,000.00
13/0345/P/FP	Public Art in Witney	2,603.27
13/1465/P/OP	Buckland Road Recreation Ground, Bampton	12,765.00
13/1752/P/FP	Temporary public art and interpretation in Carterton provided by West Oxfordshire DC	40,370.90
14/0091/P/OP	Public art features and programme in village and Brize Meadow by Brize Norton Parish Council	29,640.98
14/01884/FUL	Temporary public art programmes for youth and community in Chipping Norton delivered by various organisations	11,889.71
14/1215/P/OP	West Witney Sports Ground	356,669.58
16/01450/OUT	3G Football Pitch in Witney	941,335.54
16/01450/OUT	Curbridge Parish Hall	3,060.00
16/04230/FUL	Chipping Norton Leisure Centre	5,545.92
17/00629/FUL	Recreation Ground, Rack End, Standlake	904.76
17/01859/OUT	Ripley Avenue Play Area, Minster Lovell	72,294.19
18/01517/FUL	Kilkenny Lane Country Park Trees	19,875.67

21/00228/FUL	3G Pitch at Carterton Football Club	373,195.42
Various	Kilkenny Lane Country Park Play Area	37,462.37
Various	Car park at Kilkenny Lane Country Park	179,386.42
		2,281,472.15

3.15. A total of **£8,873,356.16** was received through S106 planning obligations before 1st April 2023, and which has not yet been allocated by the District Council.

3.16. This reflects the fact that:

- Some agreements are received in instalments and can often only be spent once the total amount has been received in its entirety;
- Some of these monies will have only been received relatively recently and will have a long 'spend-by' deadline date of 10 years or so; and
- Some of these monies, whilst not yet formally allocated towards a particular project, are nonetheless informally being targeted for expenditure on certain schemes at a later date once those schemes have been worked up in more detail.

3.17. A breakdown per category is set out in Table 7 below. As and when decisions are made to allocate these various S106 contributions, this will be set out in future iterations of the IFS as per the information in Table 6 above.

Table 7 – Non-allocated S106 funds

Contribution for	Available (£)
Affordable Housing	2,789,317.67
Biodiversity Net Gain	11,572.35
Car Parking	166,999.77
Cemeteries	97,382.07
Community Facilities	570,952.64
Education	9,947.00
Flood and Water Management	460,990.50
Green Infrastructure	53,798.60
Healthcare	16,645.87
Highways and Sustainable Transport	13,047.00
Public Art	207,741.40
Sports, Play and Leisure	3,598,081.12
Town Centre Improvements	750,604.28
Waste and Recycling	126,275.89
	8,873,356.16

- 3.18. The District Council held a total of **£13,150,009.86** in S106 monies on 1st April 2024 as per the table below.

Table 8 – Overview of S106 funds held on 1 April 2024

Contribution for	Available (£)
Maintenance of Open Spaces	1,171,107.35
Non-allocated	8,873,356.16
Allocated	2,281,472.15
Received (but not spent) in 2023/24	824,074.20
	13,150,009.86

4. Community Infrastructure Levy (CIL)

- 4.1. CIL is a charge which can be levied by local authorities on new development in their area to help fund supporting infrastructure. Whereas S106 planning obligations are specific to particular developments, CIL is a more general financial contribution, the receipts from which can be spent on new and enhanced infrastructure across the whole District. CIL can however only be charged where there is an approved CIL Charging Schedule in place.
- 4.2. The Council is in the process of introducing CIL into West Oxfordshire, with public consultation on a draft CIL charging schedule having taken place over an 8-week period from 2 August – 27 September 2024.
- 4.3. Subject to the outcome of the consultation and subsequent examination, it is anticipated that CIL will be introduced in 2025.
- 4.4. Further information on CIL is available [online](#).

5. Infrastructure Funding Gap and Future Spending Priorities

- 5.1. The District Council prepared an [Infrastructure Funding Gap Analysis](#) in 2020 to help quantify the likely infrastructure funding gap that exists in West Oxfordshire to meet identified needs⁴.
- 5.2. The analysis identified a total infrastructure funding gap of between £192.2m and £198m when taking account of expected costs and known sources of funding. Whilst the extent of the funding gap is very significant, this is not an unusual position, with most local authorities identifying funding gaps of a similar magnitude, if not greater. In this case, it was largely a result of the absence of secured funding for proposed improvements to the A40 at that time.

⁴ i.e. The shortfall in funding available to meet identified infrastructure requirements when the total cost (where known) is set against known or likely available funding.

- 5.3. The extent of the funding gap serves to emphasise the importance of maximising funding through developer contributions including S106 and CIL as well as other forms of funding (e.g. central Government) wherever possible.
- 5.4. Future infrastructure spending priorities will be influenced by a number of factors including the current West Oxfordshire Infrastructure Delivery Plan (2016) but in particular, the new IDP which is being prepared in support of the Local Plan 2041.
- 5.5. Regard will also be had to any locally specific evidence of infrastructure needs such as the Eynsham Area IDP and Woodstock Community and Infrastructure Delivery Plan (2019) as well as any relevant countywide assessments of need set out in the Oxfordshire Infrastructure Strategy (OXIS).
- 5.6. In considering infrastructure priorities emerging from these studies the Council will have regard to relevant changes in circumstance (e.g. projects since having been completed, or additional/alternative sources of funding having been identified etc.) as well as the degree of importance of each infrastructure item in supporting planned growth.
- 5.7. Future funding will be drawn from a variety of sources including Section 106 legal agreements (planning obligations), CIL and other potential sources of funding where applicable and available (e.g. proposed improvements to the A40 which are intended to be funded primarily by Central Government via Homes England).
- 5.8. Further information on the District Council's future spending priorities is set out in the Developer Contributions Supplementary Planning Document (SPD) which was adopted in July 2023. The SPD provides information on what contributions will be sought from new development in West Oxfordshire and from what source i.e. Section 106 and/or CIL.
- 5.9. Subject to the agreement of Members, Officers propose to draft an Infrastructure Spending Strategy to help prioritise the timely expenditure of unallocated developer funding. This will either be a standalone document or will be incorporated into future iterations of the IFS.

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 <p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>	<p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>
<p>Name and Date of Committee</p>	<p>OVERVIEW AND SCRUTINY COMMITTEE – 6 NOVEMBER 2024</p>
<p>Subject</p>	<p>WEST OXFORDSHIRE LOCAL PLAN 2041</p>
<p>Wards Affected</p>	<p>All</p>
<p>Accountable Member</p>	<p>Councillor Hugo Ashton – Executive Member for Planning Email: hugo.ashton@westoxon.gov.uk</p>
<p>Accountable Officer</p>	<p>Chris Hargraves – Planning Policy Manager Email: chris.hargraves@westoxon.gov.uk</p>
<p>Report Author</p>	<p>Chris Hargraves – Planning Policy Manager. Email: chris.hargraves@westoxon.gov.uk</p>
<p>Purpose</p>	<p>To provide an update on the emerging draft West Oxfordshire Local Plan 2041, with particular regard to proposed national planning policy changes, and to agree a revised timetable for taking the plan through to adoption.</p>
<p>Annex</p>	<p>Annex A – Local Development Scheme (LDS) Update – November 2024</p>
<p>Recommendations</p>	<p>That the Committee resolves to:</p> <ol style="list-style-type: none"> 1. Note the content of the report; 2. Approve the updated Local Development Scheme (LDS) attached at Annex A including the following key milestones for the West Oxfordshire Local Plan 2041: <ul style="list-style-type: none"> - Regulation 18 preferred option consultation – May 2025 - Regulation 19 pre-submission draft publication – October 2025 - Submission for examination – March 2026
<p>Corporate Priorities</p>	<ul style="list-style-type: none"> • Putting Residents First • A Good Quality of Life for All • A Better Environment for People and Wildlife • Responding to the Climate and Ecological Emergency • Working Together for West Oxfordshire
<p>Key Decision</p>	<p>NO</p>

Exempt	NO
Consultees/ Consultation	<p>The emerging West Oxfordshire Local Plan 2041 is currently at the Regulation 18 'plan preparation' stage, with two major public consultations having been carried out in autumn 2022 and autumn 2023. This has been interspersed with focused engagement with various key stakeholders.</p> <p>The original intention had been to undertake a further Regulation 18 'preferred options' consultation in October 2024, however, significant national planning policy changes were announced in July which have a direct bearing on the preparation of the new plan.</p> <p>As a result, the preferred options consultation will now take place in May 2025, followed by publication of the formal pre-submission draft plan in October 2025.</p> <p>Public consultation will take place in accordance with the Council's approved Statement of Community Involvement (SCI).</p>

1. INTRODUCTION

- 1.1** Members will be aware that the District Council is in the process of producing a new Local Plan covering the period up to 2041.
- 1.2** Good progress is being made with preferred policy options currently being drafted and supporting technical evidence being prepared.
- 1.3** However, significant national planning policy changes were announced in July and these have a direct bearing on the new local plan. The purpose of this report is therefore to set out and agree a revised timetable for taking the new local plan forward.

2. PROGRESS TO DATE

- 2.1** Work on the new West Oxfordshire Local Plan 2041 is now well underway. To date, there have been two main periods of public consultation which have been interspersed with focused engagement with key stakeholders.
- 2.2** The anticipated structure of the plan is now agreed and is expected to comprise a series of cross-cutting District-wide strategic policies, a number of geographically specific 'place-based' policies and a suite of development management policies.
- 2.3** Preferred policy options are currently being drafted, the intention being to set out the Council's preferred approach and in doing so, to explain why other approaches have been ruled out. The purpose of the preferred options consultation is to firm up on the overall content of the plan ahead of it being formally published.

3. IMPACT OF PROPOSED NATIONAL PLANNING POLICY CHANGES

- 3.1** Earlier this year in July, the Government launched its consultation on proposed changes to the National Planning Policy Framework (NPPF) and other wider reforms to the planning system. A number of the proposed changes have direct implications for the preparation of the new Local Plan.
- 3.2** Of particular significance is the introduction of a new standard method for assessing housing need which, if introduced in its proposed form, would see West Oxfordshire's local housing need increase from 549 homes per year to 889 homes per year.
- 3.3** The results of the consultation are yet to be announced and the new NPPF is expected to be published early in the new year.
- 3.4** However, the direction of travel is clear and has a direct bearing on the new local plan including the number of site allocations that will be needed and supporting technical evidence on housing and economic needs, infrastructure provision and transport modelling etc.
- 3.5** Importantly, in recognition of the potential impact on local plans, the Government has pushed back the original deadline for submitting local plans for examination under the current system of plan-making from June 2025 to December 2026.
- 3.6** Reflecting the above, Officers have prepared a new local plan timetable as outlined below.

4. REVISED LOCAL PLAN TIMETABLE

- 4.1 The timetable for taking forward the Local Plan is set out in the Council's Local Development Scheme (LDS).
- 4.2 The most recent LDS was published in July but as outlined above, proposed national planning policy changes have necessitated a further update and a revised LDS is attached at Annex A.
- 4.3 Key milestones are therefore now expected to be as follows:
- Regulation 18 preferred option consultation – May 2025
 - Regulation 19 pre-submission draft publication – October 2025
 - Submission for examination – March 2026
- 4.4 It is important to note that between these specific stages, Officers will continue to engage with key stakeholders on a focused basis including the other Oxfordshire local planning authorities and other relevant bodies in accordance with the Duty to Co-Operate.
- 4.5 In updating the LDS, Officers have also taken the opportunity to update other aspects including the anticipated timing of the Salt Cross Area Action Plan (AAP).

5. NEXT STEPS

- 5.1 Subject to the approval of Members, the updated LDS will be published online and made available at a number of locations across the District.
- 5.2 Officers will continue to draft the Regulation 18 preferred options consultation paper and the relevant supporting evidence will continue to be prepared.
- 5.3 It is anticipated that the preferred option consultation paper will be brought to the Executive for agreement in March 2025 and that the 6-week public consultation would then begin in early May 2025.

6. ALTERNATIVE OPTIONS

- 6.1 The District Council could choose not to progress with an update of the Local Plan. However, local authorities are required to keep plans up to date, typically reviewing them every 5-years or so.
- 6.2 The Regulation 10A review of the current Local Plan carried out in September 2023 highlighted a number of policies which require updating, including those relating to housing provision.

7. FINANCIAL IMPLICATIONS

- 7.1 The preparation and adoption of a new Local Plan has significant financial implications with provision for this having been made through the District Council's budget setting process.

8. LEGAL IMPLICATIONS

- 8.1** The report raises no direct legal implications. The Local Plan must be prepared in accordance with legislative requirements and when considered at examination, the appointed Planning Inspector will determine whether or not the District Council has fulfilled those requirements.

9. RISK ASSESSMENT

- 9.1** The report presents no significant risks.

10. EQUALITIES IMPACT

- 10.1** An Equality and Health Impact Assessment (EHIA) of the Local Plan will accompany the next stage of public consultation in May 2025.

11. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

- 11.1** The climate and ecological emergencies form a central component of the emerging Local Plan.

12. BACKGROUND PAPERS

- 12.1** None.

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**WEST OXFORDSHIRE
DISTRICT COUNCIL**

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West Oxfordshire Local Development Scheme (LDS)

November 2024

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1. Introduction

- 1.1 This is the West Oxfordshire District Council Local Development Scheme (LDS). It explains what planning policy documents the Council already has in place and what will be prepared during the three-year period November 2024 – November 2027.

2. West Oxfordshire Local Plan 2031

- 2.1 The current [West Oxfordshire Local Plan 2031](#) was formally adopted on 27 September 2018. The plan provides an overall framework for growth in the period up to 2031.
- 2.2 Because the Local Plan became five years old in September 2023, a [formal review](#) was undertaken in accordance with Regulation 10A of the Town and Country Planning (Local Planning) (England) Regulations 2012.
- 2.3 The review concluded that although the adopted local plan policies remain generally consistent with national policy, many of them could usefully be strengthened and updated, in particular those policies relating to the plan's housing requirement given they are based on evidence dating from 2014.
- 2.4 Work on a new Local Plan to 2041 is therefore now well underway as outlined below.

3. West Oxfordshire Local Plan 2041

- 3.1 The District Council is currently in the process of producing a new Local Plan covering the period up to 2041.
- 3.2 The plan is currently at the Regulation 18 'plan preparation' stage, with two main periods of public consultation carried out in October 2022 and October 2023.
- 3.3 The first consultation sought general views on the overall scope of the new Local Plan. A [consultation summary report](#) has been made available online.
- 3.4 The second consultation started to explore draft plan objectives and potential patterns of development. It also included a specific call for sites, ideas and opportunities. A [consultation summary report](#) has again been made available online.
- 3.5 It had been anticipated that a further Regulation 18 'preferred options' consultation would take place in October 2024, however, significant national planning policy changes have been announced and are expected to come into force in early 2025. These have a significant bearing on the content of the new Local Plan including in relation to the number of new homes that will need to be planned for.
- 3.6 As such, the proposed 'preferred options' consultation will now be considered by the Council's Executive in March 2025 and then subject to a 6-week public consultation beginning in early May 2025.

- 3.7 Depending on the outcome of that consultation, it is anticipated that the Regulation 19 pre-submission draft plan will be formally published for a statutory 6-week period of consultation in October 2025.
- 3.8 The Council should then be in a position to formally submit the draft Local Plan for examination by March 2026 with a view to examination in summer 2026.
- 3.9 Further information on the purpose, scope and timing of the Local Plan 2041 is set out at Appendix I.

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

- 4.1 A key element of the adopted Local Plan is the allocation of land to the north of the A40 near Eynsham for a new garden village of around 2,200 homes, together with business space and other supporting uses and facilities. The proposal is being supported by central Government through its locally led garden village, towns and cities programme.
- 4.2 The planning of the garden village is being led by a separate [Area Action Plan](#) (AAP) which, when adopted, will form part of the statutory development plan for West Oxfordshire.
- 4.3 The AAP was formally submitted in February 2021 and following hearing sessions in June/July 2021 and further work on the phasing of infrastructure, the Inspector published his final report in March 2023, concluding that the AAP is sound subject to a number of Main Modifications.
- 4.4 However, following a successful 3rd party legal challenge, those parts of the Inspector's report which related to AAP Policy 2 – Net Zero Carbon Development have been quashed and in April 2024, the examination was re-opened, with a new Inspector appointed to re-consider Policy 2. Further information is available on the Salt Cross Garden Village AAP web page¹.
- 4.5 The following timings are now anticipated to apply:
- Preparation of Main Modifications and supporting evidence – May to October 2024
 - Submission to Inspector – November 2024
 - Inspector prepares and publishes Matters, Issues and Questions (MIQs) – November - December 2024
 - Hearing session/s – February 2025

¹ <https://www.westoxon.gov.uk/gardenvillage>

4.6 Timings beyond this will depend on the outcome of the examination including any need for public consultation on further Main Modifications to Policy 2. It is anticipated that the Council should be in a position to formally adopt the AAP in summer 2025.

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

5. Supplementary Planning Documents (SPDs)

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

5.2 At present, the Council has four adopted SPDs:

- West Oxfordshire Design Guide SPD – adopted in 2016
- Affordable Housing SPD – adopted in October 2021
- Developer Contributions SPD – adopted in July 2023
- Combe Village Design Statement SPD – adopted in July 2023

5.3 These are all available [online](#).

Hanborough Station Masterplan

5.4 The District Council has previously agreed to provide funding, in conjunction with Oxfordshire County Council, to commission a masterplan for Hanborough Station. Potentially, any such document could be taken forward as a Supplementary Planning Document (SPD) subject to due process.

5.5 At the current time, discussions remain ongoing between the District Council and County Council on the scope of the work. Once the scope and timing of the project has been agreed, this will be reflected in an updated future iteration of the LDS.

6. Neighbourhood Planning

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

6.2 There are currently nine adopted Neighbourhood Plans in West Oxfordshire including:

- Cassington Neighbourhood Plan (adopted 26 June 2023)
- Charlbury Neighbourhood Plan (adopted 14 June 2021)
- Chipping Norton Neighbourhood Plan (adopted 15 March 2016)
- Eynsham Neighbourhood Plan (adopted 6 February 2020)
- Hailey Neighbourhood Plan (adopted 2 September 2019)
- Milton under Wychwood Neighbourhood Plan (adopted 26 June 2023)
- Shilton Neighbourhood Plan (adopted 2 September 2019)
- South Leigh Neighbourhood Plan (adopted 8 January 2019)
- Woodstock (adopted 23 January 2023)

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

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

6.4 Because the progress and timing of neighbourhood plans are beyond the control of the District Council, the LDS does not include any information on their anticipated timetables. Further information can however be obtained from the District Council's [website](#).

7. Statement of Community Involvement (SCI)

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

- 7.2 Local planning authorities are required to review their Statements of Community Involvement every 5 years with the Council's most recent SCI being adopted in February 2020².
- 7.3 The Council will therefore prepare an update of the SCI in early 2025, in particular to reflect the increased use of digital engagement tools, with the District Council having secured funding from central Government to develop its approach in this field.

8. LDF Monitoring Report

- 8.1 In accordance with national planning regulations the Council is required to produce a monitoring report addressing various matters including plan progress and implementation, neighbourhood planning, CIL (where applicable) and the duty to co-operate.
- 8.2 The Council's most recently published monitoring report covers the period 1st April 2021 – 31st March 2023 and is available [online](#). A further update covering the period 1st April 2023 – 31st March 2024 will be published in December 2024.

9. LDS availability and updates

- 9.1 The LDS must be made publicly available and kept up-to-date.
- 9.2 In terms of availability, a copy of this LDS is available [online](#)
- 9.3 Hard copies are also available in the locations listed in the following table.
- 9.4 The LDS will be updated annually or more often if there are any significant changes in timescales or documents being prepared.

² <https://www.westoxon.gov.uk/media/jo0g3prh/statement-of-community-involvement.pdf>

<p>West Oxfordshire District Council Witney Town Centre Shop 3 Welch Way Witney OX28 6JH Tel: 01993 861000 Open: Monday – Friday 9am to 5pm</p>	<p>Witney Town Council Town Hall Market Square Witney OX28 6AG Tel: 01993 704379 Open: Mon, Tues and Thurs 8.30am to 5pm, Wed 9.30am to 5pm and Fri 8.30am to 4.30pm.</p>	<p>Carterton Town Council 19 Alvescot Road Carterton OX18 3JL Tel: 01993 842156 Open: Monday – Friday 9.30am to 4.00pm</p>
<p>Chipping Norton Town Council The Guildhall Market Place Chipping Norton OX7 5NJ Tel: 01608 642341 Open: Monday – Friday 9am to 1pm</p>	<p>Bampton Library Old Grammar School Church View Bampton OX18 2NE Tel: 01993 850076</p>	<p>Burford Library 86A High Street Burford OX18 4QF Tel: 01993 823377</p>
<p>Carterton Library 6 Alvescot Road Carterton OX18 3JH Tel: 01993 841492</p>	<p>Charlbury Library Charlbury Community Centre Enstone Road Charlbury OX7 3PQ Tel: 01608 811104</p>	<p>Chipping Norton Library Goddards Land Chipping Norton OX7 5NP Tel: 01608 643559</p>
<p>Eynsham Library 30 Mill Street Eynsham OX29 4JS Tel: 01865 880525</p>	<p>North Leigh Library Memorial Hall Park Road North Leigh OX29 6SA Tel: 01993 882935</p>	<p>Stonesfield Library Village Hall Longore Stonesfield OX29 8EF Tel: 01993 898187</p>
<p>Witney Library Welch Way Witney OX28 6JH Tel: 01993 703659</p>	<p>Woodstock Library The Oxfordshire Museum Fletcher's House Park Street Woodstock OX20 1SN Tel: 01993 814124 07759 140531</p>	<p>Wychwood Library 29 High Street Milton-under-Wychwood OX7 6LD Tel: 01993 830281</p>

Appendix I – Document Profiles

West Oxfordshire Local Plan 2041	
Status	Development Plan Document (DPD)
Overview	The Local Plan will set out the overall framework for future growth in West Oxfordshire to 2041. This is expected to include strategic policies dealing with the overall strategy for the pattern, scale and quality of development as well as non-strategic policies dealing with other matters including site allocations and development management policies.
Geographical coverage	District-wide
Timetable	<p>Regulation 18 initial scoping consultation – August - October 2022 (COMPLETE)</p> <p>Regulation 18 focused consultation on draft plan objectives and spatial strategy options along with a ‘call for sites’ exercise – August – October 2023 (COMPLETE)</p> <p>Regulation 18 consultation on preferred policy options – May 2025</p> <p>Publication of pre-submission draft Local Plan (Regulation 19) – October 2025</p> <p>Submission of pre-submission draft Local Plan (Regulation 22) – March 2026</p> <p>Examination and adoption – 2026</p>
Conformity	Prepared in conformity with the National Planning Policy Framework (NPPF) and National Planning Practice Guidance (NPPG).
Management arrangements	Document production to be led by the Council’s Planning Policy Team under the direction of the Planning Policy Manager. Cross Party Member Working Group established to oversee the process.
Resource requirements	Internal resources comprise the Council’s Planning Policy Team with input from other teams and services as appropriate via Local Plan Officer Working Group. External resources will be drawn upon in terms of the production of supporting technical evidence.

Community engagement	Engagement to be carried out in accordance with the requirements of the adopted Statement of Community Involvement (SCI).
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Salt Cross Garden Village Area Action Plan (AAP)	
Status	Development Plan Document (DPD)
Overview	Supplements the Local Plan 2031 providing additional detail on the Oxfordshire Cotswolds Garden Village Strategic Location for Growth (SLG) – now referred to as Salt Cross Garden Village. The AAP will establish a vision for the garden village, supported by a series of core objectives and policies arranged on a thematic basis. A key focus of the AAP will be delivery and implementation.
Geographical coverage	Oxfordshire Cotswolds Garden Village Strategic Location for Growth (SLG) north of Eynsham
Timetable	<p>Submission – February 2021 (COMPLETE)</p> <p>Examination hearings – June/July 2021 (COMPLETE)</p> <p>Consultation on Main Modifications – September/November 2022 (COMPLETE)</p> <p>Inspector’s Report received – March 2023 (COMPLETE)</p> <p>Examination re-opened to consider Policy 2 - Net Zero Carbon Development – April 2024 (COMPLETE)</p> <p>Preparation of Main Modifications and supporting evidence - May to October 2024</p> <p>Submission to Inspector – November 2024</p> <p>Inspector prepares and publishes Matters, Issues and Questions (MIQs) – November/December 2024</p> <p>Hearing session/s – February 2025</p> <p>Adoption – June 2025</p>
Conformity	Prepared in conformity with the National Planning Policy Framework (NPPF) National Planning Practice Guidance (NPPG) and the West Oxfordshire Local Plan (2031).
Management arrangements	Document production to be led by the Council’s Planning Policy Team under the direction of the Planning Policy Manager.

Resource requirements	Internal resources comprise the Council's Planning Policy Team with input from other teams and services as appropriate. External resources will be drawn upon in terms of the production of supporting technical evidence.
Community engagement	Engagement on the preparation of the document to be carried out in accordance with the requirements of the adopted Statement of Community Involvement (SCI).

Appendix 2 – Overall Timetable

Document	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	
West Oxfordshire Local Plan 2041									IC					FC						S
Salt Cross Area Action Plan (AAP)			S																	
Key: IC = Informal Consultation; FC = Formal Consultation; S = Submission																				

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 WEST OXFORDSHIRE DISTRICT COUNCIL	WEST OXFORDSHIRE DISTRICT COUNCIL
Name and date of Committee	OVERVIEW AND SCRUTINY COMMITTEE - 6 NOVEMBER 2024
Subject	WESTHIVE CRITERIA
Wards affected	ALL
Accountable member	Cllr Alaric Smith – Executive Member for Finance Email: alaric.smith@westoxon.gov.uk
Accountable officer	Phil Martin, Director of Place Email: phil.martin@westoxon.gov.uk
Report author	Janine Sparrowhawk - Community Funding Officer Email: janine.sparrowhawk@westoxon.uk
Summary/Purpose	To consider the strengthening and clarification of established criteria for Westhive civic crowdfunding platform
Annexes	Annex A: Westhive Crowdfund - Scheme outline and fund criteria.
Recommendation(s)	That the Committee resolves to: 1. Agree the strengthened criteria and scheme outline for Westhive Crowdfund.
Corporate priorities	<ul style="list-style-type: none"> • Putting Residents First • Enabling a Good Quality of Life for All • Creating a Better Environment for People and Wildlife • Responding to the Climate and Ecological Emergency • Working Together for West Oxfordshire
Key Decision	NO
Exempt	NO
Consultees/ Consultation	Learning from other councils on the Spacehive platform and the understanding gained from managing the Westhive scheme since the launch in October 2023.

1. EXECUTIVE SUMMARY

- 1.1 Westhive is a 'movement' on Spacehive, set up to support community projects in West Oxfordshire. Westhive was launched in October 2023. The Civic Crowdfunding platform provides a new and accessible way that West Oxfordshire residents can be at the heart of civic change and provides a springboard for locally led ideas to attract funding more easily.
- 1.2 This report serves to confirm the established criteria and strengthen elements which have been noted as requiring clarification.

2. BACKGROUND

- 2.1 In March 2023, the Council agreed to commission Spacehive Ltd to create a Westhive 'movement' on its civic crowdfunding platform. This movement enables local people to promote ideas for civic projects and to raise money from local supporters including the Council, businesses and residents.
- 2.2 Officers and the Westhive Members Panel review and determine the Council pledges in line with the Westhive criteria. Since the launch of Westhive in October 2023, three rounds of pledge review meetings have taken place – in January 2024, June 2024 and October 2024. The existing contract with Spacehive Ltd will enable a further 3 rounds to take place.
- 2.3 Three online creator workshops have been hosted by Spacehive in conjunction with officers for potential project creators. These workshops provide information on how the civic crowdfunding platform works and enables break out rooms for sharing project ideas and tips for launching a campaign with one to one advice. Online workshops will continue to be provided in Spring and Autumn for potential project creators.
- 2.4 Five projects have successfully reached their project targets. The organisations are from a variety of sectors and include:
 - Creative programme for young people.
 - Community cycling project.
 - Gardening skills project for adults with learning difficulties.
 - Community food distribution project.
 - Project supporting victims of domestic violence.
- 2.5 The Pledge Review Group meeting on 30 October 2024 will consider Council pledges to 9 projects that are currently live on the Westhive platform.
- 2.6 Officers have drawn together the criteria agreed in all relevant reports to the Executive and as set out in original project initiation documents. Consideration has been given to wording used in previous Council grant schemes. Officers have also considered the approach taken by Cotswold District Council in relation to Crowdfund Cotswold.
- 2.7 The Council Plan Priorities are the foundation for the Westhive criteria.

3. CRITERIA AND SCHEME OUTLINE

- 3.1 The criteria and scheme outline are attached as Annex A. The first 3 rounds of the Westhive have provided a thorough test of the established criteria and process. Based on this experience the priorities for focus have been to:
 - Strengthen the definition of the eligibility of applicants.

- Clearly define the outcomes to be delivered.
- Improve information relating to phased projects, annual events and repeat applications.
- Ensure that the assessment process is clearly defined.
- Ensure that the Council's decision process is clearly defined.
- Clarify the requirements on successful projects.
- Ensure clear and concise information on the Westhive criteria and scheme outline is available to all involved including officers and members.

3.2 The revised criteria and scheme outline will be used by Spacehive during their verification process and be accessible to potential project creators on the Westhive platform.

4. ALTERNATIVE OPTIONS

4.1 The report does not seek to make any changes to the previously agreed approach – merely to provide additional clarification to aid understanding. The Council could choose not to provide this additional clarification. This may result in a greater amount of support being required from officers and could lead to some inconsistencies.

5. FINANCIAL IMPLICATIONS

5.1 There are no additional financial implications arising from this report. The agreed annual budget for the Westhive fund remains as £120,000.

5.2 Officers and the Westhive Members Panel review and determine the Council pledges in line with the Westhive criteria which ensures appropriate use of public money.

6. LEGAL IMPLICATIONS

6.1 There are no additional legal implications arising from this report. All Westhive applications are verified by Spacehive, to ensure that they are proposed by suitable organisations and to ensure that the arrangements in place for the delivery of projects are appropriate. Officers provide additional support. Officers and the Westhive Members Panel review the projects and supporting material, and this is reflected in the recommendations for pledges.

7. RISK ASSESSMENT

7.1 The clarification of the criteria included in this report provides greater reassurance of consistency in approach and assessment.

7.2 This verification process ensures that pitches will only be made by eligible applicants. While this process prevents pledges being given to support ineligible activities, it cannot mitigate wholly against dissatisfaction where projects are unsuccessful in reaching their targets.

7.3 While the Council's pledge fund is within the Council's control, projects will also need to attract sufficient funding to reach their campaign targets from other supporters by their campaign deadlines. While this is a feature of crowdfunding, it may impact on take-up in that projects the Council determines to support today may not meet their targets and thus will not draw down pledges.

7.4 Where pledges are drawn down, but change of circumstances prevent activity taking place, Spacehive have procedures in place to seek the return of pledges. The Council maintains its

discretion not to recover the grant where alternative or more limited activity could still take place.

8. EQUALITIES IMPACT

- 8.1** The scheme has been designed to be open to geographical communities and communities of interest. The range of projects that have come forward onto the Westhive platform is to a degree testament to this, as they cover a range of very different activities, from different communities of geography and interest across the district.

9. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

- 9.1** All projects on the Westhive platform have been asked to consider climate change, and any activity they could undertake to help mitigate its impacts. Positive actions to address climate change will be encouraged. The Council's Westhive Pledge Review Group meeting will consider applying a premium up to a total of 50% of a projects total cost, to projects which are seeking to directly address climate change and the ecological emergency.

10. BACKGROUND PAPERS

- 10.1** None.

(END)



Westhive: Scheme outline

Westhive is a movement on Spacehive, set up to support community projects in West Oxfordshire. Westhive was launched in October 2023. The Civic Crowdfunding platform provides a new and accessible way that West Oxfordshire residents can be at the heart of civic change and provides a springboard for locally led ideas to attract funding more easily.

The online platform presents an opportunity for projects to raise funding from a wide range of support, including local people, local groups, charities and businesses. This aligns directly with the key aims of the Council, which has a drive to be aspirational, innovative and bold; and sits well with the Council priorities of 'Putting residents first' and 'Working together for West Oxfordshire'.

Westhive will support both capital and revenue funded projects, vastly increasing its scope and reach. The Council is committed to pledge and support innovative and impactful projects, allowing residents to influence and shape their communities. To attract projects to the movement, the Council will use it to distribute its Crowdfunding Pledges budget.

The Council is allocating £120,000 annually to its Westhive Fund. Typically, projects can expect a pledge of up to £10,000, max 40% of the target, but the Council will consider applying a premium to projects which are seeking to directly address climate change, the ecological emergency or provide direct support to vulnerable groups, up to a total of 50%. A minimum of £20,000 from the pledge fund will be dedicated towards projects that matter most to West Oxfordshire young residents, enabling them to drive the changes they want to see in their communities.

Eligibility

Eligibility will principally be determined by the aims of the project. The following are able to apply:

- Public bodies, such as Parish Councils – where they are delivering or hosting community projects and if delivery benefits the wider community. Mainstream expenses which could otherwise be covered by the precept such as salaries, running costs or replacement street furniture will not be supported.
- Registered charities and excepted charities**.
- Charitable Incorporated Organisations.
- Community Interest Companies.
- Social Enterprises.

- Unincorporated community groups.
- Faith groups, if the project pitch features non-religious activities and demonstrates the activity is inclusive and does not promote a religious view.
- Under 18's can create projects in conjunction with an eligible group, but the project will need a project delivery manager, who takes responsibility for delivering the project. The project delivery manager must be at least 18 years old.
- Projects must take place within West Oxfordshire.

Exclusions:

We will not fund:

- Commercial organisations and exempt* charities.
- Activity that is more properly the responsibility of other statutory service organisations e.g. social care; bus subsidies
- Groups proposing for-profit projects.
- Groups proposing projects with a political affiliation.
- Schools or religious organisations where the activity proposed does not provide wider public benefit or is of a religious nature.
- Projects pitched by individuals for individual endeavour/benefit. Individuals proposing projects must partner with an eligible group who will manage the project on behalf of the individual.

Outcomes

Through the Westhive Fund the Council would like to see the following outcomes delivered within West Oxfordshire:

- Community led change
- Improved health and food equity
- Well-connected and resilient communities
- Improved mental and physical wellbeing across all age groups and backgrounds
- Improved essential local infrastructure that facilitates rural living
- Improved environmental outcomes, such as carbon reduction, improved biodiversity or green infrastructure

The projects which will be more likely to attract Council support are those which:

- Improve the physical and mental wellbeing of our local communities
- Directly address climate change
- Enhance lives through events and activities
- Support young people's ideas and ambitions
- Help to tackle the barriers and challenges many of us experience in life, such as poverty, ill health, distance from services, social isolation/loneliness
- Cultivate food equity, building a fair food system for everyone
- Protect and enhance our natural and built environment
- Invest in and maintain the facilities we rely on for these activities to take place

Phased projects, annual events and repeat applications

Our funding is designed to support projects, not on-going costs however project creators can apply to more than one round so long as the project is broken down into different phases, where each individual phase can be delivered independently of the other (e.g. capital projects). Annually occurring activities, such as annual music festivals, are eligible to return for support on more than one occasion, where each year they can demonstrate the need for funding.

Where a project is broken down into phases, pledges from this fund will not usually exceed £10,000 in a single year. For events, applications for activity in consecutive years will be considered, but project creators should seek to increase their pool of supporters and investigate alternative means of sustaining activity. Projects contributing significantly to the Council's priorities or demonstrating innovation will be looked upon favourably.

Creators are welcome to propose multiple projects, although such projects should be clearly discreet activities and provide additionality (Spacehive do not recommend project creators propose more than one project per funding round, to focus backers towards one funding goal). Where projects, are part of a larger scheme, the Council reserves the right to view such activity in the round, and pledge accordingly.

Assessment

Project creators, where proposing a capital project, must check whether or not their project requires planning permission and/or building regulations approval. The project creator is expected to communicate directly with the appropriate planning department or building control body. Project creators will be expected to have all the necessary permissions in place and provide evidence of approval to enable verification of the project proposal.

Project creators will be required to provide copies of supporting documents for verification as specified, during their project proposal submission. This will be reviewed by Spacehive and must satisfy the necessary criteria for the project e.g. Safeguarding Policy.

Project creators will be required to advise if they have previously been awarded grant funding from the Council and provide the following:

- Details of each individual grant that they have received, the amount awarded and date of award.
- The dates of the project/activity in each award application
- Status of each grant (e.g. complete or ongoing).

The Council will review previous WODC grant conditions to ensure any project proposal is eligible for a partner pledge.

All projects seeking support will be expected to complete a set of questions to determine the eligibility of their projects. Projects will also need to demonstrate that they have local support for the project proposed which typically will be through pledges on the Spacehive website. Projects can upload offline and pre-existing funding offers at the start of the campaign, to evidence the support already offered. Projects will need to pass the verification process and demonstrate local support to be considered for a pledge by the Council.

Decision-making

The Council will review all projects typically 4-6 weeks after the creator pitch deadline. Recommendations will then be reported to the Council's Westhive Pledge Review Group meeting.

Project creators will be informed of the pledge decision shortly after the Council's pledge meeting. Successful projects will have the Council's pledge added during their live campaign. Pledges cannot be made retrospectively to a project. The Council retains its discretion to choose not to pledge against a project, or to pledge a higher or lower sum.

Only projects that are using the 'All or Nothing' funding model and hit their full fundraising target will be eligible for a proposed partner pledge from the Council. If the project does not look likely to hit its target and the project creator opts to choose 'Keep What you Raise', the Council's partner pledge will be removed from the crowdfunding campaign and returned to the Council's pledge pot. The project creator will receive the remaining funds raised from their campaign elsewhere.


In relation to each successfully funded project, the project owner agrees to the obligation requirements of Spacehive.

Impact Report

As part of the project creators pitch for funding, they agree to complete an online impact report once the project is delivered. This is shared with backers to their campaign and the Council. Impact reporting is a mandatory requirement following the completion of the project as evidence that the project outcomes have been met and promises have been delivered.

**Exempt charities – primarily larger education establishments or larger museums.*

***Excepted charities – charities which do not need to be registered – include schools, churches, scout, and guide groups.*

 <p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>	<p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>
<p>Name and date of Committee</p>	<p>OVERVIEW & SCRUTINY COMMITTEE - 6 NOVEMBER 2024</p>
<p>Subject</p>	<p>FINANCIAL PERFORMANCE REPORT 2024/25 QUARTER TWO</p>
<p>Wards affected</p>	<p>All</p>
<p>Accountable member</p>	<p>Cllr Alaric Smith Executive Member for Finance Email: alaric.smith@westoxon.gov.uk</p>
<p>Accountable officer</p>	<p>Madhu Richards, Director of Finance Email: madhu.richards@westoxon.gov.uk</p>
<p>Report Author</p>	<p>Georgina Dyer, Chief Accountant Email: georgina.dyer@westoxon.gov.uk</p>
<p>Annexes</p>	<p>Annex A – Detailed Revenue Budget Comparison Annex B – Capital Spend against Budget</p>
<p>Purpose</p>	<p>To detail the Council’s financial performance for Quarter Two 2024-2025</p>
<p>Recommendation</p>	<p>That the Committee resolves to:</p> <ol style="list-style-type: none"> I. Note the Council’s Financial Performance for Quarter Two 2024-2025
<p>Corporate Priority</p>	<p>Working Together for West Oxfordshire</p>
<p>Key Decision</p>	<p>Yes</p>
<p>Exempt</p>	<p>No</p>
<p>Consultees</p>	<p>None</p>

1. BACKGROUND

- 1.1. The purpose of this report is to provide an update on the financial performance of the council's activities for the first two quarters of the 2024/25 financial year from 1 April 2024 to 30th September 2024.
- 1.2. The report considers the significant variances in revenue income and expenditure against the approved revenue budget set by Full Council on 28th February 2024 which anticipated a contribution of £5,107 to General Fund reserves.
- 1.3. The report also includes progress in delivering the approved Capital Programme.
- 1.4. A year end revenue forecast is included based on the data available in Q2. This forecast does not include any potential variances in funding i.e. Interest on external borrowing, Minimum Revenue Provision, Retained Business Rates income and General Government Grants. These items made a significant impact on the 2023/24 outturn position, but at this stage in the year it is not possible to accurately predict their final position for the year.

2. MAIN POINTS

Financial Performance Revenue Budget Monitoring - Summary

- 2.1. At quarter 2 (Q2) there is an overall overspend of **£96,821** against the profiled budget for the period. At quarter 1 there was an overall overspend of £257,013 against the profiled budget.
- 2.2. The key factors driving this revenue position are income shortfalls in garden waste and development management, the delayed Elmfield office letting, the empty Carterton Industrial Estate units and increased expenditure on waste and recycling container replacement.
- 2.3. Development management income has struggled in the first half of the year but may yet recover should we receive a major application. The recycling contract with Suez expired at the end of September and the cost centre is showing a temporary underspend of £126,000 against the contract as officers and Suez are negotiating the final two months invoicing cost. The new contract, approved at the Executive meeting on 11th September 2024, is expected to deliver a budget saving of £300,000 from 2025/26 (£62,000 in 2024/25).
- 2.4. The Elmfield offices have been empty since August 2023 and requires capital investment before the new tenant occupies the building in January 2025. The tenant will undertake the work and has scheduled it to take 12 weeks. Rent will be paid from mid January, irrespective of whether the construction works have been completed.
- 2.5. The table below sets out the summary revenue monitoring position for the 30th September 2024 against profiled budget by service area.

WEST OXFORDSHIRE DISTRICT COUNCIL - Budget Monitoring

Revenue Budget Monitoring 2024/25 - 1st April to 30th September 2024

Service Area	Quarter 2				
	Original Budget 2024/25	Current Budget	Actual Exp	Variance (under) / over spend	Forecast to Year End
	£	£	£	£	£
Democratic and Committee Services	1,233,712	918,242	924,941	6,698	41,000
Environmental & Regulatory Services	726,038	321,201	333,075	11,874	6,500
Environmental Services	8,760,388	3,034,847	3,198,482	163,635	312,932
Finance, Human Resources & Procurement	1,089,330	613,958	613,843	(115)	1,500
ICT, Change & Customer Services	2,309,350	2,068,032	2,072,601	4,569	5,650
Land, Legal & Property	396,355	107,696	167,419	59,723	32,500
Leisure & Communities	227,208	(356,013)	(384,298)	(28,285)	(238,915)
Planning & Strategic Housing	1,061,472	573,543	677,968	104,425	169,000
Revenues & Housing Support	1,345,917	655,521	650,918	(4,603)	(20,656)
Investment Property and Retained Services	(318,880)	(342,240)	(409,014)	(66,775)	26,175
Total cost of services	16,830,890	7,594,789	7,845,934	251,145	335,686
<u>Plus:</u>					
Investment income receipts	(1,156,230)	(578,115)	(732,440)	(154,325)	(250,000)
Cost of services before financing:	15,674,660	7,016,674	7,113,494	96,821	85,686

Significant Variances

- 2.5. A full list of variances by cost centre is included in Annex A. The most significant variances, listed by Service Area (as set out in the table above), are as follows:

Environmental Services

Recycling

- 2.6. The Suez contract is currently showing as £126,000 underspent as the invoicing for the last two months of the contract are being negotiated. The new contract started on 1st October with savings anticipated to be £62,000 in this financial year. Container replacement is £51,000 overspent in Q2 and is included in the year end forecast. The final sum payable for the last two months of the Suez contract, which is expected to be finalised in Q3, could materially change the year end outturn position for the Recycling cost centre.

Green Waste

- 2.7. As reported at the end of Q1, income was £95,000 behind budget. This position has improved to £70,000 behind budget at the end of Q2 which is the forecast income position for year end. The number of licences renewed in this financial year is lower than in 2023/24 but there is also an error in the base budget. The budget should have been set based on 33,000 licences at £50 per licence i.e. £1.65m, however the budget has been set at £1.69m. This error will be corrected in 2025/26.

Trade Waste

2.8. Trade Waste income is £31,000 behind target for the first half of the year and there has been £29,000 of unbudgeted expenditure on containers. The budget for containers across the waste service is being reviewed as part of the 2025/26 budget setting process.

2.9. Household Waste

Excess expenditure on containers is £43,000 in Q2, which is likely to rise by another £10,000 by year end and has been included in the forecast figure. Unbudgeted expenditure of £20,000 is the spend on external consultants to help the Council with their ambitions to improve and increase partnership working with other Councils across Oxfordshire.

Land, Legal & Property

Elmfield

2.10. When the 2024/25 budget was set, it was anticipated that Elmfield would be tenanted from Q2 2024. Unfortunately, this timeframe slipped due to ongoing discussions around the capital works required to bring the building up to a letting standard. As an empty building, the Council bears the liability for Business Rates and therefore has incurred the full annual charge in April 2024. The capital works have now been agreed with the tenant, who has taken on the responsibility to deliver the works in a 12 week timeframe. Rent will be payable from mid January 2025, irrespective of whether the works have been completed.

Ubico Depot

2.11. It was reported in Q1 that reactive maintenance costs of £26,000 have been incurred for a number of small projects which, because the cost of each is less than £10,000, is not categorised as capital expenditure and therefore sits as a revenue cost. Projects include HGV charging points, a new electric shutter and external repairs to the building. In Q2, backdated service charges of £37,000 have been raised which has offset the maintenance overspends.

Democratic Services

2.12. Electoral Registration and District Elections are overspent by £18,000 in Q2, with a forecast overspend of £39,000 at year end. Increased printing and postage costs for voter registration and poll cards will continue to rise in the second half of the year requiring a review of the budget for 2025/26.

Planning & Strategic Housing

Development Management

2.13. Income from Planning applications is difficult to forecast as it is not consistent throughout the year and there is no discernible pattern over the longer term. At Q1 income was reported as £76,000 below target, a 23% drop from the same period last year. At Q2 this income position has worsened to £170,000 below target and realistically can only achieve budget if the Council receives a major application and the associated fees. At this point it is not possible to predict whether a major application will be received this financial year or not.

- 2.14. Major applications have a significant impact on our overall fee income but have an extended timeline and it is difficult to predict when exactly applications will be submitted. General economic conditions like interest rates, which have slowly started to fall, may increase planning application volumes as both individuals and developers are able to estimate their costs more confidently.

Development Management Appeals

- 2.14. External legal spend for Planning appeals at Q2 is £53,000 underspent, but there are two appeals waiting to be heard, the costs for which will be reported in future budget monitoring reports. The forecast for year end is that Planning Appeals will come in on budget, as long as the number of appeals does not exponentially rise.
- 2.15. A single Planning Inquiry can cost the Council up to £55,000 for significant sites and an average of £20,000-£30,000 for more standard sites as well as the requirement to pay the opponent's court costs for certain matters.

Retained Services

- 2.16. Bank and credit card charges have been reported as overspend for the last two financial years but the taking on of a new contract for credit card processing has brought costs back within the original budget envelope for the year in 2024/25. The Council has received a £54,000 refund of bank charges in Q2, relating to prior periods, an underspend that will persist until year end.
- 2.17. The timing of the delivery of the Asset Management Strategy (AMS) has produced an underspend of £49,000 in Corporate Finance. This variance is forecast to reduce to £20,000 at year end as the expenditure related to the AMS will be incurred in Q3.

Investment Property and Marriotts

- 2.18. In response to challenging and volatile market conditions for our Investment Property portfolio in 2023/24, the 2024/25 budget setting process revised the base budget to reflect the current rate of voids and was based on a detailed cashflow and taking account of service charges and business rates liability.
- 2.19. In Q2 Investment Property, excluding Carterton Industrial Estate is £37,000 ahead of budget and the forecast for year end is £31,000 ahead. Talisman, Des Roches, Chawley Park and all our Town Centre and out of district properties are fully occupied and are all returning rent which funds front line services. Carterton Industrial Estate is empty and requires a new roof which was approved by Executive in an increase to the Capital Programme for 2024/25 in the Q1 budget monitoring report.
- 2.20. Marriotts, which is not an Investment Property, is estimated to return £0.815m to the Council this financial year, ahead of budget by £15,000. The focus for Marriotts is on upgrading the landscaping and seating to encourage increased footfall and a local community feel. Marriotts is key to the economic development of the whole town, but it will take time to achieve full occupancy and for the total benefits to be seen. There are a number of leases that

have reached the Heads of Terms stage which will be brought forward to Executive in due course.

Leisure Contract

- 2.21. The budget includes a £200,000 income contingency against the contract sum, which will potentially show as a variance in Q4. Income for the first two quarters of the year is slightly higher than anticipated due to CPI inflation. The current contract is due to end in 2027 with work already well underway to scope the future offering by the Council to improve accessibility to leisure and wellbeing services and to increase the breadth of activities on offer.

Publica Review

- 2.22. Phase I of the transition of staff from Publica back to the Council was approved by full Council on 24th July 2024. A detailed transition cost model has forecast the additional employee costs to West Oxfordshire at £191,000 a year, with one off costs of £274,000. This is in line with the estimates included in the 2024/25 budget and reserves set aside to meet one off costs.

Capital Programme Budget Monitoring

- 2.23. At the end of Q2 capital expenditure is £2.58m against an approved Capital Programme for the year of £11.28m, which includes slippage from 2023/24 of £4m for the decarbonisation of Carterton Leisure Centre, Agile Working, Electric Vehicle charging points and Waste Vehicle replacement.
- 2.24. Tenants for Elmfield have taken on the responsibility to complete the refit works to the building, which will be funded through the Capital Programme. They estimate that it will be a 12 week schedule, ending in mid January 2025 when the tenancy becomes chargeable.
- 2.25. The installation of Solar PV on Council owned buildings has been more complicated than anticipated especially on buildings that are tenanted. Business cases have produced mixed results on the viability of individual schemes. Although there has been no expenditure in the first half of the year, the initial phase of work to replace the Solar PV on Elmfield started just after the end of the period.
- 2.26. The decarbonisation of Witney Leisure Centre has now moved to the appointment of external consultants to produce an investment grade proposal for the scheme. A business case will go forward to Executive in March 2025, but it is not possible to say at this stage if the scheme will be financially viable. The current capital programme includes a 12% contribution to the scheme from Council funds, in the amount of £224,866 with the rest of the funds coming from a grant. Significant improvement works will be required at the Leisure Centre in advance of any decarbonisation works, most notably to the roof which is estimated at £1.2m with further repairs to the building of £0.9m. Any additional expenditure over and above the budgeted cost envelope of £224,866 to the Council will have a significant impact on the scheme's viability in the absence of further grant funding.
- 2.27. The four new waste vehicles, approved by Executive in January 2024, have now been delivered and will reduce our reliance on hire vehicles to sustain service levels and should result in a reduction in the Ubico contract sum for hire vehicles and repairs as these new vehicles replace vehicles at the end of their economic life.

3. CONCLUSIONS

- 3.1. As reported in Q1 there continue to be some key areas of concern which have been highlighted in the body of this report. Some overspends that have been reported cannot be mitigated and will be an overspend at year end i.e. waste and recycling containers and the Business Rates liability at Elmfield and Carterton Industrial Estate. The most significant area of potential recovery is Planning Application income should we receive a major application.
- 3.2. The revenue outturn position, which is forecast to year end in the table at £87,203 overspent does not include the non revenue budget lines which can materially change the final outturn position i.e. retained Business Rates, Publica contract refund, interest on external borrowing and Minimum Revenue Provision. All of these elements, which are classed as funding, will not be known until year end and therefore the table offers a guide on the cost of services position only.
- 3.3. All areas will be closely monitored and reported on in future quarterly Financial Performance Reports.

4. FINANCIAL IMPLICATIONS

These are set out within section 2 of the paper.

5. LEGAL IMPLICATIONS

There are no legal implications arising from this paper.

6. RISK ASSESSMENT

- 6.1. Officers will continue to monitor budgets closely throughout the year to identify mitigating actions which will enable the overall budgetary position to be brought back in line with budget where possible.

7. EQUALITIES IMPACT

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

8. CLIMATE CHANGE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

None arising from this report.

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Annex A - Comparison of Q2 Budget Monitoring

	Q2 position			
	Current Budget	Actual Exp	Variance (under) / over spend	Forecast to Year End
	£	£	£	£
Democratic Services				
DRM001-Democratic Representation	84,795	84,923	128	0
DRM002-Support To Elected Bodies	241,008	224,084	(16,924)	0
ELE001-Registration of Electors	23,780	33,648	9,868	21,000
ELE002-District Elections	72,700	81,558	8,858	18,000
SUP001-Administration	243,502	248,351	4,849	2,000
Total - Democratic Services	918,242	924,941	6,698	41,000

DRM002- there is an underspend in Members allowances as the 2023/24 increase has not been applied but will be backdated and the variance will not exist at year end.

ELE001/2 - the overspend relates to the increased cost of printing and posting out pollcards and electoral registration forms.

	Q2 position			
	Current Budget	Actual Exp	Variance (under) / over spend	Forecast to Year End
	£	£	£	£
Environmental & Regulatory Services				
BUC001-Building Control - Fee Earning Work	12,882	11,891	(992)	(8,000)
BUC002-Building Control - Non Fee Earning Work	1,771	1,799	28	0
EMP001-Emergency Planning	7,182	5,911	(1,271)	(1,000)
ESM001-Environment - Service Mgmt & Supp Serv	54,100	54,963	863	1,500
PSH002-Private Sector Housing-Condition of Dwellings	1,500	0	(1,500)	(3,000)
REG002-Licensing	(10,241)	(9,777)	464	(2,500)
REG009-Environmental Protection	111,073	117,968	6,895	5,000
REG011-Authorised Process	(6,000)	(9,057)	(3,057)	(5,000)
REG013-Pollution Control	68,699	74,904	6,205	4,000
REG016-Food Safety	75,722	76,278	556	500
REG021-Statutory Burials	2,500	(1,800)	(4,300)	0
TAC309-Other Trading Services - Markets	2,013	9,995	7,982	15,000
Total - Environmental & Regulatory Services	321,201	333,075	11,874	6,500

TAC309 - £8k behind income target, work is ongoing by the Economic Development team to outsource the management of the markets to improve the offering in the District.

Finance, Human Resources & Procurement

Q2 position				
Current Budget	Actual Exp	Variance (under) / over spend	Forecast to Year End	
£	£	£	£	
SUP003-Human Resources	100,835	100,490	(346)	0
HLD319 - New Initiatives	0	0	0	0
SUP009-Accountancy	195,275	197,076	1,801	3,000
SUP010-Internal Audit	146,409	148,176	1,768	2,000
SUP011-Creditors	22,080	20,574	(1,507)	(1,500)
SUP012-Debtors	30,966	28,357	(2,610)	(2,000)
SUP013-Payroll	29,716	28,839	(877)	0
SUP019-Health & Safety	18,112	19,092	980	0
SUP020-Training & Development	15,737	15,999	262	0
SUP033-Central Purchasing	20,607	20,935	329	0
SUP035-Insurances	5,285	5,369	84	0

Total - Finance, Human Resources & Procurement

613,958 613,843 (115) 1,500

ICT, Change & Customer Services

Q2 position				
Current Budget	Actual Exp	Variance (under) / over spend	Forecast to Year End	
£	£	£	£	
SUP002-Consultation, Policy & Research	87,237	86,724	(513)	0
SUP005-ICT	704,206	705,241	1,035	5,000
SUP006-Telephones	0	(1,001)	(1,001)	0
SUP008-Reception/Customer Services	318,421	324,167	5,746	2,000
TMR002-Street Furniture & Equipment	(8,632)	(9,398)	(766)	(1,350)

Total - ICT, Change & Customer Services

2,068,032 2,072,601 4,569 5,650

Q2 position			
Current Budget	Actual Exp	Variance (under) / over spend	Forecast to Year End
£	£	£	£

Land, Legal & Property

ADB301-3 Welch Way (Town Centre Shop)	8,377	5,120	(3,258)	0
ADB302-Guildhall	(805)	(13,746)	(12,942)	(12,000)
ADB303-Woodgreen	109,110	108,336	(774)	3,000
ADB304-Elmfield	24,407	118,547	94,140	50,000
ADB305-Corporate Buildings	360,973	351,753	(9,220)	(4,500)
ADB306-Depot	(87,213)	(74,714)	12,499	18,000
FIE346-Marriotts	(335,220)	(346,118)	(10,898)	(15,000)
LLC001-Local Land Charges	(33,160)	(28,605)	4,555	8,000
SUP004-Legal	75,843	64,907	(10,937)	(15,000)
TAC303-Swain Court & Newman Court Ind Est Witney	(14,618)	(18,060)	(3,443)	0
Total - Land, Legal & Property	107,696	167,419	59,723	32,500

ADB302- there is a £12k overachievement of income due to a backdated service charge to Chipping Norton Town Council

ADB304- the overspend is due to the Business Rates liability for the year being charged in April. The budget is based on a tenant occupying the building in Q2 and therefore the business rates liability would pass to them. The timing of the tenancy has slipped to January 2025 with fit out works due to begin in October.

ADB306- the overspend relates to reactive maintenance and repairs to the Depot which do not meet the criteria to be classed as capital expenditure

	Q2 position			
	Current Budget	Actual Exp	Variance (under) / over spend	Forecast to Year End
	£	£	£	£
Leisure & Communities				
CCR001-Community Safety (Crime Reduction)	31,840	24,377	(7,463)	(5,000)
CCR002-Building Safer Communities	(3,372)	(692)	2,680	6,000
CCR301 - Communities Revenue Grant	141,910	138,744	(3,166)	0
CCT001-CCTV	47,761	41,628	(6,133)	0
CSM001-Cultural Strategy	46,393	45,011	(1,382)	0
CUL001-Arts Development	24,176	26,461	2,285	2,285
ECD001-Economic Development	83,021	81,138	(1,883)	0
ECD010 – SPF Community and Place	(1,022,351)	(1,022,351)	(0)	0
ECD011 - Supporting Local Businesses	103,880	103,880	0	0
ECD012 - SPF People and Skills	119,841	119,841	0	0
REC001-Sports Development	(54,787)	(51,854)	2,933	3,500
REC002-Recreational Facilities Development	29,277	38,471	9,194	8,500
REC003-Play	71,008	79,263	8,255	6,500
REC301-Village Halls	7,839	7,964	125	0
REC302-Contract Management	(130,959)	(162,650)	(31,691)	(260,000)
SUP016-Finance - Performance Review	58,613	59,548	935	1,800
TOU001-Tourism Strategy and Promotion	89,898	86,923	(2,975)	(2,500)
Total - Leisure & Communities	(356,013)	(384,298)	(28,285)	(238,915)

REC302 - the budget includes an income contingency against the contract sum of £200,000 which will potentially show as a variance in Q4. Income for the first 2 quarters of the year is slightly higher than budget due to CPI.

Q2 position			
Current Budget	Actual Exp	Variance (under) / over spend	Forecast to Year End
£	£	£	£

Environmental Services

CCC001-Climate Change	143,041	145,099	2,058	2,500
COR301-Policy Initiatives - Shopmobility	8,670	8,809	138	0
CPK001-Car Parks - Off Street	193,994	160,427	(32,657)	(36,000)
ENI002-Grounds Maintenance	325,256	325,348	92	0
ENI303-Landscape Maintenance	63,730	68,503	4,773	7,500
FLD001-Flood Defence and Land Drainage	103,080	127,952	24,872	30,000
REG004-Dog Warden	25,186	47,527	22,341	35,000
REG019-Public Conveniences	80,560	85,906	5,346	6,500
REG023-Environmental Strategy	43,092	35,912	(7,179)	(3,000)
RYC001-Recycling	1,402,407	1,329,242	(73,165)	35,000
RYC002-Green Waste	(1,091,498)	(996,549)	94,949	95,000
RYC003-Food Waste	519,741	520,144	403	403
STC004-Environmental Cleansing	529,611	533,502	3,891	12,500
STC011 - Abandoned Vehicles	107,540	106,828	(711)	0
TRW001-Trade Waste	(411,782)	(356,852)	54,929	50,000
TRW002-Clinical Waste	(250)	(221)	29	29
WST001-Household Waste	977,767	1,043,525	65,758	80,000
WST004-Bulky Household Waste	6,953	3,029	(3,924)	(5,000)
WST301-Env. Services Depot, Downs Rd, Witney	7,750	9,441	1,691	2,500

Total - Environmental Services

3,034,847	3,197,572	163,635	312,932
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CPK001 - there is a £36,000 underspend against Business Rates which will continue until year end. The required budget for 2025/26 will be confirmed with Revenues

FLD001- there is £20,000 of unbudgeted expenditure for desilting & clearing drainage ditches. The budget will be re-assessed for 2025/26

REG004- expenditure represents boarding fees for stray dogs. The way this statutory service is delivered in future is currently under review.

RYC001- the Suez contract ended on 30th September. The invoices for the service for August & September have not been paid as they are under negotiation. The year end position depends on the resolution of these negotiations.

RYC002- green waste licence income is £73,000 behind target for the year and there is an overspend of £15,000 on boxes & bins. The budget for containers is being reviewed for 2025/26.

TRW001- there is a £31,000 shortfall in income compared to budget and a £29,000 overspend containers, this overspend is partially offset by waste tipping charges.

WST001- there is an unbudgeted spend of £20,000 on external consultancy to help advance the Council's ambitions for more partnership working across Oxfordshire for waste services and a £43,000 overspend on containers.

Q2 position				
Current Budget	Actual Exp	Variance (under) / over spend	Forecast to Year End	
£	£	£	£	
Planning & Strategic Housing				
DEV001-Development Control - Applications	(238,858)	(85,874)	152,984	150,000
DEV002-Development Control - Appeals	109,986	57,063	(52,923)	0
DEV003-Development Control - Enforcement	91,632	90,933	(698)	0
ENA001-Housing Enabling	57,731	60,652	2,921	3,000
ENI301-Landscape Initiatives	30,751	36,567	5,816	6,000
HLD315-Growth Board Project (Planning)	87,071	86,250	(821)	0
PLP001-Planning Policy	317,601	324,789	7,188	20,000
PLP004-Conservation	57,048	57,778	730	1,000
PSM001-Planning Service Mgmt & Support Serv	60,583	49,810	(10,773)	(11,000)
Total - Planning & Strategic Housing	573,543	677,968	104,425	169,000

DEV001 - income is £170,000 behind target and is not likely to recover any ground unless a major application in received before year end. Due to a number of vacancies there will be a refund from Publica at year end which will more than offset the cost of agency staff brought in for cover.

DEV002 - legal costs relating to planning appeals are underspent at Q2 but there are appeals outstanding which have not yet been finalised which will potentially move this underspend to an overspend at year end.

Q2 position				
Current Budget	Actual Exp	Variance (under) / over spend	Forecast to Year End	
£	£	£	£	
Retained Services				
COR002-Chief Executive	168,049	180,724	12,674	10,000
COR003-Corporate Policy Making	39,164	39,397	234	0
COR004-Public Relations	11,738	2,229	(9,508)	0
COR005-Corporate Finance	297,470	247,956	(49,514)	(20,000)
COR006-Treasury Management	13,350	12,600	(750)	0
COR007-External Audit Fees	0	(5,206)	(5,206)	15,000
COR008-Bank Charges	39,250	(13,780)	(53,030)	(55,000)
COR012 - Publica Review	38,693	38,693	(0)	0
COR302-Publica Group	112,285	114,838	2,553	0
FIE341-Town Centre Properties	(204,027)	(214,558)	(10,531)	(7,000)
FIE342-Miscellaneous Properties	(239,482)	(238,819)	662	0
FIE343-Talisman	(615,930)	(632,097)	(16,167)	(20,000)
FIE344-Des Roches Square	(215,745)	(224,607)	(8,862)	0
FIE345-Gables at Elmfield	(25,068)	(27,154)	(2,087)	(4,000)
NDC001-Non Distributed Costs (Pensions)	383,000	406,946	23,946	47,000
TAC304-Witney Industrial Estate	(85,710)	(91,335)	(5,625)	(5,625)
TAC305-Carterton Industrial Estate	(53,212)	8,688	61,901	70,000
TAC306-Greystones Industrial Estate	(4,628)	(13,528)	(8,900)	(5,000)
TAC308-Other Trading Services - Fairs	(1,437)	0	1,437	800
Total - Retained Services	(342,240)	(409,014)	(66,775)	26,175

COR002 - the £11k contribution to the Cotswold Conservation Board is unbudgeted for in the current financial year but will be included in the budget setting process for 2025/26.

COR005 - the underspend results from a timing difference in the receipt of invoices relating to the Asset Management Strategy

COR008 - Bank charges have been refunded to the Council from our bank, producing an underspend that will persist throughout the rest of the financial year.

FIE343 - the budget includes £26,000 for reactive repairs which is currently underspent by £15,000.

TAC305 - Business Rates liability of £40,000 is unbudgeted. The premises are currently vacant and major repairs to the roof are required before the building can be tenanted. There is an additional spend of £20,000 for smaller repairs and security costs.

Q2 position				
Current Budget	Actual Exp	Variance (under) / over spend	Forecast to Year End	
£	£	£	£	
Revenues & Housing Support				
HBPO01-Rent Allowances	235,217	225,789	(9,428)	(10,000)
HBPO05-Benefit Fraud Investigation	3,098	3,170	72	144
HOM001-Homelessness	206,409	210,511	4,102	(4,500)
HOM004-Refugees	0	0	0	0
HOM005-Homelessness Hostel Accomodation	(3,245)	(11,318)	(8,073)	(4,000)
HOM006 - The Old Court	(5,875)	7,208	13,083	15,000
HOM007-Afghan Resettlement Programme	(112,670)	(112,670)	(0)	0
HOM008-Homes for Ukraine	20,657	20,657	(0)	0
LTC001-Council Tax Collection	170,355	160,282	(10,073)	(7,500)
LTC002-Council Tax Support Administration	3,753	4,558	804	1,000
LTC011-NNDR Collection	65,885	63,642	(2,243)	(15,000)
PSH001-Private Sector Housing Grants	26,832	27,210	377	700
PSH004-Home Improvement Service	45,104	46,879	1,776	3,500
Total - Revenues & Housing Support	655,521	650,918	(4,603)	(20,656)

HOM006 - the overspend relates to external contractors employed to undertake emergency call outs and general maintenance work. This contract is currently under review and will be incorporated into the 2025/26 budget.

Appendix B

Capital Programme 2024/25

Scheme	Funded By	2024/25 Total Budget	Q2 Actual
Agile Working	Borrowing	1,447,068	119,852 a
Solar PV on Council Buildings	Borrowing	276,345	b
UK Shared Prosperity Fund	Grant		7,758
Chipping Norton LC Repairs	Borrowing	150,000	
Ubico Fleet - Replace Vehicle Hire Costs	Borrowing	3,500,000	582,486 c
Update to Planning System (Idox)	Borrowing	150,000	
Update to Finance System (ABW)	Borrowing	25,000	
Electric vehicle charging points	Borrowing	200,000	
In Cab Technology	Borrowing	100,000	
CCTV - Upgrading	Capital Receipts	255,635	
Shop Mobility - Replacement stock	Capital Receipts	10,000	
Affordable Housing - Cottsway	Grant	212,125	635,880 d
Improvement Grants (DFG)	Grant	880,000	443,865
Carterton Leisure Centre PSDS Project	Grant	1,300,000	
Windrush Place Public Art	Borrowing		6,725
Chipping Norton Creative	Borrowing		10,000
Witney Leisure Centre PSDS	Borrowing	1,874,000	e
IT Provision - Systems & Strategy	Revenue Contribution	100,000	
Weighbridge at Bulking Station	Capital Receipts	25,000	
Council Buildings Maintenance Programme	Revenue Contribution	200,000	
IT Equipment - PCs, Copiers etc	Revenue Contribution	40,000	7,830
Community Grants Fund	Revenue Contribution	200,000	9,055
Play Parks	S106	50,000	
Kilkenny Car Park Extension	S106		161,528
EVCP Woolgate	S106	167,000	
UK Rural Prosperity Fund	Grant		248,777
Carterton Connects Creative (Swinbrook s106)	S106	44,500	5,000
Raleigh Crescent Play Area (s. 106)	S106	75,000	
Developer Capital Contributions	S106		343,529
		11,281,673	2,582,285

Appendix B

- a. The Agile working programme is continuing at Elmfield, forming part of the building upgrades underway to make the building ready for the tenants who move into the building in January 2025.
- b. Implementing solar PV on Council buildings has been more complicated than expected, especially on buildings that are tenanted. Whilst there has been no expenditure in Q2, the initial phase of works to Elmfield Solar PV replacement began just after the end of the period.
- c. The four new vehicles, approved by Executive in January 2024 have now been delivered. This will reduce our reliance on hire vehicles to sustain service levels and should result in a reduction in the Ubico contract sum. The purchase of 3 electric supervisor vans and an ultra narrow access vehicle were agreed by Executive in October.
- d. The Council were successful in their bid for funding from the Local Authority Housing Fund. Collaborating with Cottsway Housing Association and Miller Homes, the Council has facilitated the construction of 23 affordable homes within the District.
- e. The Witney PSDS project is now advancing to the Investment Grade Proposal phase, which will be undertaken by external specialists. A report will be going forward to Executive in March 2025.



WEST OXFORDSHIRE
DISTRICT COUNCIL

EXECUTIVE WORK PROGRAMME
INCORPORATING NOTICE OF DECISIONS PROPOSED TO BE TAKEN IN PRIVATE
SESSION AND NOTICE OF INTENTION TO MAKE A KEY DECISION
1 OCTOBER 2024 – 31 JANUARY 2025

By virtue of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, local authorities are required to publish a notice setting out the key executive decisions that will be taken at least 28 days before such decisions are to be taken. The Regulations also require notice to be given of any matter where it is proposed that the public will be excluded during consideration of the matter.

This Forward Plan incorporates both of these requirements. In the interests of transparency, it also aims to include details of those items to be debated by the Executive that relate to either policy/budget formulation, matters which will be subject to a recommendation to the Council, and other matters due to be considered by the Executive. This programme covers a period of four months, and will be updated on a monthly basis. The timings of items may be subject to change.

It should be noted that although a date not less than 28 clear days after the date of this notice is given in each case, it is possible that matters may be rescheduled to a date which is different from that given provided, in the cases of key decisions and matters to be considered in private, that the 28 day notice has been given. In this regard, please note that agendas and reports for meetings of the Executive are made available on the Council's website at www.westoxon.gov.uk/meetings five working days in advance of the meeting in question. Please also note that the agendas for meetings of the Executive will also incorporate a necessary further notice which is required to be given in relation to matters likely to be considered with the public excluded.

There are circumstances where a key decision can be taken, or a matter may be considered in private, even though the 28 clear days' notice has not been given. If that happens, notice of the matter and the reasons will be published on the council's website, and available from the Council Offices, Woodgreen, Witney, Oxfordshire OX28 1NB.

Key Decisions

The Regulations define a key decision as an executive decision which is likely –

- (a) to result in the relevant local authority incurring expenditure which is, or the making of savings which are, significant having regard to the relevant local authority's budget for the service or function to which the decision relates; or*
- (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the area of the authority'.*

The Council has decided that a cost or saving of an amount greater than £150,000 is necessary to constitute expenditure or savings which are significant for the purposes of this definition.

Please note that if a matter is approved by the Council following a recommendation from the Executive, that decision will not be a key decision.

Matters To Be Considered in Private

The great majority of matters considered by the Council's Executive are considered in 'open session' when the public have the right to attend.

However, some matters are considered with the public excluded. The public may only be excluded if a resolution is passed to exclude them. The grounds for exclusion are limited to situations where confidential or exempt information may be disclosed to the public if present and, in most cases involving exempt information, where in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information. The definitions of these are set out in the Council's Constitution.

Documents and Queries

Copies of, or extracts from, documents listed in the programme and any which subsequently become available are (subject to any prohibition or restriction on their disclosure), obtainable from the following, and this contact information may also be used for any queries.

Democratic Services – Email: democratic.services@westoxon.gov.uk Tel: 01993 861000.

West Oxfordshire District Council: Executive Members 2024/25

Name of Councillor	Title and Areas of Responsibility
Andy Graham (Leader)	Leader of the Council: Overview of all Executive Portfolios; Policy Framework; Town and Parish Council Engagement; Council Plan; Strategic Partnerships (including Pan Regional Partnership, Future Oxfordshire, South East Councils and OXLEP); Oxfordshire Leaders; Publica and Partnerships Authorities and Ubico; Democratic Services; Communications; Legal Services; Counter Fraud; Emergency Planning; Assets of Community Value, Customer Services.
Duncan Enright (Deputy Leader)	Economic Development: Economic Development; Business Development; Visitor Economy; Town and Village Regeneration; Customer Services.
Alaric Smith	Finance: Finance & Management; Council Tax and Benefits; Asset Management; South West Audit Partnership; Performance Management; Capital Investment Strategy; Strategic Housing Investment; Financial Aspects of Major Projects; Customer Services.
Hugo Ashton	Planning: Local Plan; Government Planning Policies and Guidance; Development Management; Ensuring Planning Policies meet 2030 Requirements; Customer Services.
Tim Sumner	Leisure and Major Projects: Conservation and Historic Environment; Leisure Provision (including Swimming Pools); Culture and Heritage; Public Art; Agile Working; Car Parking; Customer Services.
Rachel Crouch	Stronger, Healthy Communities: Voluntary Sector Engagement; Health and Safety; Community and Public Health; Refugee Resettlement Programme; Young People; Equality and Diversity; Customer Services.
Geoff Saul	Housing and Social Care: Housing Allocations; Homelessness; Provision of Affordable Homes; Sheltered Housing Accommodation; Safeguarding – Community Safety Partnership; Crime and Disorder; Neighbourhood Policing; Scrutiny of Police and Crime Commissioner, Customer Services.
Lidia Arciszewska	Environment: Flood Alleviation/Natural Flood Management and Sewage; Environmental Partnerships – WASP and Evenlode; North East Cotswold Cluster; Waste Collection and Recycling; Landscape and Biodiversity; Air Quality; Land Use, Food Production and Farming; Street Scene (Cleansing, Litter and Grounds Maintenance); Customer Services.
Andrew Prosser	Climate Action and Nature Recovery: Energy Advice; Renewable Energy and Retrofit Investment; Biodiversity (Across the District); Carbon Neutral by 2030; Fossil Fuel Dependence Reduction; Local, National and County Liaison on Climate Change; Electric Vehicle (EV) Charging Rollout, Customer Services.

For further information about the above and all members of the Council please see www.westoxon.gov.uk/councillors

Item for Decision	Key Decision (Yes / No)	Open or Exempt	Decision – Maker	Date of Decision	Executive Member	Lead Officer
20 November 2024						
Infrastructure Funding Statement 2023/24	No	Open	Executive	20 Nov 2024	Executive Member for Planning - Cllr Hugo Ashton	Chris Hargraves, Planning Policy Manager chris.hargraves@publicagroup.uk
Adoption of Asset Management Plan	Yes	Open	Executive	20 Nov 2024	Leader of the Council - Cllr Andy Graham	Claire Locke, Group Manager - Commissioning claire.locke@publicagroup.uk
Strategic Outcomes Planning Model (Leisure and Wellbeing Strategy)	No	Open	Executive	20 Nov 2024	Executive Member for Leisure and Major Projects - Cllr Tim Sumner	Rachel Biles rachel.biles@publicagroup.uk
Financial Performance Report 2024-25 Quarter Two	No	Open	Executive	20 Nov 2024	Executive Member for Finance - Cllr Alaric Smith	Madhu Richards, Director of Finance madhu.richards@westoxon.gov.uk
Counter Fraud and Enforcement Unit Collaboration Agreement	Yes	Open	Executive	20 Nov 2024	Leader of the Council - Cllr Andy Graham	Emma Cathcart, Head of Service, Counter Fraud and Enforcement Unit emma.cathcart@cotswold.gov.uk
Council Tax Support Scheme 2025/2026 To propose CTS scheme for 2025/2026	Yes	Open	Executive	20 Nov 2024	Executive Member for Finance - Cllr Alaric Smith	Mandy Fathers, Business Manager - Environmental, Welfare & Revenue Service mandy.fathers@publicagroup.uk

Westhive Criteria	No	Open	Executive	20 Nov 2024	Executive Member for Finance - Cllr Alaric Smith	Heather McCulloch, Community Wellbeing Manager heather.mcculloch@publicagroup.uk
West Oxfordshire Local Plan 2041 Update	No	Open	Executive	20 Nov 2024	Executive Member for Planning - Cllr Hugo Ashton	Chris Hargraves, Planning Policy Manager chris.hargraves@publicagroup.uk
11 December 2024						
Annual Monitoring Report	No	Open	Executive	11 Dec 2024	Executive Member for Planning - Cllr Hugo Ashton	Chris Hargraves, Planning Policy Manager chris.hargraves@publicagroup.uk
Mid-Point Review of Car Parking Strategy	No	Open	Executive	11 Dec 2024	Executive Member for Leisure and Major Projects - Cllr Tim Sumner	Susan Hughes, Business Manager for Support and Advice Susan.Hughes@publicagroup.uk
Knights Court Business Case	Yes	Open	Executive	11 Dec 2024	Executive Member for Housing and Social Care - Cllr Geoff Saul	Business Manager Assets & Council Priorities - Andrew Turner
Service Performance Report 2024-25 Quarter Two	No	Open	Executive	11 Dec 2024	Leader of the Council - Cllr Andy Graham	Alison Borrett, Senior Performance Analyst Alison.Borrett@publicagroup.uk
Draft Budget 2025 – 2026, Version One	Yes	Open	Executive	11 Dec 2024	Executive Member for Finance - Cllr Alaric Smith	Madhu Richards, Director of Finance madhu.richards@westoxon.gov.uk

Affordable Housing Delivery Update	No	Open	Executive	11 Dec 2024	Executive Member for Housing and Social Care - Cllr Geoff Saul	Michael David, Housing Delivery Programme Manager michael.david@westoxon.gov.uk
Contract Award for the Parking ICT system	Yes	Fully exempt <i>Commercially sensitive information</i>	Executive	11 Dec 2024	Executive Member for Leisure and Major Projects - Cllr Tim Sumner	Maria Wheatley, Shared Parking Manager maria.wheatley@publicagroup.uk
Review of the Future Oxfordshire Partnership	No	Open	Executive	11 Dec 2024	Leader of the Council - Cllr Andy Graham	Giles Hughes, Chief Executive giles.hughes@westoxon.gov.uk
15 January 2025						
Draft Budget 2025 – 2026, Version Two	Yes	Open	Executive	15 Jan 2025	Executive Member for Finance - Cllr Alaric Smith	Madhu Richards, Director of Finance madhu.richards@westoxon.gov.uk
Environmental Services Review and Ubico Contract	Yes	Open	Executive	15 Jan 2025	Executive Member for Environment - Cllr Lidia Arciszewska	Bill Oddy, Assistant Director for Commercial Development Bill.Oddy@publicagroup.uk
Provision of an Empty Property Lending Scheme	Yes	Open	Executive	15 Jan 2025	Executive Member for Finance - Cllr Alaric Smith	Mandy Fathers, Business Manager - Environmental, Welfare & Revenue Service mandy.fathers@publicagroup.uk
12 February 2025						
Budget 2025 – 2026	Yes	Open	Executive Council	12 Feb 2025 26 Feb 2025	Executive Member for Finance - Cllr Alaric Smith	Madhu Richards, Director of Finance madhu.richards@westoxon.gov.uk

12 March 2025						
Climate Change Strategy	Yes	Open	Executive	12 Mar 2025	Executive Member for Climate Action and Nature Recovery - Cllr Andrew Prosser	Hannah Kenyon, Climate Change Manager hannah.kenyon@westoxon.gov.uk
West Oxfordshire Local Plan 2041 – Preferred Options Consultation	No	Open	Executive	12 Mar 2025	Executive Member for Planning - Cllr Hugo Ashton	Chris Hargraves, Planning Policy Manager chris.hargraves@publicagroup.uk
West Oxfordshire Local Plan 2041 – Regulation 19 Pre-Submission Draft Consultation	No	Open	Executive	12 Mar 2025	Executive Member for Planning - Cllr Hugo Ashton	Chris Hargraves, Planning Policy Manager chris.hargraves@publicagroup.uk
Service Performance Report 2024-25 Quarter Three	No	Open	Executive	12 Mar 2025	Leader of the Council - Cllr Andy Graham	Alison Borrett, Senior Performance Analyst Alison.Borrett@publicagroup.uk
Financial Performance Report 2024-25 Quarter Three	No	Open	Executive	12 Mar 2025	Executive Member for Finance - Cllr Alaric Smith	Madhu Richards, Director of Finance madhu.richards@westoxon.gov.uk
Key Decision Delegated to Executive Member						
UK Shared Prosperity Fund and Rural England Prosperity Fund	No	Open	Deputy Leader	31 Dec 2024	Deputy Leader of the Council and Executive Member for Economic Development - Cllr Duncan Enright	Emma Phillips, Market Towns Officer Emma.phillips@publicagroup.uk

Key Decisions Delegated to Officers						
Allocation of S106 Monies to Witney Town Council to Design, Build and Operate a New Third Generation (3G) Pitch at West Witney Sports Ground	Yes	Open	Assistant Director - Communities - Andy Barge	Before 31 Mar 2025	Executive Member for Leisure and Major Projects - Cllr Tim Sumner	Rachel Biles rachel.biles@publicagroup.uk Assistant Director - Communities - Andy Barge
Dry Mixed Recycling Bulking and Haulage Contract	Yes	Part exempt	Assistant Director - Commercial Development - Bill Oddy	Before 31 Mar 2025	Executive Member for Environment - Cllr Lidia Arciszewska	Simon Anthony, Business Manager - Environmental Services Simon.Anthony@publicagroup.uk
Standing Delegation: Settlement of Legal Claims	Yes	Open	Interim Head of Legal Services - Helen Blundell	Before 31 Dec 2024	Executive Member for Finance - Cllr Alaric Smith, Leader of the Council - Cllr Andy Graham	Helen Blundell, Interim Head of Legal Services helen.blundell@fdean.gov.uk
Review and Repurpose Earmarked Reserves to Mitigate against Four Main Financial Risks	Yes	Open	Director of Finance - Madhu Richards	31 Dec 2024	Executive Member for Finance - Cllr Alaric Smith	Madhu Richards, Director of Finance madhu.richards@westoxon.gov.uk
Allocation of New Initiatives Funding	Yes	Open	Chief Executive & Head of Paid Service - Giles Hughes	Before 31 Mar 2025	Leader of the Council - Cllr Andy Graham	Giles Hughes, Chief Executive giles.hughes@westoxon.gov.uk

Allocate Funding from the Project Contingency Earmarked Reserve	Yes	Open	Director of Finance - Madhu Richards	Before 31 Mar 2025	Executive Member for Finance - Cllr Alaric Smith	Madhu Richards, Director of Finance madhu.richards@westoxon.gov.uk
Other Business for Council Meetings						
Polling District and Places Review	No	Open	Council	27 Nov 2024	Leader of the Council - Cllr Andy Graham	Sharon Ellison, Electoral Services Manager sharon.ellison@westoxon.gov.uk
District Boundary Review - Council Size Proposal	No	Open	Council	27 Nov 2024	Leader of the Council - Cllr Andy Graham	Andrew Brown, Democratic Services Business Manager andrew.brown@publicagroup.uk
Review of standards arrangements	No	Open	Council	27 Nov 2024	Councillor Carl Rylett, Chair of the Audit and Governance Committee	Christine Elsasser christine.elsasser@westoxon.gov.uk
Council meetings programme 2025/26	No	Open	Council	27 Nov 2024	Leader of the Council - Cllr Andy Graham	Andrew Brown, Democratic Services Business Manager andrew.brown@publicagroup.uk
Recommendations of the Constitution Working Group	No	Open	Council	27 Nov 2024	Councillor Alaric Smith, Executive Member for Finance; Deputy Leader of the Liberal Democrat Group.	Andrew Brown, Democratic Services Business Manager andrew.brown@publicagroup.uk
Review of Members' Allowances Scheme	No	Open	Council	29 Jan 2025	Leader of the Council - Cllr Andy Graham	Andrew Brown, Democratic Services Business Manager andrew.brown@publicagroup.uk
Community Governance Reviews	No	Open	Council	26 Mar 2025	Leader of the Council - Cllr Andy Graham	Andrew Brown, Democratic Services Business Manager andrew.brown@publicagroup.uk

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WEST OXFORDSHIRE
DISTRICT COUNCIL

OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME
1 NOVEMBER 2024 – 28 FEBRUARY 2025

Overview and Scrutiny Committee

The Council currently operates the Strong Leader and Executive form of governance. The Council has appointed one Overview and Scrutiny Committee which has the power to investigate Executive decisions and any other matters relevant to the district and its people, making recommendations to the Council, Executive or any other Committee or Sub-Committee of the Council. Overview and Scrutiny has an important role in holding the Executive to account and in contributing to policy development.

The Overview and Scrutiny Committee operates a work plan which is agreed annually but provides for flexibility to enable the Committee to respond to emerging issues or priorities. The work plan will include a mix of Executive reports that have been selected for pre-decision scrutiny, and reports on other Council services, topics or issues which have been specifically requested by the Overview and Scrutiny Committee. In setting and reviewing its work plan, the Committee will be mindful of the constraints of the organisation and may prioritise based on the following considerations (TOPIC criteria):

Timeliness: Is it timely to consider this issue?

Organisational priority: Is it a Council priority?

Public Interest: Is it of significant public interest?

Influence: Can Scrutiny have meaningful influence?

Cost: Does it involve a high level of expenditure, income or savings?

Call in

The Overview and Scrutiny Committee will consider any “call-in” of an executive decision that has been made but not yet implemented. This enables the Committee to consider whether the decision made is appropriate given all relevant information (but not because it would have made a different decision). It may recommend that the Executive, an Executive Member or the Council should reconsider the decision.

Item	Executive Member	Lead Officer
Wednesday, 6 November 2024		
West Oxfordshire Local Plan 2041 Update	Executive Member for Planning - Cllr Hugo Ashton	Chris Hargraves, Planning Policy Manager chris.hargraves@publicagroup.uk
Infrastructure Funding Statement 2023/24	Executive Member for Planning - Cllr Hugo Ashton	Chris Hargraves, Planning Policy Manager chris.hargraves@publicagroup.uk
Westhive Criteria	Executive Member for Finance - Cllr Alaric Smith	Heather McCulloch, Community Wellbeing Manager heather.mcculloch@publicagroup.uk
Financial Performance Report 2024-25 Quarter Two	Executive Member for Finance - Cllr Alaric Smith	Madhu Richards, Director of Finance madhu.richards@westoxon.gov.uk
Wednesday, 4 December 2024		
Emergency Accommodation	Executive Member for Housing and Social Care - Cllr Geoff Saul	Michael David, Housing Delivery Programme Manager michael.david@westoxon.gov.uk
Affordable Housing Delivery Update	Executive Member for Housing and Social Care - Cllr Geoff Saul	Michael David, Housing Delivery Programme Manager michael.david@westoxon.gov.uk
Knights Court Business Case	Executive Member for Housing and Social Care - Cllr Geoff Saul	Business Manager Assets & Council Priorities - Andrew Turner
Annual Monitoring Report	Executive Member for Planning - Cllr Hugo Ashton	Chris Hargraves, Planning Policy Manager chris.hargraves@publicagroup.uk

Service Performance Report 2024-25 Quarter Two	Leader of the Council - Cllr Andy Graham	Alison Borrett, Senior Performance Analyst Alison.Borrett@publicagroup.uk
Wednesday, 8 January 2025		
Supporting market town and village centres	Deputy Leader of the Council and Executive Member for Economic Development - Cllr Duncan Enright	Sam Stronach, Economic Development Manager Sam.Stronach@westoxon.gov.uk
Environmental Services Review and Ubico Contract	Executive Member for Environment - Cllr Lidia Arciszewska	Bill Oddy, Assistant Director for Commercial Development Bill.Oddy@publicagroup.uk
Wednesday, 5 February 2025		
Budget 2025 – 2026	Executive Member for Finance - Cllr Alaric Smith	Madhu Richards, Director of Finance madhu.richards@westoxon.gov.uk
Wednesday, 5 March 2025		
Community Grants	Executive Member for Stronger, Healthy Communities - Cllr Rachel Crouch	Heather McCulloch, Community Wellbeing Manager heather.mcculloch@publicagroup.uk
Community Safety Partnership	Executive Member for Stronger, Healthy Communities - Cllr Rachel Crouch	Emmylou Brossard, Safer Communities Officer Emmylou.Brossard@publicagroup.uk
The Nature Recovery Plan	Executive Member for Climate Action and Nature Recovery - Cllr Andrew Prosser	Hannah Kenyon, Climate Change Manager hannah.kenyon@westoxon.gov.uk

Climate Change Strategy	Executive Member for Climate Action and Nature Recovery - Cllr Andrew Prosser	Hannah Kenyon, Climate Change Manager hannah.kenyon@westoxon.gov.uk
West Oxfordshire Local Plan 2041 – Preferred Options Consultation	Executive Member for Planning - Cllr Hugo Ashton	Chris Hargraves, Planning Policy Manager chris.hargraves@publicagroup.uk
Service Performance Report 2024-25 Quarter Three	Leader of the Council - Cllr Andy Graham	Alison Borrett, Senior Performance Analyst Alison.Borrett@publicagroup.uk
Financial Performance Report 2024-25 Quarter Three	Executive Member for Finance - Cllr Alaric Smith	Madhu Richards, Director of Finance madhu.richards@westoxon.gov.uk
Wednesday, 16 April 2025 - no items currently scheduled		