

Public Document Pack



Tuesday, 1 July 2025

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EXECUTIVE

You are summoned to a meeting of the Executive which will be held in Council Chamber, Council Offices, Woodgreen, Witney, Oxfordshire OX28 1NB on **Wednesday, 9 July 2025 at 2.00 pm.**



Giles Hughes
Chief Executive

To: Members of the Executive

Councillors: Andy Graham, Duncan Enright, Lidia Arciszewska, Hugo Ashton, Rachel Crouch, Andrew Prosser, Geoff Saul, Alaric Smith and Tim Sumner

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

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

AGENDA

1. **Apologies for Absence**
To receive any apologies for absence from Members of the Executive. The quorum for the Executive is 3 Members.
2. **Declarations of Interest**
To receive any declarations of interest from members of the Executive on any items to be considered at the meeting.
3. **Minutes of Previous Meeting (Pages 7 - 18)**
To approve the minutes of the previous meeting, held on 11 June 2025.
4. **Receipt of Announcements**
To receive any announcements from the Leader of the Council, Members of the Executive or the Chief Executive.
5. **Participation of the Public**
Anyone who lives, works, or studies in West Oxfordshire is eligible to ask one question at the meeting, for up to three minutes, directed at the Leader of the Council or any Executive Member on any agenda item or on any issue that affects the district or its people.

All questions must be no longer than three minutes long.

Members of the public wishing to speak at a meeting must notify democratic.services@westoxon.gov.uk, or call Customer Services on 01993 861000 including their name and the agenda item or topic they wish to speak on, by 2.00pm two clear working days before the meeting (e.g. for a Wednesday meeting, the deadline would be 2.00pm on the Friday before).

If the topic of the question is not within the remit of the Council, advice will be provided on where best to direct the question.

The Leader or relevant Executive Member will either respond to a question verbally at the meeting or provide a written response which will be included in the minutes of the meeting.
6. **Reports from the Overview and Scrutiny Committee**
To consider any reports or recommendations from the Overview and Scrutiny Committee, which met on 2 July 2025.
7. **Matters raised by Audit and Governance Committee**
To consider any matters arising from the Audit and Governance Meeting on 26 June 2025.

8. **2024/25 Quarterly Finance Review Q4 (Pages 19 - 42)**

Purpose:

To report the financial performance of the Council in 2024/25

Recommendation(s):

1. That the Executive resolves to:
2. Note the 2024/25 financial performance.
3. Recommend to Council to carry forward the capital budget of £4,951,242.
4. Recommend to Council to approve the transfers to and between Earmarked Reserves as detailed in the report.

9. **Car Parking Strategy (Pages 43 - 180)**

Purpose:

To consider and agree the revised car parking strategy 2016 – 2031.

Recommendation(s):

That the Executive resolves to:

1. Endorse the revised West Oxfordshire District Council Car Parking Strategy 2025 -2031 at Annex A.
2. Authorise the Business Manager (Support and Advice) to make minor amendments to the draft strategy prior to finalisation in consultation with the accountable member of the Executive.
3. Adopt the Action plan in Annex A of the strategy recognising it as a working document to be updated throughout the life of the strategy as a consequence of further consultations with Towns and Parishes.
4. Instruct Officers to make a variation to the Parking Order to implement a mixture of long and short stay times to better meet customer demand in Woodstock, Burford and Charlbury. Recommended splits are attached at Annex B with final exact splits to be determined by Officers in consultation with Executive Member for Environment
5. Delegate authority to Executive Director of Resident Services in conjunction with the Executive Member for Environment to consider consultation feedback on the variations to the parking order and decide whether to make the variation to the Order in whole or in part or to abandon the proposal.
6. Approve the funding to resolve the drainage and mitigate flooding at Guildenford car park in Burford at a cost estimated at £20,000.
7. Delegate further minor amendments to Parking Orders to the Executive Director Residents Services in consultation with the Executive Member for Environment to deal with items arising from Parish and Town Council liaison meetings subject to formal Parking Order consultation requirements

10. **HMO Licence Fee, Civil Penalties Enforcement and Amenity Standards Policies (Pages 181 - 226)**

Purpose:

To Review the HMO licence fee and period, to renew the HMO Amenity Standards policy and the Civil Penalties Policy.

Recommendations:

That the Executive resolves to:

1. Amend the HMO Licence Fees as set out in this Report and for them to apply from 1st September 2025;
2. Approve the HMO licence period increases from 3 years to 5 years;
3. Approve the HMO Amenity Standards Policy and
4. Approve the Policy for Civil Penalties under the Housing and Planning Act 2016 and The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020.

11. **Climate Change Strategy** (Pages 227 - 246)

Purpose:

To approve the West Oxfordshire Climate Change Strategy 2025-2030.

Recommendation:

That the Executive resolves to:

1. Approve the West Oxfordshire Climate Change Strategy 2025-2030 to achieve districtwide net zero by 2050 and climate resilience.

12. **Woodford Way Project** (Pages 247 - 252)

Purpose

This report outlines the initial work involved in exploring options to deliver social rented homes with a Registered Provider (RP) on part of the Woodford Way Car Park, recognising that there is a surplus of car parking capacity in Witney. The next step is to have formal discussions with local RPs and earmark relevant funding to support a future scheme.

Recommendations

That the Executive resolves to:

1. Earmark £215,000 S106 developer contribution funding to support the provision of social housing in Witney
2. Approve the Director of Place to start formal discussions based on developing up to 70% of the Woodford Way Car Park with local Registered Providers in consultation with the Executive Member for Finance and Member for Housing and Social Care.

13. **Carterton Units 1-3 and Station Lane Roofing Project** (Pages 253 - 258)

Purpose:

To request allocation of funding for the re-roofing of investment and service properties that form part of the Capital Expenditure Budget for 2025/26 and the rationale for undertaking these works.

To seek approval of these costs so that officers can proceed with the works with external contractors.

Recommendation(s):

That the Executive resolves to:

1. Recommend to Council that the total cost detailed in Annex A is allocated to the project from the Investment Properties Programme.
2. Recommend to Council that delegated authority be given to Director of Finance (S151) in consultation with Executive Member for Finance to approve the final cost of the projects

14. **Public Sector Decarbonisation Scheme Phase 3c. Windrush Leisure Centre (Pages 259 - 266)**

Purpose:

To present the business case for the decarbonisation of Windrush Leisure Centre.

Recommendation(s):

That the Executive resolves to:

1. Agree to progress to the construction phase of the Windrush Leisure Centre decarbonisation scheme.
2. Recommend to Council to allocate an additional council contribution of £340,683 towards the project in addition to the £224,866 already included within the capital programme.
3. Request Officers to bring forward a works programme for the activities identified in the recent condition survey for the Windrush Leisure Centre.

15. **Exclusion of Press and Public**

If the Executive wishes to exclude the press and public from the meeting during consideration of any of the items on the exempt from publication part of the agenda, it will be necessary for the Executive to pass a resolution in accordance with the provisions of the Paragraph 4(2)(b) of the Local Authorities ((Executive Arrangements) Access to Information) (England) Regulations 2012 on the grounds that their presence could involve the likely disclosure of exempt information as described in specific paragraph 3 of Schedule 12A of the Local Government Act 1972.

16. **Exempt annex for Item 13 (Pages 267 - 270)**

(END)

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WEST OXFORDSHIRE DISTRICT COUNCIL

Minutes of the meeting of the

Executive

Held in the Charlbury Community Centre, Spendlove Centre, Eynstone Road, Charlbury,
OX7 3PQ at 2.00 pm on **Wednesday, 11 June 2025**

PRESENT

Councillors: Andy Graham, Duncan Enright, Lidia Arciszewska, Hugo Ashton, Rachel Crouch, Andrew Prosser, Geoff Saul, Alaric Smith and Tim Sumner

Officers: Giles Hughes (Chief Executive Officer), Madhu Richards (Director of Finance), Andrea McCaskie (Director of Governance), Frank Wilson (Group Finance Director - Publica), Phil Martin (Director of Place), Andrew Brown (Head of Democratic and Electoral Services), Alison Borrett (Senior Performance Analyst), Lucy Empson, Mandy Fathers (Business Manager - Environmental, Welfare & Revenue Service), Chris Hargraves (Head of Planning), Hannah Kenyon (Climate Change Manager), Heather McCulloch (Community Wellbeing Manager), Jasmine McWilliams (Assets Manager), Ana Prelici (Senior Democratic Services Officer), Sam Stronach (Economic Development Manager), Mathew Taylor (Democratic Services Officer), Andrew Thomson (Planning Policy Manager) and Andrew Turner (Business Manager - Assets and Council Priorities)

Other Councillors in attendance: Julian Cooper, Dan Levy, David Melvin and Rosie Pearson

336 Apologies for Absence

There were no apologies for absence.

337 Declarations of Interest

8. West Oxfordshire Local Plan 2041 - Preferred Policy Options Consultation.

Councillor Duncan Enright, Declaration for Transparency, Councillor Duncan Enright, Deputy Leader, declared that he had undertaken work with The Community Communication Partnership (CCP). In this role Councillor Enright noted that he did not undertake any work in Oxfordshire and therefore this interest did not preclude him from taking part on the vote or discussion. The interest was declared in relation to item 8.

20. Options for Investment Property in Witney.

Councillor Duncan Enright, Declaration for Transparency, Councillor Duncan Enright declared that he was acquainted with the potential purchasers of the property and therefore abstained from voting on the item.

338 Minutes of Previous Meeting

There were no amendments to the minutes of the previous meeting held on 23 April 2025.

The minutes were proposed by Councillor Andy Graham, Leader of the Council. Councillor Duncan Enright seconded the proposal.

This was voted on and approved unanimously.

RESOLVED: To approve the minutes of the previous meetings held on 23 April 2025.

339 Receipt of Announcements

Councillor Andy Graham, Leader of the Council, announced that there would be a presentation after the meeting of the Executive focussing on climate adaptation, and encouraged members of the public to stay for this.

Councillor Graham advised attendees that there were Exempt items on the agenda. Members of the press and public would therefore need to be excluded from the meeting for those items.

Councillor Graham provided an update on Local Government Reorganisation (LGR). West Oxfordshire District Council was involved in developing a two unitary model for Oxfordshire. The model being developed would include West Oxfordshire District Council, Cherwell District Council and Oxford City Council as one unitary authority. A second unitary authority of South and Vale District Council and West Berkshire District Council would be formed. A survey seeking engagement from residents of the district on LGR had been launched and this had already received over one-thousand responses. Councillor Graham advised that there would also be nine face-to-face consultations on LGR, one of these would be held in Charlbury.

Councillor Rachel Crouch, Executive Member for Stronger, Healthy Communities, announced there would be a West Oxfordshire Mental Health Summit on 10 July 2025. All local organisations that delivered mental health services to residents had been invited to attend.

Councillor Duncan Enright announced that a recent survey, based on several different measures of where it is best to start and grow a business, had shown that West Oxfordshire was deemed the second-best district in England to start a business. This was a tribute to the entrepreneurial people of the district.

340 Participation of the Public

There was no participation of the public.

341 Reports from the Overview and Scrutiny Committee

Councillor Andy Graham advised that the suggestions from the Overview and Scrutiny Committee meeting on 4 June 2025 in relation to the West Oxfordshire Local Plan 2041 – Preferred Policy Options Consultation would be dealt with at item 8.

There were no other recommendations on the other items taken to the Overview and Scrutiny Committee on 4 June 2025 for Executive consideration.

342 Matters raised by Audit and Governance Committee

There were no matters raised by the Audit and Governance Committee.

343 West Oxfordshire Local Plan 2041 - Preferred Policy Options Consultation

Councillor Hugo Ashton, Executive Member for Planning, introduced the item the purpose of which was to consider the Local Plan 2041 Preferred Policy Options Consultation Paper which was proposed to be published for consultation in accordance with Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012 by the end of June and into July. Councillor Ashton noted that input was being sought from a broad section of the community including residents, developers and Members. The initial consultation would be supplemented by a further consultation on preferred sights for development. The draft Local Plan was expected to follow in Autumn.

Councillor Ashton noted that there had already been constructive comments received during the Overview and Scrutiny meeting on 4 June. In addition, further comments had been received from Members and Officers. Two tables summarising the comments received was made available at the meeting. Table one contained comments from the Overview and Scrutiny meeting. Table two contained comments from Officers and Members. It was intended that the Executive would agree that the suggestions provided in the tables would be included in the draft Consultation Paper.

Councillor Ashton drew attention to two material points from the tables:

- Page 30 – With regard to windfall development, tier three villages would be given the same status as towns and villages in Cotswolds National Landscape Area. Evidence of specific local housing need would be required, such as needs identified through a neighbourhood plan or affordable housing needs specific to a settlement.
- Page 31 - The suggestion that an annexe would be included summarising alternative policy options that had been considered would not be included in the consultation.

In discussion of the item the following points were made:

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- The proposed Local Plan was intended to be more sustainable and focused on the long-term to steer away from speculative development which gave little regard to the character of areas.
- Officers were thanked for their work with reference made to the increased level of national policy that had been considered in producing the document.
- The impact of the policies was discussed with reference to housing in Charlbury. Officers noted that the draft policies had sought to balance the key issues for the settlement. Charlbury played a role as a rural service centre however it also had specific environmental and character considerations to balance against this role.
- Finally, it was noted that a comprehensive engagement plan was in place for the consultation process. The engagement plan included a mix of social media and in person events. This would be launched at the end of the month.

Councillor Hugo Ashton proposed accepting recommendations 1 and 2 of the report. To allow for the inclusion of the suggestions received, subject to the material changes noted above, Councillor Ashton then proposed that recommendation 3 be amended to read as follows:

“Authorise the Planning Policy Manager, in consultation with the Executive Member for Planning and the Head of Planning, to make amendments to the preferred options paper based on the feedback provided by the Overview and Scrutiny Committee and Members, and to make any other necessary minor amendments, prior to consultation taking place.”

Councillor Lidia Arciszewska, Executive Member for Environment, seconded the recommendations

This was voted on and approved unanimously.

RESOLVED:

That the Executive:

1. Noted the content of the report;
2. Agreed that the Local Plan Preferred Options paper attached at Annex A be published for the purposes of public consultation in accordance with Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulation 2012;
3. Authorised the Planning Policy Manager, in consultation with the Executive Member for Planning and the Head of Planning, to make amendments to the preferred options paper based on the feedback provided by the Overview and Scrutiny Committee and Members, and to make any other necessary minor amendments, prior to consultation taking place

2024/25 Quarterly Service Review Q4

Councillor Andy Graham introduced the item, the purpose of which was to provide details of the Council's operational performance at the end of 2024-25 Quarter Four (Q4). Councillor Graham drew attention to the following sections of the report:

- The Youth Development Officer began their role In February, and had worked with Parish Councils and Oxfordshire County Council to strengthen youth engagement in the district.
- The Community Infrastructure Levy (CIL) Charging Schedule had been submitted in June, with the examination hearing having taken place on 10 June. If successful, the application would ensure the Council received funding for infrastructure from developers.
- The Council had resubmitted a revised Net Zero policy for the Salt Cross Area Action Plan to the Planning Inspectorate. This was important as the Council continued to push to net zero and wished this development to be an exemplar in this area.
- Round four of Westhive had concluded in March with fourteen projects fundraising. The Council was proud of the diversity of projects funded.

The Officer noted that service performance areas above target were: major planning applications determined within timescales; customer service satisfaction; missed bin collections and visits to leisure centres and memberships. Service performance areas noted as below target were: processing times for Council Tax support new claims and the number of affordable homes delivered. With regard to affordable homes delivered, it was explained that 122 affordable homes are expected in July 2025 giving the Council a strong start to the next period.

Councillor Geoff Saul, Executive Member for Housing and Social Care, drew the meetings attention to an amendment required on page 359 of the published pack. Annex C of the report on this page should have read:

“The team remains dedicated to preventing homelessness, successfully averting it for 220 households in 2024-25, including 125 cases within the statutory 56-day period and 95 cases before statutory duties were triggered. These figures are approximations pending official confirmation”.

Councillor Andy Graham proposed accepting the recommendations of the report.

Councillor Duncan Enright seconded the recommendations

This was voted on and approved unanimously.

Executive

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RESOLVED:

That the Executive:

1. Noted the 2024/25 Q4 service performance report.

345 Community Activity Grant scheme outline 2025/26

Councillor Rachel Crouch introduced the item, the purpose of which was to consider the criteria for the latest round of the Community Activity Grant scheme (CAG) which would be launched in the summer.

Councillor Crouch advised that following the review of Westhive in March 2025, it was determined that CAG would be redesigned and relaunched. The CAG scheme would complement Westhive but operated separately. CAG would provide small grants to local groups with the aim of encouraging residents to work together, helping residents to feel less isolated and creating inclusive communities. Councillor Crouch advised that grants would be awarded for a minimum of £500 up to a maximum of £1,000. Groups that were able to apply included voluntary sector groups, constituted groups, charities and informal groups. Groups excluded from applying were Parish and Town Councils, Schools and Colleges and groups outside West Oxfordshire.

In the discussion it was highlighted that the Community Funding Officer was able to support applications and residents were encouraged to contact the Officer for details.

Councillor Rachel Crouch proposed accepting the recommendations of the report.

Councillor Andrew Prosser, Executive member for Climate Action and Nature Recovery, seconded the recommendations.

This was voted on and approved unanimously.

RESOLVED:

That the Executive:

1. Approved the proposed criteria;
2. Instructed officers to launch the Community Activities grant scheme;
3. Agreed that the grant award decisions are delegated to the Director of Place in consultation with the Executive Member for Stronger Healthy Communities.

Executive

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Publica Business Plan

Councillor Andy Graham introduced the item the purpose of which was to consider the Draft Publica Business Plan 2025-26, produced by the Publica Board in consultation with Directors and Shareholders, and to recommend that the Leader (as Shareholder Representative) approved the plan.

Councillor Graham informed the Executive that Publica was a shared-service Teckal company and thanked staff for their continued work, some of which was reflected in the Service Review Report already discussed.

Councillor Andy Graham proposed accepting the recommendations of the report

Councillor Duncan Enright seconded the recommendations.

This was voted on and approved unanimously.

RESOLVED:

That the Executive:

1. Noted the 2025/26 Publica Business Plan; and
2. Noted that the Leader of the Council, as shareholder representative, would approve the Publica Business Plan 2025-2026 in due course.

347

Rural England Prosperity Fund 2025/26 Update

Councillor Duncan Enright introduced the item, the purpose of which was to provide a report to the Executive on allocation for the final year of Rural England Prosperity Fund (REPF).

Councillor Enright noted that a great deal had been accomplished with the first tranche of REPF, and it was welcome that the Government had extended funding for a further year. The Councils intention for the use of the funding was to both build on what had worked well in the first round and introduce some new priorities. The total capital allocation would be £214,829 which was accompanied by Government guidelines on how this money could be spent. Councillor Enright suggested that the Council intended to use the funds to help small businesses grow and be more sustainable.

Councillor Duncan Enright proposed accepting the recommendations of the report

Councillor Andy Graham seconded the recommendations.

Executive

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This was voted on and approved unanimously.

RESOLVED:

That the Executive:

1. Noted the report.
2. Delegated the approval of the grants outlined in the report to the Director of Place in consultation with The Executive Member for Economic Development.

348 Appointments to Outside Bodies

Councillor Andy Graham introduced the item the purpose of which was to provide a list of appointments to Outside Bodies for the civic year 2025/26.

Councillor Graham announced the following additional appointments which were not included in the published Annex A to the report:

Councillor Lidia Arciszewska would be appointed to the Oxfordshire Resource and Waste Partnership.

Councillor Elizabeth Poskitt would be appointed to the Blue Plaques Group.

The following change to appointments listed in Annex A to the report was also noted by Councillor Graham:

Councillor Mike Brooker and Councillor Andrew Prosser would be appointed to the Witney Traffic Advisory Committee.

Councillor Graham proposed accepting the amended recommendations to reflect the changes as follows:

That the Executive resolves to:

1. Note the appointments to outside bodies as set out in Annex A as amended;
2. Recommend to Council to note the appointments to outside bodies as set out in Annex A as amended.

Councillor Duncan Enright seconded the recommendations.

This was voted on and approved unanimously.

RESOLVED:

That the Executive:

1. Noted the appointments to outside bodies as set out in Annex A as amended;
2. Recommended to Council to note the appointments to outside bodies as set out in Annex A as amended.

349 Business Rates write off in excess of £5,000

Councillor Andy Graham advised that if the discussion on item 14 included details in the exempt annex at item 17 the meeting would need to resolve to exclude the press and public. The exempt annex was not discussed.

Councillor Alaric Smith, Executive Member for Finance, introduced the item the purpose of which was to seek approval to write off irrecoverable business rates in excess of £5,000.

Councillor Smith explained that the council had an approved Recovery Policy that stated the executive must approve irrecoverable debts in excess of £5,000 before they can be written off. The debts in the report related to four business rate accounts which were linked and were in respect of one owner. The report explained that the charges should not have been levied and therefore the only available option was to write off the debt. The debt totalled £37,097.19 of which £14,838.88 remained to West Oxfordshire.

Councillor Alaric Smith proposed accepting the recommendations of the report.

Councillor Duncan Enright seconded the recommendations.

This was voted on and approved unanimously.

RESOLVED:

That the Executive:

1. Approved the write offs totalling £37,097.19 as detailed within this report

350 Rent Arrears write off in excess of £5,000

Councillor Andy Graham advised that if discussion on item 15 included details in the exempt annex at item 18 the meeting would need to resolve to exclude the press and public. The exempt annex was not discussed.

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Councillor Alaric Smith introduced the item the purpose of which was to seek approval for the write off of rent arrears in excess of £5,000.

Councillor Smith advised that there were two rent arrear debts included in the report referred to as “Business A” and “Business B”:

Business A was the occupational tenant of a Council owned freehold property. In September 2020 Business A entered a Company Voluntary Arrangement (CVA). The CVA included introducing a landlord break and writing off of any rent arrears at the time of the CVA. The council subsequently enacted the lease break and as such the debt was no longer recoverable.

Business B occupied a unit on which the Council owned the headlease from June 2020. Business B stopped paying rent in late 2021. Despite correspondence and visits to the site the balance remained outstanding. The legal team were unable to act as Business B abandoned the unit and ceased trading. This effectively meant that there was no business to pursue for the debt.

Councillor Smith noted that the total cost of the write offs was £70,265.58, and this would be charged against the bad debt provision within the budget set up specifically for this purpose.

Councillor Alaric Smith proposed accepting the recommendations of the report.

Councillor Geoff Saul, Executive Member for Housing and Social Care, seconded the recommendations.

This was voted on and approved unanimously.

RESOLVED:

That the Executive:

1. Approved the two write offs in the sums of £59,004.58 and £11,261 as detailed within the report

351 Exclusion of Press and Public

Items 19 and 20 on the meeting agenda contained information that was fully exempt from publication. The Executive would therefore need to exclude the press and public to discuss these items.

It was proposed by Councillor Andy Graham that a resolution be passed to exclude the press and public from the meeting for the remaining exempt items of business.

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

The Executive **Resolved** in accordance with the provisions of Paragraph 4(2)(b) of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2012 to:

Exclude the press and public from the meeting on the grounds that their presence could involve the likely disclosure of exempt information as described in paragraph 3 of Schedule 12A of the Local Government Act 1972, with the public interest in maintaining the exemption outweighing the public interest in disclosing the exempt information.

352 Exempt Annex A for item 14

This was not discussed, as the item was dealt with in the open part of the meeting.

353 Exempt Annex A for item 15

This was not discussed, as the item was dealt with in the open part of the meeting.

354 Knights Court Business Case

Councillor Alaric Smith, Executive Member for Finance, introduced the item the purpose of which was to agree the next steps regarding a council owned asset that is under review.

RESOLVED:

That the Executive:

1. Agreed to invest up to £100k if needed to secure outline residential planning permission, as set out in the paper, with the option to either, develop as residential housing with a delivery partner or dispose on the open market.
2. Delegated authority for approving the £100k funding and the final terms of disposal to the Director of Finance (S151) in consultation with the Executive Member for Finance.

355 Options for Investment Property in Witney

Councillor Alaric Smith introduced the item the purpose of which was to request the Executive considered the officer recommendation to dispose of the property in Witney on the open market for the reasons set out in the report.

RESOLVED:

That the Executive:


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1. Recommended to Council that the property should be disposed of on the open market;
2. Recommended to Council that delegated authority was granted to the Director of Finance in consultation with the Executive Member for Finance to approve the final terms of sale including the sale price.

The Meeting closed at 3.04 pm

CHAIR

 WEST OXFORDSHIRE DISTRICT COUNCIL	WEST OXFORDSHIRE DISTRICT COUNCIL
Name and date of Committee	EXECUTIVE – 9 JULY 2025 COUNCIL – 16 JULY 2025
Subject	FINANCIAL PERFORMANCE REPORT 2024/25 YEAR END
Wards affected	All
Accountable member	Cllr Alaric Smith, Executive Member for Finance Email: alaric.smith@westoxon.gov.uk
Accountable officer	Madhu Richards Director of Finance Email: madhu.richards@westoxon.gov.uk
Report author	Georgina Dyer, Chief Accountant Email: georgina.dyer@westoxon.gov.uk
Summary/Purpose	To report the financial performance of the Council in 2024/25
Annexes	Annex A – Revenue Outturn Annex B – Capital Outturn and Capital Slippage
Recommendation(s)	<p>That the Executive resolves to:</p> <ol style="list-style-type: none"> 1. Note the 2024/25 financial performance. 2. Recommend to Council to carry forward the capital budget of £4,951,242. 3. Recommend to Council to approve the transfers to and between Earmarked Reserves as detailed in the report.
Corporate priorities	Working Together for West Oxfordshire
Key Decision	Yes
Exempt	No
Consultees/ Consultation	None

I. EXECUTIVE SUMMARY

- I.1** In February 2024, the Council set a balanced budget with a contribution to general fund reserves of £5,107. The in-year quarterly reporting has consistently forecast a cost of service overspend, mitigated by an overachievement of interest on Treasury Management investment activities.
- I.2** At year end the overspend on cost of services is £247,274. This is driven by pressure on some fee generating services, the loss of Housing Benefit subsidy related to homeless clients in temporary emergency accommodation i.e. B&Bs and Hotels and longer than budgeted for timelines in Investment & Regeneration Properties to negotiate new leases. Conversely there are also significant underspends in the Publica contract, Leisure, and ICT.
- I.3** Combined with the funding elements of the revenue account i.e. Retained Business Rates, Interest on external borrowing, Minimum Revenue Provision (the charge that must be made to revenue to pay off the principal amount of borrowing taken out to fund the capital programme, similar to depreciation in the private sector) and Government Grants, the final outturn position is a contribution to general fund reserves of £6,345.
- I.4** There is an additional £625,889 of treasury management investment income where the Council has benefited from higher than expected interest rates for the full financial year in both our Money Market accounts and our Pooled funds. Predictions that interest rates would begin to fall in the Autumn of 2024 have proven to be overly optimistic, due to the need for the Bank of England to curb inflation.
- I.5** Throughout the year it has been reported that the Leisure contract would be underspent for the year due to a prudent income contingency of £200,000 included in the base budget. The contract sum increases annually by CPI inflation which has been higher than expected, increasing income and therefore the underspend by £274,337 for a total variance of £474,337.
- I.6** Publica returned a net refund to the Council of £426,000 relating to Phase 1 of the Publica Review, early delivery against savings targets and a slightly higher employee turnover position. This one off saving has been transferred to earmarked reserves to help fund the one off and enduring costs of the Publica Review. The Publica Transition Phase 2 go live date of 1st July 2025 will impact on the revenue budget in future years and this will be built into the 2026/27 budget process.
- I.7** The Capital Programme for the year was approved at £12.03m (including an in year addition of £750,000 for Investment Property repairs) and expenditure at year end is £6.4m. The first phase of the replacement of the Waste Vehicle fleet was budgeted to be funded by external borrowing with the resulting interest costs and MRP (Minimum Revenue Provision) included in the 2024/25 budget. The Waste Vehicle replacement will now be incorporated into the County wide Waste Transformation Programme, due to report on this aspect of the programme in Q2 of 2025/26.
- I.8** The lower level of capital expenditure was due to the slippage of major projects such as Waste Vehicle replacement, Investment Property repairs and Witney Leisure Centre

decarbonisation. Investment Property repairs were subject to a tender exercise and the complex technical specification of the works has delayed projects into Q1 of 2025/26. Witney Leisure Centre decarbonisation will be the subject of a report going to the Executive in July 2025.

- I.9** The reduced capital expenditure meant that the Council did not need to take out external borrowing in the year, saving £79,100 in budgeted interest costs and correspondingly, without additional assets, the MRP is £107,427 below budget.
- I.10** The budget for 2025/26 assumes a lower rate of interest returns for Treasury Management investments which should reduce the variance throughout the year. Capital slippage, if agreed, will increase the Capital Programme to £16.165m with a corresponding increase in MRP.

There are a number of budget variances identified in the report across a range of service areas, commentary for the most significant of these is set out below. A full list of variances by cost centre is listed in Annex A.

These figures are subject to External Audit review; however no material change is expected from what is being reported here.

WEST OXFORDSHIRE DISTRICT COUNCIL - Budget Monitoring

Revenue Budget Monitoring 2024/25 - 1st April to 31st March 2025

Service Area	Quarter 4			
	Original Budget 2024/25	Current Budget	Actual Exp	Variance (under) / over spend
	£	£	£	£
Democratic and Committee Services	1,233,712	1,420,838	1,447,795	26,957
Environmental & Regulatory Services	726,038	715,808	715,463	(345)
Environmental Services	8,760,388	8,632,936	8,744,462	111,526
Finance, Human Resources & Procurement	1,089,327	1,116,545	1,128,245	11,700
ICT, Change & Customer Services	2,309,350	1,965,523	1,810,289	(155,234)
Land, Legal & Property	396,355	494,581	718,154	223,573
Leisure & Communities	227,208	301,951	(188,219)	(490,170)
Planning & Strategic Housing	1,061,472	1,391,333	1,243,962	(147,371)
Revenues & Housing Support	1,345,917	722,552	1,254,242	531,690
Investment Property and Retained Services	(318,880)	(426,295)	(291,347)	134,948
Total cost of services	16,830,887	16,335,771	16,583,046	247,274
Plus:				
Investment income receipts	(1,156,230)	(1,156,230)	(1,782,119)	(625,889)
Cost of services before financing:	15,674,657	15,179,541	14,800,926	(378,615)
General Government Grants	(3,108,880)	(3,140,628)	(3,039,040)	101,588
Retained Business Rates	(5,106,380)	(5,136,109)	(5,339,126)	(203,017)
Interest Payable	79,100	79,100	0	(79,100)
MRP	626,616	626,616	519,189	(107,427)
Revenue Contribution to Capital	540,100	540,100	546,997	6,897
Earmarked Reserves	(871,720)	(242,119)	429,866	671,985
Disposal of fixed assets	0	0	(13,549)	(13,549)
Capital Charges	(1,731,690)	(1,804,698)	(1,804,698)	0
Council Tax	(6,106,910)	(6,106,910)	(6,106,910)	0
Budgeted Contribution to General Fund	5,107	5,107	0	(5,107)
Contribution to General Fund	0	0	(6,345)	(6,345)

2. FINANCIAL REPORTING – REVENUE

Environmental and Regulatory Services

2.1 Markets

Throughout the year it has been reported that Market income has struggled. At year end income is £29,000 below target, a worsening of the forecast made in Q3 as income has weakened. Markets have been taken over by the Economic Development team who have run a tender process to find a professional market operator to run and improve the market offering across the District. The tender process closed on 22nd May, the results of which will be reported in Q1.

ICT, Change & Customer Services

2.2 ICT

West Oxfordshire function as the procurement hub for ICT licences and maintenance agreements across the Publica partnership Councils plus Ubico. This arrangement provides buying power when negotiating software purchases and renewals. During 2024/25 the ICT team have streamlined licence requirements and have delivered significant savings across the Publica partnership Councils. West Oxfordshire has achieved an underspend of £144,464. Many of our contracts run over three years, it is therefore possible that the expenditure in 2025/26 will also be below budget. This will be reforecast from Q2.

Land, Legal and Property

2.3 Elmfield

At the time of setting the 2024/25 budget it was envisaged that Elmfield would be tenanted from Q2 2024. Unfortunately, this timeframe slipped due to discussions around the capital works required to bring the building up to a letting standard. The year end position is an overspend of £97,200. As an empty building, the Council held the liability for Business Rates and incurred an additional cost of £60,000. The remainder of the overspend relates to maintenance costs (£14,000) and utilities (£23,000), some of which was for usage before the 2024/25 financial year but not invoiced by the supplier until months after the event. The tenant started occupation of the whole building in February 2025 and has successfully rented out the space to local people wanting either individual or small scale office space and support.

2.4 Depot

The Station Lane Depot is £49,642 overspent, relating to additional repairs and maintenance costs that do not meet the criteria to be classified as capital expenditure e.g. repairing the electric security shutter, roof repairs, fire door compliance, boiler repairs and emergency lighting replacement.

2.5 Marriotts

Marriotts was purchased by the Council in January 2023 for regeneration and to support a vibrant High Street in Witney and serve the whole District. This move away from commercial investments was a departure for the Council in comparison with the portfolio of investment properties that has been built up over the last 15 years but demonstrates the Council's commitment to develop the local economy.

A commercial agent manages lettings and it has become apparent in the current market conditions that retail lettings are not achieved at speed. The budget for 2024/25 made certain assumptions about the timing of new tenants taking up occupation of vacant units, which has proven to be overly optimistic. When a unit is vacant, the Council not only suffers a loss of rental income but also takes on the liability for Business Rates and Service Charges.

Of the £159,821 overspend for the year, £58,069 relates to underachievement of income and £101,752 relates to Business Rates, Service Charges and legal work on tenancy agreements. As the purchase was funded through internal borrowing and capital receipts, the Council does not carry any borrowing costs for the acquisition.

Overall this year Marriotts made a net contribution to the Council's finances of £465,689.

2.6 Legal

In May 2024, the Council signed up to a new Legal Shared Services agreement with Cotswold District Council and Forest of Dean District Council. The shared service offers advantages in terms of shared knowledge and resilience and the new SLA arrangement fairly apportions the cost of the service across the Councils based on the amount of resource each Council consumes. For the 2024/25 financial year there is an underspend of £42,017, a variance from a vacant post that was held all year and a post that became vacant mid-way through the period.

Leisure & Communities

2.7 Leisure Contract

As reported in year, there is a contingency included in the base budget that is not now required and results in an underspend of £200,000. In addition to this, the higher level of CPI inflation across 2024/25 has created additional contract income of £116,315 and the reduction in bad debt provision has resulted in an overall underspend of £474,337. The contingency has been removed in the 2025/26 budget and it is expected that reporting will show only a modest variance in Q1.

Environmental Services

2.8 Flood Defence & Land Drainage

During the year additional de-silting and clearance work was undertaken to ameliorate the risk of flooding at four key sites in Witney and high risk sites in Bampton and Carterton. This work has resulted in an overspend of £25,334. Additional budget has been provided for 2025/26 and a review of potential flood amelioration will be undertaken to identify any potential capital improvement work the Council should consider.

2.9 Dog Warden

This is a statutory service and is not income generating, therefore 100% of the cost is borne by the Council. Stray dogs are collected and transported to kennels. The cost charged to the Council had not been increased for several years, but a substantial rise, in recognition of fuel, food, vets costs etc took effect in January 2025. The overspend for 2024/25 is £35,508 with an increase included for 2025/26 to cover inflationary increases.

2.10 Public Conveniences

Public convenience income has been reducing year on year since the Covid pandemic. In 2024/25 income stands at 43% of pre pandemic levels. During the same period, contract cleaning costs have increased by 18% and the cost of cash collection is now £7,500 per year. Both these elements have resulted in an overspend of £27,591. The net cost of providing and maintaining Public Conveniences is £226,128 per annum.

2.11 Recycling

Recycling is £11,038 underspent for 2024/25, a significant improvement from the £434,665 overspend reported for 2023/24. The most notable positive is the switch to a new supplier to process Dry Mixed Recycling on 1st September 2024. The result is an underspend of £125,000, compared with an overspend of £243,000 for 2023/24. Conversely, recycling credits are £44,000 behind target and there have been £70,000 of additional Ubico contract costs. The boxes bought in year have been transferred to capital per paragraph 2.17. The 2025/26 budget includes a reduction in recycling credits of £75,000 linked to the potential impact of regulatory changes on the use of the waste incinerator by Oxfordshire County Council.

2.12 Green Waste

Income for the year is £64,000 behind target, but there was an error in the base budget of £40,995 too much in budgeted income. This error has been corrected for 2025/26 and the licence fee has been increased by £2.50 or £82,500 for the year. The expenditure on bins and boxes reported in Q2 and Q3 has been transferred to capital per paragraph 2.16.

2.13 Trade Waste

Trade Waste performance in 2024/25 has been very positive. The Waste Team have been proactive in making sure that any trade waste bin in use in the District is correctly charged for and any bins that are no longer subject to a contract are removed. This was achieved by an officer going out on rounds with Ubico to check contracts and bins in real time. This action, combined with direct debit payments for the service has resulted in a significant amount of additional income and an underspend of £110,619.

2.14 Household Waste

The year end position is an overspend of £25,272 an improvement from the £80,240 overspend reported for 2023/24. It is made up of a £10,000 contribution to staffing costs of the Oxfordshire Resources & Waste Partnership and an overspend on replacement bins and boxes.

2.15 Bulky Waste

Income generated from the Bulky Waste service has increased by 12% compared to 2023/24, turning a modest overspend last year into a £10,116 underspend against the 2024/25 budget. Fees were increased for 2025/26 as part of the budget setting process and so far in 2025/26 income levels are consistent with 2024/25.

2.16 Bins and Boxes

In the year, expenditure on recycling, waste and green bins and boxes in the amount of £139,353 was transferred from revenue to capital and funded through available S106 monies collected to provide additional waste containers across the District.

2.17 Downs Road Depot

The Depot has an overspend of £53,569 made up of reactive maintenance which does not meet the criteria to be recognised as capital expenditure and £18,807 stamp duty and fees payable on the renewal of the underletting agreement. The Council has a headlease for the site and sublets to Ubico to operate as a Waste Depot.

Planning & Strategic Housing

2.18 Development Management

Throughout the year quarterly monitoring reported that Development Management income was significantly behind budget. Over the first 3 quarters of the year income averaged £91,940 a month against a budget of £116,150 and the end of year forecast was an overspend of £145,000. During Q4, average income increased to £194,778 per month, due to the receipt of two major applications. The service has ended the year with an overspend of £6,882 which is due to a disappointing performance for Pre Application advice.

The volatility of planning application income has always made it difficult to predict and budget for. The 2025/26 budget was set against the backdrop of significant pressure on income as reported in Q3 and was reduced by £123,000, which now looks pessimistic.

2.19 Development Management Appeals

External legal spend on Planning Appeals is £79,498 underspent. It is difficult to predict when appeals will be settled therefore the budget for 2025/26 has been set at the same level as 2024/25.

Retained Services

2.20 External Audit

External Audit fees are set by an independent third party – Public Sector Audit Appointments (PSAA). The scale fee for the 2024/25 financial year was published in November 2024 and it raised the fee by 9.5%. The Council has two external auditors – one for the Statement of Accounts and one for the Benefits system. A combination of these costs for 2024/25, as audits become more detailed due to changing Audit guidelines, has meant an overspend of £61,946. The budget for 2025/26 included an increase of £20,000, as the scale fee had not been published. Clearly this budget will be overspent in 2025/26 and will be reported in quarterly monitoring.

2.21 Bank Charges

Bank and credit card charges have been reported as underspent since Q2 due to a £54,000 refund relating to prior financial years and the start of a new contract for credit card processing bringing costs back within the original budget envelope for the year in 2024/25. As a consequence of the refund, the final position for the year is an underspend of £72,155.

2.22 Investment Property

The Investment Property portfolio has had a mixed year in 2024/25, with the overall outturn, excluding Carterton Industrial Estate, being an underspend of £29,597. Town Centre Properties and Talisman have returned an underspend due to increased rental income and service charges for the Town Centre properties and a partially unused income contingency creating a £20,000 underspend at Talisman. This contingency has been removed in 2025/26.

Conversely, Between Towns Road and Des Roches have returned an overspend. In the case of Between Towns Road, this overspend results from security costs and Business Rates liability and for Des Roches the overspend comes from utility costs and contract cleaning when landlord works were undertaken mid-year.

2.23 Carterton Industrial Estate

Units 1-3 are currently vacant and major repairs to the roof are required before the building can be tenanted. The overspend for the year is £136,572. This is made up of Business Rates liability of £76,795, £26,000 to keep the vacant units secure, £10,000 for small repairs and £24,000 for professional fees for the condition surveys and specialist consultancy on the technical specification needed before going out to tender for the roof repairs. The tender process is now complete and work is anticipated to begin in Q2, to be taken to the Executive in July, with a tenant already in place to take over Units 1 & 2 and interest shown in Unit 3.

2.24 Non Distributed Costs

There are two elements to the pension contribution the Council makes for employees. Firstly, there is the amount paid monthly through payroll which is balanced by a secondary cash element paid direct to the LGPS that keeps the payroll contribution at a steady rate and funds historic pension liability. The primary contribution of 17.6% has not changed in the last five years, but the secondary cash contribution this year is higher than the budget and is £47,951 overspent at year end, as reported in quarterly budget monitoring and the Q3 forecast of outturn. The pension scheme triennial revaluation takes place in 2025 with consideration being given to increasing the primary contribution to compensate for the removal of the secondary contribution entirely.

Revenues & Housing Support

2.24 Housing Benefits

There are currently 82 households in temporary accommodation across the District. Over the course of the year this number has averaged 80, compared to an average of 60 households during 2022/23. Capacity in Council owned properties is for 22 single people with the remaining households in Bed & Breakfast or Hotel accommodation.

The reliance on Bed & Breakfast and Hotels to house an average of 60 clients cost the Council £787,152 in lost Housing Benefit Subsidy in 2024/25, partially offset by Housing Benefit overpayment income and a small reduction in the contribution to Bad Debt to bring the outturn position to an overspend of £489,887.

For temporary accommodation not owned by the Council, we are only able to claw back around 27% of the average weekly cost we pay out. The 2025/26 Capital Programme includes £3m to buy more temporary accommodation to relieve this unsustainable pressure on revenue. Additionally purchasing property allows the Council to provide high quality accommodation in areas with good transport links and makes it easier to provide the wide ranging support necessary to support clients.

3. FUNDING

3.1 Retained Business Rates and Pooling

The accounting arrangements for Business Rates are complex and statute requires recognition of items charged in one financial year to be resolved in the following year i.e. the deficit arising in 2024/25 (the shortfall in collectable rates vs expected due to the Govt's reliefs) will be repaid to the Collection Fund in 2025/26. This deficit has therefore been budgeted for in 2025/26 and will be funded by the Business Rates deficit earmarked reserve set up specifically for this repayment.

As the Billing Authority the Council collects 100% of the 'payable' income but distributes 50% of the 'budgeted' income (regardless of whether the actual cash collected has reduced significantly due to Govt reliefs) to Central Government and 10% to the County Council on a monthly basis.

The table below shows the calculation of the budgeted Business Rate income for the Council vs the Actual.

	Budget 2024/25	Actual 2024/25	
	£m	£m	
Total BR Income	44.645	44.494	Expected vs Collectable
WODC share	17.858	17.858	WODC receive 40%. 50% goes to the Govt with 10% going to the County, fixed through NNDR 1 at Budget Setting. Uncollectable income compensated by S31 Grant.
Less Tariff	-14.339	-14.339	This is a Govt specified adjustment to reduce our collected rates to the baseline funding level they determine.
Deficit Payable	-0.724	-0.724	Fixed at Budget Setting
S31 Grant	5.494	5.562	Grant received to compensate for lost business rates income due to Central Gov policy.
Renewables	0.298	0.310	Income retained by WODC for renewable energy schemes
BR Income	8.587	8.667	
Less Levy	-2.654	-1.650	The budgeted figure is reduced by the Gain achieved from being a member of a Business Rates Pool.
Net Business Rates	5.933	7.017	
Movement to Reserves	-0.826	-1.678	S31 grant transferred to Budget Deficit Reserve to fund the 35% reduction in Business Rates income from 2026/27
Retained Income	5.107	5.339	

4. TRANSFER TO EARMARKED RESERVES

- 4.1 The table below shows the proposed movements to earmarked reserves. After the proposed movements to earmarked reserves, the final outturn position will be a £6,345 surplus which will go to the General Fund.

	Transfers		
Reserve	To	From	
	£	£	
Planning Skills Delivery	99,600		Planning Skills Delivery Grant to be spent in 2025/26
Afghan Resettlement	233,367		Afghan Resettlement Grant to be spent in 2025/26
UKSPF	202,987		UKSPF grant to be spent in 2025/26
Homelessness Projects	160,000		Surplus created due to expenditure funded through Homelessness Prevention Grant also budgeted for
Budget Deficit	426,642		Publica refund ref 2024/25 contract sum
Budget Deficit	852,130		Transfer of S31 Grant to fund loss of Business Rates income from 2026/27
Budget Deficit		62,500	Funding for Westhive
Budget Deficit		70,000	Funding for Grants with agreed Service Level Agreements
New Burdens		64,141	Funding for Finance Backfill for vacant Senior Accountant and the Waste Transformation Project
Project Contingency		46,659	Consultancy work for Waste Transformation Project
Total	1,974,726	243,300	

5. FINANCIAL REPORTING - CAPITAL

- 5.1 The capital programme approved by Council as part of the budget for 2024/25 totalled £11,281,673 with an additional £750,000 for Investment Property repairs approved in the year. At year end £6,349,405 had been spent against this budget.
- 5.2 The majority of the underspend, £4,951,242, is requested to be carried forward into 2025/26 as slippage as it concerns timing differences in the delivery of Windrush Leisure Centre PSDS, the Waste Fleet Replacement and Investment Property repairs, all of which are either underway or scheduled to be completed by Q3 of 2025/26.
- 5.3 A full breakdown of the schemes for the year and expenditure at 31st March is attached at Annex B.

6. CONCLUSIONS

- 6.1 The net cost of service outturn position for 2024/25 is in line with the forecast reported in Q3 at £247,274 overspent. Better than anticipated interest returns from Treasury Management investments, reduced payments of MRP and external interest costs linked to the slippage in the Capital Programme and achieving a higher level of retained Business Rates allowed for higher than budgeted transfers to the Budget Deficit Earmarked Reserve. This reserve was set up to mitigate the impact of the Business Rates reset which will be introduced on 1st April 2026, uncertainty around Government funding and the revenue impact of the end of the Leisure Contract in 2027.

7. FINANCIAL IMPLICATIONS

- 7.1** The Council set a balanced budget for 2025/26 with a contribution to General Fund of £91,280, in large part due to an additional £1.055m of retained Business Rates and £2.33m Extended Producer Waste grant which the Council has treated as a one off grant given the lack of certainty over any future payments.
- 7.2** The consultation on the reset of Business Rates went live in April 2025 and the details published by the Government make it apparent that this Council is estimated to lose £3.1m of income, potentially phased over a three year transition period. Combined with the estimated £2.4m loss associated with the end of the Leisure Contract in 2027, the Council will be reliant on the General Fund and Earmarked Reserve balances to set a balanced budget over the life of the existing MTFS. A budget deficit reserve was set up using general fund surpluses and transfers from existing reserves in 2023/24 to fund this income gap and has a current balance of £3,634,690.

8. LEGAL IMPLICATIONS

- 8.1** None

9. RISK ASSESSMENT

- 9.1** Not applicable

10. EQUALITIES IMPACT

- 10.1** None

11. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

- 11.1** None

12. BACKGROUND PAPERS

None

Annex A - Comparison of Q4 Budget Monitoring

Q4 position		
Current Budget	Actual Exp	Variance (under) / over spend
£	£	£

Democratic Services

DRM001-Democratic Representation	247,102	244,076	(3,026)
DRM002-Support To Elected Bodies	485,426	492,339	6,913
ELE001-Registration of Electors	156,038	188,315	32,277
ELE002-District Elections	75,700	75,700	0
HLD309 - Newspapers	0	(84)	(84)
SUP001-Administration	456,572	447,449	(9,123)

Total - Democratic Services

1,420,838	1,447,795	26,957
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ELE001 - The overspend relates to the cost of printing and posting out poll cards and electoral registration forms. Additional budget has been included in 2025/26 to cover ongoing costs.

Q4 position		
Current Budget	Actual Exp	Variance (under) / over spend
£	£	£

Environmental & Regulatory Services

BUC001-Building Control - Fee Earning Work	163,621	152,923	(10,698)
BUC002-Building Control - Non Fee Earning Work	3,066	3,066	0
EMP001-Emergency Planning	13,485	10,024	(3,461)
ESM001-Environment - Service Mgmt & Supp Svcs	93,776	93,742	(34)
PSH002-Private Sector Housing-Condition of Dwellings	3,000	(2,315)	(5,315)
REG002-Licensing	2,572	(6,184)	(8,756)
REG009-Environmental Protection	202,846	199,309	(3,537)
REG010-Noise Control	440	304	(136)
REG011-Authorised Process	(11,890)	(9,039)	2,851
REG013-Pollution Control	109,486	115,499	6,013
REG016-Food Safety	132,293	130,969	(1,324)
REG021-Statutory Burials	5,000	(193)	(5,193)
TAC309-Other Trading Services - Markets	(1,887)	27,357	29,244

Total - Environmental & Regulatory Services

715,808	715,463	(345)
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BUC001 - Income is £17,000 above budget, with IT maintenance, subscriptions and employee costs £7,000 overspent

TAC309 - Income is £29,000 behind target. The Economic Development team are tendering for an external contractor to take over the management of the markets to improve the offering in the District.

Q4 position		
Current Budget	Actual Exp	Variance (under) / over spend
£	£	£

Finance, Human Resources & Procurement

SUP003-Human Resources	178,635	187,886	9,251
HLD319 - New Initiatives	9,473	9,473	(0)
SUP009-Accountancy	477,515	474,124	(3,391)
SUP010-Internal Audit	198,809	201,900	3,091
SUP011-Creditors	39,851	38,599	(1,252)
SUP012-Debtors	55,565	57,259	1,694
SUP013-Payroll	53,266	53,546	280
SUP019-Health & Safety	31,358	32,049	691
SUP020-Training & Development	27,246	27,790	544
SUP033-Central Purchasing	35,677	36,469	792
SUP035-Insurances	9,150	9,150	0

Total - Finance, Human Resources & Procurement

1,116,545	1,128,245	11,700
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Q4 position		
Current Budget	Actual Exp	Variance (under) / over spend
£	£	£

ICT, Change & Customer Services

SUP002-Consultation, Policy & Research	152,532	148,475	(4,057)
SUP005-ICT	1,271,085	1,126,621	(144,464)
SUP008-Reception/Customer Services	559,080	552,083	(6,997)
SUP014-Cashiers	110	208	98
TMR001-Street Naming & Numbering	0	68	68
TMR002-Street Furniture & Equipment	(17,284)	(17,167)	117

Total - ICT, Change & Customer Services

1,965,523	1,810,289	(155,234)
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SUP005 - The underspend is in the renewal of software licences & software maintenance agreements. Throughout the year ICT have rationalised the number of software licences and managed to reduce the overall cost to the Council.

	Q4 position		
	Current Budget	Actual Exp	Variance (under) / over spend
	£	£	£
Land, Legal & Property			
ADB301-3 Welch Way (Town Centre Shop)	16,183	4,869	(11,314)
ADB302-Guildhall	11,686	(6,884)	(18,570)
ADB303-Woodgreen	188,476	199,920	11,444
ADB304-Elmfield	29,229	126,509	97,280
ADB305-Corporate Buildings	605,195	601,942	(3,253)
ADB306-Depot	(8,503)	41,139	49,642
FIE346-Marriotts	(625,510)	(465,689)	159,821
LLC001-Local Land Charges	(53,020)	(58,874)	(5,854)
SUP004-Legal	351,610	309,593	(42,017)
TAC303-Swain Court & Newman Court Ind Est Witney	(20,765)	(34,371)	(13,606)
Total - Land, Legal & Property	494,581	718,154	223,573

ADB301 - The Town Centre shop became a fully operational building in August 2024, with Revenues & Benefits staff occupying the first floor that used to be let out commercially. This change of use resulted in a refund of Business Rates.

ADB302- there is a £12,000 overachievement of income due to a backdated service charge to Chipping Norton Town Council and a £7,000 underspend in utilities. The budget for 2025/26 has been adjusted to take the current utility costs into account.

ADB303 - the overspend is due to work done in the year to optimise the sound/microphone system in the Council Chamber. This work does not meet the criteria to be recognised as capital expenditure.

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 tenant began occupation of the building on 12th February 2025, leaving an overspend of £60,000. The remaining overspend is due to utilities and repairs and maintenance work carried out that does not meet the criteria to be classified as capital expenditure.

ADB306- the overspend is due to a £10,000 reduction in rental income and £38,000 of repairs and maintenance charges that do not meet the criteria to be recognised as capital expenditure.

FIE346 - the 2024/25 budget was based on certain assumptions about the timing of when vacant units would be occupied. The actual timing of new tenants moving into units has taken longer than originally anticipated. The result is a significant overspend on the business rates and service charges on units that have been empty and a £58,000 underachievement of rental income.

SUP004 - shared service costs are underspent due to vacancies and an updated split of costs with Forest of Dean and Cotswold.

TAC303- the majority of the underspend relates to repairs and maintenance with the remainder being for utilities

Q4 position		
Current Budget	Actual Exp	Variance (under) / over spend
£	£	£

Leisure & Communities

CCR001-Community Safety (Crime Reduction)	92,703	90,212	(2,491)
CCR002-Building Safer Communities	(6,462)	(13,416)	(6,954)
CCR301 - Communities Revenue Grant	281,320	297,917	16,597
COV023-COMF	97,373	97,373	0
CCT001-CCTV	106,105	109,813	3,708
CSM001-Cultural Strategy	81,453	77,137	(4,316)
CUL001-Arts Development	43,079	35,394	(7,685)
ECD001-Economic Development	204,554	198,295	(6,259)
ECD010 – SPF Community and Place	(202,987)	(202,987)	0
REC001-Sports Development	125,471	118,105	(7,366)
REC002-Recreational Facilities Development	51,349	59,706	8,357
REC003-Play	31,657	32,700	1,043
REC301-Village Halls	13,681	13,647	(34)
REC302-Contract Management	(934,710)	(1,409,047)	(474,337)
SUP016-Finance - Performance Review	101,810	101,708	(102)
TOU001-Tourism Strategy and Promotion	215,555	205,223	(10,332)

Total - Leisure & Communities

301,951	(188,219)	(490,170)
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CCR301 - the base revenue budget for Community Grants is not correct, producing an overspend. This error has been corrected in 2025/26.

REC302 - the budget includes an income contingency against the contract sum of £200,000, which shows as an underspend. Income for the year is £274,000 higher than budget due to the rate of CPI inflation.

TOU001 - there is a £6,000 underspend for IT maintenance and other underspends relating to printing and marketing costs. The service was part of the Phase 1 transfer back to the Council and operates as a shared service with Cotswold District Council as the employing authority.

Q4 position		
Current Budget	Actual Exp	Variance (under) / over spend
£	£	£

Environmental Services

CCC001-Climate Change	276,089	286,654	10,565
COR301-Policy Initiatives - Shopmobility	15,012	18,222	3,210
CPK001-Car Parks - Off Street	468,063	469,167	1,104
ENI002-Grounds Maintenance	622,512	626,247	3,735
ENI303-Landscape Maintenance	13,869	30,888	17,019
FLD001-Flood Defence and Land Drainage	165,008	190,342	25,334
REG004-Dog Warden	82,262	117,770	35,508
REG019-Public Conveniences	198,537	226,128	27,591
REG023-Environmental Strategy	89,266	83,888	(5,378)
RYC001-Recycling	2,736,693	2,725,655	(11,038)
RYC002-Green Waste	(452,355)	(407,030)	45,325
RYC003-Food Waste	1,039,481	1,040,288	807
STC004-Environmental Cleansing	1,059,223	1,060,257	1,034
STC011 - Abandoned Vehicles	215,079	213,582	(1,497)
TRW001-Trade Waste	74,250	(36,369)	(110,619)
TRW002-Clinical Waste	(500)	(468)	32
WST001-Household Waste	1,997,672	2,022,944	25,272
WST004-Bulky Household Waste	13,700	3,655	(10,045)
WST301-Env. Services Depot, Downs Rd, Witney	19,075	72,644	53,569

Total - Environmental Services

8,632,936	8,744,462	111,526
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ENI303 - the overspend relates to reactive maintenance i.e. replacing a footbridge at Madley Brook, Hyde Bridge and some local subsidence work

FLD001- there is £13,000 of unbudgeted expenditure for desilting & clearing drainage ditches and £10,000 additional costs from Ubico for flooding prevention work. The budget has been reviewed for 2025/26

REG004- expenditure represents boarding fees for stray dogs. Costs of kennelling have increased by 10% for 2025/26 following several years of no inflationary increase. Additional budget has been included for 2025/26.

REG019 - the income budget is £22,000 below target, reflecting a sharp decline in usage and cleaning costs are £13,000 overspent due to an inflationary rise in the contract sum mid year.

RYC001- the switch to a new supplier to process Dry Mixed Recyclates on 1st September 2024 has led to an underspend of £125,000. This has been offset by a £44,000 underachievement of Recycling Credits and £70,000 of additional Ubico contract costs. The boxes bought in year have been transferred to capital and funded from available S106 contributions.

RYC002- green waste licence income is £64,000 behind target for the year, the budget has been reviewed for 2025/26. Boxes bought in year have been transferred to capital and funded from available S106 contributions.

TRW001- income is £115,000 ahead of budget, achieved through a forensic review of the bin contracts by the Waste Team.

WST001- Replacement containers are £11,000 overspent and there has been £10,000 of unbudgeted expenditure for the WODC contribution to the Oxfordshire Resources & Waste Partnership for the year.

WST004 - income has exceeded target by £10,000.

WST301 - there is an overspend of £33,000 relating to reactive repairs & maintenance and £19,000 Stamp Duty paid on the completion of a new underletting agreement.

Q4 position		
Current Budget	Actual Exp	Variance (under) / over spend
£	£	£

Planning & Strategic Housing

DEV001-Development Control - Applications	(180,101)	(173,219)	6,882
DEV002-Development Control - Appeals	214,390	134,892	(79,498)
DEV003-Development Control - Enforcement	163,416	157,018	(6,398)
ENA001-Housing Enabling	162,459	152,603	(9,856)
ENI301-Landscape Initiatives	52,926	58,329	5,403
HLD315-Growth Board Project (Planning)	149,607	130,294	(19,313)
PLP001-Planning Policy	659,595	652,742	(6,853)
PLP004-Conservation	131,758	129,802	(1,956)
PSM001-Planning Service Mgmt & Support Svcs	37,283	1,500	(35,783)
Total - Planning & Strategic Housing	1,391,333	1,243,962	(147,371)

DEV002 - legal costs relating to planning inquiries are underspent but there are inquiries outstanding which have not yet been finalised which will now fall in 2025/26.

HLD315 - the underspend stems from professional fees not required in the year.

PSM001- underspends include £11,000 on printing, £15,000 in professional fees, £5,000 on subscriptions and £3,000 on IT licences. Work will be carried out in 2025/26 on the Digital Planning Improvement project, for which the Council has received £99,000 of government funding.

Q4 position		
Current Budget	Actual Exp	Variance (under) / over spend
£	£	£

Retained Services

COR002-Chief Executive	504,887	501,951	(2,936)
COR003-Corporate Policy Making	68,899	74,467	5,568
COR004-Public Relations	86,306	82,520	(3,786)
COR005-Corporate Finance	527,174	522,453	(4,721)
COR006-Treasury Management	26,700	20,250	(6,450)
COR007-External Audit Fees	189,375	251,321	61,946
COR008-Bank Charges	78,500	6,345	(72,155)
COR012 - Publica Review	345,270	345,271	1
COR302-Publica Group	(402,072)	(407,450)	(5,378)
FIE341-Town Centre Properties	(410,701)	(452,185)	(41,484)
FIE342-Miscellaneous Properties	(125,645)	(88,021)	37,624
FIE343-Talisman	(1,284,120)	(1,312,542)	(28,422)
FIE344-Des Roches Square	(431,490)	(415,405)	16,085
FIE345-Gables at Elmfield	(50,135)	(57,899)	(7,764)
NDC001-Non Distributed Costs (Pensions)	766,000	813,951	47,951
SUP018-Press and Communications	61,495	66,727	5,232
TAC304-Witney Industrial Estate	(187,243)	(186,212)	1,031
TAC305-Carterton Industrial Estate	(176,425)	(39,853)	136,572
TAC306-Greystones Industrial Estate	(10,195)	(16,863)	(6,668)
TAC308-Other Trading Services - Fairs	(2,875)	(2,859)	16

Total - Retained Services

(426,295)	(291,347)	134,948
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COR007 - external audit fees are set by a central body - the PSAA. The cost of the 2024/25 audit is not confirmed until mid way through the budget setting cycle for the following year. In this instance the fees have increased. There has also been an increase in the costs for our Housing Benefit audit, which is undertaken by a different audit firm.

COR008 - Bank charges have been refunded to the Council from our bank, producing an underspend that we have carried all year.

FIE341- Service charges of £8,000 have been raised relating to the prior financial year and there is an additional £29,000 of income from Woolgate turnover. This figure moves every year and is not known until the end of the year and is therefore difficult to budget for.

FIE342- additional expenditure relates to Between Towns Road with the majority of the overspend coming from Business Rates liability and security costs.

FIE343 - there is an £8,000 underspend in reactive repairs and a £20,000 surplus created by the income contingency against the rent for the year and the actual rent recognised. The income contingency has been removed in 2025/26.

FIE344 - there is a £12,000 overspend for utilities and £4,000 for contract cleaning.

NDC001 - the adverse variance for secondary pension contributions has been reported in each quarterly budget monitoring report. The budget has been adjusted for 2025/26.

TAC305 - Business Rates liability of £76,000 is unbudgeted. Units 1-3 are currently vacant and major repairs to the roof are required before the building can be tenanted. There is an additional spend of £26,000 to keep the vacant units secure, £10,000 for small repairs and £24,000 of professional fees for the condition surveys and specialist specification work that was needed before going out to tender for the roof repairs.

Q4 position		
Current Budget	Actual Exp	Variance (under) / over spend
£	£	£

Revenues & Housing Support

HBP001-Rent Allowances	508,760	998,647	489,887
HBP005-Benefit Fraud Investigation	6,196	5,414	(782)
HOM001-Homelessness	266,833	261,198	(5,635)
HOM002-Homelessness Grants	0	5,000	5,000
HOM004-Refugees	19,207	19,207	0
HOM005-Homelessness Hostel Accommodation	6,367	14,997	8,630
HOM006 - The Old Court	(16,345)	(14,660)	1,685
HOM007-Afghan Resettlement Programme	(233,367)	(233,367)	0
HOM008-Homes for Ukraine	53,666	53,202	(464)
LTC001-Council Tax Collection	175,668	172,986	(2,682)
LTC002-Council Tax Support Administration	7,507	7,042	(465)
LTC011-NNDR Collection	(71,174)	(72,331)	(1,157)
PSH001-Private Sector Housing Grants	47,460	47,053	(407)
PSH004-Home Improvement Service	(48,226)	(10,145)	38,081
Total - Revenues & Housing Support	722,522	1,254,242	531,690


HBP001 - the overspend is the net cost to the Council of Temporary Emergency Accommodation and the resulting loss of Housing Benefit Subsidy.

PSH004 - the cost of hiring external contractors to undertake minor repairs work is overspent, demonstrating how much inflation has impacted these kind of services over the last 12 months. Levels of expenditure are expected to remain at a similar level in 2025/26.

Capital Programme 2024/25

Scheme	Funded By	2024/25 Total Budget	In Year Additions	Q4 Actual	Slippage	2025/26 Budget	2025/26 Budget Plus Slippage	
Agile Working	Borrowing	1,447,068		760,695				a
Solar PV on Council Buildings	Borrowing	276,345		87,747				
UK Shared Prosperity Fund	Grant			166,845				
Asset Repairs	Borrowing	0	750,000	0	750,000	750,000	1,500,000	b
Chipping Norton LC Repairs	Borrowing	150,000		131,548				
Ubico Fleet - Replace Vehicle Hire Costs	Borrowing	3,500,000		1,278,734	2,221,266	2,500,000	4,721,266	c
Replacement Sweepers	Borrowing					850,000	850,000	
Update to Planning System (Idox)	Borrowing	150,000		0				
Update to Finance System (ABW)	Borrowing	25,000		0				
Electric vehicle charging points	Borrowing	200,000		48,350				
In Cab Technology	Borrowing	100,000		0	100,000		100,000	
Witney ATP Refurbishment	Revenue Contribution	0		74,310		200,000	200,000	d
Purchase of Temporary Accommodation	Capital Receipts					3,000,000	3,000,000	e
CCTV - Upgrading	Capital Receipts	255,635		0	255,635		255,635	f
Shop Mobility - Replacement stock	Capital Receipts	10,000		0				
Affordable Housing - Cottsway	Grant	212,125		635,880				
Improvement Grants (DFG)	Grant	880,000		942,800		880,000	880,000	
Carterton Leisure Centre PSDS Project	Grant	1,300,000		0				
Windrush Place Public Art	Borrowing			18,529				
Chipping Norton Creative	Borrowing			10,000				
Witney Leisure Centre PSDS	Grant/Borrowing	1,874,000		289,159	1,584,841		1,584,841	g
Chipping Norton Leisure Centre PSDS	Grant/Borrowing					2,643,926	2,643,926	h
IT Provision - Systems & Strategy	Revenue Contribution	100,000		12,648		100,000	100,000	
Weighbridge at Bulking Station	Capital Receipts	25,000		0				
Council Buildings Maintenance Programme	Revenue Contribution	200,000		52,083		250,000	250,000	
IT Equipment - PCs, Copiers etc	Revenue Contribution	40,000		76,825		40,000	40,000	
Community Grants Fund	Revenue Contribution	200,000		22,028				
Purchase of Waste Bins	S106			139,353				
Play Parks	S106	50,000		50,466				
Kilkenny Car Park Extension	S106			161,528				
EVCP Woolgate	S106	167,000		164,815				
UK Rural Prosperity Fund	Grant			516,845				
Carterton Connects Creative (Swinbrook s106)	S106	44,500		5,000	39,500		39,500	
Raleigh Crescent Play Area (s. 106)	S106	75,000		74,999				
Developer Capital Contributions	S106			628,218				
		11,281,673	750,000	6,349,405	4,951,242	11,213,926	16,165,168	

- a. The Agile working programme, which started in 2022/23 has been completed at Elmfield and the Town Centre Shop and the internal works at Woodgreen. Urgent external repair works to Woodgreen are currently being undertaken to the chimneys and fascias to prevent damage to the fabric of the building through water ingress. This work is the conclusion of the Agile Working programme.
- b. The Executive approved an additional £750,000 to the Capital Programme in Q2 of 2024/25 for repair works to the Council's Investment Property and The Old Courthouse. Some of the works have slipped due to the length of time needed to finalise the technical specification of the works i.e. the Old Courthouse roof and Carterton Industrial Estate roof. Work at the Old Court is underway and is expected to be complete in Q2 2025/26. This extensive work has replaced parts of the roof structure that had been damaged by water ingress, improved the insulation and also replaced the guttering and fascias. The work at Carterton Industrial Estate has been through a formal tender process and the final technical specification is now being finalised with the contractor. Work is expected to start in Q2 of 2025/26.
- c. During 2024/25 Ubico has taken delivery of four new Waste Lorries, 3 electric supervisor vans, a waste vehicle specifically for narrow access and 3 cage tippers. The purchase of any further vehicles is on pause until a report comes before the Council from the Waste Transformation Project in Q2 2025/26 regarding the rationalisation of waste vehicles County wide.
- d. Not included in the capital programme was the cost of refurbishment works to Witney ATP following flood damage. This work was funded through internal borrowing. The planned replacement of the playing surface is scheduled for 2025/26 and will be funded through the budgeted revenue contribution to capital expenditure.
- e. A number of properties with potential to become temporary accommodation have been viewed and assessed by the Homelessness team over the course of the year. The Council have been successful in having an offer accepted on a property in North Leigh which should complete in Q2 2025/26, consisting of four 2 bedroom flats for use as family accommodation. A second property which would house 6 single people in Witney is currently being assessed for its suitability.
- f. An order for the upgraded CCTV system was placed in May 2025 within the amount available in the Capital Programme.
- g. A report requesting approval for the Witney PSDS project to move to the construction phase will be considered by the Executive in July. The majority of the cost for the decarbonisation of the leisure centre is funded through a grant, with an estimated contribution of £565,549 from the Council. The installation of Air Source Heat pumps to replace the existing gas boilers would reduce the Council's carbon emissions by an estimated 8.8%.
- h. The PSDS project for Chipping Norton leisure centre is currently in the investigation stage and will incorporate lessons learned from the Witney PSDS project.

 <p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>	<p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>
<p>Name and date of Committee</p>	<p>EXECUTIVE – 9 JULY 2025</p>
<p>Subject</p>	<p>CAR PARKING STRATEGY 2025-2031</p>
<p>Wards affected</p>	<p>All</p>
<p>Accountable member</p>	<p>Cllr Lidia Arciszewska – Executive Member for Environment Email: Lidia.Arciszewska@westoxon.gov.uk</p>
<p>Accountable officer</p>	<p>Jon Dearing –Executive Director for Resident Service Group Email: jon.dearing@westoxon.gov.uk</p>
<p>Report author</p>	<p>Susan Hughes, Business Manager for Support and Advice Email: democratic.services@westoxon.gov.uk</p>
<p>Summary/Purpose</p>	<p>To consider and agree the revised car parking strategy 2016 – 2031</p>
<p>Annexes</p>	<ul style="list-style-type: none"> • Annex A- Revised West Oxfordshire District Council car parking strategy 2025 – 2031 • Annex B – proposed changes to stay time restriction in Woodstock, Charlbury and Burford • Annex C – Equality impact Assessment
<p>Recommendation(s)</p>	<p>That the Executive resolves to:</p> <ol style="list-style-type: none"> 1. Endorse the revised West Oxfordshire District Council Car Parking Strategy 2025 -2031 at Annex A. 2. Authorise the Business Manager (Support and Advice) to make minor amendments to the draft strategy prior to finalisation in consultation with the accountable member of the Executive. 3. Adopt the Action plan in Annex A of the strategy recognising it as a working document to be updated throughout the life of the strategy as a consequence of further consultations with Towns and Parishes. 4. Instruct Officers to make a variation to the Parking Order to implement a mixture of long and short stay times to better meet customer demand in Woodstock, Burford and Charlbury. Recommended splits are attached at Annex B with final exact splits to be determined by Officers in consultation with Executive

	<p>Member for Environment</p> <ol style="list-style-type: none"> 5. Delegate authority to Executive Director of Resident Services in conjunction with the Executive Member for Environment to consider consultation feedback on the variations to the parking order and decide whether to make the variation to the Order in whole or in part or to abandon the proposal. 6. Approve the funding to resolve the drainage and mitigate flooding at Guildenford car park in Burford at a cost estimated at £20,000. 7. Delegate further minor amendments to Parking Orders to the Executive Director Residents Services in consultation with the Executive Member for Environment to deal with items arising from Parish and Town Council liaison meetings subject to formal Parking Order consultation requirements
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	YES
Exempt	NO
Consultees/ Consultation	Chief Finance Officer, Monitoring Officer, Interim Head of Legal Services, Finance Business Partner, Executive Director Resident Services, Director of Finance (Publica), Executive Member Environment

1. BACKGROUND

- 1.1** West Oxfordshire District Council (WODC) owns 15 car parks in its District; it further manages and leases one.
- 1.2** In 2016 the council approved a strategy for the operation of its car parks to cover the period up to 2031. Due to changes in national and local policies and customers parking behaviour since then, the council concluded that the strategy required updating to make best use of its assets and to set out plans for the delivery of its parking services to ensure they continue to meet the needs of residents, visitors and local businesses through to 2031.

2. METHODOLOGY

- 2.1** The council's mid-term review of its Parking Strategy focused on establishing several factors.
- Have the occupancy levels within its car parks changed in line with industry predictions?
 - Has climate change impacted customer behaviours in respect of greener and active modes of transport, reducing occupancy levels within our car parks?
 - Is the delivery of parking services continuing to support the council's ambitions to support those who live and visit the district?
 - Is the parking provided helping to support and maintain a growing and vibrant economy?
 - Is the parking provided supporting the council's ambitions to tackle the climate emergency, promote a healthy environment where wildlife thrives, and air and water are clean?
 - What alternative options for increasing and decreasing parking are there considering predicted future demand?
- 2.2** Beat surveys were conducted over a period of two years using the parking industry standard of 85% and above; as a benchmark to indicate from our data gathered on occupancy levels, when the council's car parks are reaching or at capacity.
- 2.3** Customer and stakeholder engagement and surveys were conducted to understand the customer experience and gather feedback on where services could be improved.
- 2.4** All car parks were assessed to establish the condition of them, and a planned programme of repairs is included in the strategy
- 2.5** All relevant external and internal policies and plans were reviewed, and where updated, reflected in the new strategy.
- 2.6** Opportunities to create additional parking were explored with local businesses, schools and Town and Parish Councils in areas where car parking capacity was high.

3. MAIN POINTS

- 3.1** The review concluded that the strategy needed some updating following several changes since its adoption in 2016.
- 3.2** The action plan within the strategy outlining the delivery objectives for the service also needed updating and will continue to be updated throughout the life of the strategy as policies and legislation change.
- 3.3** Overall the council's car park occupancy across the district has not increased in line with the predictions in the strategy adopted in 2016, a greater focus on alternative modes of transport and better connectivity routes has contributed to this. There are, however, areas

identified where spare capacity is severely constrained, these were predicted in the previous strategy and continue to prove a challenge for residents, visitors and businesses. The car parks are Guildenford car park in Burford, Hensington Road car park in Woodstock and the Spendlove car park in Charlbury.

- 3.4 The customer feedback gathered through surveys indicated that the council's car parks are well used and popular by those who live locally and free parking is welcomed.
- 3.5 Customers use the council's car parks to carry out activities such as shopping and leisure activities helping to support a growing and vibrant economy.
- 3.6 The strategy supports the council's ambitions to tackle climate emergency, and actions to seek opportunities to create and support and modal shift and drive greener modes of transport are reflected in the updated action plan within the strategy.
- 3.7 Outdated information and reference to services no longer provided by the council have been removed, such as changes to the enforcement of on-street parking which in April 2023 moved to Oxfordshire County Council.

4. CONCLUSIONS

- 4.1 The council has no statutory duty to provide parking but is committed to do so to support the vitality of its towns and provide a service for residents. Future enhancements to parking provision may be delivered directly by the council but may also be provided at the local level by Town or Parish Councils or by developers and other third parties.
- 4.2 The strategy review concluded that the council car parks are a well maintained and well utilised assets, which have spare capacity district wide, with exception of Guildenford car park in Burford, Hensington Road car park in Woodstock and the Spendlove car park in Charlbury which are at capacity and full seasonally.
- 4.3 The new strategy outlines several commitments, supported in its action plan 2025-2031.
- 4.4 Additional off-street parking spaces are needed in Burford and Woodstock and the council will continue to seek and support organisations, town and parish councils to find alternative parking solutions. Changing occupancy periods is a tool available to help manage car parks with capacity challenges.
- 4.5 Diminishing levels of spare capacity in Chipping Norton and Charlbury will require careful management and observation of capacity levels over the course of the remaining strategy term.
- 4.6 The council will continue to work with Town and Parish Councils, Community Groups and businesses to enable them to enforce in car parks which are also impacted by high use and where enforcement is not currently possible due to a lack of traffic regulation order. This may require further amendments to traffic orders.
- 4.7 The strategy seeks to support the council's ambition for tackling climate change by 'driving down carbon emissions from council operations, and in so doing lead by example to inspire others to take action to collectively reduce the overall carbon emissions of the district by supporting active forms of travel including cycling and walking.
- 4.8 Free parking is to be retained in all public car parks controlled by the council, however the council needs to continue to support the promotion of sustainable transport to manage demand.

- 4.9** Our car parks are enforced well, and enforcement responds to district need. The strategy continues to ensure that enforcement practices and staff resources are utilised in the most effective way.
- 4.10** A condition review of our assets concluded that most of the council's car parks are well maintained, and customers receive a pleasant parking experience. There are, however, some areas which need maintenance and improvement, these are noted in the programme of planned repairs, which will continue to be monitored and updated throughout the term of the strategy to ensure the councils assets remain in a good condition.
- 4.11** Flood risk assessment of Guildenford car park and engagement with Town and Parish Councils concluded that further work to improve the drainage at Guildenford car park would be required to alleviate the on-going issue with flooding and subsequent loss of use when this flooding occurs.

5. FINANCIAL IMPLICATIONS

- 5.1** The financial implications to the council if approved are set out as follows:

Car park	Action	Cost £
Guildenford car park Hensington Road car park Spendlove car park	Changes to the parking order to reflect the change in stay time including press notices	£750
Guildenford car park, Burford	X 2 large signs Repeater signs for clarity on stay times	£1000 £650
Hensington Road car park, Woodstock	X 1 large sign Repeater signs for clarity on stay times	£500 £300
Spendlove car park, Charlbury	X 1 large sign Repeater signs for clarity on stay times	£500 £300
Estimated Total		£4,000

- 5.2** The expenditure of £4,000 relating to the proposed changes could be met from the current revenue budget.
- 5.3** Financial implications to the Council if the recommendation to approve the funding to resolve the drainage and mitigate flooding at Guildenford car park in Burford is approved. Approximate cost of £20,000 to carry out a full assessment of options to rectify flooding issues and improve the drainage. This expenditure will be met from earmarked reserves.

6. LEGAL IMPLICATIONS

- 6.1** The provision of off-street car parking is not the subject of a statutory duty.

- 6.2 There is a potential requirement to change the Parking Order to vary the stay times prescribed.
- 6.3 A failure to follow procedure, meet statutory deadlines or standards in some services may expose the Council to legal challenge and/or financial liability.

7. RISK ASSESSMENT

- 7.1 If the council fails to amend stay times in the capacity constrained car parks this could lead to further deterioration in the available capacity for users and this could impact on the vibrancy of towns.
- 7.2 A failure to address the flooding issues at Guildenford in Burford will lead to continuing loss of spaces at times of high river levels.

8. EQUALITIES IMPACT

- 8.1 There are no unacceptable adverse effects on the protected characteristics covered by the Equalities Act 2010. There are no changes proposed to the provision of disabled parking bays in the car parks.
- 8.2 An Equalities Impact Assessment has been completed and shared with the council's Director of Governance.

9. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

- 9.1 There are climate and ecological implications identified in association with the recommendations of this report, changes to restricted stay times, may in-turn increase footfall to the car parks in the three locations noted, however time spent by car users driving around the car park and towns seeking alternative parking will be reduced.
- 9.2 To offset these implications the action plan seeks to promote active travel, enable better access to cycle parking and continue to promote electric vehicles.

10. ALTERNATIVE OPTIONS

- 10.1 The council could choose not to adopt the new car parking strategy, this would result in the strategy remaining outdated, and not delivering services in line with wider policies, plans or customer and stakeholder needs.
- 10.2 The Council could choose not to adopt the updated action plan outlining the delivery objections for the service. This could result in the service failing to keep up to date with changes to policy or legislation.
- 10.3 The council could choose not to amend the stay time restrictions at Hensington Road car park in Woodstock, Guildenford car park at Burford and Spendlove car park in Charlbury which will result in demand for spaces remaining high.
- 10.4 The council could choose to not approve the funding to resolve the drainage and alleviate flooding at Guildenford car park, this would result in a loss of days when the car park is accessible and little alternative parking provision for residents, visitors and businesses.
- 10.5 The council could choose not to delegate further minor amendments to Parking Orders to the Executive Director Residents Services in consultation with the Executive Member for

Environment resulting in further reports to Executive therefore lengthening the timeframe for implementation.

BACKGROUND PAPERS

Original consultancy report

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WEST OXFORDSHIRE
DISTRICT COUNCIL

CAR PARKING STRATEGY 2025 –2031



Report Control

Project: West Oxfordshire Parking Strategy 2025-2031

Document Checking:

Primary Author 2016	Steve Boden of WYG Transport	Initial led:	SB
Reviewed and updated 2025	West Oxfordshire District Council Parking Team	Initial led:	WODC

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WODC Executive report 11 December 2024 Item 269. Mid-Point Review of Car Parking Strategy
Local Government Information Unit (LGIU) - Parking Strategies and Innovation https://lgiu.org/wp-content/uploads/2023/07/LGIU-Parking-strategies-and-innovation.pdf 18 July 2023
West Oxfordshire Parking Strategy WYG Transport Planning 2016
Air Quality Action Plans in place in WODC: https://www.westoxon.gov.uk/media/xpqflayh/witney-and-chipping-norton-air-quality-action-plan-november-2024.pdf

EXECUTIVE SUMMARY

This report sets out the outcomes of the mid-term review of the 2016-2031 Parking Strategy to ensure it remains relevant, reflective of current demands and utilisation and aligned with the Council's broader priorities.

The Council is committed to supporting healthy and sustainable economies in its towns and villages and whilst we have a policy of reducing carbon and driving down reliance on diesel and petrol vehicles, we understand that for many in our rural district, there remains a heavy reliance on car use to access vital services and facilities.

The review considered data and other information from surveys, policy research, forecast growth and stakeholder engagement on matters including occupancy levels, changes in customer behaviour, needs of particular users, and alignment to Council Priorities. The review has concluded that there were several influencing policies and guidance that had changed since adoption of the policy, together with changes to how parking provision is managed across the whole District.

In summary the review has concluded that there is a surplus of parking in Witney overall but Burford, Woodstock and Charlbury have insufficient parking capacity to meet demands.

Customer and stakeholder feedback from direct, and online parking engagement have been vital in capturing customer concerns relating to the amount of parking currently available in these constrained locations, with a lack of parking space during peak times to serve the needs of visitors, employees, and residents.

Customer feedback indicates that free parking is a major factor in attracting people to the towns, which is contributing to the economic success of the district. This Strategy therefore has free parking at its core.

Despite the perception that the Covid-19 Pandemic would impact parking behaviours positively by reducing the number of car users as society became more active and environmentally aware this has not been the case. Parking occupancy levels have returned to pre pandemic levels and the demand for parking continues to grow, in line with both housing and population growth, as projected in the 2016 strategy.

The parking sector standard of 85% capacity is an industry indicator used to identify the point at which users begin to circle the car park looking for spaces. Our car park usage surveys in 2023-2024 found that overall capacity and provision in WODC car parks is operating at or below the parking sector standard of 85% of capacity.

Parking beat surveys recorded high levels (above 85%) at off-street parking (car park) locations in Woodstock, Burford, Charlbury and Chipping Norton, together with some central Witney car parks.

In April 2023, the enforcement of on-street parking transferred back to Oxfordshire County Council. It is important, however, that consideration for the delivery of WODC's car parking services balances both on, and off-street parking needs. Changes to on street parking restrictions will impact the spare parking capacity levels in the districts' free car parks. It is recognised that whilst the council has no statutory duty to provide parking it is committed to doing so to support the vitality of its towns. Future parking provision may be delivered directly

by the council but could also be provided at the local level by Town or Parish Councils or by developers and other third parties.

The strategy outlines the following package of recommendations and action plan:

- Additional off-street parking spaces are needed in Burford and Woodstock. The council will continue to seek and support organisations, town and parish councils to find alternative parking solutions.
- Diminishing levels of spare capacity in Chipping Norton and Charlbury will require careful monitoring and management. This may include altering permitted stay periods which can increase turnover of spaces.
- Free parking will be retained in all public car parks controlled by the council.
- The Council supports active forms of travel including cycling and walking which are widely adopted and needs to consider this in its management of car parks.
- Ensure that parking standards and planning policies will result in a good balance between the supply and demand for parking.
- Ensure that enforcement practices and staff resources are utilised in the most effective way, responding to district need.
- Maintain good standard of the car park facilities and condition.

For each recommendation in this strategy, the lead organisation responsible for implementation is identified in the action plan. WODC will be responsible for advising other organisations of their responsibilities but cannot require them to make changes.

I INTRODUCTION

West Oxfordshire District Councils (WODC) Parking Strategy 2025 – 2031 aims to meet the needs of users and support the objectives of the council up to 2031.

In 2016, WODC appointed WYG Transport who produced the initial car parking strategy 2016-2031. By 2023, several influencing factors have been identified which inform the direction of the strategy prompting the review and revision how we deliver our parking services.

These factors are.

- The Covid-19 pandemic and the perception of changing parking behaviours.
- The introduction of the Oxfordshire County Council Local Transport and Connectivity Plan.
- Several new local neighbourhood plans.
- Oxfordshire County Council taking responsibility for the enforcement of on-street parking.

The recent study confirms that the future demand for parking will increase, and the strategy outlines methods by which the council can manage this; whilst supporting climate change and active travel.

This updated strategy 2025-2031 brings elements of the initial strategy together with the most recent study results; creating a holistic balance of parking solutions which meet the conflicting demands of users, whilst balancing and recognising the impact that the lack of parking can have on residents, businesses, and visitors.

METHODOLOGY

A full review and assessment of current parking provision has been conducted, and consultation has been undertaken to create an evidence base on which future forecasts of demand and use can be made. The following methods were used.

- Obtain detailed information on existing parking provision and record on-site observations.
- Review relevant planning policy and parking related documents to ensure that the parking study recommendations are in line with current policies.
- Undertake detailed parking beat surveys of off-street parking locations in the study areas to record spare capacity information.
- Conduct focused beat surveys in Guildenford, Burford and Hensington Road, Woodstock car parks given usage levels are high.
- Consult with relevant stakeholders to understand local opinion.
- Undertake an online parking questionnaire to obtain customer viewpoints.
- Estimate future parking demand based on forecast growth in the district.
- Analyse information gathered, prepare a package of recommendations and action plan for the period up to 2031.

The findings of the study conclude a series of recommendations for the needs of the district up to 2031. These are presented in Chapter 5.

Data was gathered from site surveys at WODC car parks and a consultation exercise carried out to inform the content of this parking strategy. All data was correct at the time of collection, but it is recognised that circumstances may change over time. Background documents and policy statements may also be superseded. The Action plan in Table 50 will remain a live document which will be updated as changes arise ensuring our services are delivered in line with legislation, policies and local need.

Most recommendations are directed at WODC, although several of them require a commitment from other groups, and as such, the recommendations identify responsibility for implementation. This strategy has been prepared with input from residents, businesses, community groups, Parish Councillors, Town Councillors and District Councillors.

This strategy has been prepared in line with the WODC council objectives:

- To provide a positive parking experience in the use of council owned off-street car parks in the district.
- To enable the provision of parking options which support the local economy, changing demographics and meet the needs of workers, residents and support planned economic development.
- To provide sustainable parking service provision.
- Continue to work in partnership with the wider County Council, supporting them in the delivery of Oxfordshire County Council Local Transport and Connectivity Plan 2022-2050.

STUDY AREA

The study included all WODC owned and managed off-street car parks.

Witney – Marriotts Walk, Woodford Way, Woolgate, Windrush Leisure Centre, Gordon Way, and Burwell Drive car parks

Chipping Norton – Albion Street and New Street car parks

Woodstock – Hensington Road car park

Burford – Guildenford car park

Eynsham – Back Lane car park

Carterton – Alvescot Road and Black Bourton Road car parks

Charlbury – Spendlove Centre car park

Long Hanborough – Riely Close car park

Great Tew – The Lane car park

Other car parks exist in the district that are used by the public, principally at supermarkets in the town centres but these were not included in the scope of the study.

2 PARKING, TRANSPORT AND PLANNING POLICY

INTRODUCTION

This strategy has been prepared with reference to relevant parking, transport, and planning policy. Relevant extracts are summarised in this Chapter. The documents in this Chapter provide information relating to future growth in the area.

NATIONAL PLANNING POLICY

The National Planning Policy Framework (NPPF)

This Parking Strategy has been prepared in accordance with section 8 of the NPPF which states:

‘Maximum parking standards for residential and non-residential development should only be set where there is a clear and compelling justification that they are necessary for managing the local road network, or for optimising the density of development in city and town centres and other locations that are well served by public transport’

In town centres, local authorities should seek to improve the quality of parking so that it is convenient, safe, and secure, alongside measures to promote accessibility for pedestrians and cyclists.’

This is reflected in the set of actions outlined in the revised Action plan.

UK Parking Strategies and Management

The Institution of Highways & Transportation in its paper on Parking Strategies & Management identifies two important changes that have occurred in the way transport and planning issues should be addressed:

- 1 *‘There has been a policy change whereby parking is no longer provided in line with unquestioned increases in demand: the ‘predict and provide approach.’*
- 2 *All aspects of land use and transport should now be planned and managed in an integrated fashion in order to achieve a wide variety of objectives. Parking is now a topic and activity to be treated as part of a much larger system.*

Given there is a shift in the approach to land use planning and transport in the UK, placing the moderation of car travel and the creation of more environmentally sustainable forms of urban development at the heart of national, regional and local policy, this has meant local authorities and their partners are now presented with the new challenge of translating the new policy objectives into action on the ground.’

In response to the shift towards reducing car travel and promoting more sustainable and active modes of transport, WODC's Parking Strategy has been updated to reflect these

priorities. It places greater emphasis on supporting alternative transportation options and optimising the use of existing assets."

COUNTY WIDE POLICY

Oxfordshire County Council – Connecting Oxfordshire Local Transport and Connectivity Plan 2022-2050. (LTCP)

Connecting Oxfordshire sets out the County Council's transport policy and strategy up to 2050 and was prepared with input from local, regional, and national sources, The City and District Councils, stakeholders, MPs, and the public. It was adopted by Full County Council in 2022.

The LTCP forecasts that there will be 100,000 new homes in Oxfordshire by 2031 and 85,000 new jobs and it sets out a strategy to provide transport improvements that will enable this growth to take place in a sustainable and manageable way.

Oxfordshire's LTCP strategy includes major improvements along the A40 corridor that will benefit travel between West Oxfordshire and Oxford along this route. This includes highway capacity improvements, a new Park and Ride service in Eynsham and bus priority schemes.

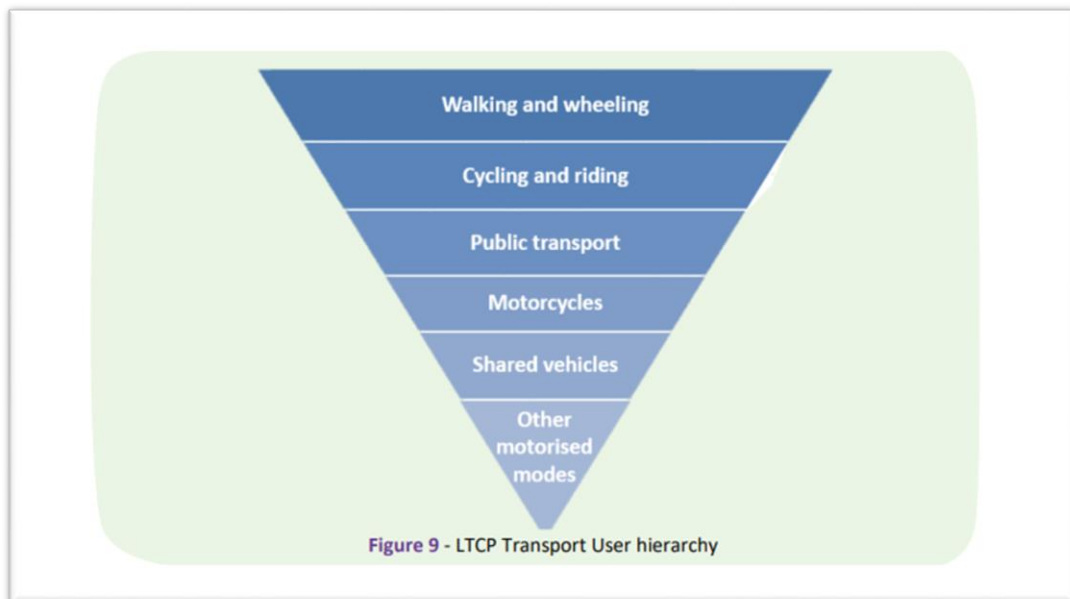
A40 Improvement Progress

The Park and Ride at Eynsham was completed in January 2024, however funding for the bus lanes, cycleways, and junction onto the A40 have been agreed, after delay, in 2025. The Park and Ride is expected to be in use for motorists by 2026/7.

Parking Guidance

A key section in the OCC LTCP is The Parking Guidance which outlines how car parking should be managed and planned; to support all other transport priorities outlined in the transport hierarchy.

Figure 1 – OCC LTCP Transport user hierarchy



The LTCP provides guidance on walking, cycle parking, motorcycle parking and other forms of micro-mobility and zero emission vehicle parking such as E-Scooters etc.

Motorcycle parking

'In line with our transport user hierarchy, motorcycle parking should be considered ahead of private car parking. Motorcycle parking has the same considerations as cycle parking and should also meet the cycle parking requirements. Future electric vehicle charging infrastructure should also consider motorcycle parking requirements such as the need for a secure ground anchor.'

Connecting Oxfordshire Local Transport and Connectivity Plan 2022-2050. (OCC LTCP)

WODC provides dedicated motorcycle parking in the following car park locations (Table I):

West Oxfordshire Motorcycle parking		
Witney	Woodford Way Woolgate Windrush Leisure Centre	If no dedicated bays are available motorcycles may park free in any bay.

Future private car use

West Oxfordshire District Council seeks to promote and support alternative modes of transport by facilitating schemes such as the electric vehicle car share scheme and reducing the number of private vehicle journeys.

This ambition aligns with the Oxfordshire Local Transport and Connectivity Plan and is noted in the strategy action plan to regularly review methods and incentives to increase active modes of transport to reduce the number of unnecessary car journeys and promote the use of cycle racks within our car parks.

Governance

The District Council regulates off-street car parks, through the establishment of an off-street parking order. The Road Traffic Regulation Act 1984, (RTA 1984), provides the enabling powers to make the order. The order is made with the consent of the relevant County Council and after consultation with the Chief Officer of Police. Parking orders are subject to statutory and public consultation with elected district council members considering the feedback as part of the democratic process.

Legislation

The following Acts govern the operation of parking services:

- The Road Traffic Regulation Act 1984 - (RTA 1984) provides enabling powers to make an off-street parking order, described above.
- The Road Traffic Act 1991 – relates to the decriminalisation of parking offences
- The Traffic Management Act 2004, - enables the council to enforce the parking terms and conditions set out in the Parking Order.

Fees and Charges

WODC recognises and supports the wider ambitions of the County to drive a modal shift to greener modes of transport. With on-street parking charges being introduced by the County Council, the management of the district council car parks require a careful balance to provide free parking and manage demand through restricted stay times.

The Oxfordshire County Council Local Transport and Connectivity Plan states:

'The management of parking is one of the most effective means of tackling congestion and its worst effects. Well planned location, availability, price, and enforcement of parking can contribute significantly to easing traffic flows, especially in the peak periods, making all journeys more reliable. Fees and charges are reviewed on an annual basis to ensure they continue to meet the council's objectives by ensuring the parking service remains financially secure.'

Currently Oxfordshire County Council operates all on-street parking in the West Oxfordshire district. All WODC off-street car parks remain free to park, acknowledging the wider and council ambition to support alternative and greener modes of transport requiring a careful balance and ongoing review to ensure that we are supporting both our residents, businesses, visitors and the environment.

DISTRICT WIDE POLICY

The West Oxfordshire Corporate Plan

The WOCD corporate plan (adopted 2023 - 2027) sets out the framework for how it engages with residents and businesses:

1. Putting Residents First
2. Enabling a Good Quality of Life for All
3. Creating a Better Environment for People and Wildlife
4. Responding to the Climate and Ecological Emergency
5. Working Together for West Oxfordshire.

The West Oxfordshire Local Plan

The West Oxfordshire Local Plan 2031 was adopted in 2018. Its policies provide the basis for local planning decisions in the district. A new Local Plan is due to be adopted in 2026 and will guide development in the district to the year 2041. The content of this strategy is based on the current local plan. The Action plan outlining the delivery of parking services will be updated to reflect the new local plan upon adoption.

The West Oxfordshire Local Plan provides a substantial amount of information on the district; geographically, by population groups, household composition and on the district's economy. A parking strategy expects to reflect local needs using information from The Local Plan and national census information about the district.

As a predominantly rural area, attracting shoppers from a wide area, a supply of available car parking spaces will remain of importance in order to attract shoppers to the district.

Opportunities to increase car parking in our settlement centres are limited and alternative solutions may be required.

'Development proposals which will significantly increase car parking demand in town centres will be expected to make appropriate provision for increased public car parking and access to them, whether through direct provision or financial contributions.' Policy E6 - Town Centres.

The Local Plan 2031 states this must also be in accordance with Policy T4 (Parking Provision) which states:

'Proposals for new off-street public car parking areas will be supported in accessible locations where they would help to ensure the continued vitality and viability of town centres, where they would support visitor and tourist facilities and attractions or where the local environment is being seriously damaged by on-street parking and alternative parking provision is essential.' Policy T4 (Parking Provision)

'The Council will work with partners to provide, maintain and manage an appropriate amount of off-street public car parking, particularly to support our town and village centres and to address issues of congestion and air quality.' Policy T4 (Parking Provision)

The Local Plan 2031 provides direction to developers on matters of parking provision for new developments and directs developers towards using the County Council's adopted parking standards in planning applications.

'Parking in new developments will be provided in accordance with the County Council's adopted parking standards and should be sufficient to meet increasing levels of car ownership.'

Parking Standards

The Local Plan 2031 (Regulation 10A review September 2023) provides a table mapping the elements for Parking standards and planning to assist developers in their planning applications when considering the requirements for parking (Table 2).

T4 – Parking provision	<p>Policy T4 aims to ensure that there is appropriate off-street car parking available to support town and village centres and address issues of congestion and air quality. Proposals for new off-street parking will be supported in accessible locations.</p> <p>Car parking in new development should be provided in accordance with the County Council adopted standards and development which significantly increases parking demand will be expected to make appropriate provision or a financial contribution.</p> <p>The Government has published a National Model Design Code and National Design Guide, and national policy now emphasises the importance of the design of parking areas having to reflect these.</p> <p>Oxfordshire County Council has also produced a new Local Transport and Connectivity Plan (LTCP5) and updated parking standards.</p> <p>Whilst T4 remains consistent with national policy, the review of the Local Plan provides the opportunity to update / replace the policy to take account of more recent guidance and policy including the introduction of the National Design Guide and National Model Design Code as well as Oxfordshire County Council's LTCP5 and associated guidance and standards.</p> <p>There is also an opportunity to consider evolving infrastructure requirements such as the need for electric car charging.</p> <p>The policy is considered to remain consistent with national policy which emphasises that patterns of movement, streets, parking, and other transport considerations are integral to the design of schemes (NPPF paragraph 104) and that parking standards should take account of a number of considerations including accessibility and the type and mix of development (NPPF paragraph 107).</p>
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Parking Provision (West Oxfordshire Local Plan 2031 – Adopted 2018)

Reference	Local Plan statement
7.83	The amount of parking provided can also have a direct impact on people's travel choices and the District Council can influence the amount of parking available in two ways. Firstly, we can determine how much parking is provided as part of new development such as housing, shops and offices.
7.84	In this regard we will determine the level of provision in accordance with the residential, non-residential and cycle parking standards adopted by Oxfordshire County Council as highway authority. The residential parking standards are based on the provision of an 'optimum' number of spaces rather than a 'maximum' or minimum' and are based on the provision of a mix of allocated and unallocated spaces.
7.85	We can also influence parking through our approach towards the provision of off-street parking. National planning policy suggests that local authorities should seek to improve the quality of parking in town centres so that it is convenient, safe and secure, including appropriate provision for motorcycles. In addition to

	the quality and cost of parking provision, we can influence the amount of parking available.
7.86	With regard to off-street public car parking, there are 16 car parks in West Oxfordshire and the council's long-standing position has been not to charge for parking to maintain the attractiveness of local centres. Car parking is managed through time restrictions, the effectiveness of which is kept under review. Sufficient and convenient parking provision can make a significant contribution to the continued viability of our town centres and main employment areas.
7.87	In Chipping Norton public car parking spaces in the town centre whilst at capacity on occasions, remain sufficient to meet current needs of the settlement. In Witney, public car parking spaces in the town centre are considered adequate to meet current needs, the Woolgate and Woodford Way car parks operate at a high level of usage. The Witney usage figures show that they are busiest between 11-1pm on Saturdays, returning to below 85% between 1-3pm.
7.88	Car parking is also under pressure in popular tourist towns such as Burford and Woodstock particularly at weekends and there is a need to continue to review car parking arrangements to ensure available spaces are efficiently used and provide additional car parking where capacity is being exceeded. The council is preparing a parking strategy that will help to inform future decisions about the quantity and distribution of parking needed within the district.
7.89	We will continue to monitor car parking requirements and parking management whilst promoting alternative means of travel. We will also seek improvements and additional parking solutions to public parking as appropriate including through new development.

Neighbourhood Plans

A number of settlements with WODC managed car parks have made neighbourhood plans. Some settlements are in the process of developing their neighbourhood plans. Full Neighbourhood Plans can be found on the WODC website – Planning policy / Neighbourhood planning.

Neighbourhood Plan parking matters pertinent to the WODC Parking Strategy are included under each settlement in short summary form.

SUMMARY

This Parking strategy considers relevant planning policies, housing trajectory information, neighbourhood plans and transport policies. An understanding of the future direction of growth for the district, helps to identify parking recommendations to support the district. It is also significant to reflect the policies of sustainability and the move from 'car first' to a changing emphasis on alternative modes of transport, as reflected in national, county and local levels.

3 BY SETTLEMENT

WITNEY

Witney is the largest town in the district with a population of approximately 29,632 and is a popular service centre with a large retail function. The town is the main economic centre in the district with

62% of the population economically active and it experiences in commuting as well as out-commuting to Oxford and other locations.

Witney is close to the A40, the main east-west route through Oxfordshire and so has a direct link to Oxford, although the road suffers from severe congestion at peak times. Traffic congestion is also a significant problem in the town because of the high level of demand and, in some locations, the constrained road network.

Air Quality Management Areas were declared in 2005, in Witney and Chipping Norton. The Action Plans for both areas were updated and published in 2024. There is a consistent downward trend in traffic related air pollution.

The town centre is the primary shopping destination in the district with two main retail/entertainment centres either side of the High Street (Marriotts Walk and Woolgate) and each of these contains a large car park. Marriotts Walk is a multi-storey car park with different time limits on each of the three storeys while Woolgate is a large surface-level car park with time restrictions in place. The Leisure Centre car park is mostly used by leisure centre visitors. The remaining two town centre car parks are Gordon Road and Burwell Drive. Sainsburys also provides town centre parking, but surveys were not carried out at this private car park.

Opportunities for growth in the existing built-up areas of the town are limited so most development is likely to be located on the fringes at various locations around the town.

PARKING

Table 4 – Existing off-street Car Parking Provision Witney

Car Park	Standard	Disabled	Parent and Child	EVCP	Total
Marriotts Walk (4 hour)	440	0	0	0	440
Marriotts Walk (9 hour)	150	28	5	0	183
Windrush Leisure Centre	82	5	0	0	87
Woodford Way	246	1	0	16	263
Woolgate	740	34	12	12	798
Burwell Drive	40	2	0	0	42
Gordon Way	50	0	0	0	50
Total spaces					1863

SURVEY – CONDITIONS

Condition surveys were carried out in 2024 (see Appendix I) that assessed the condition of the car parks: surface, lining, signing, car park boundaries, bollards/barriers, landscaping, cleanliness, drainage, and footpaths.

The need for minor maintenance at Marriotts Walk and Woolgate was identified but the conditions at Woodford Way and the Leisure Centre will require more work. Woodford Way has a poor-quality surface and grounds maintenance at Woodford Way and the Leisure Centre is required in the near future. Burwell Drive and Gordon Way will have surface repairs and minor repairs to bollards and curbs in the near future.

SURVEY – OCCUPANCY

Studies of all car parks owned and managed by West Oxfordshire District Council were included in the study to form part of the District Strategy. The study period ran from January 2023 through to January 2025.

Studies of stay time and usage were carried out to confirm occupancy levels within the car parks by settlement, by manual observation together with feedback obtained both online and face to face to greater understand customer, business and town and parish council feedback in relation to their needs, to inform the future planning and decision-making processes.

Figure 2 – Witney wide Occupancy levels – off-street Car Parks

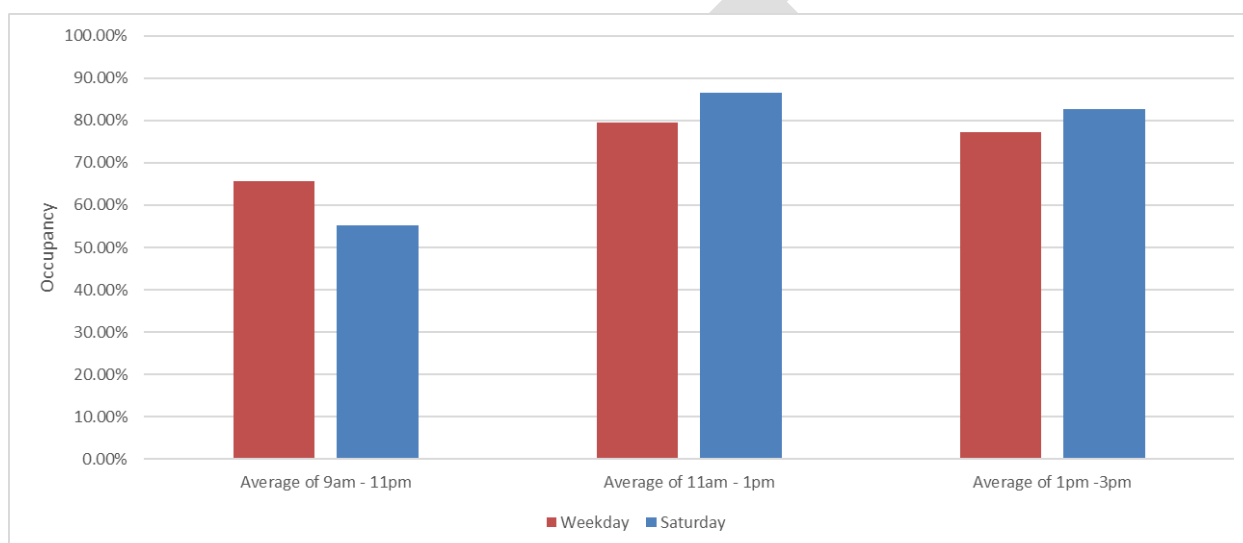
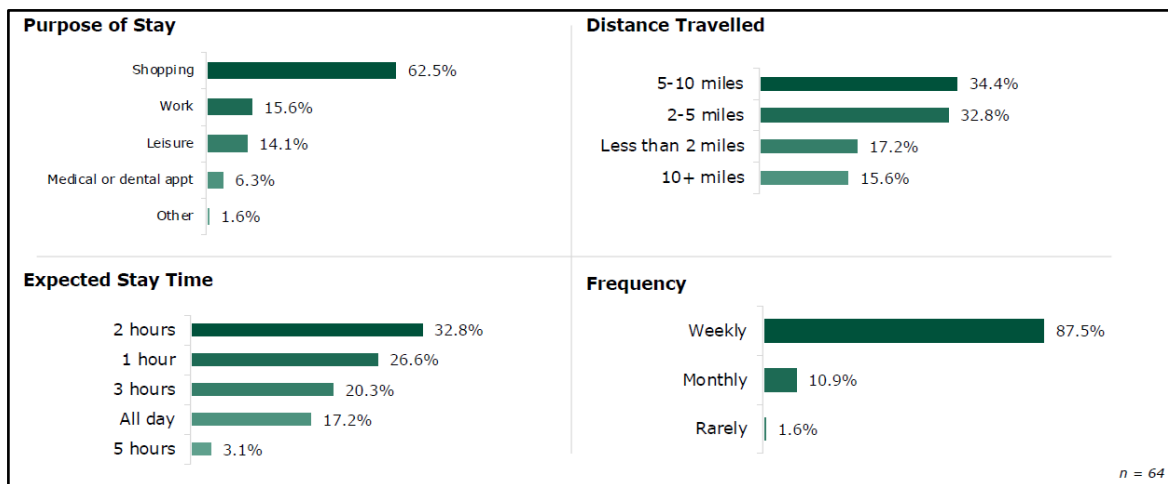


Table 5	Weekday or Saturday	
Time	Weekday	Saturday
Average of 9am - 11am	65.56%	55.14%
Average of 11am - 1pm	79.51%	86.55%
Average of 1pm - 3pm	77.14%	82.70%

SURVEY – CUSTOMER FEEDBACK

Customer surveys were carried out and customers were asked to comment on: purpose of their stay, distance travelled, expected stay time and how frequently they visited the car park.

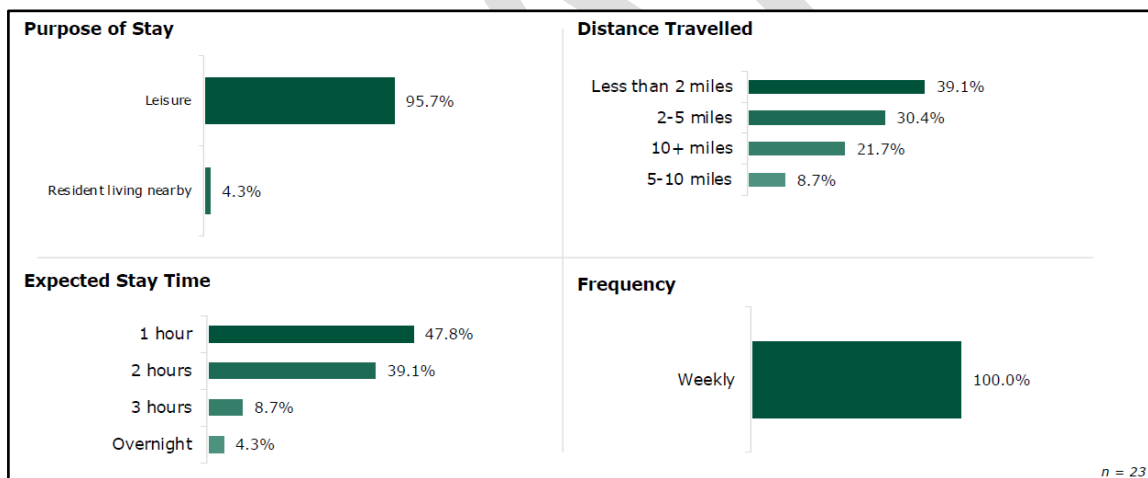
Marriotts Walk (Figure 3)



Marriotts Walk summary (Table 6)

The primary reason for visits is shopping (62.5%), followed by work (15.6%) and leisure (14.1%). Most visitors travel between 5-10 miles (34.4%) or 2-5 miles (32.8%). The expected stay time varies, with 32.8% staying for two hours and 26.6% staying for 1 hour. Visits are frequent, with 87.5% of visitors coming weekly.

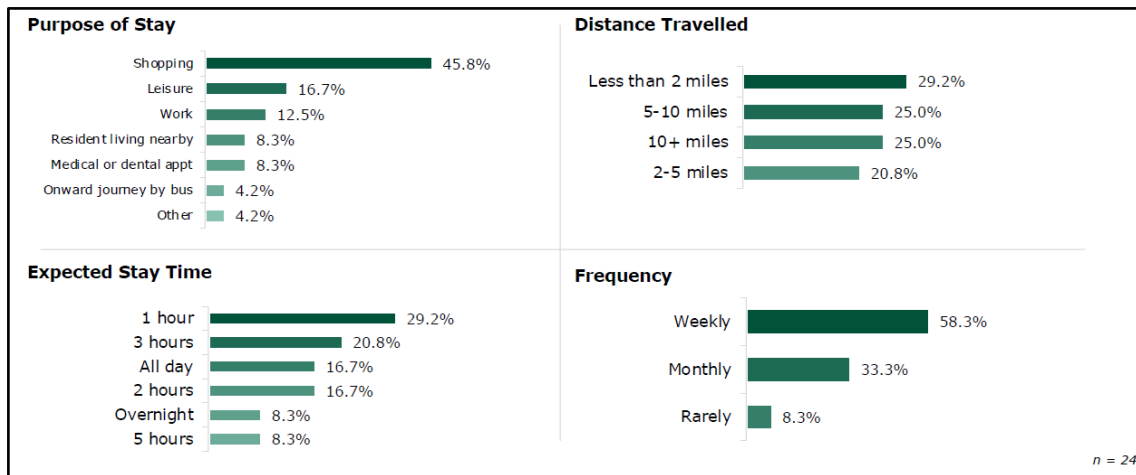
Windrush Leisure Centre (Figure 4)



Windrush Leisure Centre summary (Table 7)

The primary reason for visits is leisure (95.7%), with a small percentage of visitors being residents living nearby (4.3%). Most visitors travel less than 2 miles (39.1%) or between 2-5 miles (30.4%). The expected stay time is predominantly around one hour (47.8%) or two hours (39.1%). Visits are very frequent, with 100% of visitors coming weekly.

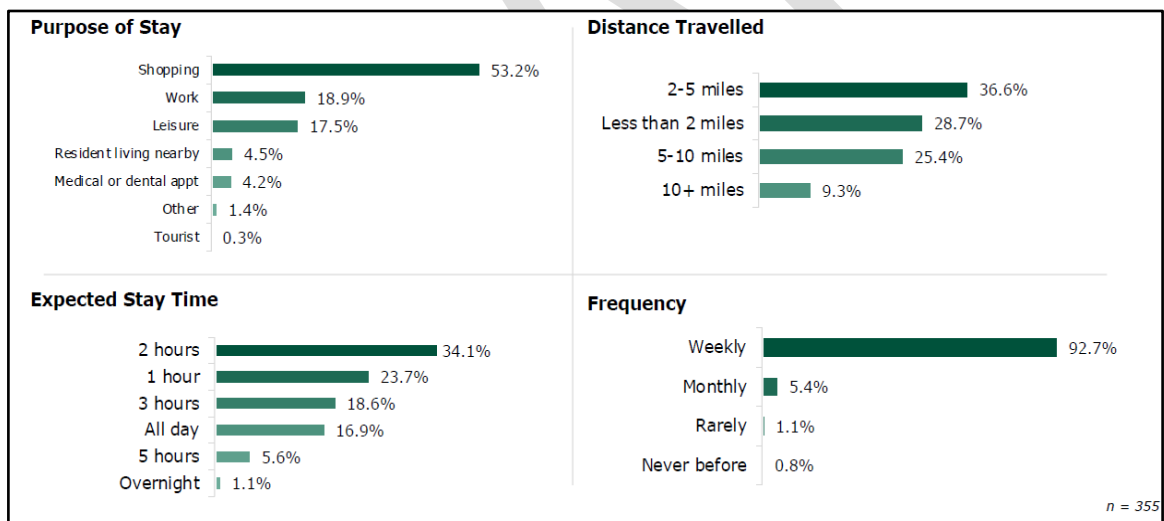
Woodford Way (Figure 5)



Woodford Way summary (Table 8)

The primary reason for visits is shopping (45.8%), followed by leisure (16.7%) and work (12.5%). Most visitors travel less than 2 miles (29.2%), with significant portions traveling 5-10 miles (25.0%) and more than 10 miles (25.0%). The expected stay time varies, with 29.2% staying for less than an hour. Visits are frequent, with 58.3% of visitors coming weekly and 33.3% monthly.

Woolgate (Figure 6)



Woolgate summary (Table 9)

The primary reason for visits is shopping (53.2%), followed by work (18.9%) and leisure (17.5%). Most visitors travel between 2-5 miles (36.6%) or less than 2 miles (28.7%). The expected stay time varies, with 34.1% staying for 2 hours and 23.7% for 1 hour. Visits are very frequent, with 92.7% of visitors coming weekly.

No customer surveys were carried out by Pro Insight in 2023 on Gordon Rd and Burwell Drive

NEIGHBOURHOOD PLAN – PARKING POINTS

There is no Neighbourhood plan in place for Witney.

LOCAL PLAN

The following comments relating to car parking in Witney are extracted from The Local Plan and provide an overview of the car parking matters in the sub area of Witney.

WODC Local Plan 2031 (Table 10)	
Reference	Witney Sub area
9.2.14	Major developments including the Marriott's Walk town centre expansion and the extension to the Woolgate Centre have enhanced the shopping and leisure offer of the town. The availability of free parking is a significant advantage over competing centers
9.2.15	Evidence suggests there is capacity for additional shopping provision in Witney in the medium and longer term and recommends a strategy of phased development to reinforce the role of the town centre in the context of increasing competition elsewhere.
9.2.24	<p>Identifying a number of key issues and challenges to be addressed in relation to the Witney sub-area (on the fringes of Witney including Crawley, Hailey, Minster Lovell, Ducklington, South Leigh and Curbridge.).</p> <p>These include:</p> <ul style="list-style-type: none"> • Witney is a key service centre with other nearby settlements looking to it for their principal needs. • Major housing development has taken place at Witney in the last 30 years, doubling the population. • Witney is a priority location for the provision of specialist housing for adults with care and support needs, resulting in a greater need for adequate provision of disabled parking bays. • This sub-area plays an important economic role, particularly Witney, which provides most of the district's job opportunities • Witney is a key shopping and leisure destination with scope for additional shopping provision in the medium to long-term, Traffic congestion is a key issue for this area both in the centre of Witney and on the A40 toward Oxford.
Housing	
9.2.26	In terms of future housing provision, the anticipated housing delivery for this sub-area is 4,702 new homes in the period 2011 – 2031.
Non-strategic housing allocations	
9.2.54	In order to help meet identified housing needs, in addition to the two strategic development areas, two smaller site allocations are proposed in the Witney sub-area; Woodford Way Car Park at Witney and Land to the west of Minster Lovell, near Witney.
9.2.55	<p>Woodford Way Car Park (50 homes)</p> <p>This site is currently in use as a surface level car park close to the centre of Witney on Woodford Way. It is a highly sustainable location for residential development being within easy walking and cycling distance of a broad range of services and facilities. The principle of residential development on the site has</p>

	previously been accepted through a planning permission although this has now lapsed.
9.2.56	Whilst not available in the short term, it is reasonable to expect that a residential scheme could come forward on this site within the planned period, most likely as part of a mixed-use scheme including other suitable and compatible town centre uses. The southern part of the site falls within Flood Zone 2 and is a key consideration for any future redevelopment.
	POLICY WIT3: Woodford Way Car Park, Witney
	Land at Woodford Way Car Park to accommodate around 50 new homes either as part of a residential or mixed-use scheme with other compatible town centre uses whilst retaining an appropriate amount of public car parking.
Transport	
9.2.68	It is anticipated that a 'package' of strategic highway improvements will help to mitigate the impact of planned housing and business growth in Witney and provide a significant improvement to the flow of vehicles in and around the town. It is proposed that a strategic transport strategy and funds be created in conjunction with the County Council as highway authority. Other 'nonstrategic' highway improvements will be sought as appropriate through new development.
9.2.69	Provision will also be made for improved public transport provision in the Witney subarea including the frequency and coverage of bus services. This will be accompanied by measures to promote the use of public transport including improved waiting facilities and cycle parking.
9.2.70	Improvements to pedestrian and cycle routes and the provision of new routes will be sought where appropriate.
9.2.71	Parking usage will be kept under review with additional provision to be sought from new developments where necessary. Parking will also be managed in order to try and reduce car use for short journeys.
	<p>The provision and management of free car parking attracts residents and visitors to the town centre.</p> <p>New developments which will create additional parking demand in the town centre will be required to contribute to increasing public parking provision alongside improvements to the bus, pedestrian, and cycle infrastructure.</p>
	POLICY WIT5: Witney Town Centre Strategy
	<p>Ensuring the town centre, as a key destination, remains accessible, through the provision and management of car parking and through enhancing public transport, pedestrian and cycle routes and infrastructure.</p> <p>Developmental proposals which significantly increase car parking demand will be expected to make appropriate public parking provision or provide equivalent financial contributions.</p>

WITNEY - SUMMARY (Table 11)

WITNEY CAR PARKS (6 CAR PARKS / 1863 SPACES)

Local Plan Information (No Neighbourhood Plan)

As a key service centre destination, the town remains accessible through the provision and management of car parking and by enhancing public transport, pedestrianisation, cycle routes and an infrastructure programme. Any new development which makes a significant increase on car parking demands is to make provision or provide equivalent financial contributions.

Occupancy Data (2023/2024)

Witney car parks are busy on weekdays but have spare capacity. There is spare capacity on Saturday mornings between 9-11am, with a higher usage on Saturdays between 11-1pm. Usage levels drop, between 1-3pm on Saturday afternoon, when spaces become available. This is for the larger central car parks in Witney. The smaller car parks in Gordon Road and Burwell Drive which are within walking distance of the centre car parks have spare capacity with occupancy levels averaging at 3% and 51%.

Customer Survey information

Marriotts Walk car park is primarily used for shopping visits, then for work and leisure. Most visitors travel between 2-10 miles. Stay times vary with most stays between 1-2 hours. There is a high frequency of weekly visits.

Woodford Way car park primarily used for shopping visits, then for leisure, with lower levels for work purposes. Most visitors travel less than 2 miles, with half travelling 5-10 miles. Most people stay for an hour. The highest frequency of visit is weekly and a further third of visitors visit monthly.

Woolgate car park is primarily used for shopping visits, then for work and leisure. The majority of visitors travelled 2-5 miles, followed by nearly 30% of people travelling under 2 miles. Stay times vary with most stays of 1-2 hours duration. There is a very high frequency of weekly visits.

Windrush car park is primarily used for leisure visits; a high 96% rate. A small percentage of visitors are residents living nearby. Most people travel less than 2 miles, followed by the group who travel 2-5 miles. Stays are mainly for 1-2 hours. Visit frequency for weekly visits is very high at 100% of those surveyed.

Burwell Drive car park serves a small number of convenience stores. Located in a residential area, the majority of housing nearby have their own parking.

Gordon Rd car park serves the artificial turf sports pitch. Located in a residential area, where housing appears to have off-street parking, this car park has good levels of spare capacity.

CHIPPING NORTON

Chipping Norton is a market town of approximately 9412 inhabitants located in the north of the district on the edge of the Cotswold Area of Outstanding Natural Beauty (AONB). The town provides local retail and leisure services with several food retail outlets, shops, services, public houses, and leisure facilities.

The town lies on the crossroads of the A44 that runs along a north-west to south-east alignment and the A361 running north-east to south-west. There is a significant proportion of through-traffic and HGVs in the town centre and an Air Quality Management Area was designated in November 2024.

The scope for future growth is relatively limited, partly due to the AONB and expansion is most likely on the east side of the town outside of the AONB.

PARKING

Table 12 – Existing off-street Car Parking Provision Chipping Norton

Car Park	Standard	Disabled	Parent and Child	EVCP	Total
Albion Street	51	0	0	0	51
New Street	121	6	5	12	144
Total spaces					195

SURVEY - CONDITIONS

The condition surveys in 2024 (Appendix I) showed the two car parks in Chipping Norton do not have urgent issues but will need improvements to a range of items in the next two to three years. This includes improvements to the surface, lining, and grounds maintenance.

SURVEY – OCCUPANCY

Figure 7 – Chipping Norton off-street Car Parks, Total Daily Occupancy

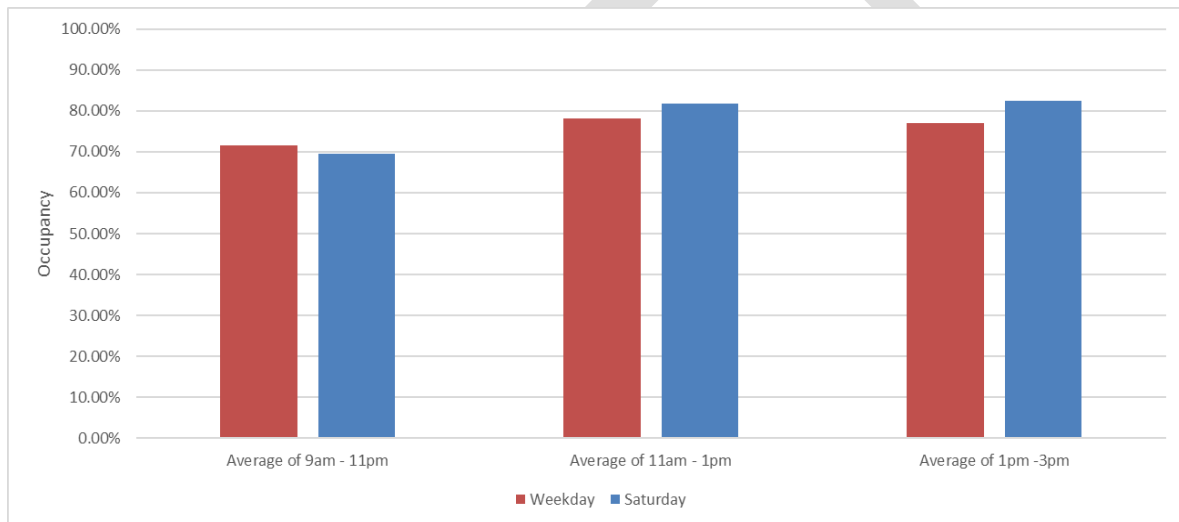


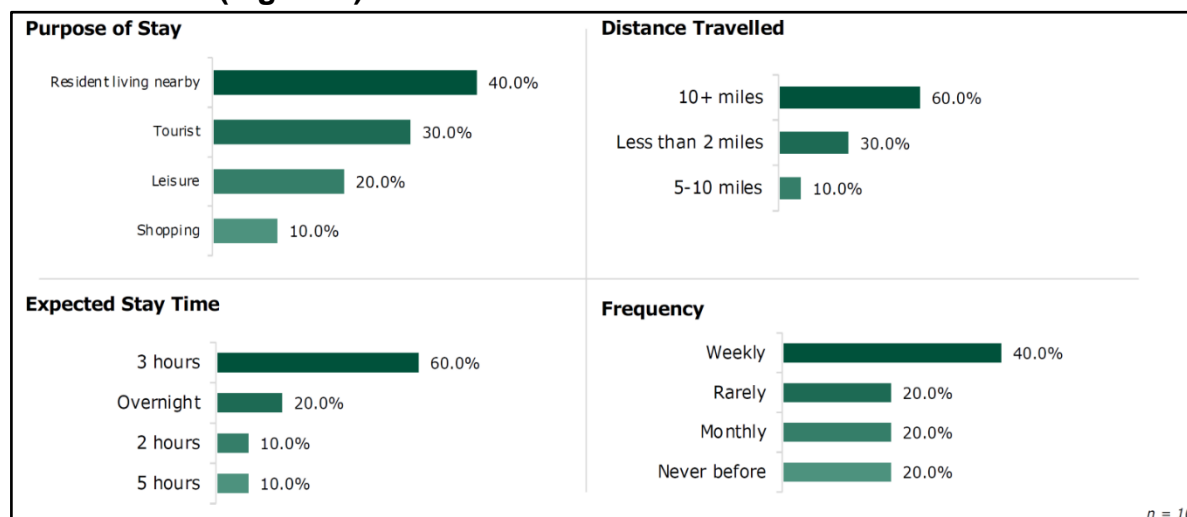
Table 13	Weekday or Saturday	
Time	Weekday	Saturday
Average of 9am - 11pm	71.48%	69.58%
Average of 11am - 1pm	78.23%	81.68%
Average of 1pm - 3pm	77.02%	82.45%

SURVEY – CUSTOMER FEEDBACK

Customer surveys were carried out and customers were asked to comment on: purpose of their stay, distance travelled, expected stay time and how frequently they visited the car park.

CHIPPING NORTON

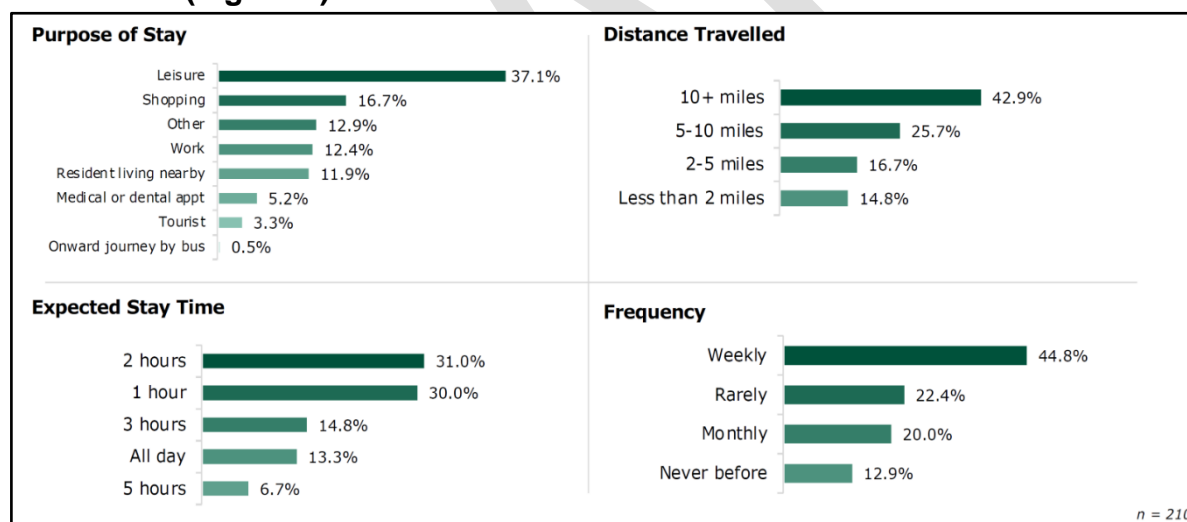
Albion Street (Figure 8)



Albion Street summary (Table 14)

The survey results indicate that the car park is primarily used by local residents and tourists, with most visitors traveling over 10 miles and planning to stay for around 3 hours. The frequency of visits shows a mix of regular weekly visitors and first-time users.

New Street (Figure 9)



New Street summary (Table 15)

The survey results show that most visitors come for leisure (37.1%) and travel over 10 miles (42.9%). The majority plan to stay for less than an hour (31%) and visit weekly (44.8%). This indicates a mix of regular visitors and those traveling long distances for short stays.

NEIGHBOURHOOD PLAN – PARKING POINTS (Table 16)

Reference	CHIPPING NORTON - NEIGHBOURHOOD PLAN DECEMBER 2015
3.21	The difficulty of finding a parking space at peak times was identified as a major issue by residents during the consultation process.

Parking OB3:	Support the expansion of town centre car parking capacity and improvements to its functionality.
7.10	The WODC pre-submission Local Plan suggests that changes in how transport is fuelled could have positive effects on the town's AQMA8. To encourage greater use of electric and plug-in hybrid electric vehicles within Chipping Norton, this Plan wishes to support the installation of public electric car charging infrastructure.
7.19, 20 and 22.	Stagecoach's S3 service to Oxford has seen a three-fold increase in patronage since 2000. The number of buses parked at Chipping Norton has increased from three to nine over the same period, now supporting 12 full-time local jobs. Growth is expected to increase the number of buses parked in town to 12. In light of the identified importance of providing adequate bus parking, the provision of a secure parking area for up to 12 service buses will be supported in principle in a suitable, accessible location.
Chipping Norton Town centre parking policy	
8.9	The public consultation exercises found that parking provision was perceived as a major issue among respondents, particularly at peak times when it can take a considerable amount of time to find a space. While public transport, walking and cycling should be encouraged to reduce dependency on private vehicles.
8.10	Car parking was identified as insufficient, creating congestion and constraining the viability of the town. Seeking additional parking solutions will help to ease this and contribute to the viability of Chipping Norton as a tourist destination.
8.11	Development will create even more demand for parking; it is therefore important that future provision is considered.
8.12	Parking is a complex issue. Alongside increasing capacity other controls may be available to improve the functionality of parking within the town. This could include the use of different time limits within different locations or reviewing current parking limit zones to produce an optimal solution. Ongoing monitoring of this will be carried out throughout the life of this strategy.

CHIPPING NORTON - SUMMARY (Table 17)

CHIPPING NORTON (2 CAR PARKS / 195 SPACES)

Neighbourhood Plan (2015)

Parking was seen as insufficient in 2015. Desire was expressed to increase capacity and additionally review the use of time limits at different locations.

Occupancy Data (2023/2024)

Results of our car park beat study indicate that despite parking being seen to be insufficient in 2015 that both car parks are within the national parking indicator of 85% demonstrating that there is spare parking capacity and that use of the car parks are highest between 1-3pm on Saturdays.

Customer Survey information

Albion Street car park is used equally by residents and tourists, with substantial numbers travelling over 10 miles and planning to stay around 3 hours.

New Street car park is mainly used for leisure purpose and customers travel over 10 miles, most staying for an hour or less and visit weekly indicating a mix of residents and those travelling from distance.

WOODSTOCK

Woodstock is a small, medieval town at the eastern edge of the district that is located next to Blenheim Palace, which is a World Heritage Site and the largest visitor attraction in the district. The town and palace are major tourist attractions, with the additional demands of parking that it brings. Blenheim offers parking to its visitors coming by car in the grounds of the estate. The range of services available is broad for a town with a population of 3521 people and is reflective of its tourism.

Woodstock is at the east side of the district, close to Oxford and has good access to the city along the A44 that runs through the town centre. As a result, there is a large proportion of out-commuting from the town, despite the congestion on the A40 and A44.

Blenheim Palace has large car parks of its own, which do not form part of this study but there is a close relationship between the palace and the town centre as many visitors park in one or the other and walk between the two.

PARKING

Table 18 – Existing off-street Car Parking Provision Woodstock

Car Park	Standard	Disabled	Parent and Child	EVCP	Total
Hensington Road	101	4	0	12	117
Total spaces					117

SURVEY-CONDITIONS

The condition survey in 2024 (Appendix 1) showed that the car park is in a reasonable condition with just minor grounds maintenance required. Trees within the grounds are to be assessed, block paving to be replaced and line painting to be done over the period of three years.

SURVEY – OCCUPANCY

WOODSTOCK

Focused beat surveys were carried out in Woodstock due to historic capacity issues.

The below graph demonstrated occupancy at its highest. Full beat survey information is available in Appendix 3.

Figure 10 – Woodstock off-street Car Park, Total Daily Occupancy

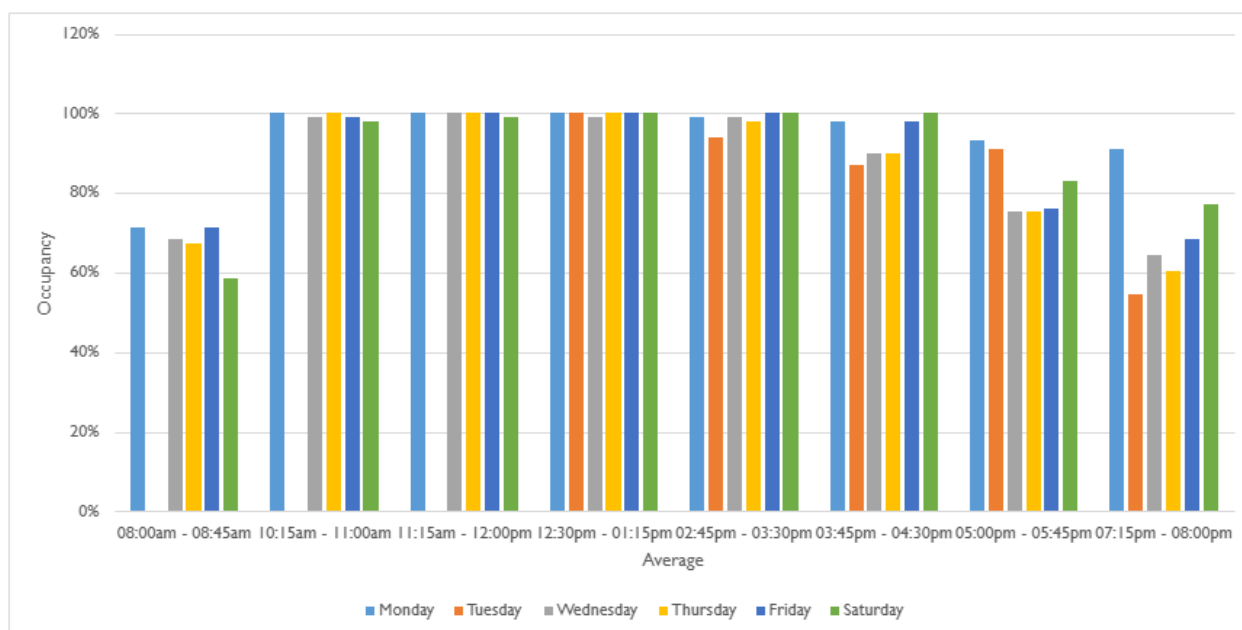


Table 19 – Woodstock Monday - Sunday percentage occupancy

Time (Average)	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
08:00am - 08:45am	71%	N/A	68%	67%	71%	58%
10:15am - 11:00am	100%	N/A	99%	100%	99%	98%
11:15am - 12:00pm	100%	N/A	100%	100%	100%	99%
12:30pm - 01:15pm	100%	100%	99%	100%	100%	100%
02:45pm - 03:30pm	99%	94%	99%	98%	100%	100%
03:45pm - 04:30pm	98%	87%	90%	90%	98%	100%
05:00pm - 05:45pm	93%	91%	75%	75%	76%	83%
07:15pm - 08:00pm	91%	54%	64%	60%	68%	77%

SURVEY - CUSTOMER FEEDBACK

Customer surveys were carried out and customers were asked to comment on: purpose of their stay, distance travelled, expected stay time and how frequently they visited the car park.

As the 2023 Pro Insight survey indicated the levels of occupancy were higher at Hensington Road in Woodstock, further studies on the car park were conducted by the Council in 2024.

A summary of the specific customer survey points is summarised below:

Hensington Road comparison and summary (Table 20)	
Pro Insight survey 2023	WODC survey 2024
What is the purpose of your stay?	
Leisure: 27.8% Work: 24.9% Shopping: 18.9% Resident living nearby: 14.8% Tourist: 10.1% Medical or dental appointment: 2.4% Other: 1.2%	Shopping: 119 (34.47%) Leisure/Exercise: 95 (27.52%) Medical/Dental: 73 (21.16%) Planned Event: 31 (8.98%) Work: 24 (6.96%) Resident in Location: 23 (6.67%) Tourist: 13 (3.77%) Place of Worship: 11 (3.18%) Onward Journey via Public Transport: 4 (1.16%)
What is your normal travel distance to this car park?	
2-5 miles (33.7%) 10+ miles (26.0%) 5-10 miles (23.7%) Less than 2 miles (16.6%)	2-5 miles (33.3%) 5-10 miles (20.8%) Less than 2 miles (19.1%) 10+ miles (16.8%)
How long do you normally park at this car park?	
1 hour (30.2%) 2 hours (29.0%) All day (17.8%) 5 hours (11.2%) 3 hours (10.1%) Overnight (1.8%)	Up to 2 hours (30.8%) Up to 3 hours (23.8%) Up to 1 hour (9.1%) All day (7.4%) Up to 5 hours (7.4%) Overnight (1.7%)
How often do you normally visit this car park?	
Weekly (81.7%) Rarely (8.9%) Monthly (6.5%) Never before (3.0%)	Once a month (36.4%) Once a week (36.4%) More than once a week (22.7%) Less than once a month (21.4%) Other (3.9%)

Additional Questions were included in the 2024 survey for Hensington Road by West Oxfordshire District Council

Could anything about the car park be improved?	
Number of available spaces	155
Ease to manoeuvre car park	41
Visibility of the bay markings/line painting	32
Pedestrian Access	12
Car park surface	19
Lighting	20
Number of Electrical Vehicle Charging points	8
Number of parent and child bays	9
Number of available disabled bays	13
Conditions of trees and plants	11
Cleanliness	8

Do you feel there is sufficient parking in West Oxfordshire District?	
<p>In summary, the responses indicate a widespread dissatisfaction with the parking provision in Hensington Road, Woodstock. Most respondents highlighted issues such as overcrowding, lack of availability, and inconvenience, due to factors like electric vehicle charging points and residential displacement.</p> <p>Many expressed frustrations with the difficulty of finding parking, particularly during busy periods and for those who work or visit Woodstock regularly.</p> <p>Suggestions for improvement included increasing the number of parking spaces, reducing the number of electric charging points, and implementing time limits to prevent all-day parking. Overall, there is a clear consensus among respondents that more needs to be done to address the parking challenges in Woodstock.</p>	
Do you research car parking online?	
Never tried:	40 (21.6%)
No:	93 (50.3%)
Yes:	52 (28.1%)
Do you have any suggestions for improvements to the council's website for parking?	
Suggestions included providing clearer information about maximum parking durations.	
Would you consider using any of the following as alternative transport if it were available to you? Walking, Cycling, Electric Vehicle, Bus, Taxi, Train, Coach	
No	76 (45.5%)
Yes	93 (54.5%)

NEIGHBOURHOOD PLAN – PARKING POINTS (Table 21)

Reference	WOODSTOCK NEIGHBOURHOOD PLAN 2020 - 2031 (created in JANUARY 2023)
2.19	<p>The aim of the Plan was to 'identify the 'hard' and 'soft' infrastructure needs within Woodstock, so that it can continue to prosper; ensure proposed developments preserve and enhance the special character of the existing town; ensure new communities are integrated into the town; and recommend how 'projects and priorities' identified by the local community can be achieved. '</p> <p>Note: Woodstock Neighbourhood Plan selected to focus on 'green spaces' as its key theme.</p>

WOODSTOCK – SUMMARY (Table 22)
<p>WOODSTOCK CAR PARK (1 CAR PARK / 117 SPACES)</p> <p>Neighbourhood Plan (2020-2031. created in 2023) Woodstock Community and Infrastructure Delivery Plan: The aim of the Plan was to identify the 'hard' and 'soft' infrastructure needs within Woodstock, so that it can continue to prosper.</p> <p>Occupancy Data (2023/2024)</p>

Occupancy in Hensington Road, Woodstock confirms that Usage is generally highest during the hours of 10:15am to 4:30pm when the car park is reaching or at capacity (above 85%). The car park over all is operating at between 89 - 98% occupancy.

Between 8:00am to 8:45am and from 3:45pm to 8:00pm, the car park is operating with spare capacity on five of six days of the week.

Oxfordshire County Council have introduced on street charging and residents parking permits in several locations in Woodstock.

Customer Survey information

Shopping, leisure, and exercise were the predominant reasons to visit Hensington Road car park, followed by medical /dental appointments and work. Residents living nearby also use the car park to park their cars. Tourist parking was lower (most likely due to the ample parking at Blenheim Palace which is a major attraction to the town).

Most visitors to Hensington Road car park come from between 2-10 miles away. Comparing the two surveys, visitors travelling from over 10 miles gave different results, The Pro Insight (2023) findings indicated 25% of visitors had travelled from 10+ miles away, whereas the WODC survey (2024) found this was less than 4%.

People tended to stay between 1-3 hours, and a significant minority of people, 12%, (averaging the surveys), opted to stay all day, Frequency of visits to this car park strongly indicated that once a week was most likely, with one survey indicating that visiting monthly was at a similar frequency.

Customer Comments on Hensington Road car park, Woodstock

Most respondents commented that more spaces were needed, and manoeuvrability within the car park could be improved. Other comments were received about improvements were needed to bay line markings, pedestrian access, the car park surface, and lighting.

There was some discontent over the number of EV spaces allocated and suggestions of having fewer to create more general parking bays. Further suggestions were received supporting a change to stay time restrictions to prevent all day parking.

More than two thirds of respondents have never tried or do not research car parking online.

The results to the question of whether people would consider using alternative methods of transport to the location were even, showing a slightly higher positive response overall.

BURFORD

Burford is a small town in the west of the district with a population of 1300. It is a historical town with limited recent housing development, and it relies heavily on tourism to bring income to the local traders. The number of retail and leisure businesses in the town far exceeds the number that could be sustained by the local population alone.

The town is north of the A40 and much of the town is in a conservation Area, which also contains several listed buildings. This is a constraint to development.

PARKING

Table 23 – Existing off street Car Parking Provision Burford

Car Park	Standard	Disabled	Parent and Child	EVCP	Total
Guildenford	161	3	2	0	166
Total spaces					166

SURVEY – CONDITIONS

The condition survey in 2024 (Appendix I) demonstrated that the car park is in a reasonable condition with grounds maintenance work required, line repainting, surface repairs, bridge repairs and tree assessments. There are ongoing issues with intermittent flooding during periods of bad weather which can prevent the car park being fully operational.

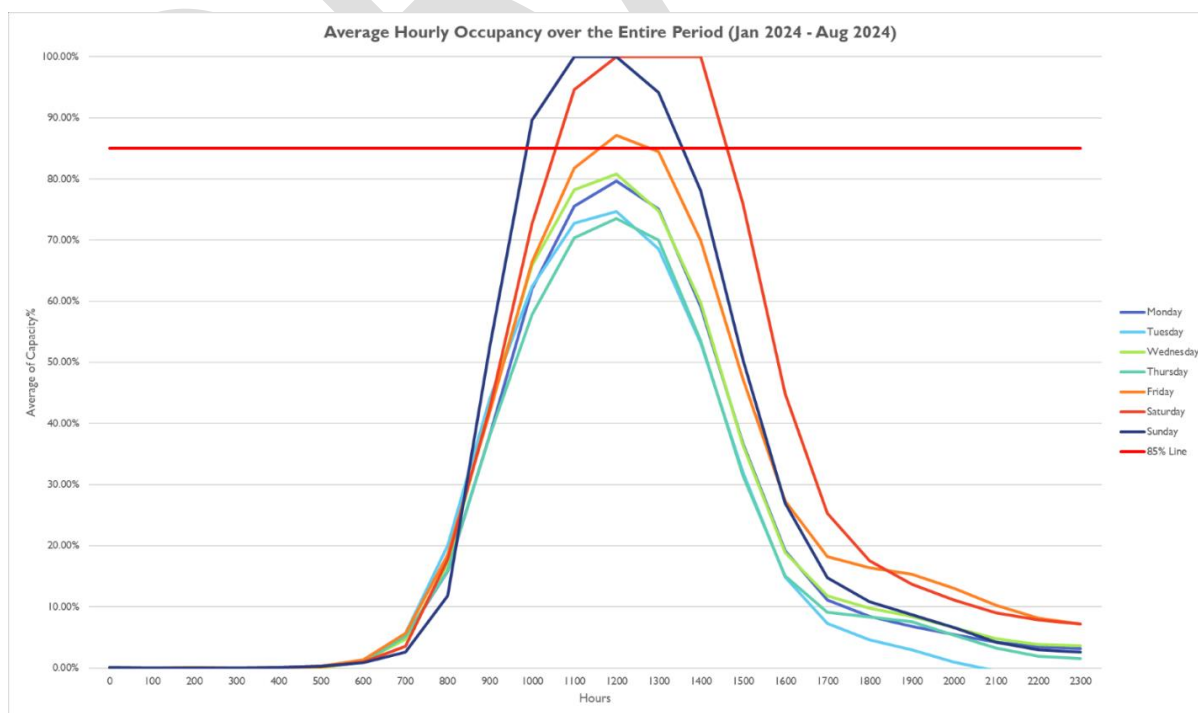
SURVEY – OCCUPANCY

BURFORD

Focused beat surveys were carried out in Burford due to historic capacity issues.

The below graph demonstrated usage at its highest. Full beat survey information is available in Appendix 3.

Figure 11 – Burford off-street Car Park, Average Occupancy.



Note: survey figures were recorded by automatic traffic counters placed at the entry/exit point. Therefore, figures over 100% indicate where motorists seek a space but leave without being able to park when the car park is full.

SURVEY - CUSTOMER FEEDBACK

Customer surveys were carried out and customers were asked to comment on: purpose of their stay, distance travelled, expected stay time and how frequently they visited the car park.

As the 2023 Pro Insight survey indicated the levels of usage were higher at Guildenford Road in Burford, further studies on the car park was conducted by the council in 2024. A summary of the specific customer survey points is below:

Guildenford comparison and summary (Table 24)	
Pro Insight survey 2023	WODC survey 2024
What is the purpose of your stay?	
Tourist: (35.6%) Leisure: (35.3%) Shopping: (11.3%) Work: (7.5%) Resident living nearby: (4.1%) Onward journey by bus: (3.1%) Other: (2.7%) Medical or dental appointment: (0.3%)	Shopping: (34.47%) Leisure/Exercise: (21.16%) Resident in Location: (8.12%) Planned Event: (5.50%) Medical/Dental: (5.21%) Tourist: (4.63%) Place of Worship: (3.77%) Work: (3.47%) Onward Journey via Public Transport: (1.16%)
What is your normal travel distance to this car park?	
10+ miles: (66.1%) 5-10 miles: (17.8%) 2-5 miles: (10.6%) Less than 2 miles: (5.5%)	2-5 miles: (43.9%) 5-10 miles: (30.5%) Less than 2 miles: (22.6%) 10+ miles: (6.1%)
How long do you normally park at this car park?	
2 hours: (45.9%) 1 hour: (24.3%) 3 hours: (16.8%) All day: (7.5%) 5 hours: (5.1%) Overnight: (0.3%)	Up to 3 hours: (32.0%) Up to 2 hours: (30.5%) Up to 1 hour: (6.5%) Up to 5 hours: (6.5%) All day: (3.0%) Overnight: (1.0%)
How often do you normally visit this car park?	
Never before: (38.7%) Rarely: (29.8%) Weekly: (15.8%) Monthly: (15.8%)	Once a month: (58.5%) Once a week: (48.9%) Less than once a month: (37.2%) More than once a week: (23.4%) Other: (3.2%)

Additional Questions were included in the 2024 survey by West Oxfordshire District Council

Could anything about the car park be improved?	
Number of available spaces	90
Ease to manoeuvre car park	37
Visibility of the bay markings/line painting	40
Pedestrian Access	39
Car park surface	32
Lighting	22
Number of Electrical Vehicle Charging points	29
Number of parent and child bays	12
Number of available disabled bays	7
Conditions of trees and plants	10
Cleanliness	10
Do you feel there is sufficient parking in West Oxfordshire District?	
<p>The analysis of respondents' answers to the question "Do you feel there is sufficient parking in West Oxfordshire District?" indicates that opinions are divided, with approximately 44.28% of respondents expressing dissatisfaction with the current parking provision, citing issues such as overcrowding, especially during peak tourist seasons, and concerns about future inadequacies due to increasing housing developments.</p> <p>Conversely, about 55.72% of respondents believe that there is currently sufficient parking, particularly appreciating the free parking policy and acknowledging the benefits it brings to local businesses and tourism.</p>	
Do you research car parking online?	
Never tried:	27 (16.5%)
No:	68 (41.5%)
Yes:	69 (42.2%)
Do you have any suggestions for improvements to the council's website for parking?	
<p>Respondents expressed various concerns and suggestions regarding car parking facilities.</p> <p>They advocated for promoting alternatives to car travel, such as displaying bus timetables in the car park. Lack of awareness about existing facilities were raised. Consistency in parking regulations and better communication of parking information, including location, tariffs, and designated spaces, were suggested for improvement. Safety concerns regarding footpaths and access were highlighted, along with the need to consider the rural nature of the community and limited public transport options. Additionally, respondents called for information on free parking areas and residential parking options to address parking pressure on streets.</p> <p>Finally, the inadequacy of available parking spaces in Guildenford car park was emphasised, with residents often unable to park due to tourists and visitors occupying spaces.</p>	
Would you consider using any of the following as alternative transport if it were available to you? Walking, Cycling, Electric Vehicle, Bus, Taxi, Train, Coach	
No	82 (54.3%),
Yes	69 (45.7%)

NEIGHBOURHOOD PLAN – PARKING POINTS

Burford does not currently have a Neighbourhood plan in place. 'Investigate the development of the Neighbourhood Plan to protect Local Green Spaces in Burford' was noted on the Burford Town Council Plan for 2023/4. (Point 6).

BURFORD – SUMMARY (Table 25)

BURFORD CAR PARK (1 CAR PARK / 166 SPACES)

Neighbourhood Plan

No neighbourhood plan.

Occupancy Data (2023/2024)

Weekdays: The busiest times are around 10am – 3pm, peaking between 40% and 100%.

Weekends: Saturdays and Sundays are significantly higher occupancy, often near occupancy or full, between 11am and 3pm Whilst the graph demonstrated that the car park is often at capacity this does not include the number of cars that still visit the car park and are unable to park, this detail is contained within the full beat Survey data in Annex 3.

Customer Survey information

Tourism, leisure and shopping, were their main reason for visiting the car park with a large proportion of customers travelling under 10 miles at the time of survey. Local knowledge confirms that during periods of high tourism this changes.

The majority of customer stay for the duration of 3 hours and under.

Customer Comments on Guildenford car park, Burford

When asked about what could be improved at Guildenford Car Park, the highest response was for the number of available spaces.

Followed by a lack of ease of manoeuvrability, visibility of bay markings, pedestrian access, and the car park surface needing improvement.

On being asked if there is sufficient parking in WODC car parks, respondents were divided, a lower number of people expressed dissatisfaction with parking availability, citing overcrowding especially during peak tourist season and concerns about future parking availability due to increasing housing development. A higher number of respondents believe there is currently sufficient levels of car parking, mentioning the benefit of free parking and the support it gives to local businesses and tourism.

58% of respondents have never tried or use online information to research parking, with 42% confirming that they do go online to research car parking.

Improvements suggested included providing alternatives to car travel and increasing the promotion of existing facilities

Consistency in parking regulation and more and better communication of parking information on the location.

Safety concerns were raised about footpaths and access generally considering the rural nature of the community and limited public transport.

Some respondents suggested information on free parking areas and residential parking options to address parking pressures on-street.

Some respondents mentioned a lack of available parking spaces with residents unable to park due to tourist and visitors occupying spaces.

When asked if they would consider alternative transport if available, fewer people would do so at 54% stating no, followed closely by 46% of people stating yes.

EYNESHAM

With a population of around 5,300, Eynsham is the fourth largest settlement in West Oxfordshire, located just south of the A40, half-way between Oxford and Witney and just beyond the western edge of the Oxford Green Belt.

Eynsham is an important local service centre offering a wide range of facilities and employment. Eynsham has access to very good bus services, with regular premium services to Oxford, Witney, and Carterton. There is a need to improve bus journey times and funding of £35m has been made available through the local growth fund part of which includes the provision of a new park and ride site to the north of the settlement.

Eynsham is a key area for further development with scope for a new strategic urban extension to the west of the village of around 1,000 homes. To the north of the A40 near Eynsham, land has also been identified as a 'Strategic Location for Growth (SLG)' having the potential to create a new Garden Village based on a working assumption of around 2,200 homes (with further scope for expansion in the longer term).

PARKING

Table 26 – Existing off-street Car Parking Provision Eynsham

Car Park	Standard	Disabled	Parent and Child	EVCP	Total
Back Lane	60	5	5	12	82
Total spaces					82

SURVEY – CONDITIONS

The condition survey in 2024 (Appendix I) indicates the car park is scheduled for maintenance work on required areas, line repainting, surface repairs, boundary walls and tree assessments.

SURVEY – OCCUPANCY

Figure 12 – Eynsham off-street Car Parks, Total Daily Occupancy

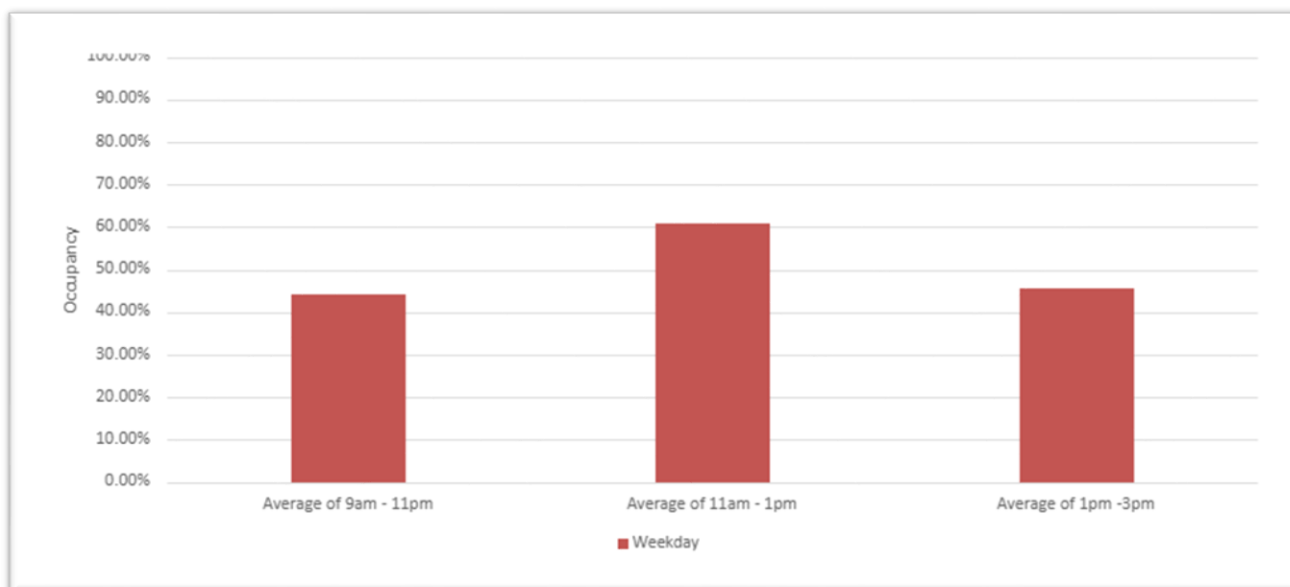


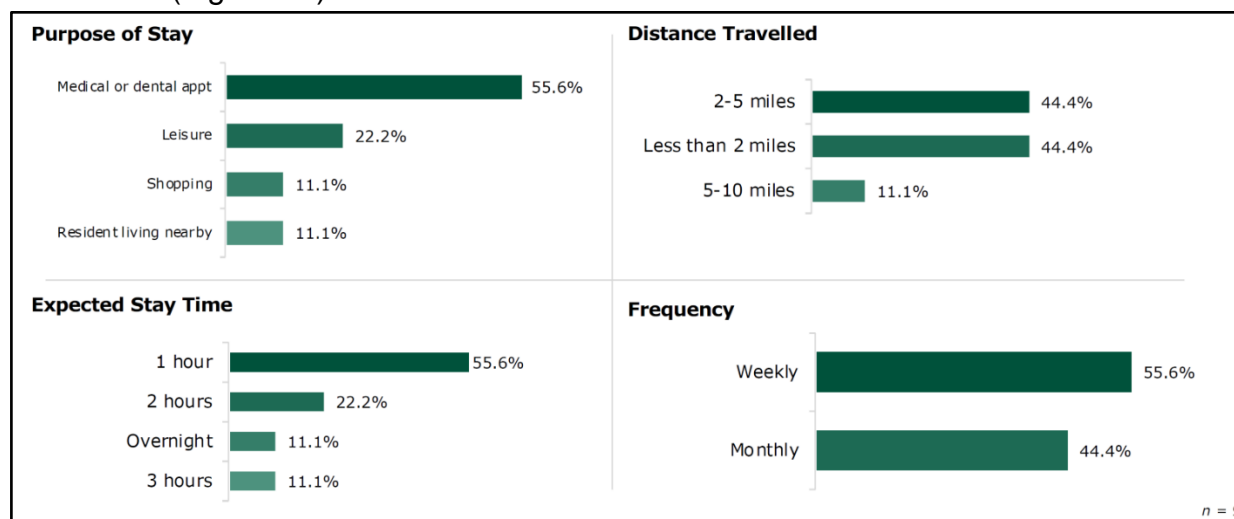
Table 27	Weekday or Saturday
Time	Weekday
Average of 9am - 11am	44.025
Average of 11am - 1pm	60.68%
Average of 1pm - 3pm	45.73%

SURVEY – CUSTOMER FEEDBACK

Customer surveys were carried out and customers were asked to comment on: purpose of their stay, distance travelled, expected stay time and how frequently they visited the car park.

EYNESHAM

Back Lane (Figure 13)



Back Lane summary (Table 28)

The majority of visitors use this car park to attend medical or dental appointments (55.6%), with leisure activities being the second most common reason (22.2%). Most visitors travel short distances, either less than 2 miles or between 2-5 miles (both 44.4%). The expected stay time is predominantly around one hour (55.6%), and visits are frequent, with 55.6% of visitors coming weekly.

NEIGHBOURHOOD PLAN – PARKING POINTS (Table 29)

Reference	EYNESHAM NEIGHBOURHOOD PLAN 2018 – 2031
ENV5	Transport and parking: development shall be planned and constructed to ensure that all residents have ready access to local transport networks by private car, bicycle or public transport and that excellent paths are created for pedestrians' cyclists and mobility vehicles.
ENP9	<p>Parking In support of West Oxfordshire Local Plan 2031 Policy T4, new developments should not exacerbate existing parking problems within the existing village centre and shall ensure adequate and appropriate parking for new residents:</p> <p>A) Development that reduces the available parking space in Eynsham will not normally be permitted</p> <p>B) New development shall include appropriate parking for both residents and visitors</p> <p>C) Safe storage for bicycles and, where appropriate, motorized mobility vehicles shall be provided</p> <p>D) Where possible provision should be made for the charging of electric vehicles at each new home. Where this cannot be achieved, provision for the charging of plug-in and other ultra-low emission vehicles should be made in safe, accessible, and convenient locations.</p>

	F) Provision of additional hotel accommodation will be supported where unlikely to cause inconvenience to residents or exacerbate problems such as access and parking. The scale, size and design of a new hotel shall be in keeping with its location, context, and local need.
15.3	Parking presents an issue for residents and many shops have little or no nearby parking.
15.4	Enhancement of the public realm should be a priority when considering the uses to which CIL funds should be put.
Appendix A: Parish Council - Major Infrastructure Goals	
REC 18	<p>EPC Intentions: Eynsham Parish Council will seek to ensure that space is retained within the masterplan to improve the A40, when funds become available, including the following:</p> <p>A Developer funding for improvement of access to/from the A40 for both residential, employment and the Park and Ride while seeking to minimise delay to traffic to and from the rest of West Oxfordshire.</p> <p>A1 The proposed Park and Ride will be a significant landscape feature adjacent to the village. Its layout and buildings should be designed to complement and enhance the rural location and include full screening from all sides with trees and hedgerows typical of its location.</p> <p>A2 The Park and Ride presents an opportunity as a transport hub for the district with good public transport and cycle links to Hanborough Rail Station and buses to both the central and eastern areas of Oxford.</p>

EYNSHAM – SUMMARY (Table 30)	
EYNSHAM CAR PARK (1 CAR PARK / 82 SPACES)	
<p>Neighbourhood Plan (2018-2031)</p> <p>Comment includes: development that reduces parking spaces in Eynsham will not normally be permitted; new developments are to include parking for residents and visitors; safe storage for cycles and mobility vehicles should be provided; the provision of EV charging at each home or provision for EV charging should be made in locations; hotel accommodations will be supported where this does not exacerbate problems with parking ; parking is an issue for resident and shops have little or no parking; enhancement of public realm is to be priority for CIL funds usage.</p> <p>Occupancy Data (2023/2024)</p> <p>Levels of Occupancy in Eynsham's Back Lane car park are average, allowing for spare capacity to park on weekdays and on Saturdays. The time period which is busiest is 11-1pm but this still offers good levels of available parking spaces.</p> <p>Customer Survey information</p> <p>Most visitors use the car park to attend medical or dental appointments, with leisure activities being the second most frequent reason. Visitors travel from below 2 miles to 5 miles in most cases, with the expected stay being one hour. Visit frequency tends to be weekly.</p>	

CARTERTON

Carterton is the second largest town and service centre in the district and is comprised of two main centres, Carterton and Brize Norton. The population of Carterton is approximately 15,680. It is also home to RAF Brize Norton, the largest RAF station in the country, and a major local employer with 7,000 personnel.

Carterton has grown significantly in recent years with around 1,400 additional homes and supporting facilities provided at Shilton Park in the northern part of the town and a further 700 homes currently under construction at Brize Meadow to the east of the town in the parish of Brize Norton. There has also been some development in and around the town centre, including new supermarkets, cafes, and restaurants alongside improvements to the public realm.

There are large areas of previously developed (brownfield) land including that which is associated with RAF Brize Norton. There are also a number of undeveloped sites on the edge of the town which are being made available for development by landowners in adjoining parishes.

Carterton is outside the Cotswolds National Landscape and as such, there is no expectation that the scale and extent of development should be limited, it has a relative imbalance of homes and jobs which contributes to out-commuting with Witney as a common workplace.

The main retail centre is in Carterton, located around the junction of the two main roads through the town, Alvescot Road and Burford Road. The centre is relatively small but does include three supermarkets with large private car parks in addition to the two public car parks operated by WODC.

The town does not have direct access to the strategic road network and links to the A40 are via rural single-carriageway B-roads. Improvements to the road network have been proposed in the OCC Local Transport and Connectivity Plan (2022 – 2050). Congestion in the town is less of a problem than Witney, although traffic queues are common at the central signalised crossroads.

PARKING

Table 31 – Existing off-street Car Parking Provision Carterton

Car Park	Standard	Disabled	Parent and Child	EVCP	Total
Alvescot Road	36	2	0	0	38
Black Bourton Road	56	9	0	12	77
Total spaces					115

The Alvescot Road car park surveys just included the area to the left of the access road that is the responsibility of WODC.

There are additional parking spaces not owned or managed by WODC behind the shopping centre. Access to the adjacent Morrisons supermarket is taken through the Black Bourton Road car park.

SURVEY - CONDITIONS

The condition surveys in 2024 (Appendix I) demonstrated that the two car parks in Carterton are in good condition with just minor maintenance required including tree assessments, patch repairs to surfaces and line painting.

On-street parking is limited in the town centre because the main roads are used to carry traffic rather than for parking.

SURVEY – OCCUPANCY

CARTERTON

Figure 14 – Carterton off-street Car Parks, Total Daily Occupancy

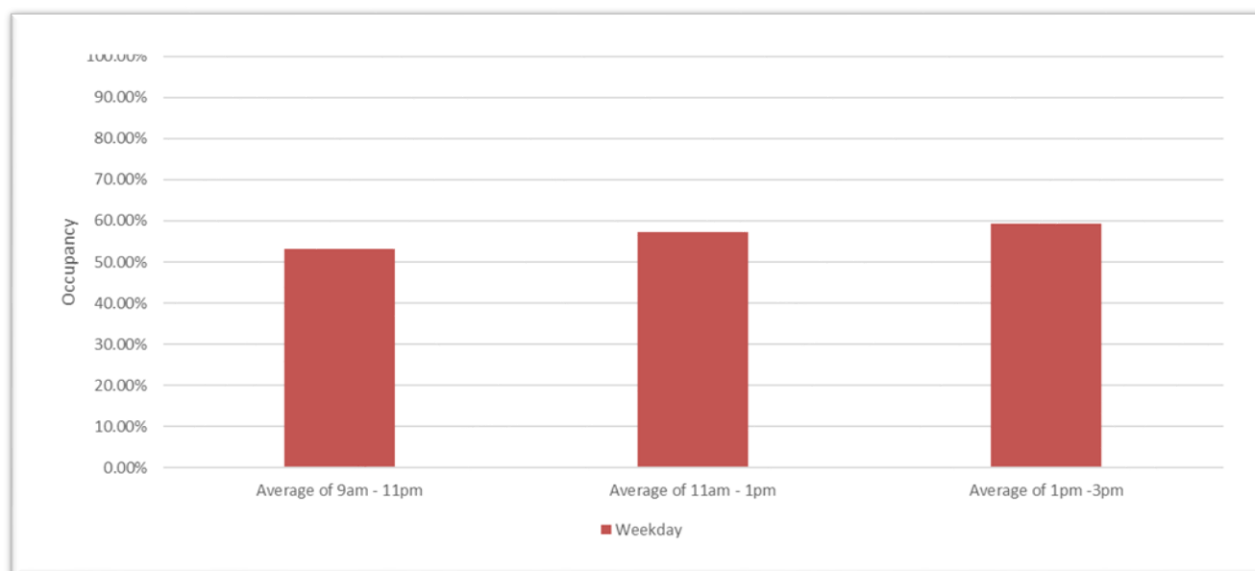


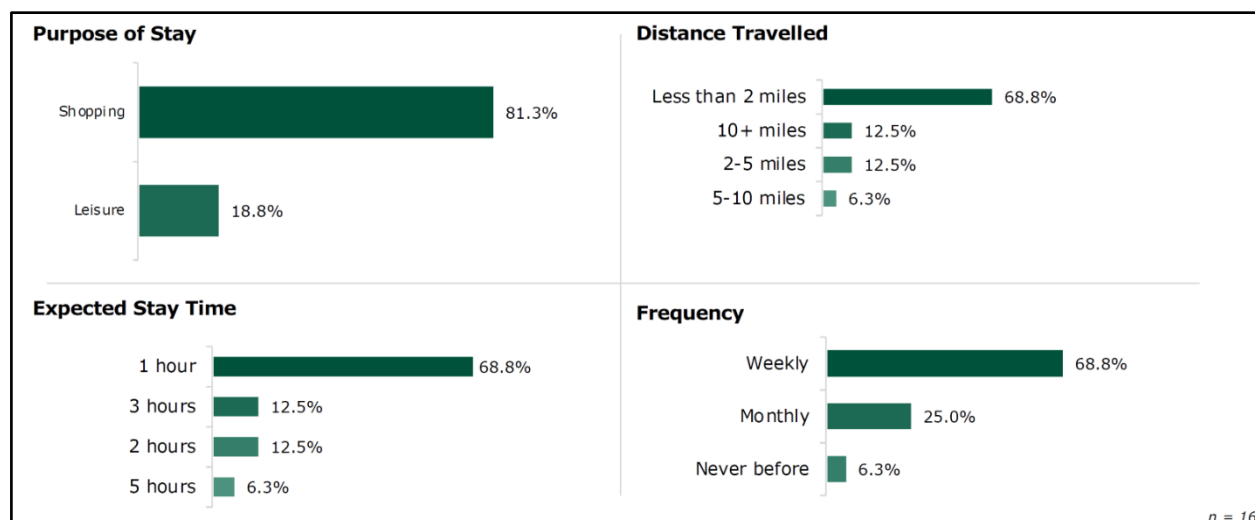
Table 32	Weekday
Time	Weekday
Average of 9am - 11am	53.15%
Average of 11am - 1pm	57.21%
Average of 1pm -3pm	59.40%

SURVEY – CUSTOMER FEEDBACK

Customer surveys were carried out and customers were asked to comment on: purpose of their stay, distance travelled, expected stay time and how frequently they visited the car park.

CARTERTON

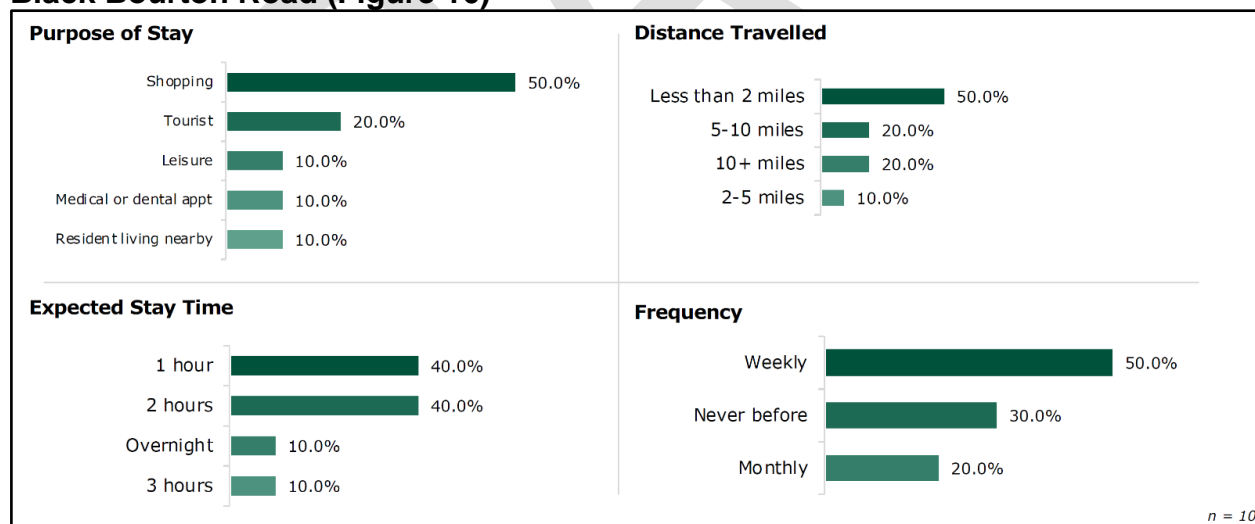
Alvescot Road (Figure 15)



Alvescot Road summary (Table 33)

The survey results show that the majority of visitors come for shopping (81.3%) and travel less than 2 miles (68.8%). Most visitors plan to stay for 1 hour (68.8%) and visit weekly (68.8%). This indicates a high frequency of short, local shopping trips

Black Bourton Road (Figure 16)



Black Bourton Road summary (Table 34)

The survey results indicate that shopping is the primary reason for visits (50%), with most visitors traveling less than 2 miles (50%). The majority stay for 1- 2 hours (40%) and visit weekly (50%).

NEIGHBOURHOOD PLAN – PARKING POINTS

Carterton does not have a Neighbourhood plan.

CARTERTON - SUMMARY (Table 35)

CARTERTON CAR PARKS (2 CAR PARK / 115 SPACES)

Neighbourhood Plan

No neighbourhood plan.

Occupancy Data (2023/2024)

The Carterton car parks have average occupancy for weekdays and Saturdays, providing good levels of available parking for motorists. There is a slightly higher level of occupancy between 1-3pm.

Customer Survey information

Alvescote car park is in the majority visited for shopping reasons and visitors travel less than 2 miles, most people choosing to visit weekly. Length of expected visit is one hour.

Black Bourton Way car park is in the majority visited for shopping reasons and visitors travel less than 2 miles, most people choosing to visit weekly. Length of expected visit is 1–2 hours.

CHARLBURY

Charlbury is a town six miles to the north of Witney, in West Oxfordshire District with a population of approximately 3,100. Currently Great Western Railway trains link Charlbury with London Paddington via Oxford in one direction, and Hereford via Worcester in the other.

Charlbury has a range of services: supermarkets, shops, a primary school, and a number of public houses. There is one museum and several annual festivals. Stagecoach West bus route S3 services the town Monday to Saturday towards Oxford, via Woodstock. Pullhams route X runs between Chipping Norton and Witney on the same days.

WODC owns and manages the one off-street car park in Charlbury: The Spendlove Centre car park.

PARKING

Table 36 – Existing Off-Street Car Parking Provision Charlbury

Car Park	Standard	Disabled	Parent and Child	EVCP	Total
Spendlove Centre car park	33	3	3	0	39
Total spaces					39

The railway station in Charlbury has its own railway station car park managed by an external contractor who charges for parking and carries out enforcement, which can impact negatively on the spare capacity levels within the free WODC owned and managed car parks.

The roads near to Charlbury station also have parking restrictions to prevent overspill parking. The station is some distance from the village but still within walking distance for rail users.

SURVEY – OCCUPANCY

Figure 17 – Charlbury off-street Car Parks, Total Daily Occupancy

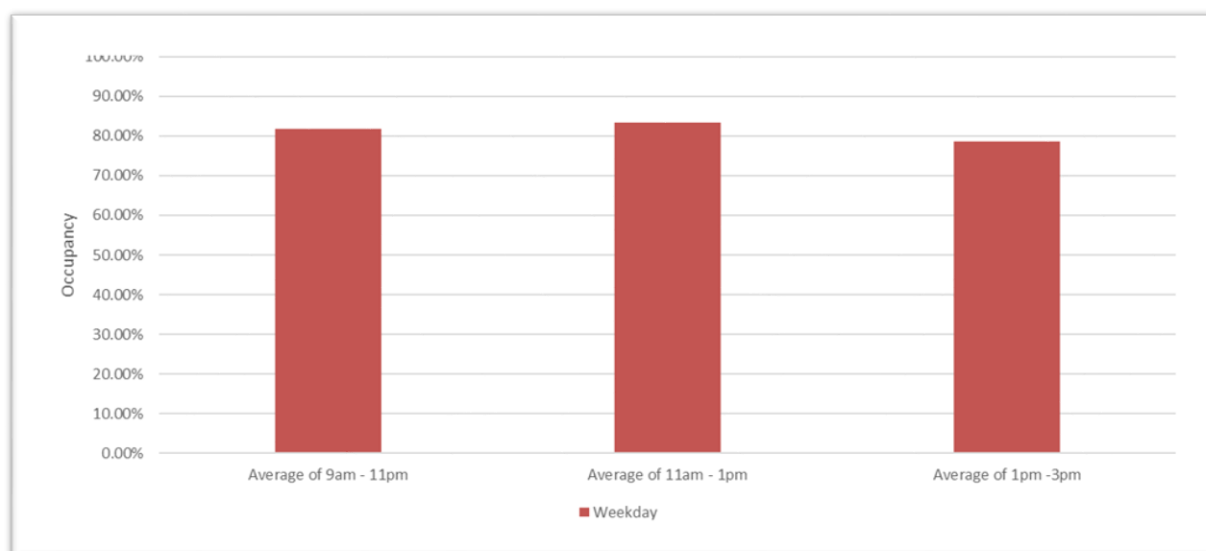


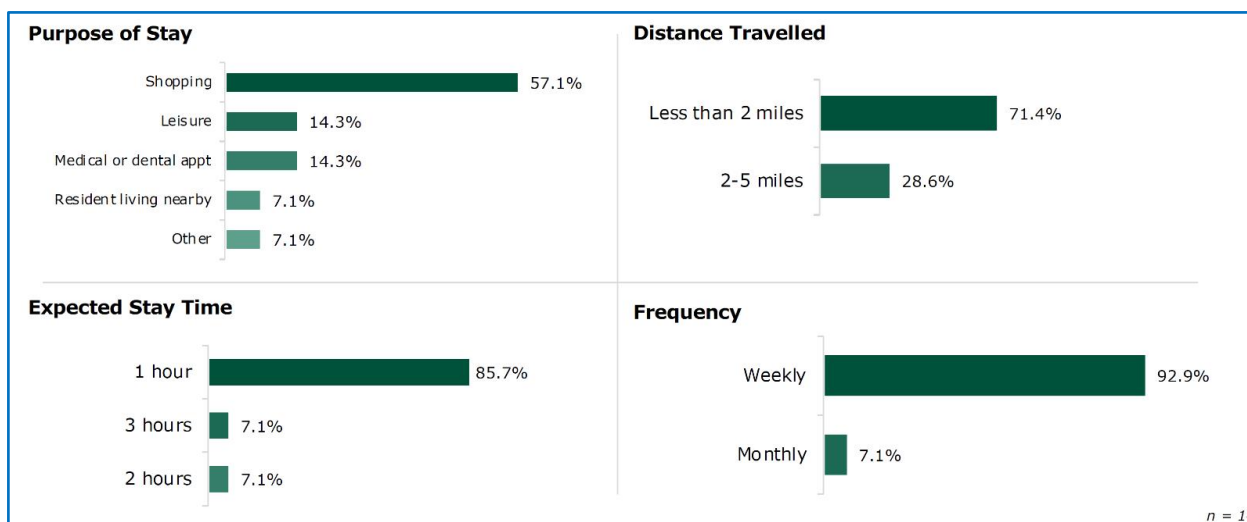
Table 37	Weekday
Time	Weekday
Average of 9am - 11am	81.83%
Average of 11am - 1pm	83.46%
Average of 1pm -3pm	78.58%

SURVEY – CUSTOMER FEEDBACK

Customer surveys were carried out and customers were asked to comment on: purpose of their stay, distance travelled, expected stay time and how frequently they visited the car park.

CHARLBURY

Spendlove Centre (Figure 18)



Spendlove Centre summary (Table 38)

The survey results for the Spendlove Centre car park show that shopping is the primary reason for visits (57.1%), with most visitors traveling less than 2 miles (71.4%). The majority plan to stay for 1 hour (85.7%) and visit weekly (92.9%). This indicates frequent, short trips primarily for shopping.

NEIGHBOURHOOD PLAN – PARKING POINTS (Table 39)

Reference	CHARLBURY NEIGHBOURHOOD DEVELOPMENT PLAN 2031 (CREATED JUNE 2021)
'6.1.2	The 2016 Town Survey showed that traffic, transport, and parking were the top concerns of Charlbury residents: Parking: protecting residents' parking, preventing dangerous and obstructive parking, and providing more parking for visitors.
6.4 Parking	
'6.4.1	<p>The narrow streets in the historic town centre are an important part of the character of Charlbury, but they also pose difficulties for traffic and parking.</p> <p>Most properties on the central roads do not have private parking and their residents need to park on street. Visitors to the houses, shops, businesses, and churches can struggle to find parking.</p> <p>The Spendlove car park is very convenient for the Co-op, medical centre and nearby businesses, but fills up at peak times.</p> <p>There is also the issue of railway station users parking on street, either to avoid parking charges at the railway car park or because it is full.</p>
'6.4.2	Inconsiderate parking can cause considerable disruption and danger to road users and pedestrians. The town has had particular problems with parked cars causing buses to get stuck in the town centre and creating dangerous conditions for pedestrians at the bottom of Nine Acres Lane.
Policy ECT7: Parking	
	<ul style="list-style-type: none"> 'New development proposals should make adequate provision for on-site parking by residents and visitors.

	<ul style="list-style-type: none"> Where development results in loss of existing parking, it should make provision for at least an equivalent number of parking spaces. Proposals for extensions and alterations of existing buildings should not result in a net reduction of parking spaces. Proposals for appropriate additional public parking in or near the town centre will be supported where they respect the character and appearance of the Conservation Area and do not have an unacceptable impact on the amenities of residential premises in the immediate location.'
6.4.5	Policy ECT7 has been developed to be consistent with Local Plan 2031 Policy T4, LTP4 policy 11 and the County Council parking standards. However, given the existing parking problems within Charlbury, and the fact these were a top priority in responses to the Town Survey, there is justification for this Plan to go further than the Local Plan 2031 and County Council parking standards.
6.4.6	It is important that any new development makes adequate provision for the additional parking needs it may generate and does not reduce or place extra pressure upon the existing on-street parking.
6.4.7	The nature of Charlbury means there are few opportunities for providing additional parking spaces for residents and users of local shops and services. Should suitable land become available for use as additional parking this would be encouraged to support local businesses and services and to reduce existing parking pressures. For example, the movement of the Post Office could result in such an opportunity. Another opportunity could be for additional parking on Nine Acres.
Community Aspiration	
3	Residents' Parking A residents' parking scheme that discourages use of on street parking spaces by rail station users is supported, provided that it meets the needs of the community (including residents, workers, and businesses) and visitors to the town. '
6.4.10	Overflow parking from the railway station is currently exacerbating parking problems within Charlbury Town Centre. It is important to accommodate this demand without negatively impacting the AONB.
6.4.11	The railway station is located within a particularly sensitive area of the AONB. There are opportunities to expand the capacity of the car park without increasing the footprint of the car park.
6	Electric Vehicle Charging Points 'Provision of electric vehicle charging points within car parks and other appropriate locations within the town is supported and is to be encouraged.'

CHARLBURY - SUMMARY (Table 40)

CHARLBURY (1 CAR PARK / 39 SPACES)

Neighbourhood Plan 2031 (Created 2021)

'It is important that any new development makes adequate provision for the additional parking needs it may generate and does not reduce or place extra pressure upon the existing on-street parking.'

'The nature of Charlbury means there are few opportunities for providing additional parking spaces for residents and users of local shops and services. Should suitable land become available for use as additional parking this would help to alleviate this issue.'

'Provision of electric vehicle charging points within car parks and other appropriate locations within the town is supported and is to be encouraged.'

Occupancy Data (2023/2024)

The small car park at Charlbury is a very well used asset supporting the needs of the village. The car park is very busy at 9am-11am and 11am-1pm times on both weekdays and Saturdays. The car park occupancy data shows that it has over 80% occupancy during these times, meaning the car park still has spaces and is not over capacity. The occupancy rate falls slightly between 1pm-3pm.

Customer Survey information

The survey results for the Spendlove Centre car park show that shopping is the primary reason for visits (57.1%), with most visitors traveling less than 2 miles (71.4%). The majority plan to stay for 1 hour (85.7%) and visit weekly (92.9%). This indicates frequent, short trips primarily for shopping.

Note: Oxfordshire County Council introduced residents parking in several locations during 2025.

LONG HANBOROUGH

Long Hanborough is a large village four miles to the northeast of Witney, in West Oxfordshire District with a population of approximately 3035. Currently Great Western Railway trains link Hanborough with London Paddington via Oxford in one direction, and Hereford via Worcester in the other.

Long Hanborough has a range of services: a post office, GP practice, a food store, a primary school, and public houses. There are two museums: The Oxford Bus Museum and The Morris Motors Museum. Stagecoach West bus route S7 services the village seven days per week towards Witney, Oxford, via Woodstock, Kidlington, and Oxford Parkway however this is to be discontinued.

There is one small off-road car park in Long Hanborough owned by WODC and managed by the parking team. This is Riely Close car park.

PARKING

Table 41 – Existing off-street Car Parking Provision Long Hanborough

Car Park	Standard	Disabled	Parent and Child	EVCP	Total
Riely Close car park	8	1	0	0	9
Total spaces					9

The railway station in Long Hanborough has its own car park managed by an external contractor who charges for parking and carries out enforcement, which can impact on the spare capacity levels within the free WODC owned and managed car park.

SURVEY – OCCUPANCY

Figure 19 – Long Hanborough off-street Car Parks, Total Daily Occupancy

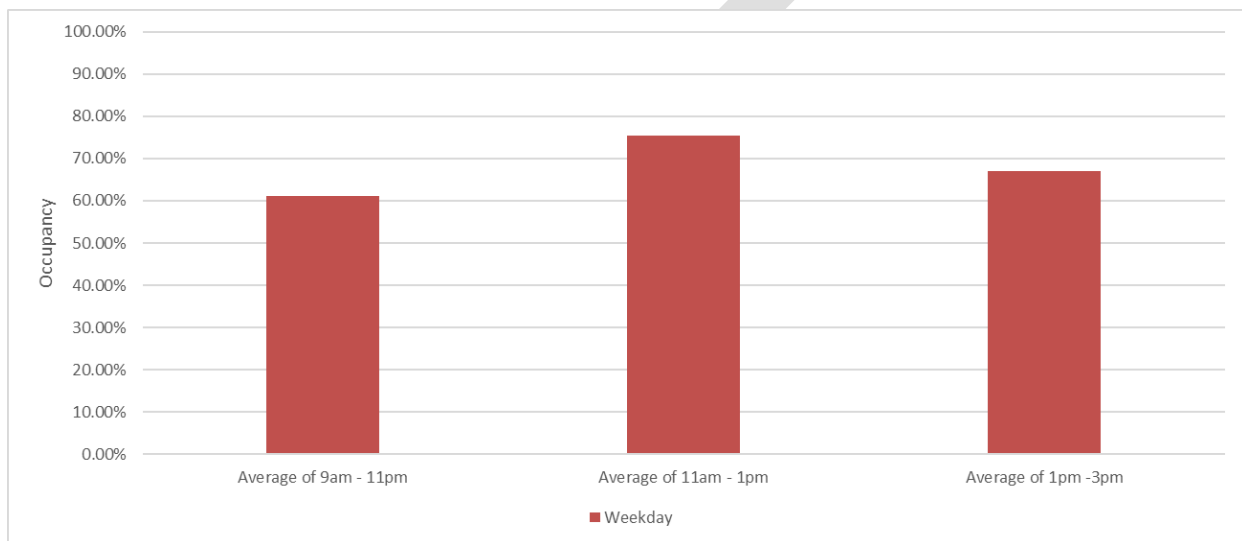


Table 42	Weekday
Time	Weekday
Average of 9am - 11am	61.10%
Average of 11am - 1pm	75.37%
Average of 1pm -3pm	66.99%

SURVEY – CUSTOMER FEEDBACK

No customer feedback was received from customer in Riely Close car park in Long Hanborough due to the size of the car park.

NEIGHBOURHOOD PLAN – PARKING POINTS

Long Hanborough does not currently have a Neighbourhood plan.

LONG HANBOROUGH - SUMMARY (Table 43)

LONG HANBOROUGH (1 CAR PARK / 9 SPACES)

Neighbourhood Plan (No neighbourhood plan)

Occupancy Data (2023/2024)

The car park at Long Hanborough is a well-used asset provided by WODC to support the needs of the village. The car park is busiest at 11am-1pm on both weekdays and Saturdays but shows there is spare capacity to park. The occupancy rate is lowest in the morning between 9am-11am, rising between 11am-1pm, and falling back again in the afternoon.

Customer Survey information (No customer survey information)

DISTRICT WIDE SUMMARY

The 16 car parks owned and managed by West Oxfordshire District Council are well-used assets demonstrating that they are effectively supporting residents, visitors and the economy.

Occupancy data collated in 2023 and 2024 confirms that overall our car parks are a well-used and free asset, which are welcoming, safe and well maintained. The district does have spare car parking capacity, however there are specific settlements for which parking is proving increasingly challenging given our customers aspirations for WODC to increase the number of available car parking spaces is not in line with planning, transport, and parking policies (and would be in contradiction).

WODC car parks continue to reach capacity in some settlements which are popular tourist locations during peak times of 10am – 3pm with weekends being the busiest. The industry forecast in 2020 predicted a reduction in car use because of the pandemic, with customers choosing more active and greener modes of transport however, this has not come to fruition and occupancy levels have indeed returned to pre-pandemic levels with car parks in Woodstock and Burford reaching capacity on occasions.

In light of this, WODC remains committed to work with residents, local businesses, Town and Parish Councils and potential developers to seek alternative solutions.

4 FUTURE PARKING ASSESSMENT

INTRODUCTION

An assessment of future parking needs has been undertaken up to 2031 to take into consideration future growth outlined in the planning policy documents summarised in **Chapter 2**. Census information on the UK and WODC predicted population trends affecting parking is below:

UK Census Information relating to Car Parking (Table 44)

Information	Current	Predicted / Latest	% Change → ↑ ↓
England Trends			
Number of one person households in England projected to increase between 2016-2041 driven by number of people aged 65 + living by themselves			26% ↑
Number of people 90 + living on their own is projected to more than double by 2041	241,000 (in 2016)	588,000 (in 2041)	59% ↑
The predicted increases in household numbers were nearly all from increases in one person and multiple adult/non children households.			

West Oxfordshire Census Information relating to Car Parking (Table 45)

West Oxfordshire is described in the ONS census information 2021 as:

'One of the rural local authorities situated in the commuter belt around major urban centres in the Southeast and has a high employment rate, a low proportion of children in relative poverty and high healthy life expectancy.'

Information	Current	Predicted / Latest	% Change → ↑ ↓
West Oxfordshire Trends – predicted population growth, population density and age			
West Oxfordshire population growth predictions	119,300 (in 2023)	130,697 (by 2031)	9.6% ↑
West Oxfordshire population growth between census in 2011 and 2021	104,800 (in 2011)	114,200 (by 2024)	7.9% ↑
The increase of 7.9% is a greater increase than the rest of the population of the South-East region (7.5%) and compared to the overall figure for the population of England (6.6%)			
West Oxfordshire is the joint least densely populated district area in south-east			

In summary, West Oxfordshire is predicted to have a higher population growth rate than comparable south-east district areas. The growth is expected to come from increases in the population who are within the older age range brackets, and lower rates of growth in families and younger age groups.

Future Demand and Housing Proposals

Emerging Housing Proposals (Table 46) show total dwellings in 2011 and completions for the period 2011-2025.

At the time of writing our Parking Strategy for West Oxfordshire District, the WODC Local Plan (2041) is at the next stage of consultation via 'Have Your Say' where the *Draft Preferred Policy Options Paper (May 2025)* is available for public comment and feedback.

Therefore, proposed growth figures for each subarea are not yet available. The district total for proposed growth is indicated and it is anticipated that the increase in government targets for housing will mean an increase in car users and in turn, parking.

Table 46 – Emerging Housing Proposals

Area	2011 Dwellings	Completions 2011-2025	Proposed Growth
Witney Sub-area	14,297	2,210	TBC
Chipping Norton Sub-area	5,666	896	TBC
Carterton Sub-area	9,975	1,846	TBC
Eynsham / Woodstock Sub-area	9,408	2,082	TBC
Burford / Charlbury Sub-area	7,603	761	TBC
District Total	46,949	7,795	16,000*

*Note: District total figure is the total level of planned housing growth indicated in the Local Plan 2041 preferred policy options

Government Directive – Delivering a Sufficient Supply of Homes

In December 2024, the government published changes to the National Planning Policy Framework to underline its commitment to increasing the supply of new homes across the United Kingdom:

'To support the Government's objective of significantly boosting the supply of homes, it is important that a sufficient amount and variety of land can come forward where it is needed, that the needs of groups with specific housing requirements are addressed and that land with permission is developed without unnecessary delay.'

West Oxfordshire together with its partner councils in Oxfordshire is responding to the rapid acceleration to increase housing targets. This increase could adversely affect the current levels of WODC spare car parking capacity across the district and therefore providing solutions to modal shift needs to be the district's focus reducing the reliance on cars.

Parking demand is based on several factors which means estimating future parking needs can be challenging given that future parking needs are influenced by factors such as:

- **Availability of parking** – if parking is plentiful, people are more likely to drive to an area. If parking is in short supply, drivers may travel by an alternative mode of transport or be discouraged from visiting an area altogether. Any latent demand in such instances will be unknown.
- **Sustainable travel options** – if attractive alternatives to the private car are available, people are more likely to travel by alternative modes to the private car. This could reduce parking demand.

- **National and local policy** - There is a strong directive from national and county-level strategies to promote sustainable travel options over car use.
- **Consumer habits** - An increasing number of everyday tasks are now undertaken without having to travel and park, through the growth of online facilities.
- **Town/village catchment area size** may increase/decrease as a result of growth/decline of that area or surrounding areas. This will have implications for parking demand in an area.
- **Population growth** – as population increases, in-turn the number of cars on the road and potential car users may increase. Emphasis on alternative modes of transport and providing a breadth of options which support the environment are critical to help minimise and support this.
- **Traffic congestion** – Congestion can often result in great frustration for road users. Where possible, alternative methods that link routes and provide alternatives to the car should be promoted. This is largely linked to the development of areas and the infrastructure that supports them.
- **Prices of parking** – Parking charges can deter car users from visiting a location, as WODC operate free parking this is seen to support local businesses and the economy. However, should prices or availability of parking outside of the direct control of the council increase this in-turn could affect demand.

INDICATORS

West Oxfordshire population and access to a vehicle by household.

Figures for West Oxfordshire's population in 2023 was 119,300. By 2031, it is predicted to be 130,697, a growth of 9.6%.

Car or van availability in England (of 1 or more cars / vans in a household) stands at 76.5%. Car or van availability in West Oxfordshire stands at 88.5 (ONS – 2021 Census).

The number of vehicles WODC residents have access to by household is significantly higher than the national average. This trend is anticipated to continue until the end of the decade. The UK Predictions for cars on the road after 2030, indicate that there may be a slowing and reduction in numbers from this point.

Cars on the Road – UK Predictions 2025 -2030

Cars on the road in West Oxfordshire are estimated to increase by 0.7% each year, until 2030 when it is predicted by the Department of Transport that the number of cars owned will start to decrease in the UK.

'Cars on the road in the UK is predicted to increase by 3.5% between 2025 and 2030, with most studies predicting a drop in car ownership after this point and into the next decade. Therefore, an annual increase of 0.7% in number of cars can be safely used or 3.5% increase over the next five years.'

The reason for this predicted decrease is the expected impact of government policy designed to achieve net zero emissions targets.

A decrease in car ownership from 2030 is an important prediction to consider when thinking about the needs of motorists and parking in WODC car parks. Our future demand prediction is to use the parking assets we have and factor in a predicted downturn in car ownership in decision making.

SUMMARY

Customers using council car parks in West Oxfordshire value the facility to park without charge. The council assets are very well used and contribute to the vibrancy of the local economy throughout the district.

Recent data shows that most car parks across the district are serving their communities effectively, with available capacity. However, in areas with high tourist activity, parking becomes more challenging. Our analysis confirms that car parks in Burford and Woodstock are frequently at or near full capacity during peak weekday hours and periods of increased tourism.

Providing additional parking should not be the first solution to alleviating capacity. promoting and supporting a modal shift that aligns with sustainability requirements, Healthy Place shaping and Active Transport Plans should be considered first.

Sustainability of travel has come to the forefront of policy change, affecting transport plans including parking. Bus routes, walking, cycling, motorcycling, car sharing and other forms of sustainable travel are firmly at the top of the travel hierarchy and positioned above personal car travel.

Congestion and traffic flow issues are high priorities for action, to alleviate the recognised concerns over traffic pollution effects on our communities. Healthy Place Shaping policies are of major importance.

While it is predicted that WODC will have a faster growth pattern than the UK average, and higher than comparative areas in the Southeast over the next five years, this is predicted to be from population growth in the upper age ranges.

WODC has comparatively high levels of access to a car or van by household compared to the UK averages, reflecting the rural quality and low population densities in the district, making a dense network of public transport less feasible.

Cars on UK roads are predicted to increase by less than 1% a year (0.7%) until 2030, when there is a predicted drop in car ownership with decreasing levels continuing into the next decade.

Positive effects of how society goes about everyday activities has changed in the last decade: the way we shop, go to appointments, receive goods, and access services is now online and in person, all of which contributes positively to lessening demand.

5 FUTURE PARKING OPTIONS

INTRODUCTION

WODC sets out its parking strategy for the next period and has given careful consideration of the options to managing its 16 car parks for the benefit of the majority of customers.

Several potential parking options are outlined in Table 47.

Potential Options are presented in an action plan included in Chapter 6

Table 47 – Potential Parking Options

Parking Options	
1.	Off-street car parking capacity 2025-2031
2.	Charging options / no charging impacts
3.	Long and short stay parking – managing capacity through stay times
4.	Sustainable transport
5.	Parking standards and new development
6.	Car parks – conditions and maintenance
7.	Enforcement
8.	Specialist parking

5.1 Options- Off-Street car parking capacity 2025-2031

In 2016, the parking strategy recommended resolving capacity needs by finding and securing additional parking, either in the vicinity of the existing car park or in separate locations. This has proved extremely challenging in the light of:

- a. The historic significance and spatial constraints of settlements where capacity issues were identified: Woodstock, Burford, Chipping Norton and Charlbury.
- b. Lack of land or investment funds to acquire additional land for car parking purposes.
- c. Today, capacity issues, which are identified for some locations may be resolvable through other policies.
- d. The desires to advance policies supporting sustainability, healthy place making and a net zero transport system.

Therefore, the desire to increase spaces does not support the wider ambitions for active travel and healthy lifestyles. Although it is acknowledged that where there are areas of housing growth this may be required and the council will seek to support Town and Parish Councils, developers, businesses and residents to find additional parking, and the use of more subtle mechanisms, i.e. changes to stay times to free up spaces, is in principle, more appropriate to manage local need and make best use of council assets.

Recommendation

Continue alignment of WODCs Parking Strategy with the wider context policies.
Consider implementation of different options in relation to stay times in each car park.

Seek to support Town and Parish Councils, residents, businesses and potential developers to seek additional parking options.

5.2 Options - Charging options / no charging impacts

Charging for parking has been implemented by most local authorities in the country for a variety of reasons, including the provision of a funding stream to maintain and improve car parks, pay for enforcement officers, promote sustainable transport modes, and control excess demand for parking spaces. WODC is bordered by district councils who charge for parking, in most or all of their car parks.

Revenue streams collected through car parking income can be used to support the following.

Authorities can use parking income to support the following services (Table 48)		
Street Cleaning	Abandoned vehicles	Sustainable Transport
Public Conveniences	Climate Change	Land drainage
Community Safety	Environmental Strategy	Pollution control

West Oxfordshire District Council provides free parking in all its car parks as a mechanism to support residents, businesses and boost the economy. Customer consultation conducted through the review of this parking strategy has demonstrated that free parking is important to our car park users and as a result this strategy continues to support free parking within our car parks.

Recommendation
Continue with current policy of free parking in WODC owned and managed car parks to support residents, business and the economy.

5.3 Options - Long and short stay parking

The length of time that parking spaces are used, can be adjusted by imposing time restrictions. These already apply in some of the districts' car parks and new restrictions can be implemented to replace long stay parking with short stay.

Long stay parking is not in every event, the best use of town/settlement centre space, especially where space is limited. It does little to generate town centre footfall and economic activity, although it is convenient for business owners and commuters.

The use of town centre car parks for long stay parking is a common complaint in many of the centres and can be a poor use of a scarce public resource. A quick turnover of parking spaces for short visits is critical in maintaining the viability of the towns but if spaces are blocked by commuters this can prevent residents using the spaces for short trips and

damage the local economy. This effect has been reported in some of the car parks because they have neither time restrictions nor parking charges which encourage a greater turnover of spaces.

Conversely, the availability of long stay parking is also seen as important by many people who work or live in the town centres. This must be considered in the light of changes for many working people, with an increase in hybrid working since 2020. There are sectors such as retail, health care and tourism where working people need to park, longer stay options play a vital part in enabling local businesses to recruit and retain employees.

Offering a balanced mix of long- and short-stay parking supports the needs of residents, visitors, and local businesses.

This strategy does not advocate the simple replacement of long stay parking by short stay. Any changes to parking restrictions require a considered evidence-based approach, balancing traffic and environmental impacts and reviewing all opportunities including promotion of active modes of transport.

Some work has already been undertaken to ensure there are short stay parking spaces in the centre of towns. For example, sections of Woolgate Car Park in Witney offer parking times of three hours to encourage visitors, particularly those shopping, to turnover their spaces to other customers. These spaces are close to food retailers.

Longer stay parking, should be to the outskirts of settlements where walking to the centre is in line with the 20-minute walking principles (OCC Transport and Connectivity Plan). Offering a mix of long and short stay spaces is dependent upon the size and layout of the car park to ensure that customers can easily identify bays.

An increase in the turnover of each parking space would be a benefit to businesses, the customers and the council. However, an increase in car park throughput may require more enforcement and management, amendments to the off-street Parking Orders and signage, and marking spaces to identify long and short stay spaces. This would be a relatively manageable cost impact.

The operational implications of encouraging a greater number of vehicles to use the settlement centre car parks would need careful consideration to assess the potential for increased congestion and/or localised environmental degradation. This being said, the number of spaces that would be affected by implementing such a conversion would likely be quite low, and the approach would be expected to reduce traffic circling the town or village centre whilst attempting to find parking spaces. It is therefore considered likely that any detrimental impacts to be quite marginal.

Recommendation

To continue to review the use of long and short car parking spaces in each location to provide optimal use and manage where capacity needs have been identified in occupancy data.

Carry out targeted surveys to report on any pre and post implementation results.

5.4 Options – Sustainable Transport

WODC is keen to implement EV charging provision in the district with the programme of EV charging implemented into the majority of the 16 car parks, where the location is suitable.

An over provision of parking can have an adverse impact on efforts to encourage the uptake of sustainable ways to travel.

It is acknowledged that fully meeting all travel and parking demands through sustainable transport initiatives alone is not feasible. The goal is to strike a balance enabling those who can shift to more sustainable modes of transport to do so, while ensuring that individuals who depend on cars or vans still have access to appropriate parking facilities.

It is anticipated that measures to promote walking within settlements, in particular the 20-minute walk (10 minutes there and 10 minutes back), cycling and use of motorcycles could be more successfully integrated into settlements alongside continued good use of district car parks.

While car parks should not be the only locations for parking cycles in a settlement, they are often an opportunity to offer a place to secure two wheeled transport. Currently, there are motorcycle specific parking spaces in several district car parks, particularly in Witney.

Recommendation
<p>To continue with the implementation programme to install EV charging points into district owned car parks, with careful consideration to the impact on remaining spaces.</p> <p>Seek opportunities to support the Sustainable Travel Strategies with 2-wheel parking and promotion of cycling and walking routes.</p>

5.5 Options – Parking standards and new development

This Parking Strategy for WODC for 2025 –2031 underpins the way parking needs to be considered in new developments in the district. Planning applications require transport plans to be submitted for some types of application, and it is clearly stated that this must include consideration of the impacts on parking. (Chapter 2).

There are design guides in place for developers to ensure that new developments now provide sufficient off-street parking and avoid overspill of parking onto nearby streets causing road blocking and disruption.

New developments may have an impact on the spare capacity of existing car park facilities at the centres of nearby settlements. Where appropriate, the council will seek a S106 contribution to mitigate this impact. The council also recommends that town and parish councils to take parking into account when deciding on the use of their neighbourhood portion of the Community Infrastructure Levy.

Recommendation
To monitor how and when parking impacts are reviewed in planning applications and where required, ensure contributions are made to help local communities with parking pressures.

5.6 Options - Car park conditions and maintenance

West Oxfordshire car parks are surveyed regularly to ensure our assets remain in a good condition and are well maintained. The most recent condition survey was carried out in 2024. The current schedule of planned maintenance and repairs, which covers the period of 2024 to 2028 is in operation. (Appendix 2)

Maintenance funding comes from council budgets, as WODC parking does not generate revenues for maintaining its car parks. (Enforcement fees are limited and do not cover enforcement costs.)

Maintenance priorities are the safety of the car parks, then; surface, lining, signing, car park boundaries, bollards / barriers, landscaping, cleanliness, drainage, and footpaths.

While some car parks have additional facilities, such as public conveniences, there must be ongoing, stringent management of the maintenance schedule costs, to cover all 16 car parks.

Recommendation
Continue to monitor, how and when car parks are maintained, making safety the priority for customers, while managing budget control.

5.7 Options – Enforcement

Parking enforcement in WODC owned and managed car parks is conducted by WODC Civil Enforcement Officers. The purpose of enforcement is to prevent dangerous and inconsiderate parking, prevent designated parking spaces from being misused and ensure the terms and conditions in council car parks are followed for the benefit of all.

Civil Enforcement Officers are a good source of local knowledge for the community and visitors and assist with providing parking information to the Parking Team.

- Parking enforcement is not income-driven
- There are no targets set for the issue of penalty charge notices (PCN)
- The grace period of 10 minutes is followed in line with legislation in permitted parking areas (some parking contraventions warrant an instant PCN to be issued)
- WODC Enforcement Officers will give advice if the driver is present and not issue PCN unless it has been printed.
- PCNs are issued when a contravention is observed by the Enforcement Officer, taking the above points into consideration.
- If a PCN has been issued, a legally set out process must be followed if challenging a PCN. Each case is considered on its own merits, including mitigating circumstances.

The primary objectives for parking enforcement are to keep traffic flowing, ensure the safety of all road users including pedestrians, make sure spaces for specific classes of vehicles or customer groups are not misused and ensure the turnover of spaces where appropriate.

Most PCNs are issued to drivers for parking outside the bay markings, parking in bays marked for parent and child use or for visitors with disability needs. PCNs are also issued for overstaying the hours stated in the car park terms and conditions.

Enforcement is set at a level to best use staff resources in balance with costs, public satisfaction, and income from Penalty Charge Notices.

Enforcement hours are in line with the car park restrictions.

Civil Enforcement Officers also provide secondary services of offering information to the public, reporting crime, anti-social behaviour and abandoned vehicles, blocking of access, and they provide a presence in the community.

We will seek to review the level of enforcement in line with any changes to parking restrictions or any external impacts which may affect occupancy levels.

A comparison of the number of PCNs issued in 2015/16 to those issued in 2024/25 is in Table 49.

Table 49 – Penalty Charge Notices Issued by location in 2015/16 and 2024/25

Penalty Charge Notices (PCN)				
Settlement	Car Park	PCNs 2015/16	PCNs 2024/25	Increase / Decrease
Witney	Marriotts Walk	1266	*322	↓
	Woolgate	1212	**895	↓
	Leisure Centre	48	152	↑
	Burwell Drive	164	87	↓
	Langdale Gate			↓
	Woodford Way			↓
Chipping Norton	Albion Street	108	88	↓
	New Street			↓
Woodstock	Hensington Road	14	89	↑
Burford	Guilford	5	120	↑
Carterton	Alvescot Road	22	30	↑
	Black Bourton Road			↑
Charlbury	Spendlove Centre	27	43	↑
Eynsham	Back Lane	9	25	↑
Long Hanborough	Riely Close		10	↑

*Marriotts Walk stay time changed from 3 to 4 hours at the owner's request.

** Woolgate G Zone changed to 12 hours stay, therefore fewer people are overstaying.

Recommendation

Monitor any changes in stay times and consider strengthening resources to match needs of the district.
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5.8 Options – Specialist parking

Specialist parking refers to either the type of vehicles parked: coaches, HGVs, 2-wheeled or vehicles using EV charging or groups of customers who benefit from having spaces marked for their use.

Groups who benefit from the safest routes in and out of the car parks are those with a disability or those parents with a child. Spaces are on occasion, placed to accommodate the opening of doors and to avoid blocking of boot doors.

13 of the 16 council- owned and managed car parks have spaces (103) allocated for customers with disability needs. In addition, visitors with blue badge status can park within any space in WODC car parks but will need to follow the terms and conditions of length of stay.

There are 32 parent and child parking spaces in 6 of the 16 car parks.

3 out of the 16 car parks offer specific motorcycle parking, and 5 of the 16 car parks offer cycle rack space within the car parks. There are other locations to park bicycles in the main towns.

Recommendation
Continue to monitor the ratios of specialist parking spaces allocated to reflect a fair mix as WODC decides.
Seek to improve the cycle and motorcycle parking spaces.

Action Plan

Table 50 – West Oxfordshire Parking Strategy Action Plan 2016 (revised to include update Q1 2025)								
Recommended Actions			When	Cost	Details	By Whom	Update	RAG
District wide	1	Update WODC Strategy	Short	Low	Update WODC district wide strategy in light of National and Local Policies and Plans	WODC	New action	
	2	Change format and branding of strategy	Short	Low	Change format of strategy to remove all outdated references and brand in line with corporate style	WODC	New action	
	3	Draft new Executive summary	Short	Low	Draft New executive summary to update with the findings of the review District wide	WODC	New action	
	4	Remove all reference to on street	Short	Low	Remove all reference to on street parking from the strategy in light of transfer to OCC in April 2023	WODC	New action	
	5	Update all settlement information	Short	Low	Update all settlement information to include updated occupancy, customer and stakeholder feedback and predicted demand	WODC	New action	
	6	Increase off street car parking	Long	High	Seek and Support opportunities to provide new or expanded car parks to meet future demand. WODC to support Town and Parish and external organisations to identify, fund and secure	WODC. / Town/ Private Operators	An ongoing action to support local communities to identify, secure funding and agree ownership and management of new or expanded space.	

					future sites. in line with local plans.			
	7	Free parking	Short	Low	Retain free parking across the district	WODC	Retained	
	8	Rebalance the proportions of Long Stay and Short Stay parking	Medium	Low	In many locations the presence of long stay parking is increasing capacity for short stay trips, resulting in less bay blocking. Long stay parking can be removed or reduced by implementing stay time restrictions in designated bays	WODC/OCC	In Zone G Woolgate car park, Witney, long stay spaces introduced to support workers. All other spaces remain as 3 hours and 1 hour where indicated.	
	9	Request OCC to review on street parking provision	Medium	Medium	Traffic regulation orders to be reviewed to identify any safety risks and inappropriate parking. Long stay on street parking to be reduced in town centre where it is causing problems, WODC to liaise with OCC	WODC/OCC	Now responsibility of Oxfordshire County Council (OCC) only. (On-street parking moved to OCC Spring 2023)	
	10	Review WODC Parking Orders	Short	Low	Review details of various parking orders to bring up to date with actual usage and amend the order online and signs where necessary	WODC	All reviewed and changes made where required	
	11	Permit Parking Schemes	Short	Low	Support residents and specific types of business to consider Permit Parking schemes where there are valid concerns about the ability of resident and business vehicles to park or load on their street due to other types of parking, WODC to assist with liaison with OCC	WODC/OCC	Now responsibility of OCC only. (On-street parking moved to OCC Spring 2023)	

	12	Support OCC in the delivery and promotion of sustainable transport	Medium / long	Medium / high	Ensure that parking strategy and sustainable transport strategy are consistent and complementary. Ensure car parks contribute to sustainable transport strategy by preventing uncontrolled increase in demand. Electric vehicle charging, bicycle, and motorbike spaces to be increased in suitable car parks	WODC	Electric Vehicle charging points in operation in WODC car parks, with further implementation works planned. Not all car parks are suitable at survey.	
	13	Review and map current motorcycle parking and make mapped data available publicly	Medium	Low	Ensure that parking strategy and sustainable transport strategy are consistent and complementary. Motorcycles are part of a sustainable transport hierarchy.	WODC	All reviewed and changes made where required. Improved information on WODC website pages.	
	14	Review the position and placement of cycle racks in car parks	Medium	Low	Ensure that parking strategy and sustainable transport strategy are consistent and complementary. Bicycles are part of a sustainable transport hierarchy.	WODC	All reviewed and changes made where required. Improved information on WODC website pages.	
	15	Parking Standards and Planning Policy	Medium	Low	Adjust Car parking standards in the local plan and the interpretation of the standard to ensure that new development has adequate levels of off-street parking	WODC/Planning /OCC	Now in WODC Local Plan for new development 2011 to 2031 WODC Local Plan	
	16	New development and S106	Medium	Low	Use Parking strategy to seek contributions from developers towards the provision of additional car park supply in town centres	WODC/OCC	Now in National Planning Policy Framework Dec 2024 (NPPF) National Planning	

	17	Review new WODC Local Plan	Short	Low	A new Local Plan is due to be adopted in 2026 and will guide development in the district to the year 2041.	WODC	Review at the time of consultation. Check against WODC Parking Strategy 2025-2031	
	18	Review enforcement	Short	Medium	Ensure enforcement resources are targeted in the most effective way to achieve good parking behaviour at an acceptable cost. Liaise with OCC to enforce on street restrictions more effectively, amend TRO's where necessary and improve signs/lines to help enforcement	WODC/OCC	Reviewed at the time of transfer from WODC to OCC, Spring 2023. New signs changes completed.	
	19	New car park equipment and signage	Short	Low	Equipment to be improved in selected car parks (e.g. CCTV, bins, cycle parking and information signs.) Inadequate signs for drivers and pedestrians to be identified and new signs provided	WODC	Equipment replacement by the parking team, line painting schedule being drawn up, Burford and Eynsham are priorities. All car park signs replaced 2024	
	20	Parking at special events and times			To be discussed with WODC	WODC	Completed and is ongoing.	
	21	Promotions, Initiatives, and marketing	Short	Low	Improve website and promote Smart phone apps to help users to find vacant parking spaces	WODC	Improved information on WODC website pages. Use of Smart phone apps to locate available spaces not an option, without substantial investment.	
	22	Support OCC to develop and promote Park	Short	Low	Promote the provision of Park and Ride to Witney from the proposed Park and Ride site at Eynsham	WODC	WODC continue to work with OCC on all transport options. Note: Eynsham P&R to	

		and Ride scheme					be operational when bus lane and routing is completed (OCC)	
	23	Security improvement	Short	Low	Make improvements to street lighting, CCTV, and the car park layout to increase levels of security up to a high level across all car parks	WODC	No security issues identified by most recent surveys. Planned repairs and maintenance schedule in place	
	24	Continue and improve liaison with OCC and car park operators	Short	Low	Ensure there is close liaison with OCC regarding Traffic Regulation Orders, Enforcement, Planning & Development Control, Road Safety, Residents parking, Sustainable transport, and land availability. Liaise with other car park operators including town centre retailers.	WODC	Ongoing and continuous dialogue with OCC.	
	25	Residential Parking Advice	Short	Low	Provide online and leaflet advice to issue to residents regarding on street parking and the need to provide access to residents and emergency services on estate roads	WODC/OCC	Responsibility of OCC. (On street parking moved to OCC Spring 2023)	
	26	Contractors Permits	Short	Low	Review the process of issuing permits to contractors' vehicles to ensure the system is fair for other road users and permits are only issued where they are essential.	WODC	Responsibility of OCC. (On street parking moved to OCC Spring 2023)	
Witney	27	Create more short stay car parking in	Medium	Low	Long stay car parking to reviewed and amended to provide a mix of stay times where required	WODC	Short stay options added where need arises, under continuous	

		some central car parks					review in line collaboration with OCC	
	28	Identify new off-street car park for relocated long stay parking	Medium	Medium	Carry out detailed review of potential sites and engage with landowners	WODC	In the light of occupancy information 2023-2024, Witney car parks are operating well, with some spare capacity. No new sites identified.	
	29	Traffic Regulation Order Review	Medium	Medium	Carry out a detailed review of TROs and misuse at all times of day on central streets and amend TROs if necessary	WODC/OCC	Responsibility of OCC. (On-street parking moved to OCC Spring 2023)	
	30	Consider options for more off street car park capacity	Long	High	Carry out detailed review of potential new sites for car park and engage with landowners. Assess viability of expanding existing car parks, including the use of multi-storeys, Include in Local plan, if necessary, assess whether existing car park land could be used effectively.	WODC	Continue to review and in the light of occupancy information 2023-2024, Witney car parks are operating well, with some spare capacity. Ongoing.	
		Investigate promotion of car parks with lower occupancy	Medium	Low	Burwell Drive and Gordon Road are easy walking distance of Witney town centre. Promote to central car park customers to encourage uptake of 'Park and Stride'	WODC	New suggestion as a result of data analysis in Q1 2025	
	31	Quantify traffic an environmental impact of proposals	Long	Low	Ensure that all proposals to expand car park capacity are assessed in relation to the impacts of any additional trips in the town and their impact on traffic congestion and the environment	WODC	To be continuously reviewed and in line with WODC Sustainability Policy	

	32	Consider installation of electric vehicle charge points	Short	Medium	Charge points to be installed in key locations	WODC	Complete and operational. Will be continuously monitored with third party provider.	
Chipping Norton	33	Investigate options for more off street car park capacity	Long	High	Carry out detailed review of potential new sites for car park and engage with landowners. Assess viability of expanding existing car parks, including the use of multi-storeys. Assess whether existing car park land could be used effectively.	WODC	Continue to review, in line with car park occupancy information. Ongoing action to support local communities to identify, secure funding and agree ownership and management of new or expanded space.	
	34	Traffic Regulation Order Review	Medium	Medium	Request that OCC carry out a detailed review of TROs and misuse at all times of day and amend TROs if necessary	WODC	Responsibility of OCC. (On-street parking moved to OCC Spring 2023)	
	35	Minor improvements to car parks	Short	Low	Upgrade Albion Street car park	WODC	Identified in condition survey for realigning work, and base repair.	
	36	Support residential parking schemes	Medium	Medium	Provide information to residents that are requesting appropriate resident parking schemes and make recommendations to OCC	WODC	Responsibility of OCC. (On-street parking moved to OCC Spring 2023)	
Woodstock	37	Investigate options to provide more parking spaces	Long	High	There is a lack of parking in the town centre and more space will be required in the future. Carry out dialogue with the community and review all options and costs for delivering a new car park.	WODC	OCC reviewed on street parking and resident permits. Will continue to support the community to identify, secure	

					Include in Local Plan if necessary		funding and agree ownership and management of new or expanded space	
	38	Traffic Regulation Order review	Medium	Medium	Carry out a detailed review of TROs and misuse at all times of day on central streets and amend TROs if necessary. Improve signs and lines to help enforcement. Include permit parking schemes as potential solution	WODC/OCC	Completed for on street parking by OCC	
	39	Targeted enforcement effort	Short	Medium	Amend enforcement to reduce inappropriate on-street parking, within existing budget constraints	WODC	Responsibility of OCC. (On-street parking moved to OCC Spring 2023)	
	40	Create fund to improve parking from S106/ CIL	Medium	Low	Use Parking Strategy to create a fund for developers to contribute to the provision of more parking	WODC/OCC	Now in WODC Local Plan for new development 2011 to 2031 WODC Local Plan	
	41	Traffic Regulation Order review	Short	Medium	Carry out a detailed review of TROs and misuse at all times of day and amend TROs if necessary. Improve signs and lines to help enforcement	WODC/OCC	Responsibility of OCC. (On-street parking moved to OCC Spring 2023)	
	42	Assess options for new off-street car parks	Medium	High	Options for off-street parking appear to be limited but a more detailed assessment may reveal additional sites	WODC	Will continue to support the community to identify, secure funding and agree ownership and management of new or expanded space	
	43	Permit parking	Medium	Medium	Provide information to residents and businesses that are requesting permit parking in appropriate streets.	WODC/OCC	Completed by OCC (On-street parking moved to OCC Spring 2023)	

					Develop comprehensive parking scheme and make recommendations to OCC			
	44	Coach park	Medium	Medium	Assess options to improve use of coach park and remove coach bus parking from town centre	WODC	Coach parking is out of Woodstock town centre. OCC has responsibility for drop off points on-street	
	45	Short and long term stay time amendments	Short	Low	Consider the proposal to change car park spaces to a mix of short stay (up to 3 hours) and long stay (as is currently), to increase the availability of spaces. Data shows approx. 60% of car park users stay for between 2-3 hours	WODC	To be considered with stakeholders for 2025 Will require changes to Parking order, signage, online information, and bay marking.	
Burford	46	Investigate options to provide more parking spaces	Long	High	There is a lack of parking in the town centre and demand for more spaces is high. Continue dialogue with the Town and Parish and external organisations to see opportunities for additional car parks. Include in Local Plan if necessary	WODC	Completed review 2024, Options of additional land, engagement with external partners to create additional parking have been exhaustive. WODC to continue to support Town and Parish and external organisations to identify, secure funding and agree ownership and management of new or expanded space	
	47	Traffic Regulation Order review	Medium	Medium	Carry out a detailed review of TROs and misuse at all times of day on High Street and amend TROs if necessary.	WODC/OCC	Responsibility of OCC. (On-street parking moved to OCC Spring 2023)	

					Provide more short stay spaces on High Street where possible. Consider whether disabled spaces and loading areas are adequate. Include permit parking schemes as potential solution			
	48	Create fund to improve parking from SI06/ CI	Long	Low	Use Parking Strategy to create a fund for developers to contribute to the provision of more parking	WODC/OCC	Now in WODC Local Plan for new development 2011 to 2031 WODC Local Plan	
	49	Improve or relocate Coach Park	Medium	Low	Carry out detailed survey of the existing coach park to establish whether it is fit for purpose. If not, consult with community to consider alternative locations for Coach Park	WODC	OCC have reviewed the coach park and changed the number of spaces.	
	50	Short and long term stay time amendments	Short	Low	Consider the proposal to change car park spaces to a mix of short stay (up to 3 hours) and long stay (as is currently), to increase the availability of spaces. Data shows 60% of car park users stay for between 2-3 hours	WODC	To be considered with stakeholders for 2025 Will require changes to Parking order, signage, online information, and bay marking.	
	51	Carry out Hydrological assessment to reduce flooding	Medium	Medium	Carry out assessment of car park to	WODC	New Action	
Railway Villages	52	On-street parking surveys	Short	Low	Carry out detailed surveys of the potential overspill of rail user parking in Charlbury and to a lesser extent, Long Hanborough	WODC	Off-Street surveys carried out in the villages with railway stations, for communities to	

							comment. All three of the railway station-based car parks in WODC are managed by APCOA and Network Rail for operating.	
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Rag Status		Costs Low< Medium £ to £ High> £	Timescales Short Term 1 year Medium term 2-3 years Long Term .> 3 years
	Not started or delayed		
	In progress		
	Completed or handed over to external partner / organisation		

Appendix I -Planned repairs and maintenance programme – WODC Car Parks 2024 to 2028

Alvescot Road, Carterton					
Element	Type	Condition	Action	Next Action Date	Comment
Parking Spaces	Paint lines, hatching, arrows etc.	A	Reinspect in 5 years time.	2028	
Trees	Arboriculturist		Trees to be assessed and maintenance programme agreed.	2024	
Black Bourton Road, Carterton					
Element	Type	Condition	Action	Next Action Date	Comment
Surface	Tarmacadam covering	C	Allow to fill and patch repair sunken area by Morisons Car Park entrance	2024	
	Tarmacadam covering	C	Allow to fill and patch repair damage from tree roots	2026	
	Reinforced concrete curbs	C	Patch repair surface.	2028	Future maintenance allowance.
Parking Spaces	Paint lines, hatching, edges etc.	B	Ensure that all lines are reapplied with fresh coat of hot applied thermoplastic.	2024	
	EV Charging Bay lines and signage	B	Ensure that all lines and symbols are reapplied with fresh coat of hot applied thermoplastic.	2025	
	Disabled bay lines and signage	B	Ensure that all lines and symbols are reapplied with fresh coat of hot applied thermoplastic.	2027	
	Zebra crossing	B	Ensure that zebra crossings are reapplied with fresh coat of hot applied thermoplastic.	2027	
	Direction arrows and written instructions	B	Ensure that all arrows are reapplied with fresh coat of hot applied thermoplastic.	2025	
Boundary	Timber post to grass area	D	Allow to replace the damaged timber post	2025	
Trees	Arboriculturist		Trees to be assessed and maintenance programme agreed.	2024	

Witney, Marriotts Walk	
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Element	Type	Condition	Action	Next Action Date	Comment
Parking Spaces	All painted pedestrian walkways and lines.	A	Reinspect in 5 years time.	2028	All parking bays are clearly defined at the time of inspection.
	Direction arrows and written floor directions Levels 0-5	B	Ensure that all arrows are reapplied with fresh coat of hot applied thermoplastic.	2025	
	Direction arrows and written floor directions Levels 6, 7, 8	A	Reinspect in five years time.	2028	
	Zebra crossing level 0	B	Ensure that zebra crossings are reapplied with fresh coat of hot applied thermoplastic.	2024	
	Zebra crossing level 1	B	Ensure that zebra crossings are reapplied with fresh coat of hot applied thermoplastic.	2025	
	Zebra crossing level 2 -4	B	Ensure that zebra crossings are reapplied with fresh coat of hot applied thermoplastic.	2026	
	Zebra crossing level 5	B	Ensure that zebra crossings are reapplied with fresh coat of hot applied thermoplastic.	2027	
	Zebra crossing level 6	B	Ensure that zebra crossings are reapplied with fresh coat of hot applied thermoplastic.	2028	
	All painted surfaces on Levels 7 & 8	A	Reinspect in 5 years time.	2028	
	All painted pedestrian walkways and lines.	A	Reinspect in 5 years time.	2028	
Repairs & Maintenance	Level 8	D	Loose door handle to metal doors leading to Level 8 and corrosion to door frame from water ingress	2024	
	Level 8	C	Capping repair to northwest corner.	2024	
	Level 7	C	Corrosion treatment to door frame.	2024	
	Level 7	D	Replace corroding ACO channel to ramped walkway	2025	
	Levels 0 to 6	B	Replacement of stanchion rubber protection sections	2024	
	Level 5	D	Replace internal downpipe metal guarding. Replace.	2024	
	Level 1	D	Metal railing to pedestrian walkway is damaged and loose. Replace.	2024	
	Level 1	D	Fire escape door wedged open. Shut door.	2024	
	Level 0	D	Damage to falling debris cage in middle. Replace section.	2024	

	Level 0	D	Door missing handle. Replace	2024	
	Cracked floor slab sections.	B	Levels 2 & 4 have cracks in the slab. Structural Engineer to comment.	2024	
	Blockwork	B	Repoint mortar where thermal movement occurs.	2026	
	North Stairwell	B	General regrouting to floor tiles.	2025	
	North Stairwell	B	Replace broken floor tiles to level 6.	2025	
	North Stairwell	B	Broken circle window trim. Repair.	2024	
	North Stairwell	B	Redecorate handrails & balustrades.	2026	
	North Stairwell	B	Reinspect decorative finishes in 5 years.	2028	
	South Stairwell	B	Repair corrosion to door level 7.	2025	
	South Stairwell	B	General regrouting to floor tiles.	2025	
	South Stairwell	B	Replace broken floor tiles.	2025	
	South Stairwell	B	Redecorate handrails & balustrades.	2026	
	South Stairwell	B	Repointing to cracks.	2024	
	South Stairwell	B	Repair minor render crack to south elevation.	2024	
	South Stairwell	B	Reinspect decorative finishes in 5 years.	2028	
Steel Frame	Fire Escape Stairwell	C	Replace broken dry riser inlet smashed glass.	2024	
	Steel Frame levels 0 to 8	B	Strip back surface. Corrosion treatment. Prime. Paint with intumescent paint.	2024	We have allowed 15 linear m per floor every year.
	Steel Frame levels 0 to 8	B	Strip back surface. Corrosion treatment. Prime. Paint with intumescent paint.	2025	We have allowed 15 linear m per floor every year.
	Steel Frame levels 0 to 8	B	Strip back surface. Corrosion treatment. Prime. Paint with intumescent paint.	2026	We have allowed 15 linear m per floor every year.
	Steel Frame levels 0 to 8	B	Strip back surface. Corrosion treatment. Prime. Paint with intumescent paint.	2027	We have allowed 15 linear m per floor every year.
	Steel Frame levels 0 to 8	B	Strip back surface. Corrosion treatment. Prime. Paint with intumescent paint.	2028	We have allowed 15 linear m per floor every year.
Rainwater Goods	Metal units to levels 7 & 8 & stairwells	B	Clean through, adjust, reseal.	2024	No allowance for access equipment.
	Metal units to levels 7 & 8 & stairwells	B	Clean through, adjust, reseal.	2028	No allowance for access equipment.

Woodford Way, Witney					
Element	Type	Condition	Action	Next Action Date	Comment
Surface	Tarmacadam covering	B	Repair covering to south side, southwest corner, and minor potholes to north end.	2025	
	Tarmacadam covering	B	Repair covering.	2028	Future maintenance allowance
	Crossing pavers	B	Replace broken pavers	2024	
Parking Spaces	Painted on lines, hatching, instructions, edges etc	B	Ensure that all lines are reapplied with fresh coat of hot applied thermoplastic.	2027	
	Disabled bay lines and signage	B	Ensure that all lines and symbols are reapplied with fresh coat of hot applied thermoplastic.	2027	
	EV Charging Bays	B	Ensure that all lines and symbols are reapplied with fresh coat of hot applied thermoplastic.	2027	
	Zebra crossing	B	Ensure that zebra crossings are reapplied with fresh coat of hot applied thermoplastic.	2025	
Boundary	Timber fence panels	D	Replace missing fence panels to southwest corner	2024	
	South boundary blockwork wall	D	Repointing	2025	
Trees	Arboriculturist		Trees to be assessed and maintenance programme agreed.	2024	
Windrush Leisure Centre, Witney					
Element	Type	Condition	Action	Next Action Date	Comment
Surface	Tarmacadam covering	B	Repair covering by staff parking area and various minor potholes elsewhere.	2024	
	Tarmacadam covering	B	Repair covering.	2028	Future maintenance allowance
Parking Spaces	Painted on lines, hatching, instructions, edges etc	B	Ensure that all lines are reapplied with fresh coat of hot applied thermoplastic.	2025	
	Disabled bay lines and signage	B	Ensure that all lines and symbols are reapplied with fresh coat of hot applied thermoplastic.	2025	
	Zebra crossing	B	Ensure that zebra crossings are reapplied with fresh coat of hot applied thermoplastic.	2025	
	Speed bumps	C	Replace speed bumps	2025	
	Direction arrows and written floor directions	B	Ensure that all arrows are reapplied with fresh coat of hot applied thermoplastic.	2025	
Misc.	No entry sign	D	Realign.	2024	

Trees	Arboriculturist		Trees to be assessed and maintenance programme agreed.	2024	
Gordon Way, Witney					
Element	Type	Condition	Action	Next Action Date	Comment
Surface	Tarmacadam covering	B	Repair covering at entrance, address potholes, and redo previous patch (pentagon shaped)	2024	
	Tarmacadam covering	B	Repair covering.	2028	Future maintenance allowance
	Concrete paving slabs	B	Replacement of broken slabs	2024	
	Gravel Parking Areas	C	Take up gravel, repair sub-base, lay new gravel	2025	
Parking Spaces	Tarmacadam covering	B	Repair covering at entrance.	2024	
	Cobbled sets at entrance	B	Repoint	2024	
	Tarmacadam covering	B	Repair covering.	2028	Annual future maintenance allowance
Misc.	Bollard to Astro Pitch main entrance	D	Realign.	2024	
Trees	Arboriculturist		Trees to be assessed and maintenance programme agreed.	2024	
Burwell Drive, Witney					
Element	Type	Condition	Action	Next Action Date	Comment
Parking Spaces	Tarmacadam covering	B	Repair covering at entrance.	2024	
	Cobbled sets at entrance	B	Repoint	2024	
	Tarmacadam covering	B	Repair covering.	2028	Annual future maintenance allowance
Misc.	Reinforced concrete curbs	C	Damaged and pushed over along east side	2024	
Trees	Arboriculturist		Trees to be assessed and maintenance programme agreed.	2024	

Woolgate, Witney					
Element	Type	Condition	Action	Next Action Date	Comment
Surface	Tarmacadam covering Zone A	B	Repair covering.	2025	
	Tarmacadam covering Zone B	B	Repair covering around inspection chambers and gullies	2025	
	Tarmacadam covering Zone C and Zone F	B	Repair covering.	2025	
	Tarmacadam covering (all zones)	B	Repair covering.	2026	
	Tarmacadam covering (all zones)	B	Repair covering.	2027	
	Cobbled entrance strips		Level and relay covering where sunken.	2028	
	Surface block paving Zone C (disabled parking)	B	Level and relay covering where sunken owing to tree roots	2025	
	Surface block paving Zone F	B	Level and relay covering where sunken.	2025	
	Surface block paving	B	Level and relay covering where sunken.	2028	
Parking Spaces	Parent and child bay lines and signage	B	Ensure that all lines and symbols are reapplied with fresh coat of hot applied thermoplastic.	2027	
	Painted on lines, hatching, instructions, edging etc	B	Ensure that all lines are reapplied with fresh coat of hot applied thermoplastic.	2026	Excludes notional 110 parking spaces in Zone F (not lined).
	Zebra crossings	B	Ensure that zebra crossings are reapplied with fresh coat of hot applied thermoplastic.	2027	
	Direction arrows and written floor directions	B	Ensure that all arrows are reapplied with fresh coat of hot applied thermoplastic.	2026	
	Taxi drop-off and pick up lines, hatching, and instructions.	B	Ensure that all arrows are reapplied with fresh coat of hot applied thermoplastic.	2025	

	Kerb edge sets	B	Replacement of broken units and realignment.	2025	Annual future maintenance allowance
	Kerb edge sets	B	Replacement of broken units and realignment.	2026	Annual future maintenance allowance
	Kerb edge sets	B	Replacement of broken units and realignment.	2027	Annual future maintenance allowance
	Kerb edge sets	B	Replacement of broken units and realignment.	2028	Annual future maintenance allowance
	Crossing pavers	B	Replace broken pavers	2024	
Boundary	1m high Cotswold stone wall with cock and hen capping in Zone E	B	Replacement of frost damaged stonework and repointing	2026	
	500mm high Cotswold stone wall with cock and hen capping in Zone A	B	Rebuild section of wall disabled spaces	2026	
	1m high Cotswold stone wall with cock and hen capping in Zone A	B	Rebuild section of wall along east boundary corner.	2025	
	1m high Cotswold stone wall with cock and hen capping	B	Replacement of frost damaged stonework.	2025	Annual future maintenance allowance
	1m high Cotswold stone wall with cock and hen capping	B	Replacement of frost damaged stonework.	2026	Annual future maintenance allowance
	1m high Cotswold stone wall with cock and hen capping	B	Replacement of frost damaged stonework.	2027	Annual future maintenance allowance
	1m high Cotswold stone wall with cock and hen capping	B	Replacement of frost damaged stonework.	2028	Annual future maintenance allowance
	Timber posts & railings	C	Allow to replace posts& railings as they decay from age	2026	
Misc	Timber posts	C	Allow to replace missing posts	2024	
	Bollards in Zone G	B	Realign	2024	
	Disabled metal sign in Zone A	C	Realign	2024	
	Inner metal railing Zone F	C	Replace damaged section	2025	
Trees	Arboriculturist		Trees to be assessed and maintenance programme agreed.	2024	

Guilford, Burford					
Element	Type	Condition	Action	Next Action Date	Comment
Parking Spaces	Painted on lines to parking bays, edges, etc	B	Ensure that all lines are reapplied with fresh coat of hot applied thermoplastic.	2025	
	Direction arrows and instructions	B	Ensure that all arrows are reapplied with fresh coat of hot applied thermoplastic.	2025	
	Disabled bay lines and signage	B	Ensure that all lines and symbols are reapplied with fresh coat of hot applied thermoplastic.	2025	
	Parent and child bay lines and signage	B	Ensure that all lines and symbols are reapplied with fresh coat of hot applied thermoplastic.	2025	
	Zebra crossing	B	Ensure that zebra crossings are reapplied with fresh coat of hot applied thermoplastic.	2024	
Surface	Gravel bays	C	Take up gravel, repair sub-base, lay new gravel	2025	
	Reinforced concrete curbs	B	Damaged sections to be replaced	2026	
	Bollards and railings around WC	B	Remove painted finishes, prepare surfaces, redecorate.	2026	
Bridge	Concrete edges	C	Repair where cracked	2025	
	Bridge metal structure	B	Remove painted finishes, prepare surfaces, redecorate.	2028	No allowance made for access over the river.
	Metal handrails and guarding	B	Remove painted finishes, prepare surfaces, redecorate.	2026	
Trees	Arboriculturist		Trees to be assessed and maintenance programme agreed.	2024	
Charlbury, Spendlove Centre					

Element	Type	Condition	Action	Next Action Date	Comment
Parking Spaces	Painted on lines, hatching, edges etc	B	Ensure that all lines are reapplied with fresh coat of hot applied thermoplastic.	2028	
	Disabled bay lines and signage	C	Ensure that all lines and symbols are reapplied with fresh coat of hot applied thermoplastic.	2025	
	Parent and child bay lines and signage	B	Ensure that all lines and symbols are reapplied with fresh coat of hot applied thermoplastic.	2027	
	Direction arrows and written instructions	C	Ensure that all arrows are reapplied with fresh coat of hot applied thermoplastic.	2025	
Decoration	Metal railings	B	Renew paint	2027	
Boundary	Long stay bollards	C	Replace missing bollards	2024	
Trees	Arboriculturist		Trees to be assessed and maintenance programme agreed.	2024	
Albion Street, Chipping Norton					
Element	Type	Condition	Action	Next Action Date	Comment
Surface	Tarmacadam covering	B	Allow to fill and patch repair	2024	
	Tarmacadam covering	B	Patch repair surface.	2028	Future maintenance allowance.
	Concrete channel at entrance	C	Take up, level, and relay	2025	
Parking Spaces	Paint lines, hatching, edges etc.	B	Ensure that all lines are reapplied with fresh coat of hot applied thermoplastic.	2025	
	Direction arrows and written instructions	B	Ensure that all arrows are reapplied with fresh coat of hot applied thermoplastic.	2025	
The Lane, Great Tew					

Element	Type	Condition	Action	Next Action Date	Comment
Parking Spaces	Gravel parking bays	C	Take up gravel, repair sub-base, lay new gravel	2025	
Trees	Arboriculturist		Trees to be assessed and maintenance programme agreed.	2024	
New Street, Chipping Norton					
Element	Type	Condition	Action	Next Action Date	Comment
Parking Spaces	Painted on lines, hatching, edges etc	B	Ensure that all lines are reapplied with fresh coat of hot applied thermoplastic.	2026	
	Direction arrows	C	Ensure that all arrows are reapplied with fresh coat of hot applied thermoplastic.	2025	
	EV Charging Bays	B	Ensure that all lines and symbols are reapplied with fresh coat of hot applied thermoplastic.	2026	
	Disabled bay lines and signage	B	Ensure that all lines and symbols are reapplied with fresh coat of hot applied thermoplastic.	2025	
	Parent Child Bay lines and signage	B	Ensure that all lines and symbols are reapplied with fresh coat of hot applied thermoplastic.	2026	
	Zebra crossing	B	Ensure that zebra crossings are reapplied with fresh coat of hot applied thermoplastic.	2024	
Surface	Tarmacadam covering	B	Allow to fill and patch repair near entrance corner.	2025	
	Tarmacadam covering	B	Repair covering.	2028	Future maintenance allowance
Ramps (car & pedestrian) between upper & lower parts	Sign to car ramp	B	Refix	2024	
	Wall to car ramp	B	Adjust copings and repoint	2024	

	Walls to both ramps	B	Repointing to walls and copings	2025	
Misc	Timber railing in central treeline	C	Replacement.	2026	
Trees	Arboriculturist		Trees to be assessed and maintenance programme agreed.	2024	
Woodstock, Hensington Road					
Element	Type	Condition	Action	Next Action Date	Comment
Boundary walls	2m high Cotswold stone wall with cement coping	B	Localised repointing with lime mortar.	2026	
	Railings around block paved area.	B	Remove painted finishes, prepare surfaces, redecorate.	2026	
Parking Spaces	Painted on lines, hatching, edges etc	B	Ensure that all lines are reapplied with fresh coat of hot applied thermoplastic.	2026	Parking bay lines are not solid.
	Direction arrows	C	Ensure that all arrows are reapplied with fresh coat of hot applied thermoplastic.	2026	
	EV Charging Bays	B	Ensure that all lines and symbols are reapplied with fresh coat of hot applied thermoplastic.	2027	
	Disabled bay lines and signage	B	Ensure that all lines and symbols are reapplied with fresh coat of hot applied thermoplastic.	2026	
Surface	Tarmacadam covering	B	Allow to fill and patch repair near entrance corner.	2026	
	Tarmacadam covering	B	Repair covering.	2028	
	Surface block paving	B	Block paving to be taken up, substrate repaired, and re-laid	2028	
	Cobble stone parking spaces to northwest corner	B	Adjust cobbles where misaligned	2026	

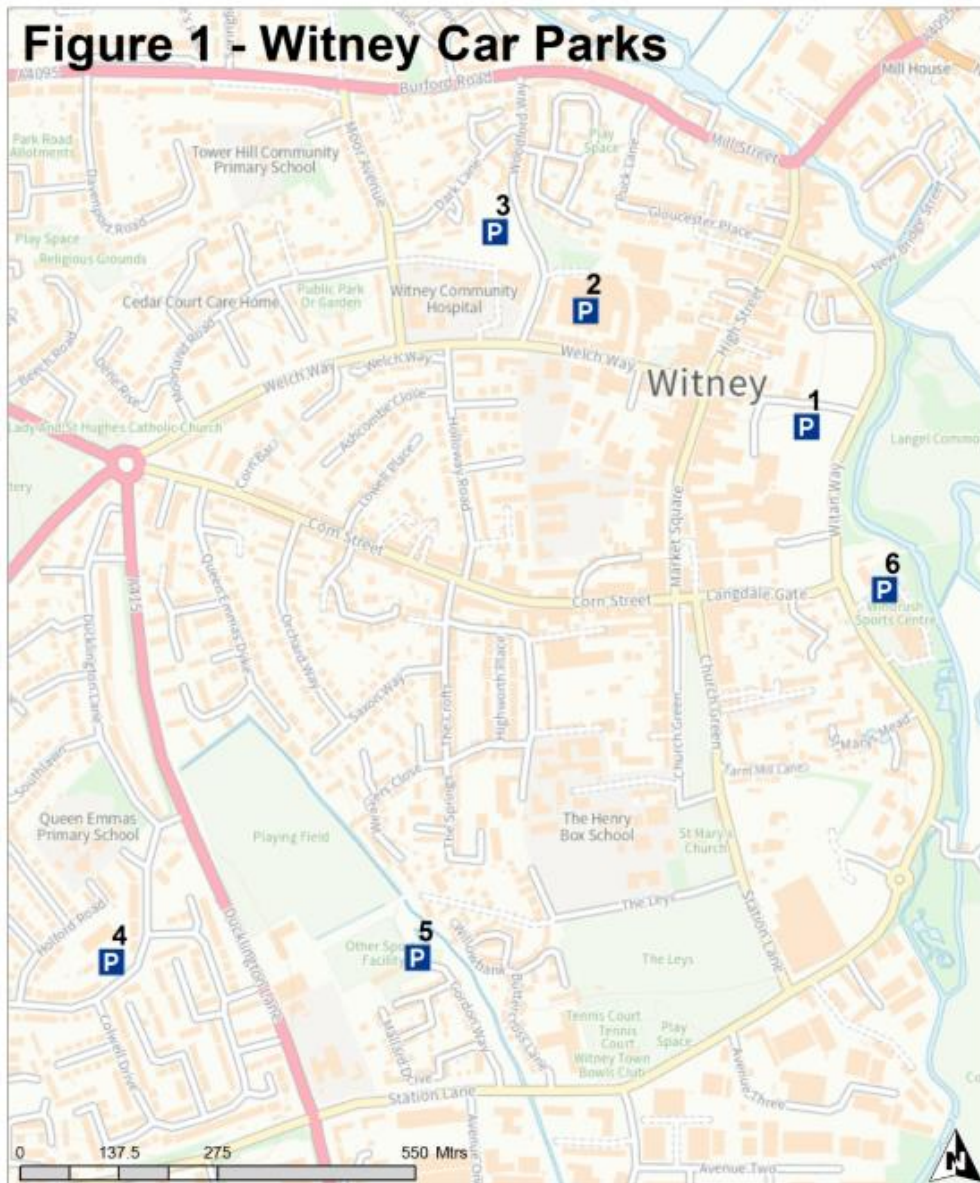
Trees	Arboriculturist		Trees to be assessed and maintenance programme agreed.	2024	
Long Hanborough, Riely Close					
Element	Type	Condition	Action	Next Action Date	Comment
Parking Spaces	Painted on lines	B	Ensure that all lines are reapplied with fresh coat of hot applied thermoplastic.	2027	
	Disabled bay lines and signage	B	Ensure that all lines and symbols are reapplied with fresh coat of hot applied thermoplastic.	2027	
	Surface block paving	B	Replace broken blocks to entrance	2024	
	Surface block paving	B	Two patches of block paving to be taken up, substrate repaired, and re-laid	2024	
	Surface block paving	B	Block paving to be taken up, substrate repaired, and re-laid	2026	Future maintenance allowance.
	Surface block paving	B	Block paving to be taken up, substrate repaired, and re-laid	2028	Future maintenance allowance.
Boundary	Timber post to grass area	D	Allow to replace the damaged timber post	2024	
Trees	Arboriculturist		Trees to be assessed and maintenance programme agreed.	2024	

Windmill Road, North Leigh					
Element	Type	Condition	Action	Next Action Date	Comment
Surface	Tarmacadam / concrete covering	D	Resurfacing	2028	We have indicated 2028 as an indicative date. The surface will remain usable for vehicle for years to

					come but WODC will need to decide what they intend to use this site for.
Trees	Arboriculturist		Trees to be assessed and maintenance programme agreed.	2024	
Eynsham, Back Lane					
Element	Type	Condition	Action	Next Action Date	Comment
Boundary Walls	2m high Cotswold stone wall with cement coping	C	Removal of vegetation, repointing with lime mortar	2025	
Surface	Tarmacadam covering	B	Allow to fill and patch repair.	2028	
	Tarmacadam covering	B	Allow to fill and patch repair.	2024	
	Reinforced concrete curbs	C	Sunken kerb by WC to be repositioned	2025	
Parking Spaces	Painted on lines, hatching etc	B	Ensure that all lines are reapplied with fresh coat of hot applied thermoplastic.	2025	
	Disabled bay lines and signage	B	Ensure that all lines and symbols are reapplied with fresh coat of hot applied thermoplastic.	2027	
	EV Charging Bays	B	Ensure that all lines and symbols are reapplied with fresh coat of hot applied thermoplastic.	2027	
	Parent and child bay lines and signage	B	Ensure that all lines and symbols are reapplied with fresh coat of hot applied thermoplastic.	2027	
	Motorcycle parking lines and writing	B	Ensure that all lines and symbols are reapplied with fresh coat of hot applied thermoplastic.	2025	
	Direction arrows	C	Ensure that all arrows are reapplied with fresh coat of hot applied thermoplastic.	2024	

Misc	Door to services cupboard	D	Replace door to cupboard	2024	
Trees	Arboriculturist		Trees to be assessed and maintenance programme agreed.	2024	

Appendix 2 - Car Park Locations 1-9



Car Park	Capacity
1 Woolgate	789 (short stay)
2 Marnotts Walk	590 (440 short stay, 150 long stay)
3 Woodford Way	263 (long stay)
4 Burwell Drive	42 (long stay)
5 Gordon Way	50 (long stay)
6 Windrush Leisure Centre	87



Figure 2 - Carterton Car Parks



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Car Park	Capacity
1 Alvescot Road	38
2 Black Bourton Road	77

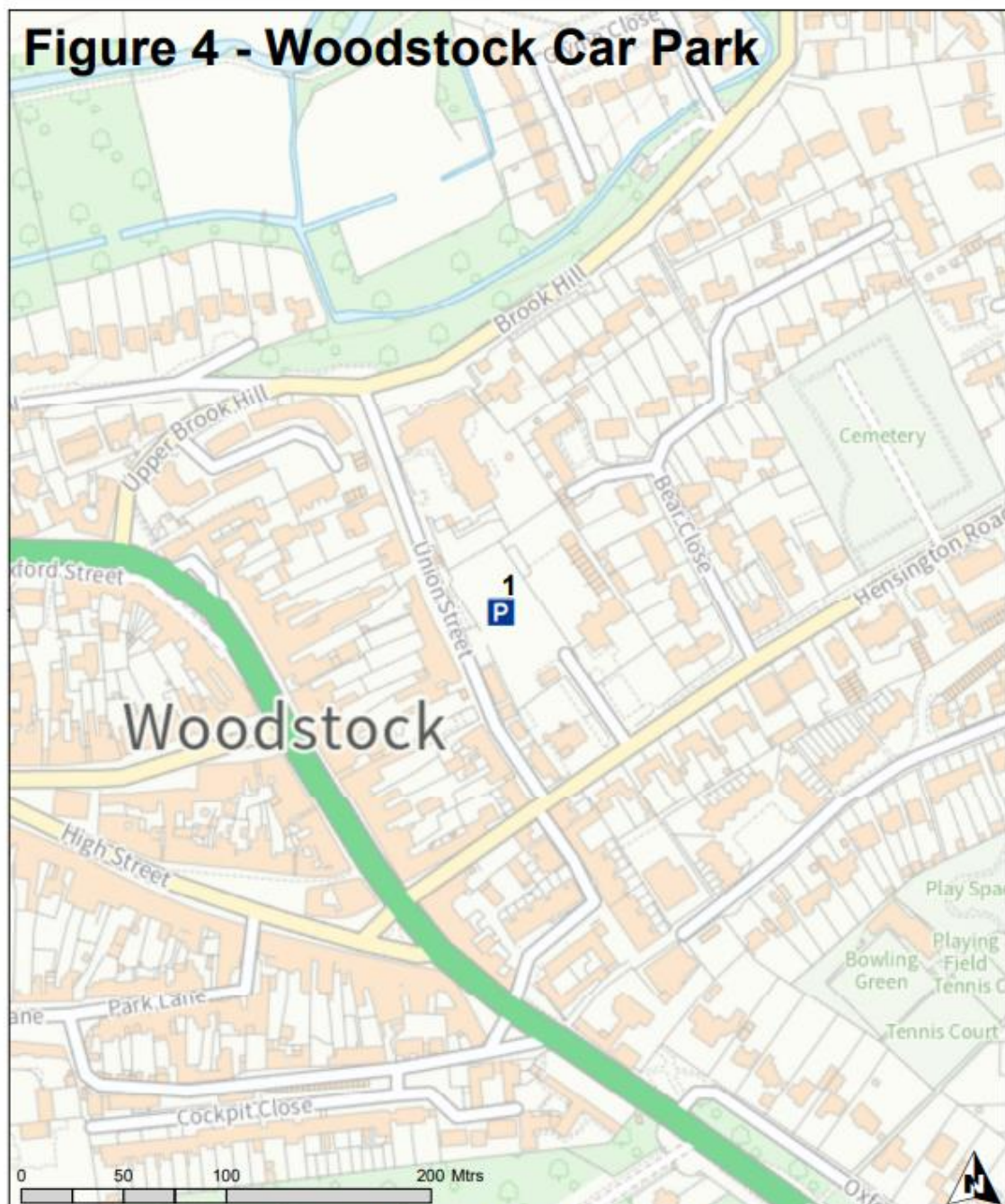




Car Park	Capacity
1 New Street	144
2 Albion Street	51



Figure 4 - Woodstock Car Park



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Car Park	Capacity
1 Hensington Road	117



WEST OXFORDSHIRE
DISTRICT COUNCIL

Figure 5 - Burford Car Park



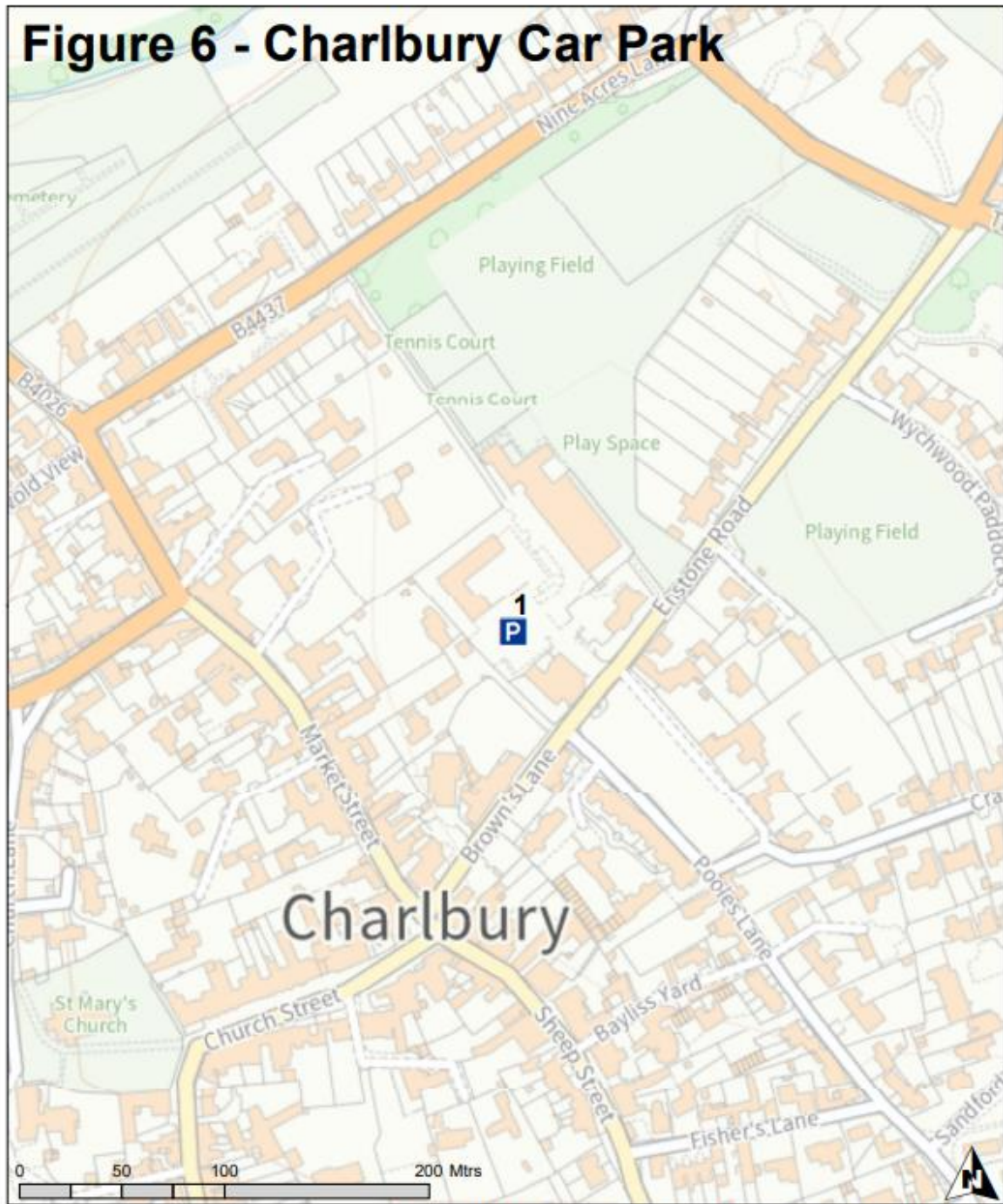
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Car Park	Capacity
1 Guilford	166



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Figure 6 - Charlbury Car Park



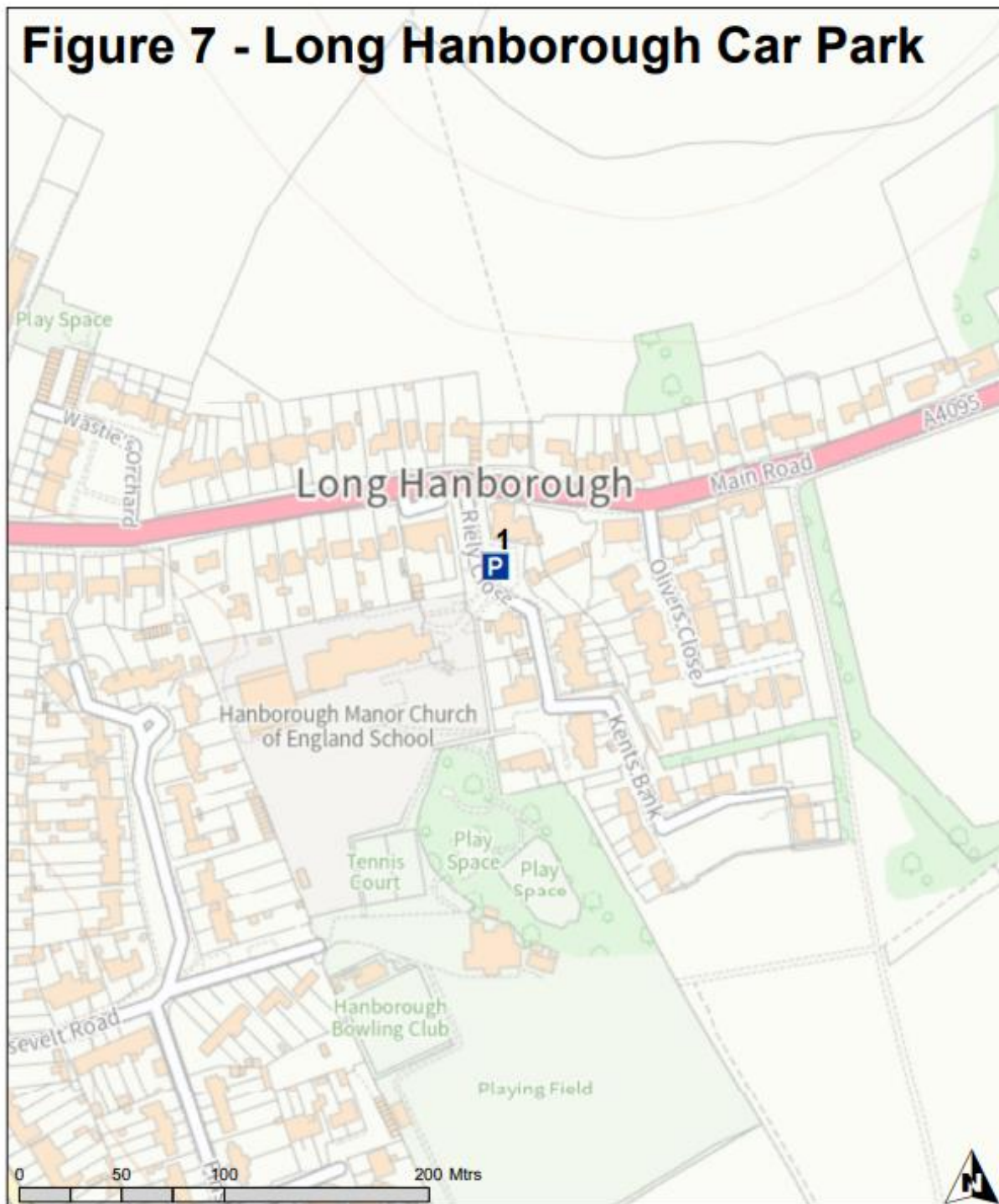
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Car Park	Capacity
1 Spendlove Centre	39



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Figure 7 - Long Hanborough Car Park



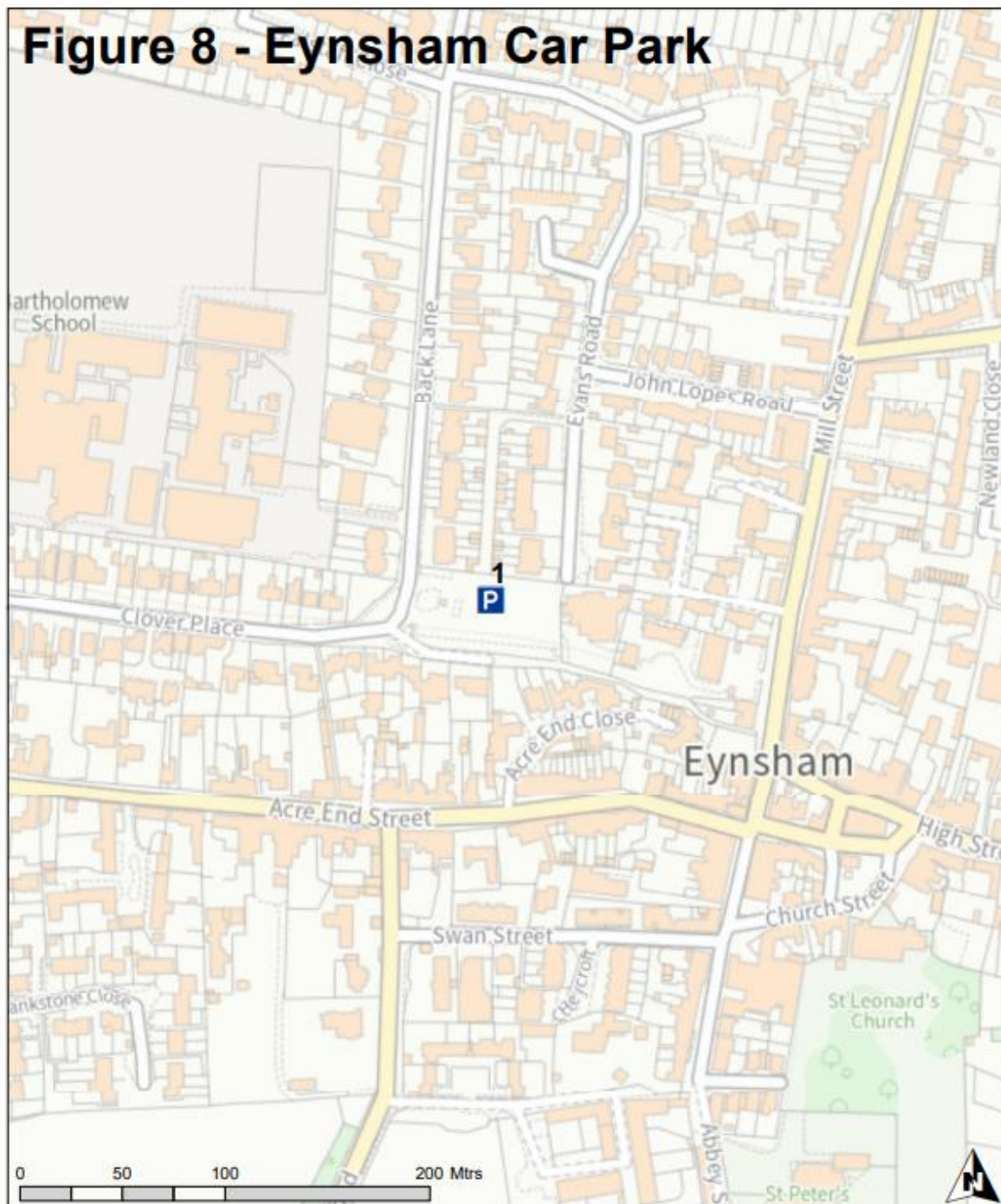
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Car Park	Capacity
1 Riely Close	9



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Figure 8 - Eynsham Car Park



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Car Park	Capacity
1 Back Lane	82



WEST OXFORDSHIRE
DISTRICT COUNCIL

Appendix 3 – Full Beat Surveys

West Oxfordshire District Council – Mid-term strategy data report

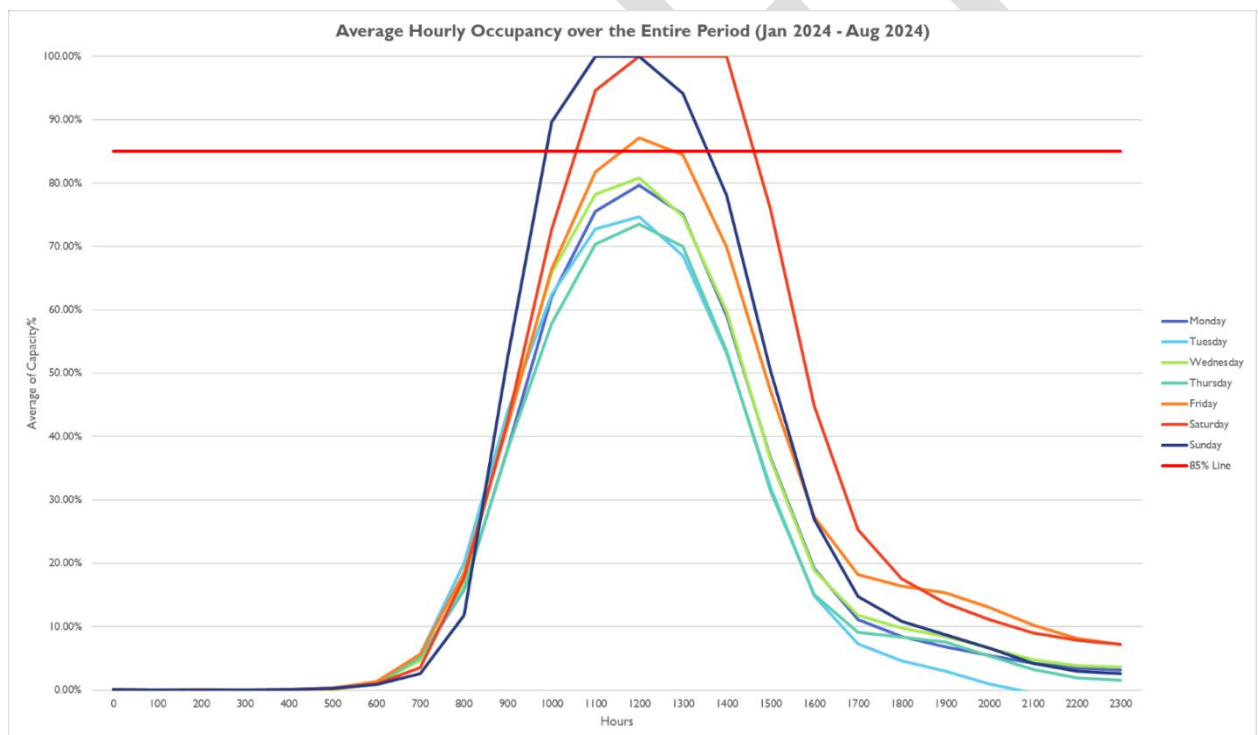
18 January 2024 – 28 August 2024

Car Parking Occupancy at Guildenford Car Park

Traffic counters were installed at the entrance and exit of the car park with a sensor counting when a car enters and leaves.

Guildenford Car Park Spaces:

- 161 Standard spaces
- 3 Disabled spaces
- 2 Parent and child spaces



The “85% Line” indicates a nationally recognised parking industry indicator of occupancy levels whereby a car may start to circle a carpark to locate a car parking space.

Key Observations:

Morning Hours (0-5:00am)

The occupancy remains quite low across all days, fluctuating between empty to around 0.29% by 5am. This suggests that the car park has minimal usage in the early morning hours.

Midday (6:00am-12:00 noon)

Usages increase, from around 6am to 12:00noon. By 7am, occupancy ranges from 3% to 6%, and by 12 noon, the usage ranges from 19% - 100%.

Highest peak: Saturdays and Sundays show the highest peaks of 100% (full) at 12 noon.

Afternoon and Early Evening (1pm -6pm)

Usage remains high, in the week, it starts to decline at around 2pm with exception of Friday, Saturday and Sunday, when this is approximately 3pm.

By 5pm, occupancy falls substantially to around 10% to 52%.

We observe on average at least 4 cars parked in our car park overnight.

Late Night (7pm-11pm)

The car park sees a sharp drop in usage at night, falling to below 39% and below after 7pm

Overall Trend:

Weekdays: The busiest times are around 10am – 3pm, peaking between 40% and 100%.

Weekends: Saturdays and Sundays are significantly higher occupancy, often near occupancy or full, between 11am and 3pm

Comparison with 85% Line:

The “85% Line” indicates a nationally recognised parking industry indicator of occupancy levels whereby a car may start to circle a carpark to locate a car parking space. Monday – Thursday this indicator is not exceeded, however from Friday – Sunday it is.

In conclusion, the data suggests that Guildenford Car Park experiences high usage between 11 – 3pm, is often at occupancy on a weekend.

Daily Average of Cars entering Car Park by Month

The table shows the average number of cars entering the car park on different days of the week from January to August. Saturdays consistently have the highest averages, peaking at 1136 cars in May. Sundays also see high traffic, with a notable 1106 cars in August. Fridays generally have higher averages compared to other weekdays, with the highest being 890 cars in June. Mondays through Thursdays have lower averages, with the lowest being 383 cars on a Tuesday in January. Overall, weekends see significantly more traffic compared to weekdays.

Months	Day Name	Average of Total Cars
Jan	Monday	405
Jan	Tuesday	383
Jan	Wednesday	467
Jan	Thursday	389
Jan	Friday	676
Jan	Saturday	949
Jan	Sunday	800
Feb	Monday	574
Feb	Tuesday	490
Feb	Wednesday	502
Feb	Thursday	479
Feb	Friday	756
Feb	Saturday	1023
Feb	Sunday	1009
Mar	Monday	546
Mar	Tuesday	554
Mar	Wednesday	591
Mar	Thursday	567
Mar	Friday	760
Mar	Saturday	1049
Mar	Sunday	959
Apr	Monday	668
Apr	Tuesday	716
Apr	Wednesday	623
Apr	Thursday	694
Apr	Friday	804
Apr	Saturday	1083
Apr	Sunday	874

Months	Day Name	Average of Total Cars
May	Monday	865
May	Tuesday	767
May	Wednesday	733
May	Thursday	738
May	Friday	803
May	Saturday	1136
May	Sunday	968
Jun	Monday	726
Jun	Tuesday	803
Jun	Wednesday	850
Jun	Thursday	785
Jun	Friday	890
Jun	Saturday	1059
Jun	Sunday	977
Jul	Monday	802
Jul	Tuesday	827
Jul	Wednesday	831
Jul	Thursday	915
Jul	Friday	813
Jul	Saturday	995
Jul	Sunday	959
Aug	Monday	918
Aug	Tuesday	850
Aug	Wednesday	886
Aug	Thursday	767
Aug	Friday	832
Aug	Saturday	1123
Aug	Sunday	1106

Instances of Capacity Over 70% by Month and Time 2024		Time	900	1000	1100	1200	1300	1400	1500	1600
Months										
Jan		0	0	6	10	7	6	4	1	
Feb		0	4	12	19	19	19	14	3	
Mar		0	6	17	24	26	21	13	5	
Apr		6	22	27	26	26	16	3	0	
May		9	27	30	29	28	19	7	2	
Jun		11	30	30	30	30	24	7	1	
Jul		8	31	31	31	30	29	8	0	
Aug		5	28	28	28	28	27	9	2	

Top Values

Highest Capacity:

31 instances: July at 1000, 1100, and 1200.

Lowest Values

Lowest Capacity:

0 instances: January at 900 and 1000.

Monthly Changes

January (Data recorded from 18th Jan):

Low capacity, highest 10 instances at 1200.

February: Increase, highest 19 instances at 1200-1400.

March: Further increase, highest 26 instances at 1300.

April: High capacity, highest 27 instances at 1100.

May: Peak, highest 30 instances at 1100-1300.

June: Consistently high, 30 instances at 1000-1300.

July: Peak, 31 instances at 1000-1200.

August: Slight decrease, highest 28 instances at 1000-1300.

Overall, capacity over 70% increases steadily from January, peaking in July, and slightly decreasing in August.

Tip: An instance equals a count which on that day and time it has reached over 70%

Instances of Capacity Over 70% by Day and Time 2024		Time	900	1000	1100	1200	1300	1400	1500	1600
Months (Date)	Day Name									
Jan	Monday		0	0	0	1	0	0	0	0
	Tuesday		0	0	0	1	0	0	0	0
	Wednesday		0	0	0	2	1	0	0	0
	Thursday		0	0	0	0	0	0	0	0
	Friday		0	0	2	2	2	2	1	0
	Saturday		0	0	2	2	2	2	2	1
	Sunday		0	0	2	2	2	2	1	0
Feb	Monday		0	0	1	2	2	2	1	0
	Tuesday		0	0	0	2	2	2	0	0
	Wednesday		0	0	1	2	2	2	1	0
	Thursday		0	0	0	1	1	1	1	0
	Friday		0	0	2	4	4	4	3	0
	Saturday		0	0	4	4	4	4	4	3
	Sunday		0	4	4	4	4	4	4	0
Mar	Monday		0	0	0	1	2	1	1	0
	Tuesday		0	0	2	2	2	2	0	0
	Wednesday		0	0	2	4	4	2	0	0
	Thursday		0	0	0	2	3	1	0	0
	Friday		0	1	3	5	5	5	3	1
	Saturday		0	1	5	5	5	5	5	3
	Sunday		0	4	5	5	5	5	4	1
Apr	Monday		0	3	4	4	3	2	0	0
	Tuesday		1	3	4	4	4	2	0	0
	Wednesday		0	1	3	3	3	2	0	0
	Thursday		0	3	4	3	4	0	0	0
	Friday		0	4	4	4	4	4	0	0
	Saturday		2	4	4	4	4	4	3	0
	Sunday		3	4	4	4	4	2	0	0
May	Monday		0	4	4	4	4	2	1	0
	Tuesday		1	3	4	4	4	2	0	0
	Wednesday		1	4	5	4	3	2	0	0
	Thursday		0	4	5	5	5	3	0	0
	Friday		1	4	4	4	4	3	1	1
	Saturday		3	4	4	4	4	4	3	1
	Sunday		3	4	4	4	4	3	2	0
Jun	Monday		0	4	4	4	4	3	0	0
	Tuesday		2	4	4	4	4	1	0	0
	Wednesday		2	4	4	4	4	4	1	0
	Thursday		1	4	4	4	4	3	0	0
	Friday		1	4	4	4	4	4	0	0
	Saturday		0	5	5	5	5	5	5	1
	Sunday		5	5	5	5	5	4	1	0
Jul	Monday		0	5	5	5	4	4	1	0
	Tuesday		3	5	5	5	5	4	1	0
	Wednesday		0	5	5	5	5	5	0	0
	Thursday		1	4	4	4	4	4	1	0
	Friday		0	4	4	4	4	4	1	0
	Saturday		1	4	4	4	4	4	3	0
	Sunday		3	4	4	4	4	4	1	0
Aug	Monday		1	4	4	4	4	4	1	0
	Tuesday		0	4	4	4	4	4	0	0
	Wednesday		0	4	4	4	4	4	0	0
	Thursday		0	4	4	4	4	3	0	0
	Friday		0	4	4	4	4	4	1	0
	Saturday		0	4	4	4	4	4	4	2
	Sunday		4	4	4	4	4	4	3	0

Top Values

Highest Capacity:

5 instances: Sundays and Saturdays at 1000 in June and July.

Lowest Values

Lowest Capacity:

0 instances: Thursdays in January, and Mondays/Tuesdays at 900 in January.

Monthly Changes

January (Data recorded from 18th Jan): Low capacity, highest 2 instances.

February: Increase, Sundays at 1000-1500 show 4 instances.

March: Further increase, Fridays and Saturdays up to 5 instances.

April: Consistent high on weekends, Sundays at 1000-1500 show 4 instances.

May: High capacity, weekdays like Wednesday and Thursday up to 5 instances.

June & July: Peak capacity, weekends at 1000-1500 show 5 instances.

August: Slight decrease, Sundays at 1000-1500 show 4 instances.

Legend:

0 – No instances (green)

1 – Instance (light green)

2 – Instances (yellow)

3 – Instances (light orange)

4 – Instances (orange)

5 – Instances (red)

Tip: An instance equals a count which on that day and time it has reached over 70%

January and February 2024

Weekends consistently reach 100% capacity at peak times (1200-1500), especially in February. Weekdays show lower capacity in the early morning (800-900) and late evening (1800-2000), with peaks around midday (1100-1400). February has higher overall capacity compared to January, with more frequent 100% peaks at 1200-1500.

Capacity Table for Guildenford Car Park			Time	800	900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000
Date	Day Name	Months (Date)	AT													
18/01/2024	Thursday	Jan		2%	8%	20%	36%	46%	46%	39%	28%	13%	8%	6%	6%	5%
19/01/2024	Friday	Jan		3%	9%	42%	93%	100%	99%	74%	43%	27%	14%	13%	22%	22%
20/01/2024	Saturday	Jan		2%	13%	41%	66%	92%	100%	100%	80%	44%	26%	16%	13%	12%
21/01/2024	Sunday	Jan		2%	10%	57%	94%	97%	85%	73%	51%	29%	13%	9%	10%	8%
22/01/2024	Monday	Jan		4%	8%	26%	38%	46%	42%	38%	30%	17%	13%	8%	6%	8%
23/01/2024	Tuesday	Jan		6%	20%	29%	31%	37%	37%	33%	19%	11%	6%	3%	2%	3%
24/01/2024	Wednesday	Jan		8%	25%	42%	57%	66%	59%	52%	33%	13%	5%	5%	6%	5%
25/01/2024	Thursday	Jan		5%	10%	21%	37%	45%	51%	45%	30%	17%	13%	11%	11%	9%
26/01/2024	Friday	Jan		4%	17%	41%	69%	83%	79%	72%	53%	28%	12%	3%	2%	2%
27/01/2024	Saturday	Jan		3%	13%	43%	91%	100%	100%	100%	70%	37%	30%	27%	27%	27%
28/01/2024	Sunday	Jan		1%	8%	61%	100%	100%	100%	85%	51%	24%	10%	5%	3%	3%
29/01/2024	Monday	Jan		6%	11%	32%	51%	61%	55%	44%	31%	15%	7%	2%	4%	4%
30/01/2024	Tuesday	Jan		8%	27%	37%	53%	64%	55%	45%	31%	16%	8%	4%	3%	2%
31/01/2024	Wednesday	Jan		4%	14%	35%	57%	65%	62%	50%	30%	14%	6%	5%	5%	5%
01/02/2024	Thursday	Feb		6%	17%	30%	44%	52%	58%	48%	29%	15%	9%	6%	4%	4%
02/02/2024	Friday	Feb		8%	20%	39%	59%	74%	70%	56%	38%	23%	12%	10%	11%	9%
03/02/2024	Saturday	Feb		8%	20%	52%	72%	93%	100%	100%	80%	44%	19%	9%	6%	7%
04/02/2024	Sunday	Feb		2%	17%	76%	100%	100%	100%	95%	69%	39%	18%	12%	11%	10%
05/02/2024	Monday	Feb		5%	17%	32%	42%	55%	51%	45%	35%	17%	6%	3%	4%	5%
06/02/2024	Tuesday	Feb		4%	22%	33%	45%	48%	51%	39%	20%	9%	3%	1%	1%	0%
07/02/2024	Wednesday	Feb		4%	16%	33%	44%	53%	54%	41%	26%	14%	10%	8%	11%	11%
08/02/2024	Thursday	Feb		1%	8%	18%	28%	47%	48%	38%	20%	9%	7%	3%	3%	3%
09/02/2024	Friday	Feb		5%	21%	39%	54%	65%	71%	72%	50%	26%	15%	17%	15%	11%
10/02/2024	Saturday	Feb		4%	15%	60%	90%	100%	100%	100%	90%	61%	39%	27%	25%	24%
11/02/2024	Sunday	Feb		3%	14%	79%	100%	100%	100%	100%	70%	32%	15%	11%	9%	9%
12/02/2024	Monday	Feb		6%	17%	44%	74%	86%	94%	92%	70%	37%	17%	9%	8%	8%
13/02/2024	Tuesday	Feb		5%	14%	28%	55%	70%	62%	58%	41%	27%	14%	9%	12%	11%
14/02/2024	Wednesday	Feb		3%	18%	61%	86%	91%	74%	69%	55%	30%	19%	16%	15%	13%
15/02/2024	Thursday	Feb		5%	12%	33%	55%	78%	86%	77%	49%	20%	8%	4%	6%	5%
16/02/2024	Friday	Feb		5%	22%	50%	76%	94%	100%	100%	86%	52%	37%	32%	40%	40%
17/02/2024	Saturday	Feb		5%	17%	50%	91%	100%	100%	100%	100%	67%	33%	24%	20%	19%
18/02/2024	Sunday	Feb		2%	15%	83%	100%	100%	100%	99%	69%	34%	13%	5%	3%	3%
19/02/2024	Monday	Feb		3%	14%	37%	45%	52%	47%	41%	28%	17%	8%	8%	8%	8%
20/02/2024	Tuesday	Feb		4%	19%	40%	58%	80%	77%	59%	37%	20%	8%	8%	7%	6%
21/02/2024	Wednesday	Feb		4%	15%	37%	52%	56%	45%	36%	24%	14%	7%	3%	3%	3%
22/02/2024	Thursday	Feb		5%	11%	23%	35%	47%	48%	50%	33%	15%	11%	8%	10%	8%
23/02/2024	Friday	Feb		9%	24%	48%	83%	100%	99%	82%	50%	26%	20%	20%	18%	15%
24/02/2024	Saturday	Feb		2%	19%	53%	90%	100%	100%	100%	100%	77%	46%	35%	31%	30%
25/02/2024	Sunday	Feb		0%	8%	69%	100%	100%	100%	92%	58%	28%	11%	7%	6%	5%
26/02/2024	Monday	Feb		8%	12%	33%	60%	70%	69%	57%	36%	15%	8%	3%	3%	3%
27/02/2024	Tuesday	Feb		2%	2%	2%	8%	19%	19%	12%	0%	0%	0%	0%	0%	0%
28/02/2024	Wednesday	Feb		9%	24%	39%	53%	67%	74%	55%	31%	14%	6%	4%	3%	3%
29/02/2024	Thursday	Feb		7%	14%	27%	44%	46%	44%	34%	23%	5%	0%	0%	2%	2%

Legend:

0% - 10% (Green) – All or most spaces free or empty.

10% - 25% (Yellow) – Many spaces free but not busy.

25% - 50% (Orange) – Fewer spaces free becoming busy.

50% - 75% (Dark orange) – Even fewer spaces, now busy.

75% - 90% (Light red) – Very few spaces, very busy.

90% - 99% (Red) – Nearly at capacity.

100% (Dark red) – At capacity.

March & April 2024

Weekends consistently reach 100% capacity at peak times (1200-1500), especially in April. Weekdays show lower capacity in the early morning (800-900) and late evening (1900-2000). With peaks around midday (1100-1400). April has higher overall capacity compared to March, with more frequent 100% peaks at 1200-1500.

Capacity Table for Guilford Car Park																				
Date	Day Name	Month (Date)	Time	800	900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000				
01/03/2024	Friday	Mar		5%	16%	29%	58%	67%	68%	59%	43%	22%	9%	5%	5%	8%				
02/03/2024	Saturday	Mar		3%	15%	43%	68%	99%	100%	90%	76%	42%	11%	2%	3%	2%				
03/03/2024	Sunday	Mar		2%	11%	73%	100%	100%	100%	93%	66%	31%	16%	10%	8%	8%				
04/03/2024	Monday	Mar		5%	12%	29%	44%	61%	58%	50%	34%	20%	11%	7%	6%	6%				
05/03/2024	Tuesday	Mar		6%	21%	40%	43%	49%	53%	51%	31%	12%	6%	3%	2%	2%				
06/03/2024	Wednesday	Mar		5%	19%	40%	57%	64%	64%	57%	39%	16%	4%	3%	5%	5%				
07/03/2024	Thursday	Mar		5%	10%	27%	53%	66%	62%	47%	29%	11%	4%	0%	2%	2%				
08/03/2024	Friday	Mar		8%	23%	50%	69%	80%	73%	57%	42%	22%	10%	11%	16%	15%				
09/03/2024	Saturday	Mar		8%	22%	60%	83%	100%	100%	100%	86%	48%	20%	9%	9%	7%				
10/03/2024	Sunday	Mar		1%	5%	57%	76%	94%	80%	75%	45%	20%	4%	1%	0%	1%				
11/03/2024	Monday	Mar		5%	11%	28%	51%	58%	57%	48%	34%	16%	6%	2%	0%	0%				
12/03/2024	Tuesday	Mar		3%	20%	32%	39%	42%	42%	39%	33%	15%	7%	3%	4%	3%				
13/03/2024	Wednesday	Mar		6%	22%	64%	77%	80%	73%	59%	43%	23%	17%	13%	11%	9%				
14/03/2024	Thursday	Mar		6%	19%	46%	59%	55%	46%	42%	31%	16%	8%	5%	11%	12%				
15/03/2024	Friday	Mar		8%	19%	39%	58%	73%	76%	71%	57%	31%	16%	13%	14%	12%				
16/03/2024	Saturday	Mar		7%	25%	52%	93%	100%	100%	83%	54%	18%	0%	0%	0%	0%				
17/03/2024	Sunday	Mar		3%	11%	72%	97%	100%	100%	96%	70%	40%	22%	14%	13%	13%				
18/03/2024	Monday	Mar		4%	16%	29%	44%	69%	85%	80%	51%	22%	15%	10%	10%	9%				
19/03/2024	Tuesday	Mar		9%	36%	59%	79%	88%	77%	55%	35%	16%	6%	3%	3%	1%				
20/03/2024	Wednesday	Mar		6%	23%	56%	72%	84%	74%	64%	48%	25%	11%	6%	4%	4%				
21/03/2024	Thursday	Mar		2%	9%	27%	58%	67%	63%	57%	35%	18%	10%	16%	17%	14%				
22/03/2024	Friday	Mar		5%	15%	52%	64%	81%	95%	88%	64%	33%	20%	20%	20%	19%				
23/03/2024	Saturday	Mar		4%	17%	40%	76%	90%	100%	100%	86%	52%	21%	14%	9%	8%				
24/03/2024	Sunday	Mar		3%	7%	67%	94%	98%	100%	100%	88%	61%	31%	38%	56%	52%				
25/03/2024	Monday	Mar		8%	16%	42%	54%	56%	60%	57%	48%	25%	11%	5%	2%	2%				
26/03/2024	Tuesday	Mar		8%	26%	50%	63%	73%	69%	63%	38%	19%	7%	3%	2%	1%				
27/03/2024	Wednesday	Mar		7%	16%	27%	46%	62%	60%	50%	34%	20%	11%	6%	5%	5%				
28/03/2024	Thursday	Mar		15%	39%	46%	49%	55%	61%	53%	35%	17%	10%	16%	17%	15%				
29/03/2024	Friday	Mar		5%	23%	79%	100%	98%	100%	100%	98%	62%	33%	16%	11%	8%				
30/03/2024	Saturday	Mar		3%	27%	67%	84%	94%	100%	99%	95%	70%	35%	11%	4%	2%				
31/03/2024	Sunday	Mar		6%	51%	93%	100%	100%	100%	81%	51%	24%	9%	3%	0%	0%				
01/04/2024	Monday	Apr		4%	11%	44%	80%	100%	100%	100%	73%	38%	20%	14%	11%	9%				
02/04/2024	Tuesday	Apr		2%	12%	38%	65%	85%	81%	76%	50%	26%	11%	5%	4%	4%				
03/04/2024	Wednesday	Apr		2%	15%	32%	56%	75%	83%	75%	60%	34%	13%	8%	8%	8%				
04/04/2024	Thursday	Apr		2%	8%	39%	64%	79%	83%	79%	49%	28%	16%	9%	5%	3%				
05/04/2024	Friday	Apr		7%	23%	49%	66%	87%	95%	88%	71%	42%	20%	15%	14%	12%				
06/04/2024	Saturday	Apr		6%	21%	64%	93%	100%	100%	100%	100%	68%	37%	23%	18%	15%				
07/04/2024	Sunday	Apr		2%	15%	69%	100%	98%	87%	79%	58%	27%	11%	8%	6%	4%				
08/04/2024	Monday	Apr		2%	13%	38%	68%	74%	80%	73%	54%	32%	18%	13%	10%	9%				
09/04/2024	Tuesday	Apr		3%	8%	29%	46%	58%	65%	64%	45%	24%	11%	4%	4%	2%				
10/04/2024	Wednesday	Apr		3%	16%	42%	58%	52%	42%	33%	27%	19%	10%	8%	5%	5%				
11/04/2024	Thursday	Apr		3%	13%	42%	58%	79%	78%	63%	42%	22%	9%	6%	6%	3%				
12/04/2024	Friday	Apr		5%	14%	42%	70%	84%	85%	74%	61%	42%	28%	29%	30%	27%				
13/04/2024	Saturday	Apr		8%	25%	45%	71%	99%	100%	97%	88%	61%	29%	15%	15%	11%				
14/04/2024	Sunday	Apr		3%	11%	60%	95%	89%	78%	61%	36%	11%	0%	0%	0%	0%				
15/04/2024	Monday	Apr		5%	12%	27%	51%	57%	55%	49%	32%	11%	1%	0%	0%	0%				
16/04/2024	Tuesday	Apr		6%	18%	44%	65%	80%	74%	63%	42%	15%	1%	0%	0%	0%				
17/04/2024	Wednesday	Apr		2%	15%	39%	60%	60%	61%	59%	47%	27%	12%	7%	2%	0%				
18/04/2024	Thursday	Apr		8%	17%	48%	64%	64%	56%	57%	37%	16%	0%	0%	0%	0%				
19/04/2024	Friday	Apr		3%	19%	51%	69%	83%	95%	86%	57%	30%	14%	7%	7%	7%				
20/04/2024	Saturday	Apr		4%	27%	64%	97%	100%	95%	93%	89%	58%	27%	10%	6%	3%				
21/04/2024	Sunday	Apr		2%	13%	75%	93%	94%	75%	64%	36%	8%	0%	0%	0%	0%				
22/04/2024	Monday	Apr		5%	13%	31%	54%	68%	60%	48%	29%	9%	0%	0%	0%	0%				
23/04/2024	Tuesday	Apr		5%	23%	43%	53%	60%	57%	54%	36%	22%	12%	12%	7%	1%				
24/04/2024	Wednesday	Apr		2%	16%	48%	61%	72%	78%	75%	49%	20%	7%	5%	1%	0%				
25/04/2024	Thursday	Apr		14%	30%	48%	71%	68%	65%	58%	37%	12%	0%	0%	0%	0%				
26/04/2024	Friday	Apr		6%	24%	59%	85%	89%	88%	81%	59%	33%	17%	10%	7%	4%				
27/04/2024	Saturday	Apr		3%	7%	39%	57%	60%	59%	63%	61%	19%	0%	0%	0%	0%				
28/04/2024	Sunday	Apr		1%	6%	70%	84%	96%	86%	77%	61%	34%	9%	0%	0%	0%				
29/04/2024	Monday	Apr		9%	20%	46%	71%	77%	70%	68%	53%	32%	14%	6%	2%	3%				
30/04/2024	Tuesday	Apr		8%	35%	69%	72%	72%	67%	66%	53%	27%	13%	6%	2%	1%				

May & June 2024

At weekends Guilford Car Park regularly hits 100% capacity between 10:00 and 14:00, especially in May and June. Weekday usage peaks around midday (11:00–14:00), with lower occupancy early morning (08:00–09:00) and late evening (19:00–20:00). May shows higher overall usage than earlier months, with more frequent full capacity.

The observations of the car park are carried out over two consecutive weeks on a Monday, Wednesday, Thursday, Friday, and Saturday. This is followed by two weeks of no data being gathered and the process is repeated.

The first week is an early shift, with 5 sets of counts. Walk arounds are at regular intervals between 8am and 3.30pm. The second week is a later shift, with 5 sets of counts between 12.30pm and 8pm.

The number of occupied standard bays are counted along with occupancy of disabled and electric vehicle charging bays.

The Summit at Blenheim Palace from July 17-19, 2024, has led to road closures and increased police presence, affecting our survey on Hensington Road, Woodstock.

Hensington Road Car Park Spaces:

- 101 Standard spaces
- 4 Disabled spaces
- 12 Electrical vehicle charging bays

The available data shows that the car park has higher occupancy rates during the morning and early afternoon hours, especially on weekdays. The usage decreases significantly in the late afternoon and evening. Overall, Saturdays show higher percentages of occupied spaces throughout the day. There is also an apparent seasonal trend with lower occupancy in July.

Legend:

100% - 90% (dark green) All or most spaces free/car park is empty or virtually empty
89% - 60% (green) Many spaces free/car park is not busy
59% - 20% (yellow) Fewer spaces free/car park is busy
19% - 10% (orange) Even fewer spaces free/car park is busy
9% - 0% (red) Very few or no spaces free/car park is full or nearing occupancy

Percentage of Capacity Available	Years (Date)	Days (Date)	Times	08:00am - 08:45am	10:15am - 11:00am	11:15am - 12:00pm	12:10pm - 01:15pm	02:45pm - 03:30pm	03:45pm - 04:30pm	05:00pm - 05:45pm	07:15pm - 08:00pm	Day of week
	2024	19-Feb	N/A	N/A	N/A	21.37%	12.82%	16.34%	N/A	N/A	N/A	Mon
	2024	21-Feb	44.44%	11.97%	11.97%	11.11%	22.22%	N/A	N/A	N/A	N/A	Tue
	2024	22-Feb	41.03%	13.68%	12.82%	10.28%	17.09%	N/A	N/A	N/A	N/A	Wed
	2024	23-Feb	37.51%	7.69%	7.69%	10.28%	22.22%	N/A	N/A	N/A	N/A	Thu
	2024	24-Feb	57.26%	11.97%	10.28%	7.69%	7.69%	N/A	N/A	N/A	N/A	Fri
	2024	25-Feb	N/A	N/A	N/A	17.38%	15.38%	40.11%	64.96%	64.96%	N/A	Sat
	2024	26-Feb	N/A	N/A	N/A	12.82%	15.38%	40.11%	37.51%	41.38%	N/A	Sun
	2024	27-Feb	N/A	N/A	N/A	11.11%	10.28%	27.61%	44.44%	47.01%	N/A	Mon
	2024	01-Mar	N/A	N/A	N/A	11.97%	16.34%	48.72%	56.41%	39.23%	N/A	Tue
	2024	02-Mar	N/A	N/A	N/A	11.11%	10.28%	18.80%	29.91%	49.27%	N/A	Wed
	2024	03-Mar	37.51%	11.11%	12.82%	10.28%	20.51%	N/A	N/A	N/A	N/A	Thu
	2024	04-Mar	46.15%	28.21%	11.11%	11.11%	7.69%	N/A	N/A	N/A	N/A	Fri
	2024	05-Mar	47.84%	11.11%	11.97%	11.97%	11.97%	N/A	N/A	N/A	N/A	Sat
	2024	06-Mar	38.44%	12.82%	11.97%	11.11%	17.09%	N/A	N/A	N/A	N/A	Sun
	2024	07-Mar	57.26%	19.68%	20.51%	13.68%	15.38%	N/A	N/A	N/A	N/A	Mon
	2024	08-Mar	N/A	N/A	N/A	14.53%	14.53%	33.90%	35.04%	58.12%	N/A	Tue
	2024	09-Mar	N/A	N/A	N/A	23.08%	25.64%	35.90%	48.72%	71.65%	N/A	Wed
	2024	10-Mar	N/A	N/A	N/A	14.53%	20.51%	35.90%	52.14%	61.54%	N/A	Thu
	2024	11-Mar	N/A	N/A	N/A	10.28%	10.28%	11.97%	47.84%	70.99%	N/A	Fri
	2024	12-Mar	60.86%	22.22%	14.53%	10.28%	26.50%	N/A	N/A	N/A	N/A	Sat
	2024	13-Mar	57.26%	11.11%	10.28%	10.28%	15.38%	N/A	N/A	N/A	N/A	Sun
	2024	14-Mar	58.12%	13.68%	11.97%	10.28%	16.34%	N/A	N/A	N/A	N/A	Mon
	2024	15-Mar	58.12%	13.68%	14.53%	10.28%	22.22%	N/A	N/A	N/A	N/A	Tue
	2024	16-Mar	61.54%	12.82%	9.40%	7.69%	13.68%	N/A	N/A	N/A	N/A	Wed
	2024	17-Mar	N/A	N/A	N/A	18.80%	20.51%	27.38%	57.26%	66.38%	N/A	Thu
	2024	18-Mar	N/A	N/A	N/A	13.68%	14.53%	29.91%	33.33%	50.43%	N/A	Fri
	2024	19-Mar	N/A	N/A	N/A	17.09%	27.38%	35.90%	51.28%	39.23%	N/A	Sat
	2024	20-Mar	N/A	N/A	N/A	11.11%	22.22%	25.64%	30.77%	41.03%	N/A	Sun
	2024	21-Mar	N/A	N/A	N/A	13.68%	8.68%	19.68%	40.11%	47.38%	N/A	Mon
	2024	22-Mar	49.37%	10.28%	10.28%	13.68%	14.53%	N/A	N/A	N/A	N/A	Tue
	2024	23-Mar	47.84%	12.82%	12.82%	11.97%	15.38%	N/A	N/A	N/A	N/A	Wed
	2024	24-Mar	51.28%	12.82%	11.97%	17.09%	23.08%	N/A	N/A	N/A	N/A	Thu
	2024	25-Mar	47.84%	15.38%	12.82%	7.69%	22.22%	N/A	N/A	N/A	N/A	Fri
	2024	26-Mar	57.26%	25.64%	20.51%	11.97%	19.68%	N/A	N/A	N/A	N/A	Sat
	2024	27-Mar	N/A	N/A	N/A	12.82%	17.09%	27.38%	52.14%	65.81%	N/A	Sun
	2024	28-Mar	N/A	N/A	N/A	11.97%	17.09%	29.91%	44.44%	37.26%	N/A	Mon
	2024	29-Mar	N/A	N/A	N/A	9.40%	14.53%	19.68%	56.41%	58.12%	N/A	Tue
	2024	30-Mar	N/A	N/A	N/A	13.68%	16.34%	25.64%	47.84%	61.54%	N/A	Wed
	2024	31-Mar	N/A	N/A	N/A	11.11%	13.68%	13.68%	49.37%	57.26%	N/A	Thu
	2024	01-Apr	61.54%	11.11%	11.11%	9.40%	17.09%	N/A	N/A	N/A	N/A	Fri
	2024	02-Apr	40.11%	11.11%	12.82%	13.68%	21.37%	N/A	N/A	N/A	N/A	Sat
	2024	03-Apr	50.43%	13.68%	13.68%	13.68%	10.28%	N/A	N/A	N/A	N/A	Sun
	2024	04-Apr	39.63%	12.82%	13.68%	16.34%	17.09%	N/A	N/A	N/A	N/A	Mon
	2024	05-Apr	47.84%	18.80%	17.09%	21.37%	9.40%	N/A	N/A	N/A	N/A	Tue
	2024	06-Apr	N/A	N/A	N/A	12.82%	26.50%	29.91%	40.11%	39.23%	N/A	Wed
	2024	07-Apr	N/A	N/A	N/A	15.38%	22.22%	34.19%	47.01%	59.23%	N/A	Thu
	2024	08-Apr	N/A	N/A	N/A	17.09%	18.80%	22.22%	44.44%	47.38%	N/A	Fri
	2024	09-Apr	N/A	N/A	N/A	11.11%	9.40%	11.97%	42.74%	56.41%	N/A	Sat
	2024	10-Apr	54.70%	12.82%	13.68%	11.97%	15.38%	N/A	N/A	N/A	N/A	Sun
	2024	11-Apr	47.84%	13.68%	13.68%	14.53%	20.51%	N/A	N/A	N/A	N/A	Mon
	2024	12-Apr	51.28%	14.53%	7.69%	10.28%	17.09%	N/A	N/A	N/A	N/A	Tue
	2024	13-Apr	56.41%	14.53%	11.97%	14.53%	16.34%	N/A	N/A	N/A	N/A	Wed
	2024	14-Apr	70.99%	27.38%	20.51%	11.11%	7.69%	N/A	N/A	N/A	N/A	Thu
	2024	15-Apr	N/A	N/A	N/A	11.97%	29.91%	37.61%	44.44%	67.52%	N/A	Fri
	2024	16-Apr	N/A	N/A	N/A	43.39%	47.01%	53.38%	64.10%	74.36%	N/A	Sat
	2024	17-Apr	N/A	N/A	N/A	24.79%	31.82%	36.78%	47.84%	47.01%	N/A	Sun
	2024	18-Apr	N/A	N/A	N/A	13.68%	26.50%	16.34%	25.64%	33.33%	N/A	Mon
	2024	19-Apr	50.43%	12.82%	14.53%	17.38%	14.53%	N/A	N/A	N/A	N/A	Tue
	2024	20-Apr	60.86%	14.53%	11.11%	11.11%	22.22%	N/A	N/A	N/A	N/A	Wed
	2024	21-Apr	57.26%	11.97%	9.40%	8.68%	15.38%	N/A	N/A	N/A	N/A	Thu
	2024	22-Apr	56.41%	13.68%	17.09%	18.80%	18.80%	N/A	N/A	N/A	N/A	Fri
	2024	23-Apr	N/A	N/A	N/A	19.68%	15.38%	31.82%	43.39%	35.36%	N/A	Sat
	2024	24-Apr	N/A	N/A	N/A	11.97%	13.68%	20.51%	41.03%	47.38%	N/A	Sun
	2024	25-Apr	N/A	N/A	N/A	12.82%	11.11%	21.37%	31.82%	52.99%	N/A	Mon
	2024	26-Apr	N/A	N/A	N/A	18.80%	17.09%	16.34%	37.61%	36.75%	N/A	Tue
	2024	27-Apr	N/A	N/A	N/A	9.40%	8.68%	17.38%	35.04%	54.70%	N/A	Wed

Parking Survey 15 Jan – 26 Feb. 421 Responses.

Which car park are you telling us about today?

Total Respondents:

Guilford Car Park: 187

Hensington Road: 205

Percentage Distribution:

Guilford Car Park: 47.7%

Hensington Road: 52.3%

Are you responding as a Business Owner or Resident/Other?

Total Respondents:

Guilford Car Park: Business owner/operator (19) + Resident/Other (168) = 187

Hensington Road: **Business owner/operator (16) + Resident/Other (189) = 205**

For Guildenford Car Park:

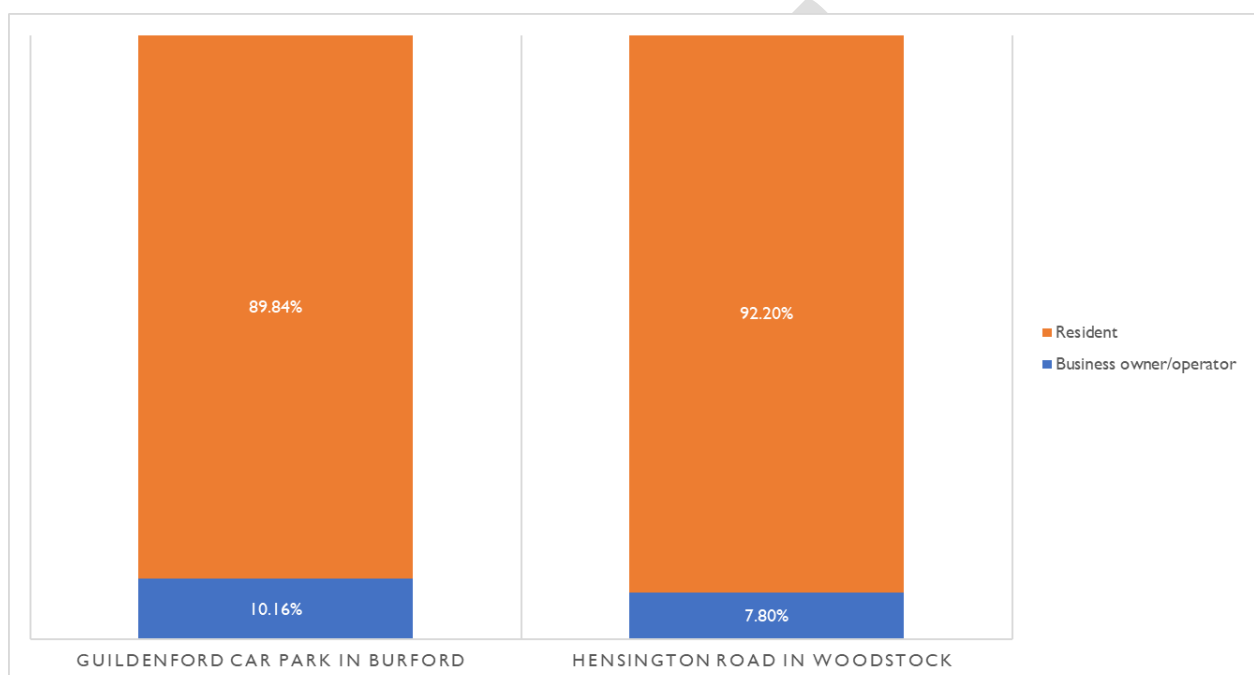
Approximately **10.2%** of respondents are business owner/operators.

Approximately **89.8%** of respondents are resident/other.

For Hensington Road:

Approximately **7.8%** of respondents are business owner/operators.

Approximately **92.2%** of respondents are resident/other.



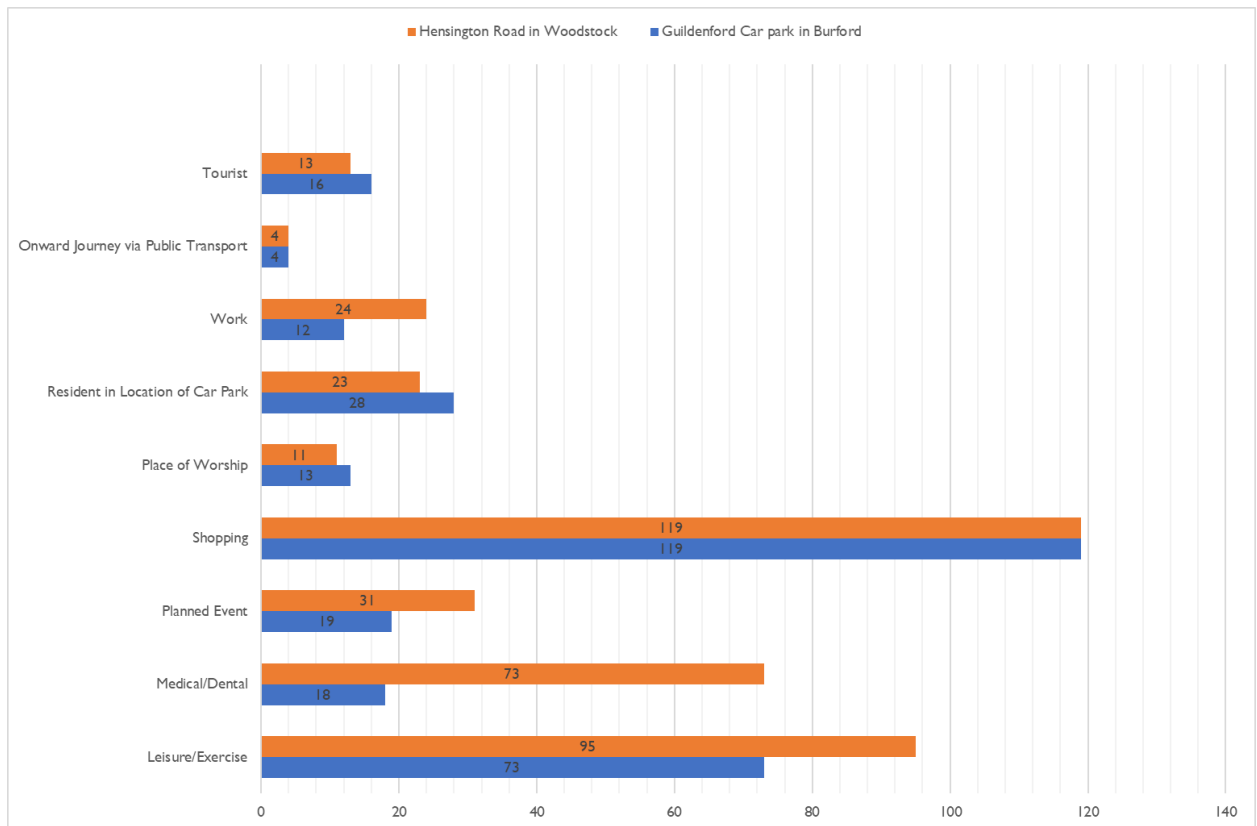
What is the purpose of your stay?

Guildenford Car Park in Burford:

Leisure/Exercise: 73 (21.16%)
Medical/Dental: 18 (5.21%)
Planned Event: 19 (5.50%)
Shopping: 119 (34.47%)
Place of Worship: 13 (3.77%)
Resident in Location: 28 (8.12%)
Work: 12 (3.47%)
Onward Journey via Public Transport: 4 (1.16%)
Tourist: 16 (4.63%)

Hensington Road in Woodstock:

Leisure/Exercise: 95 (27.52%)
Medical/Dental: 73 (21.16%)
Planned Event: 31 (8.98%)
Shopping: 119 (34.47%)
Place of Worship: 11 (3.18%)
Resident in Location: 23 (6.67%)
Work: 24 (6.96%)
Onward Journey via Public Transport: 4 (1.16%)
Tourist: 13 (3.77%)



The data reveals that parking at both Guildenford Car Park in Burford and Hensington Road in Woodstock is primarily driven by shopping, which makes up approximately one-third of the responses for each location. Following closely behind, leisure and exercise activities are also prevalent reasons for parking, comprising of over one-fifth of the responses. However, there are some differences between the two locations; while Burford sees a higher proportion of residents parking in the area, Woodstock witnesses more parking for medical and dental appointments, suggesting a greater reliance on parking for local healthcare services. Additionally, parking for work-related purposes is slightly more common in Woodstock compared to Burford. Overall, the data emphasises the significance of parking need to support commercial activities, recreational pursuits, and access to essential services in both locations.

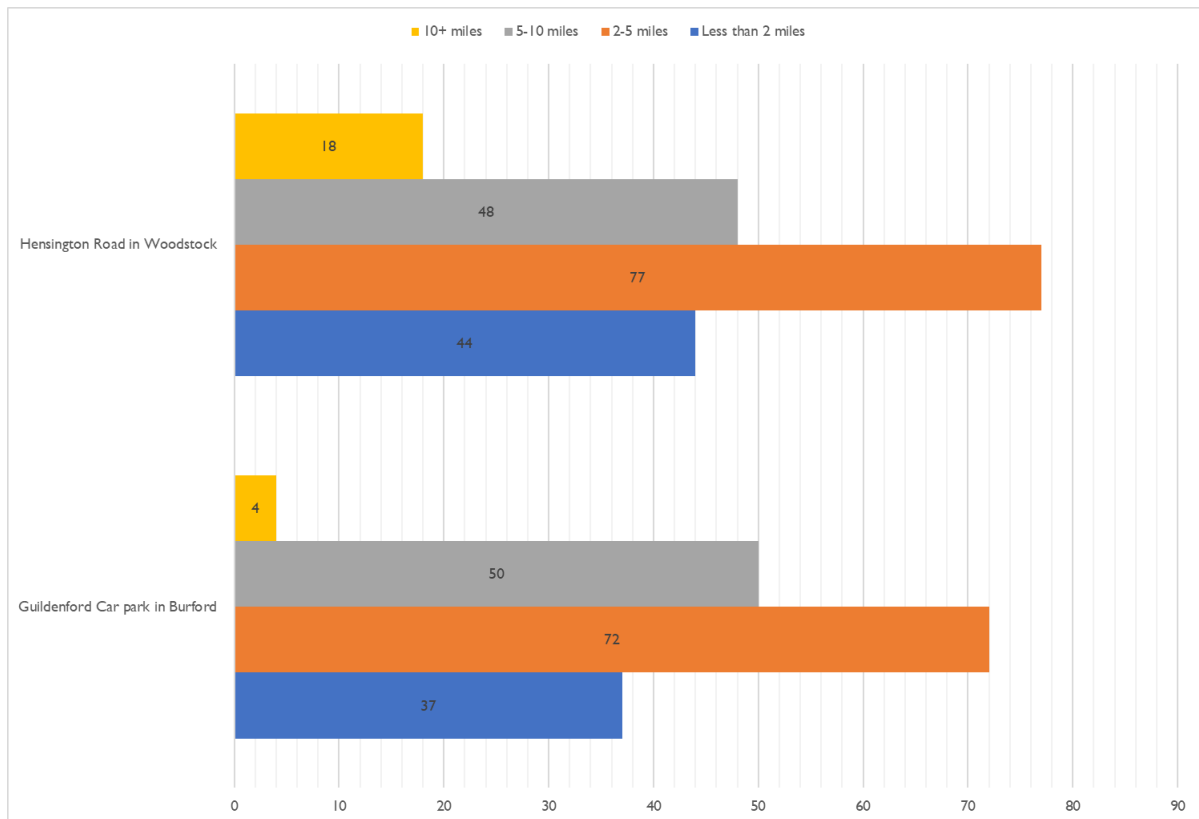
What is your normal travel distance to this car park?

Guildenford Car Park in Burford:

Less than 2 miles: 37 (22.6%)
 2-5 miles: 72 (43.9%)
 5-10 miles: 50 (30.5%)
 10+ miles: 4 (6.1%)

Hensington Road in Woodstock:

Less than 2 miles: 44 (19.1%)
 2-5 miles: 77 (33.3%)
 5-10 miles: 48 (20.8%)
 10+ miles: 18 (16.8%)



The analysis of distance distribution reveals that most respondents for both Guildenford Car Park in Burford and Hensington Road in Woodstock travelled distances between 2 to 5 miles. However, while Guildenford Car Park mostly attracted respondents from closer distances (less than 2 miles), Hensington Road had a notable proportion of visitors traveling from farther away (10+ miles).

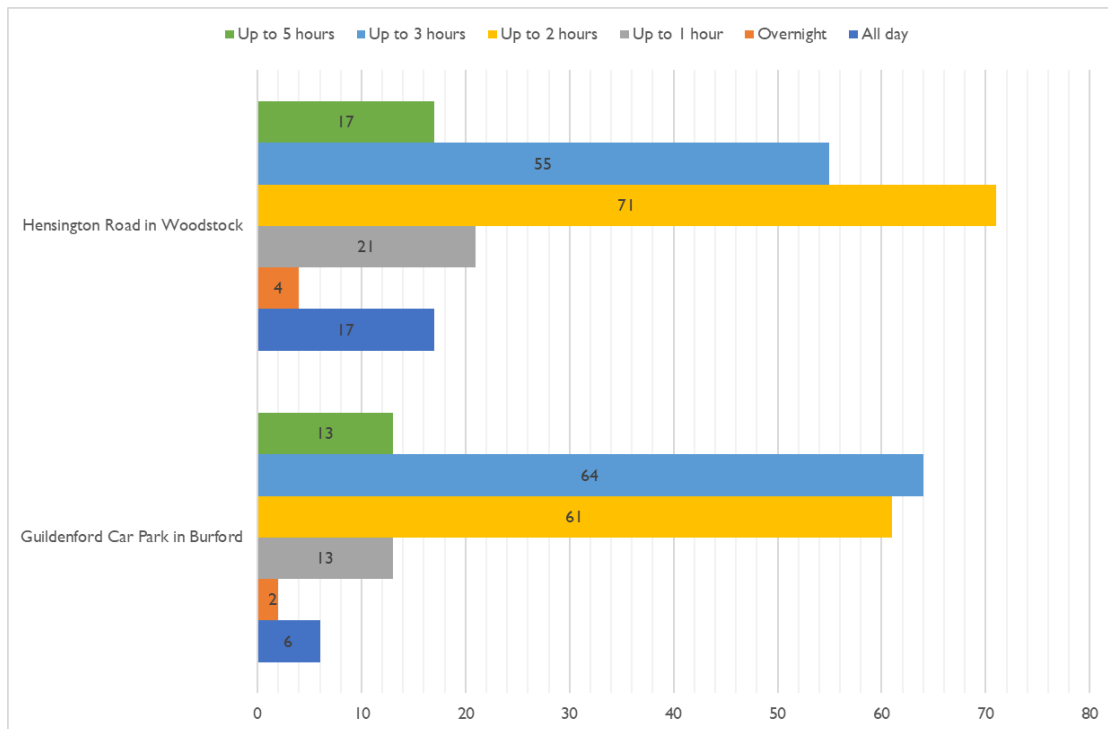
How long do you normally park at this car park?

Guildenford Car Park in Burford:

All day: 6 (3.0%)
 Overnight: 2 (1.0%)
 Up to 1 hour: 13 (6.5%)
 Up to 2 hours: 61 (30.5%)
 Up to 3 hours: 64 (32.0%)
 Up to 5 hours: 13 (6.5%)

Hensington Road in Woodstock:

All day: 17 (7.4%)
 Overnight: 4 (1.7%)
 Up to 1 hour: 21 (9.1%)
 Up to 2 hours: 71 (30.8%)
 Up to 3 hours: 55 (23.8%)
 Up to 5 hours: 17 (7.4%)



The most common parking durations are between 2 to 3 hours, constituting approximately one-third of the responses. However, Hensington Road shows a higher preference for all-day parking compared to Guildenford Car Park, with 7.4% of respondents choosing this option, while overnight parking is minimal for both locations.

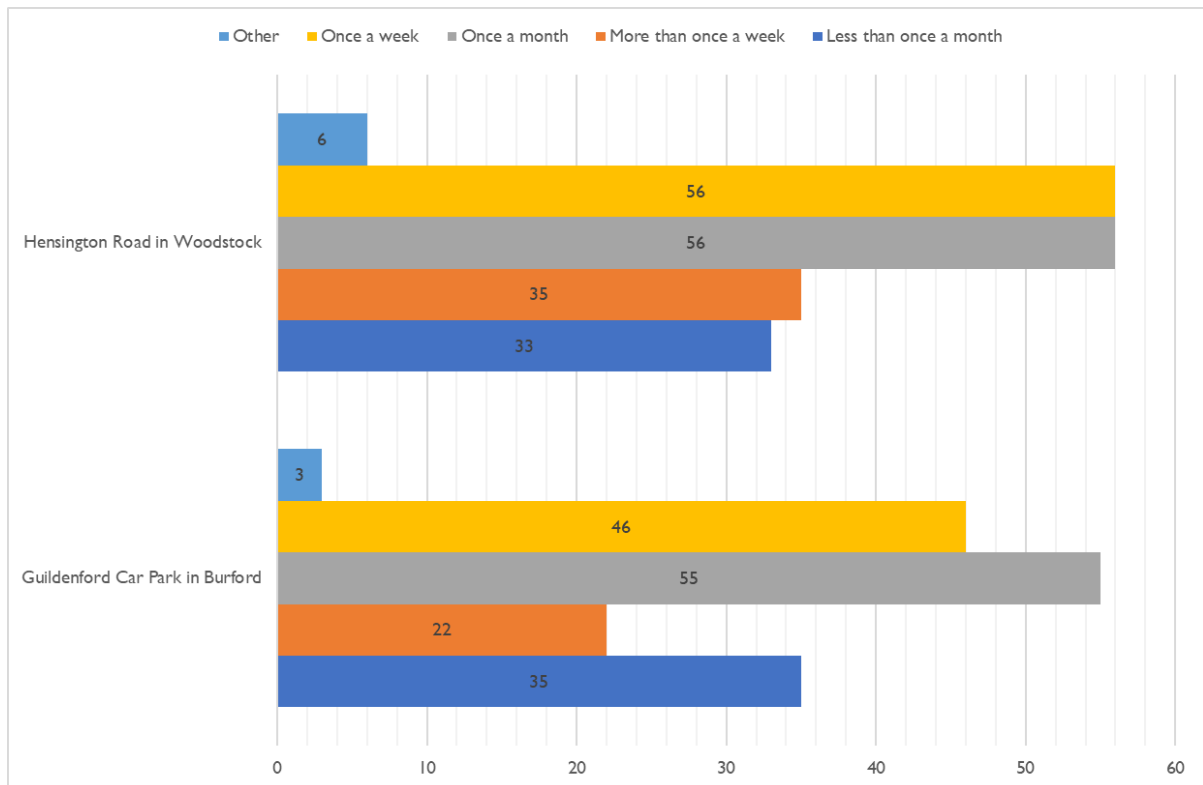
How often do you normally visit this car park?

Guildenford Car Park in Burford:

Less than once a month: 35 (37.2%)
 More than once a week: 22 (23.4%)
 Once a month: 55 (58.5%)
 Once a week: 46 (48.9%)
 Other: 3 (3.2%)

Hensington Road in Woodstock:

Less than once a month: 33 (21.4%)
 More than once a week: 35 (22.7%)
 Once a month: 56 (36.4%)
 Once a week: 56 (36.4%)
 Other: 6 (3.9%)



The most common visit frequencies are once a month and once a week, constituting over half of the responses. Interestingly, while the distribution of visit frequencies is similar between the two car parks, Hensington Road exhibits a slightly higher proportion of respondents visiting once a month compared to Guildenford Car Park.

Could anything about the car park be improved?

Number of available spaces:

Guildenford Car park in Burford: 90 (22.97% of total)

Hensington Road in Woodstock: 155 (39.59% of total)

Ease to manoeuvre car park:

Guildenford Car park in Burford: 37 (9.45% of total)

Hensington Road in Woodstock: 41 (10.48% of total)

Visibility of the bay markings/line painting:

Guildenford Car park in Burford: 40 (10.23% of total)

Hensington Road in Woodstock: 32 (8.18% of total)

Car park surface:

Guildenford Car park in Burford: 32 (8.18% of total)

Hensington Road in Woodstock: 19 (4.86% of total)

Pedestrian Access:

Guilford Car park in Burford: 39 (9.96% of total)

Hensington Road in Woodstock: 12 (3.07% of total)

Conditions of trees and plants:

Guilford Car park in Burford: 10 (2.56% of total)

Hensington Road in Woodstock: 11 (2.82% of total)

Lighting:

Guilford Car park in Burford: 22 (5.63% of total)

Hensington Road in Woodstock: 20 (5.11% of total)

Number of Electrical Vehicle Charging points:

Guilford Car park in Burford: 29 (7.42% of total)

Hensington Road in Woodstock: 8 (2.05% of total)

Number of available disabled bays:

Guilford Car park in Burford: 7 (1.79% of total)

Hensington Road in Woodstock: 13 (3.32% of total)

Number of parent and child bays:

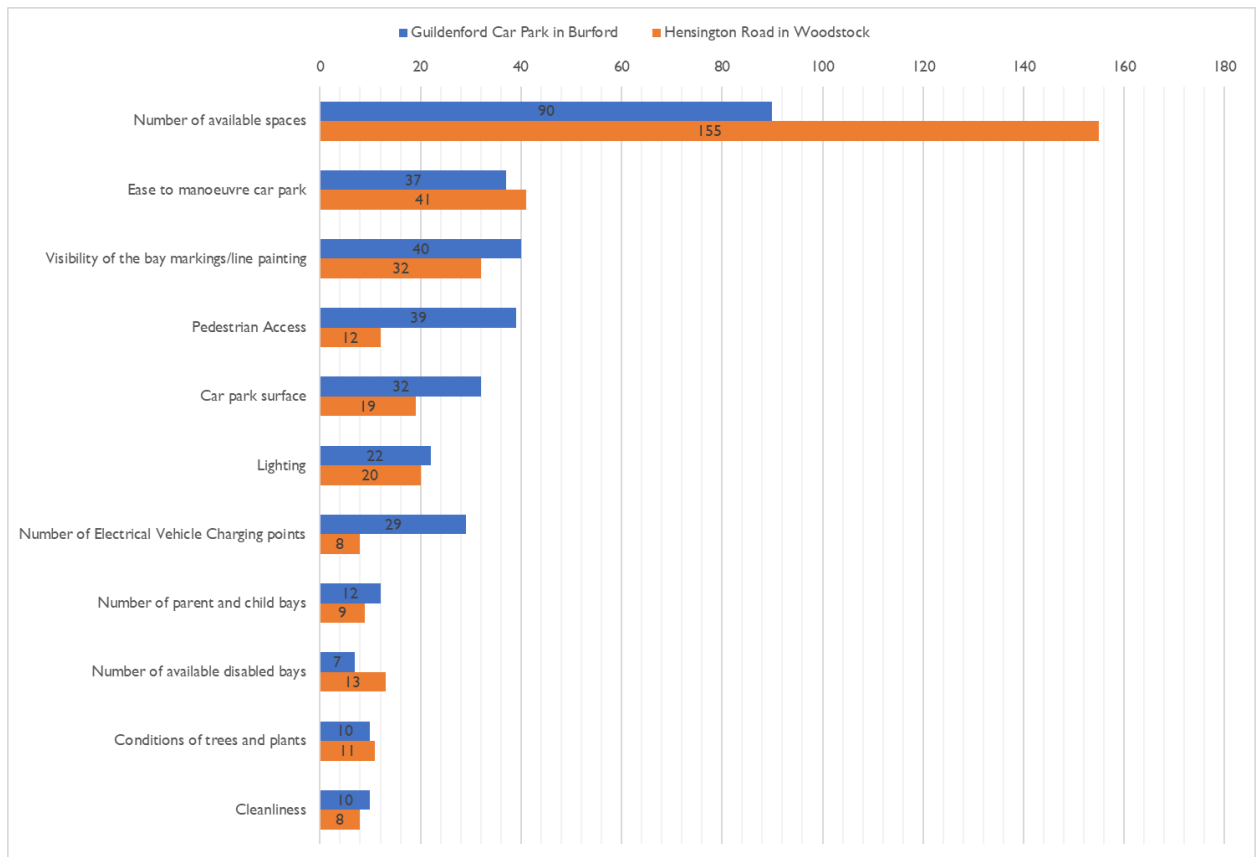
Guilford Car park in Burford: 12 (3.07% of total)

Hensington Road in Woodstock: 9 (2.30% of total)

Cleanliness:

Guilford Car park in Burford: 10 (2.56% of total)

Hensington Road in Woodstock: 8 (2.05% of total)



The analysis of the car park feedback across Guildenford Car park in Burford and Hensington Road in Woodstock reveals that the most prominent concern, comprising approximately 39.59% of the total responses, is the availability of parking spaces, with a significant difference between the two locations. Additionally, factors such as ease of manoeuvrability and visibility of bay markings constitute other substantial considerations, with percentages varying slightly between the two car parks.

Do you feel there is sufficient parking in West Oxfordshire District?

The analysis from 204 Responses in free text:

Guildenford Car park in Burford:

The analysis of respondents' answers to the question "Do you feel there is sufficient parking in West Oxfordshire District?" indicates that opinions are divided, with approximately 44.28% of respondents expressing dissatisfaction with the current parking situation, citing issues such as overcrowding, especially during peak tourist seasons, and concerns about future inadequacies due to increasing housing developments. Conversely, about 55.72% of respondents believe that there is currently sufficient parking, particularly appreciating the free parking policy and acknowledging the benefits it brings to local businesses and tourism.

Hensington Road in Woodstock:

In summary, the responses indicate a widespread dissatisfaction with the parking situation in Hensington Road, Woodstock. Most respondents highlighted issues such as overcrowding, lack of

availability, and inconvenience due to factors like electric vehicle charging points and residential displacement. Many expressed frustrations with the difficulty of finding parking, particularly during busy periods and for those who work or visit Woodstock regularly. Suggestions for improvement included increasing the number of parking spaces, reducing the number of electric charging points, and implementing time limits to prevent all-day parking. Overall, there is a clear consensus among respondents that more needs to be done to address the parking challenges in Woodstock.

Do you research car parking online?

Guildenford Car Park in Burford:

Never tried: 27 (16.5%)

No: 68 (41.5%)

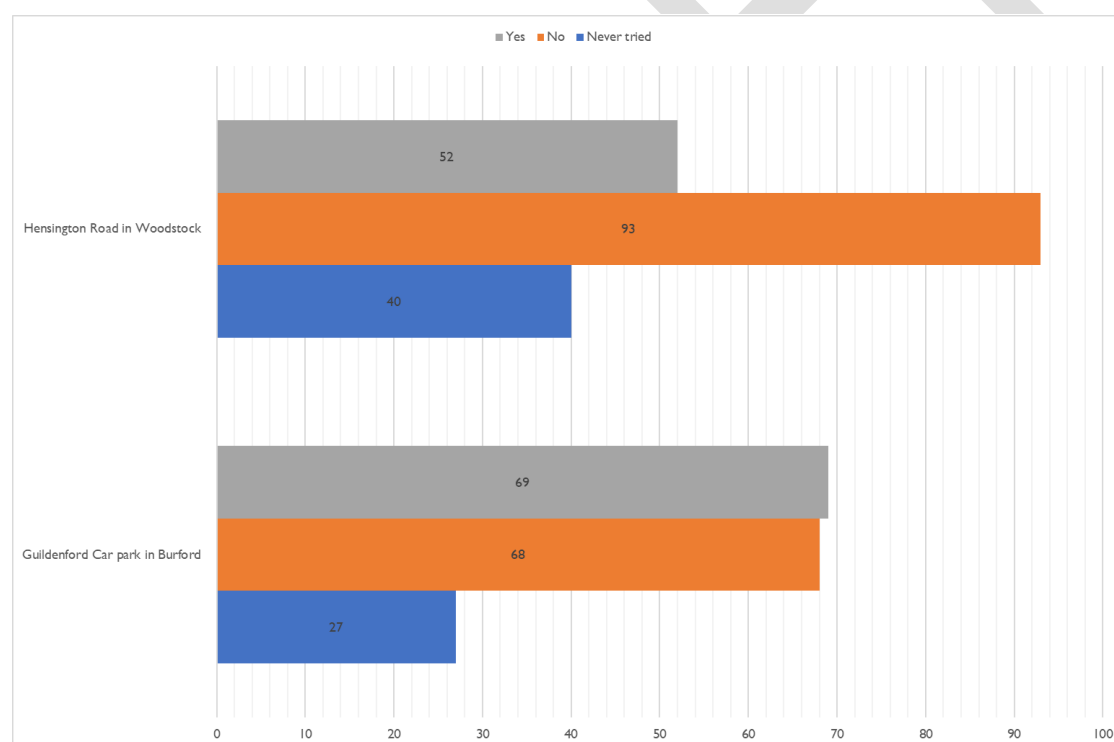
Yes: 69 (42.2%)

Hensington Road in Woodstock:

Never tried: 40 (21.6%)

No: 93 (50.3%)

Yes: 52 (28.1%)



The data shows respondents' online car parking research habits for Guildenford Car Park in Burford and Hensington Road in Woodstock. For Guildenford, 16.5% never tried, 41.5% said no, and 42.1% said yes. For Hensington Road, 21.6% never tried, 50.3% said no, and 28.1% said yes. There is a higher inclination for online research for Hensington Road compared to Guildenford Car Park.

Do you have any suggestions for improvements to the council's website for parking?

The analysis from 53 Responses in free text:

Guildenford Car park in Burford:

Respondents expressed various concerns and suggestions regarding car parking facilities. They advocated for promoting alternatives to car travel, such as displaying bus timetables in the car park. Lack of awareness about existing facilities were raised. Consistency in parking regulations and better communication of parking information, including location, tariffs, and designated spaces, were suggested for improvement. Safety concerns regarding footpaths and access were highlighted, along with the need to consider the rural nature of the community and limited public transport options. Additionally, respondents called for information on free parking areas and residential parking options to address parking pressure on streets. Finally, the inadequacy of available parking spaces, especially in Burford, was emphasised, with residents often unable to park due to tourists and visitors occupying spaces.

Hensington Road in Woodstock:

Many expressed dissatisfactions with the inconsistency and inconvenience of using parking apps, preferring a more straightforward payment method. Suggestions included providing clearer information about maximum parking durations. The reference to charges applies to parking on the roads and not in the car park which is free to use.

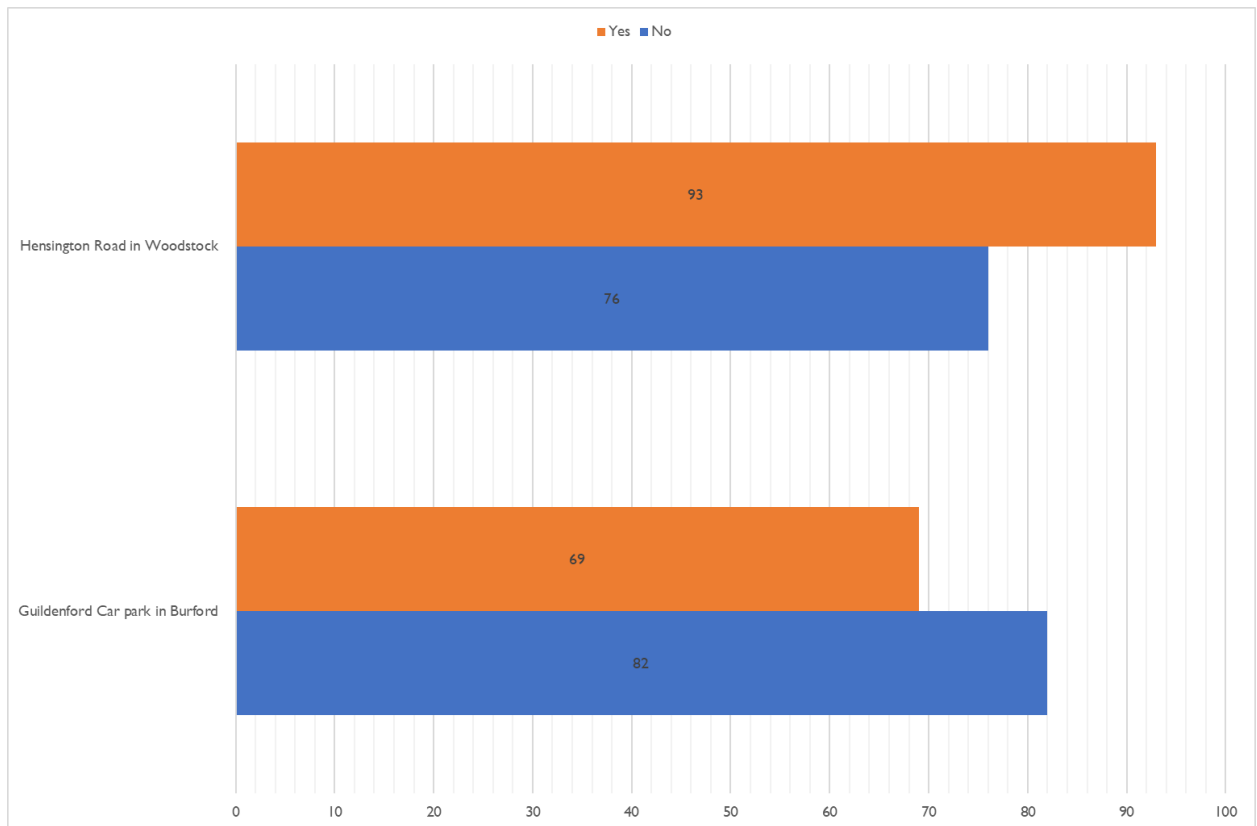
Would you consider using any of the following as alternative transport if it were available to you? Walking, Cycling, Electric Vehicle, Bus, Taxi, Train, Coach

Guildenford Car park in Burford:

- No - 82 (54.3%), Yes - 69 (45.7%)

Hensington Road in Woodstock:

- No - 76 (45.5%), Yes - 93 (54.5%)



In Guildenford Car park in Burford, 69 out of 151 respondents (45.7%) were open to considering alternative transportation, with a nearly equal split between yes and no responses. For Hensington Road in Woodstock, 93 out of 169 respondents (54.5%) expressed a willingness to consider alternative transport options, with a majority responding positively.

The Following responses are from business owners.

Do your employees use this car park during work hours?

Guildenford Car Park in Burford:

Almost Never: 2 (10.5%)

No: 3 (15.8%)

Sometimes: 7 (36.8%)

Yes: 7 (36.8%)

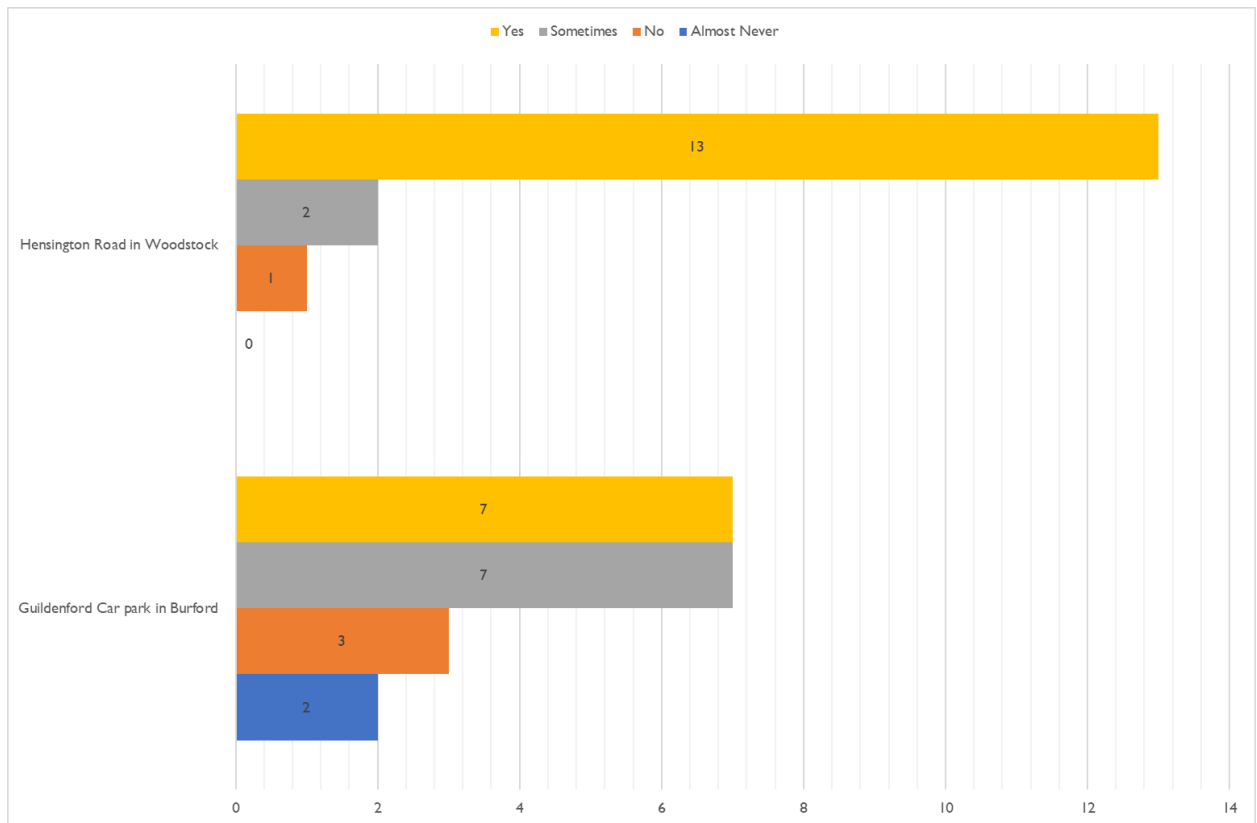
Hensington Road in Woodstock:

Almost Never: 0 (0%)

No: 1 (5.6%)

Sometimes: 2 (11.1%)

Yes: 13 (72.2%)



If not, where do they park?

The analysis from 15 Responses in free text:

Guildenford Car park in Burford:

People tend to park wherever they can find space in the town streets, including Lower High Street, Sheep Street, Witney Street, and other unspecified areas. Some individuals also consider traveling by bus as an alternative option. Overall, the responses highlight the ongoing challenge of parking availability in the town.

Hensington Road in Woodstock:

Some park in permit spots if they cannot find space, others park on residential streets, and some opt to walk to work instead of driving.

How long on average do your customers stay at your premises to carry out their purchase/transaction?

The analysis from 27 Responses in free text:

Guildenford Car park in Burford:

Business owners report varying durations of customer parking, ranging from brief stops of 5 to 30 minutes to longer stays of 1 to 3 hours. Some customers mention they park for shorter periods but express intentions to visit other shops in the area, indicating potential foot traffic circulation within the vicinity. However, concerns arise from customers who avoid stopping in Burford due to perceived parking shortages, reflecting an impact on local businesses.

Hensington Road in Woodstock:

Business owners indicate a range of parking durations observed among their customers, spanning from short stops of 20 to 30 minutes to longer stays of 2 to 8 hours. Recommendations for museum visits suggest an optimal duration of at least an hour, often extended as visitors explore additional attractions and engage in shopping activities in Woodstock. This insight implies varying parking needs driven by different purposes, with cultural and leisure activities potentially contributing to extended parking durations in the area.

What do you think influences your customers to park where they do?

Guildenford Car Park in Burford:

Location: 14 (28.6%)

Length of time they can park: 13 (26.5%)

Availability of spaces: 10 (20.4%)

Ease of transporting products: 7 (14.3%)

Proximity to accessing other services: 5 (10.2%)

Hensington Road in Woodstock:

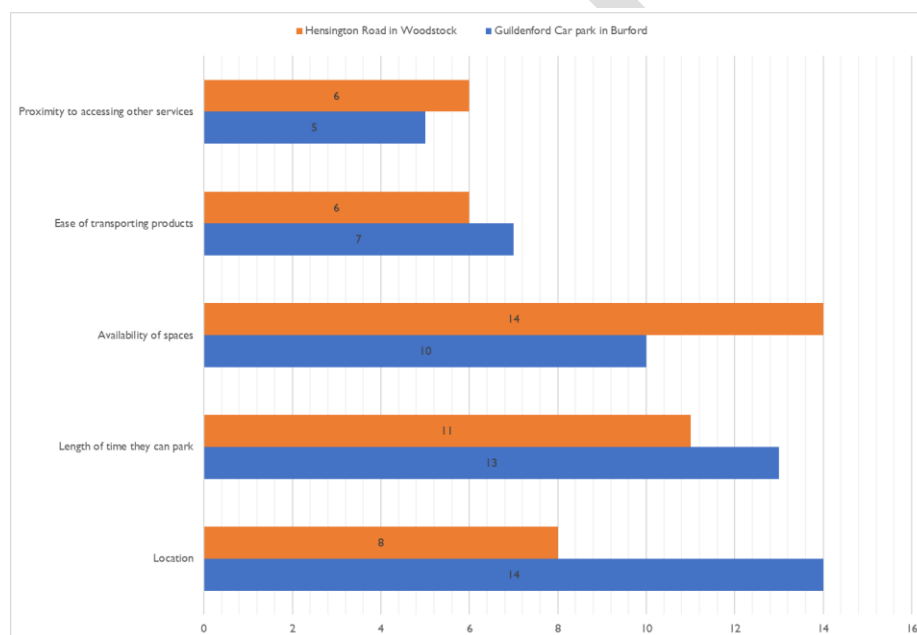
Location: 8 (17.8%)

Length of time they can park: 11 (24.4%)

Availability of spaces: 14 (31.1%)

Ease of transporting products: 6 (13.3%)

Proximity to accessing other services: 6 (13.3%)



In Burford, customers prioritise location and parking duration, each representing about a quarter of responses, followed closely by space availability. In Woodstock, space availability is the primary factor, followed by parking duration and location. Ease of transporting products and proximity to services seem less significant in both locations. Overall, while location and parking duration are crucial, space availability appears more critical in Woodstock than in Burford.

Summary of the key findings:

The customer survey carried out at Guildenford carpark showed that 48% of respondents used this car park, with 90% of them being resident/other.

The primary reasons for parking were shopping (34%) and leisure/exercise (21%).

Most respondents travelled 2-5 miles to reach the car park and stayed for 2-3 hours.

The main concern was the number of available spaces (23% of total responses).

Hensington Rd Car Park:

The car park's occupancy levels are obtained manually due to its layout.

The survey showed that 52% of respondents used this car park, with 92% of them being residents.

The primary reasons for parking were shopping (34%) and leisure/exercise (27%).

Most respondents travelled 2-5 miles to reach the car park and stayed for 2-3 hours.

The main concern was the number of available spaces (40% of total responses).

Parking Survey:

The survey revealed that parking at both car parks is primarily driven by shopping, followed by leisure and exercise activities.

Most respondents for both car parks travelled distances between 2 to 5 miles.

The most common parking durations are between 2 to 3 hours.

The most common visit frequencies are once a month and once a week.

The most prominent concern is the availability of parking spaces.

Business Owners' Responses:

For Guildenford Car Park, approximately 10% of respondents are business owner/operators.

For Hensington Road, approximately 8% of respondents are business owner/operators.

Business owners report varying durations of customer parking, ranging from brief stops of 5 to 30 minutes to longer stays of 1 to 3 hours.

Local business owners reported that both car parks are utilised by employees of their businesses to park whilst at work.

Overall, the report highlights the importance of parking availability for supporting commercial activities, recreational pursuits, and access to essential services in both locations. It also underscores the need for improvements in various aspects of the car parks, such as the number of available spaces and ease of manoeuvrability. The data also provides valuable insights into the parking habits and preferences of residents and visitors, which can inform future planning and decision-making processes.



WEST OXFORDSHIRE
DISTRICT COUNCIL

Council Offices, Witney, OX28 1NB
Tel: 01993 861000



Proposed changes to stay times Guildford Car Park, Burford

Bay type	current	Proposed
Standard 12-hour maximum stay	161	64 (40%)
Standard 4-hour maximum stay	0	97 (60%)
Blue Badge- disabled bays	3	3
Adult and child bays	2	2

The front area of the car park will be 4-hour stay, and the rear will be 12 hours.

There is no time restriction to blue badge bays or adult and child bays.



Proposed changes to stay times Hensington Road Car Park, Woodstock

Bay type	current	Proposed
Standard 12-hour maximum stay	101	35 (25%)
Standard 4-hour maximum stay	0	66 (75%)
Blue Badge- disabled bays	4	4
EV bays	12	12

The yellow highlighted bays will be 12-hours, and all other bays will be 4 hours.

There is no time restriction to blue badge bays or EV bays.



Proposed changes to stay times Spendlove Car Park, Charlbury

Bay type	current	Proposed
Standard 12-hour maximum stay	26	0
Standard 8-hour maximum stay	0	10 (38%)
Standard 3-hour maximum stay	0	24 (62%)
Standard 1-hour maximum stay	7	0
Blue Badge- disabled bays	4	3
Adult and child bays	3	3 (3-hour max stay)

The yellow highlighted bays will be 8-hours, and all other bays will be 3 hours.

There is no time restriction to blue badge bays.



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Equality and Rurality Impact Assessment Form

When completing this form, you will need to provide evidence that you have considered how the ‘protected characteristics’ may be impacted upon by this decision. In line with the General Equality Duty the Council must, in the exercise of its functions, have due regard for the need to:

- a) Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
- b) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.
- c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

This form should be completed in conjunction with the guidance document available on the Intranet.

Once completed a copy should be emailed to @publicagroup.uk to be signed off by an equalities officer before being published.

1. Persons responsible for this assessment:

Names: Maria Wheatley.	
Date of assessment: January 2025	Telephone: 01285 623228 Email: maria.wheatley@westoxon.gov.uk

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

Car Parking Strategy

3. Briefly describe it aims and objectives.

<p>To note the required amendment and update to the Car parking Strategy and Action plan. 2025 – 2031</p> <p>To change the stay time restrictions at Hensington Road Woodstock, Guildenford Car park in Burford and the Spendlove car park in Charlbury from Long stay to mixed stay times.</p>

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

The Off-street car parks are regulated by the Off-street parking order. To enable enforcement and regulation of the car parks any changes will need to be reflected in the Parking Order. There is a legal requirement when making changes to the order that requires statutory and public consultation.

5. What evidence has helped to inform this assessment?

Source	✓	If ticked please explain what
Demographic data and other statistics, including census findings	✓	Please see Annex A
Recent research findings including studies of deprivation	✓	Please see Annex A
Results of recent consultations and surveys	✓	Please see Annex A
Results of ethnic monitoring data and any equalities data	✓	Please see Annex A
Anecdotal information from groups and agencies within Oxfordshire	✓	Engagement with Business and Town and Parish Councils
Comparisons between similar functions / policies elsewhere	✓	Benchmarking exercise against other Local Authority District Providers, review of all current National and local policies
Analysis of audit reports and reviews	✓	Please see Annex A
Other:	<input type="checkbox"/>	

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

All changes to the Parking Order will require statutory and public consultation, this will encourage feedback from a wider audience.

7. Has any consultation been carried out?

Prior survey and engagement with customers and Stakeholders.

If NO, please outline any planned activities

N/A

8. What level of impact either directly or indirectly will the proposal have upon the public / staff? (Please quantify where possible)

Level of impact	Response
NO IMPACT – The proposal has no impact upon the public/staff	<input type="checkbox"/>
LOW – Few members of the public/staff will be affected by this proposal	<input checked="" type="checkbox"/>
MEDIUM – A large group of the public/staff will be affected by this proposal	<input type="checkbox"/>
HIGH – The proposal will have an impact upon the whole community/all staff	<input type="checkbox"/>
Comments: e.g. A proportion of those using the car parks will be affected. Those who require longer stays such as blue badge holders will not be affected from the proposed change. In all cases there will be a viable long stay option nearby.	

9. Considering the available evidence, what type of impact could this function have on any of the protected characteristics?

Negative – it could disadvantage and therefore potentially not meet the General Equality duty.

Positive – it could benefit and help meet the General Equality duty.

Neutral – neither positive nor negative impact / Not sure

	Potential Negative	Potential Positive	Neutral	Reasons	Options for mitigating adverse impacts
Age – Young People			x	The proposal is inclusive to people of different age groups, but it is not specific to age	
Age – Old People			x	The proposal is inclusive to all ages	
Disability			x	The proposal is inclusive to people with disabilities but is not specific to disability	
Sex – Male			x	The proposal is inclusive to all gender groups, but it is not specific to gender	

Sex – Female			x	The proposal is inclusive to all gender groups, but it is not specific to gender	
Race including Gypsy and Travellers			x	The proposal is inclusive to people of all races, but it is not specific to race	
Religion or Belief			x	The proposal is inclusive to people of all religions, but it is not specific to religion	
Sexual Orientation			x	This proposal is inclusive to all types of sexual orientation, but it is not specific to sexual orientation	
Gender Reassignment			x	The proposal is inclusive to all gender groups, but it is not specific to gender	
Pregnancy and maternity			x	The proposal is inclusive to people who are pregnant and/or on maternity, but it is not specific to this group	
Geographical impacts on one area			x	The proposal is inclusive to the whole of the West Oxfordshire District	
Other Groups			x	This proposal is inclusive to all other groups that are not mentioned	
Rural considerations: i.e. Access to services; leisure facilities, transport; education; employment; broadband.			x	The proposal is inclusive to the whole of the West Oxfordshire District	

10. Action plan (add additional lines if necessary)

Action(s)	Lead Officer	Resource	Timescale
Executive to agree proposals July 2025			

The legal process to change the Parking Order will begin, including statutory consultees and the public.			Process will start one week after Exec meeting.
Consultation feedback will be considered by Senior Officers and Exec Member responsible for the service.			Consultation will take 21 days.
Appropriate lines and signs changed in the car park.			Lead time for signs approximately 14 days plus installation.
Enforcement for new restriction will begin with warning notices for one week, after which penalty charge notices will be issued.			

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


--

Declaration

I/We are satisfied that an equality impact assessment has been carried out on this policy, service, strategy, procedure or function and where a negative impact has been identified actions have been developed to lessen or negate this impact. We understand that the Equality Impact Assessment is required by the District Council and that we take responsibility for the completion and quality of this assessment.

Completed By:	Maria Wheatley	Date:	01/05/2025
Line Manager:	Jon Dearing, Assistant Director for Resident Services	Date:	05/06/2025
Reviewed by Corporate Equality Officer:	Cheryl Sloan, Business Manager, Governance	Date:	06/06/2025

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 WEST OXFORDSHIRE DISTRICT COUNCIL	WEST OXFORDSHIRE DISTRICT COUNCIL
Name and date of Committee	EXECUTIVE – 9 JULY 2025
Subject	PRIVATE SECTOR HOUSING FEES, STANDARDS, AND ENFORCEMENT POLICIES
Wards affected	All
Accountable member	Cllr Lidia Arciszewska, Executive Member for Environment Email: Lidia.Arciszewska@westoxon.gov.uk
Accountable officer	Jon Dearing, Executive Director Email: jon.dearing@westoxon.gov.uk
Report author	Philip Measures, Service Leader Email: philip.measures@westoxon.gov.uk
Summary/Purpose	To Review the HMO licence fee and period, to renew the HMO Amenity Standards policy and the Civil Penalties Policy.
Annexes	Annex A- HMO Amenities Standards Annex B – Civil Penalties under the Housing and Planning Act 2016 and The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 Annex C – Equality Impact Assessment.
Recommendation(s)	That the Executive resolves to: <ol style="list-style-type: none"> 1. Amend the HMO Licence Fees as set out in this Report and for them to apply from 1st September 2025; 2. Approve the HMO licence period increases from 3 years to 5 years; 3. Approve the HMO Amenity Standards Policy and 4. Approve the Policy for Civil Penalties under the Housing and Planning Act 2016 and The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020.
Corporate priorities	<ul style="list-style-type: none"> • Putting Residents First

	<ul style="list-style-type: none"> • A Good Quality of Life for All • Responding to the Climate and Ecological Emergency
Key Decision	No
Exempt	NO
Consultees/ Consultation	Portfolio Holders. Empty Homes Officer Business Manager Housing

1. EXECUTIVE SUMMARY

- 1.1** This report introduces renewed policies and standards concerning private sector housing to take account of legislative changes and new guidance from Tribunal decisions.
- 1.2** The Renters Rights Bill current passing through both Houses, will introduce many changes to Private Sector Housing regulation and these policies seek to prepare for these. The new policies are provided in Annexes A and B.

2. BACKGROUND

- 2.1** An HMO is a House in Multiple Occupation where 2 or more tenants of different household share facilities. Where there are 5 or more tenants sharing facilities, a licence is required. These are issued by local authorities, who administer, regulate and inspect such accommodation. Councils are entitled to charge a fee to cover the costs of these duties. There are currently 36 HMOs licenced by the Council.
- 2.2** The procedure for setting the HMO licence fee and the HMO licence period was last approved in 2018 and since then there has been an annual increase in the fee as part of the budget setting process. A licence is currently approved for a period of three years, after which, if the premises still requires a licence, a new application must be applied for. The fee is required to cover the costs of providing a licence which include the Officer time for the following:
- Receipt of application documentation check and administration of licence
 - Inspection and compliance checks
 - Annual Operating Costs (of HMO licensing service)
 - Consumables and external costs
- 2.3** It is now considered a better focus of resources and fairer to landlords to set the licence period at five years and to adopt a risk rating approach prioritising the inspection of higher risk premises. This approach will change the fee structure, where it is also proposed that well run licensed premises, will benefit from a lower renewal fee provided there are no changes to the licensed premises.
- 2.4** The methodology adopted for setting the fee, whether three or five years was one developed by Derby City Council and referred to by the Department for Communities and Local Government (DCLG). The fee is in two parts; the initial application fee and the successful licence issue fee. The application fee is non-refundable even if the application is refused. The existing and new fees are outlined in Table 1.
- 2.5** Table 1

	Application Fee	Licence Issue fee
Current 3 year Licence	£269	£553
Proposed 5 year licence	£235	£1065

- 2.6** *Where an HMO is letting seven or more rooms and planning permission is required, more time is required for the assessment of the application and inspection of the premises. The

officer time to carry out this work is calculated at £40 per letting room which is proposed as an additional fee to the application.

2.7 A discount is proposed, to encourage and reward landlords of well managed premises, when they apply for a new licence when their existing licence expires. This is provided the following conditions are met:

- No structural or significant changes to the HMO such as extensions and new rooms.
- No outstanding enforcement action.
- The application is complete and duly made, and received no later than 28 days before the expiry of the existing licence.

A reduction of £100 is proposed. A discount to the additional room fee is also recommended and included in Table 2.

2.8 Table 2 details the new fees proposed.

Fee	For
£1300: Application fee - 235 Licence issue fee – 1065	New Application
£40	Additional room fee, per letting room, 7 rooms or more.
£1200 Application fee - 235 Licence issue fee - 965	Renewal application, if made up to 28 days of expiry of existing licence, subject to s 2.7.
£20	Renewal application, additional room fee, per letting room. 7 rooms or more, subject to S 2.7.

2.9 This fee should be reviewed annually as part of the budget cycle to reflect changes in staffing and resource costs.

2.10 The HMO Amenity standards. This was first published originally over a decade ago as an Oxfordshire policy focussing on non-licensable HMOs. Licensable HMOs were not the subject of an Amenities Standards policy, because they were subject to licence conditions and management regulations. However, the change in definition of a licensable HMO has significantly increased the number of licensable HMOs and therefore it is appropriate to for the Amenities Standard to cover all types of HMOs, providing a local steer to all interested parties on the standards required and expected. The Policy is set out in Annex A.

2.11 The Policy for Civil Penalties. This creates a specific policy for private sector housing under the Council's Enforcement Policy, and it updates the existing Civil Penalties Policy, first approved in 2019. The above-mentioned proposed Renters Reform Bill will place a greater demand and expectation on Housing Authorities to improve standards in the private rented sector through advice and regulation. The expectation of the Ministry of Housing Communities and Local Government is for there to be a greater emphasis on enforcement through the application of Civil Penalties where necessary, and the fines received must only

be used to support the cost of this work. It is therefore important to have a robust Civil Penalties Policy that is up to date with Tribunal decisions on the application of penalties.

- 2.12** The new Policy was developed by commissioning the work of Justice for Tenants. Justice For Tenants is a non-profit organisation that has received grant funding to support local authorities in effectively using Civil Financial Penalties. JFT has, with the support of central government and the Association of Chief Environmental Health Officers, created a model financial penalty policy for local authority use following detailed review of relevant guidance, the 54 procedural precedents relating to financial penalties, and over half of all First Tier Tribunal appeal decisions.
- 2.13** The Policy is set out in Annex B.

3. ALTERNATIVE OPTIONS

- 3.1** The Council may approve, amend, or reject the proposed policies as they see fit.

4. FINANCIAL IMPLICATIONS

- 4.1** Based on the current fee structure, the average annual income from a three year licence is £9864, when distributed evenly over the licence term. With the proposed fee increase and an extension of the licence duration from three to five years, the projected income changes to 9504 , assuming all applications are the existing renewals in full compliance. It should be noted that the individual licences will become due at different times.
- 4.2** It is hard to predict what the actual income will be from issuing Civil Penalties and the intention of course is to secure compliance without the need to serve a Civil Penalty. Any income from the penalties is ringfenced to the service for enforcement purposes.

5. LEGAL IMPLICATIONS

- 5.1** The legal framework for the imposition of penalties and enforcement generally is set out in the Civil Penalties Policy.
- 5.2** A House in Multiple Occupation (HMO) is a building or part of a building occupied by two or more households as their main residence and who share basic amenities such as a bathroom or a kitchen (Housing Act 2004 part 7).
- 5.3** When 5 or more people occupy an HMO, the HMO requires a licence, to be provided by the Local Housing Authority. These are the properties relevant to this report. Section 68(4) Housing Act 2004 provides that a licence can be granted for up to five (5) years and does not require uniformity for all HMOs, so the proposal to increase the licence from 3 to 5 years with exceptions fully complies with the legislation.
- 5.4** If a property is being used as a licensable HMO without a licence, the Council can prosecute the relevant person. The suggested lower fees for renewal of licences when applied for early, should therefore increase compliance but also lower enforcement costs for the Council.

6. RISK ASSESSMENT

- 6.1** The risk of not having current policies is of the challenges to decisions taken concerning inspections and enforcement. Decisions could be modified or overturned at Tribunal if Council actions are not underpinned by clear and reasonable policies.
- 6.2** It is good practice for the licence fee to be reviewed regularly to reflect on actual costs to further reduce the risk of challenge

7. EQUALITIES IMPACT

- 7.1** The EIA is contained in Annex C.

8. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

- 8.1** Better regulation of the private rented sector will include ensuring standards are met concerning for example excess cold, which is about heating a home more efficiently. The policy will therefore have a positive effect in this regard. There are no negative implications identified from the changes.

9. BACKGROUND PAPERS

- 9.1** None

(END)



WEST OXFORDSHIRE
DISTRICT COUNCIL

HMO Amenity Standards

**Guidance for landlords on the standards required for
space and amenities in Houses in Multiple Occupation**



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Introduction

This guidance sets out standards for Houses in Multiple Occupation (HMO), these standards are based on legislative requirements and relevant guidance, as well as the Council's expectations. All HMOs, whether requiring a licence or not, are required to meet relevant fire safety, health and safety, and space and amenity standards.

The property remains the responsibility of the landlord, manager and/or owner and the Council accepts no responsibility for any loss caused as a result of application of these standards.

The Council has the power to enforce, but encourages landlords to meet the standards proactively.

What is a House in Multiple Occupation (HMO)

An HMO is property occupied by 3 or more people, forming more than one household, who share toilet, bathroom or kitchen facilities. Exclusive use bathrooms/ensuites and/or cooking facilities, and self-contained flats in some cases, may also form part of an HMO. The full definition is provided by the [Housing Act 2004, sections 254 to 260](#). Traditionally HMOs are let as 'bedsit' type where rooms in a property are let on individual agreements and the occupiers share other facilities. HMOs let on a single tenancy agreement and occupied by an identifiable group of people such as students, work colleagues or friends may be considered a 'shared house'.

Unsure whether your property is an HMO?

If you are unsure or have any other queries regarding HMOs, please contact the Private Sector Housing Team, at: ers@publicagroup.uk

Managing an HMO

All HMOs, whether requiring a licence or not, must be managed in compliance with [The Management of Houses in Multiple Occupation \(England\) Regulations 2006](#).

Licensing an HMO

All HMOs occupied by 5 or more people require a mandatory HMO Licence; the licence holder and manager must be fit and proper; see [Housing Act 2004, s.66](#). There is no minimum age applied when calculating HMO occupiers; children count as an occupier from birth. See also the [Licensing of Houses in Multiple Occupation \(Mandatory Conditions of Licences\) \(England\) Regulations 2018](#).

How to apply and further information

More information about HMOs, including how to apply for an HMO Licence and the licence fees can be found here: [Houses in multiple occupation - West Oxfordshire District Council](#).

HMO Licensing offences and penalties

Offences in relation to licensing of HMOs are described in [section 72](#). Offences include:

- not having a licence for a property that requires one;
- allowing occupation of an HMO over the number of people permitted;
- failing to comply with any conditions of the licence.

If you control or manage an HMO requiring a licence, but you don't have a licence, you could get an unlimited fine. If you breach a condition of an HMO licence you could be fined up to £5,000 upon conviction. Local authorities are also able to issue landlords with civil penalty notices of up to **£30,000 per offence** as an alternative to prosecution.

Section I: Standards for all types of HMO

This section provides guidance on the standards which apply to all types of HMO.

I.1 Fire Safety

There is a significantly higher risk of fire in HMOs compared to other types of accommodation. A higher level of fire safety provisions is therefore essential to ensure adequate means of escape in the event of a fire, including a suitable fire detection and alarm system and protected escape route.

The [LACORS 'Housing – Fire Safety' guide](#) is referred to by the Council and the Oxfordshire Fire and Rescue Service in relation to the fire safety provisions for HMOs and is a good reference for landlords and developers. As properties vary, the standards for each individual property will be determined following an inspection by the Private Sector Housing Team.

All HMOs require fire detection/alarms throughout the escape route, in kitchens and in the principal habitable room. Bedsit type HMOs also require detection/alarms in all risk rooms – this includes letting rooms, communal areas such as lounges and dining rooms and may include cupboards if they open on to the escape route. It is recognised shared houses can present a lower fire risk than traditional bedsit-type HMOs. The occupation, fire safety risk and therefore the required fire safety precautions, will need to be assessed for each individual property based on how it is occupied and used. Final exit doors and doors to individual lettings must be openable from the inside without the use of a key.

The [Regulatory Reform \(Fire Safety\) Order 2005](#) and [Fire Safety Act 2021](#) requires a suitable and sufficient fire risk assessment is carried out; this is regulated by the fire service. However, a copy of the assessment must be submitted as part of a licence application.

I.2 Heating

The heating system must be fixed and controllable, of an appropriate design and layout to efficiently heat the whole property. As a minimum it must be capable of maintaining the following temperatures when the outside temperature is -1°C: Reception rooms 21°C, Kitchens 21°C, Bedrooms 18°C, Bathrooms 22°C, Hallways 19°C.

All common parts, units of sleeping accommodation and bathrooms/shower rooms (whether shared or exclusive use) must be fitted with suitable fixed and controllable heating.

Heating must always be available, and the occupiers must be able to adjust the controls for their accommodation, for example via a thermostatic radiator valve (TRV).

The heating system provided must meet the above requirements without the use of any additional heating, such as any type of portable heater.

The HMO must not be fitted with any pre-payment meters. The manager must not unreasonably cause the gas or electricity supply that is used by any occupier within the HMO to be interrupted.

The use of any portable paraffin, oil-fired, liquefied petroleum gas heaters (LPG) (bottled gas heaters), or any other open-flame heat source (whether portable or fixed, such as an open fire or wood-burner) are not acceptable in an HMO under any circumstances, whether provided by the landlord or tenant.

I.3 Natural and Artificial Lighting

All units of accommodation shall have an adequate level of natural light, provided by clear glazed window(s) and/or door(s). The glazed area to be equivalent to at least 1/10th of the floor area, e.g. in a 10m² room the glazed area must be a minimum of 1m². Windows to bathrooms, shower rooms and toilets are to be glazed with obscured glazing.

All areas of the property accessible by the occupiers must have adequate electric lighting, controlled by suitably located switches. Lighting on stairs should be capable of being switched on and off from both upstairs and downstairs. Lighting on stairs, landings and passages can be controlled by timer switches and/or passive infra-red (PIR) sensors. Any timers must be set appropriately for the layout of the property, i.e. not unreasonably short.

I.4 Ventilation

All units of accommodation shall be ventilated directly to the external air by a window; a door alone is not suitable. The window shall have an openable area of at least 1/20th of the floor area of that room, e.g. in a 10m² room the openable window area must be a minimum of 0.5m².

Kitchens, bath/shower rooms and toilets where there is no natural ventilation, or the natural ventilation is not adequate, shall have mechanical ventilation fitted in accordance with current Building Regulations. Mechanical ventilation to meet this requirement must be externally vented.

Humidistat controlled ventilation is highly recommended.

Consideration should be given to where occupiers can dry clothes to minimise the likelihood of condensation and the risk of associated mould growth. Where provided, tumble driers must be appropriately installed and ventilated.

I.5 Furniture Safety

[The Furniture and Furnishings \(Fire\)\(Safety\) Regulations 1988 \(as amended\)](#) sets out the standards required. Furniture provided must comply with these regulations and landlords, letting and management agents are responsible for ensuring all furniture provided is compliant.

I.6 Security

Sufficient measures must be in place to provide security for the occupiers, including appropriate locks to the front entrance door, rear exit doors and units of accommodation, to prevent unauthorised access but permit safe keyless exit; there must be no locks that are key operated from the inside along any part of the escape route, both internally and externally.

Vulnerable windows must be capable of being secured against unauthorised access without compromising the means of escape in case of fire. Simple locks must be provided to the bath/shower rooms and toilet to provide privacy.

I.7 Electrical Safety

All sockets shall be positioned for safe, convenient, and proper use, having regard to the room layout to prevent overloading of sockets and trip hazards from trailing cables. See the following sections for minimum requirements. There must be an Electrical Installation Condition Report (EICR) showing a 'satisfactory' result. See also section [2.2 Electrical Safety Regulations](#).

Electrical Equipment Testing (EET), previously called Portable Appliance Testing (PAT), must be carried out on all testable electrical appliances provided by the landlord, that are more than 12-months old, at least once every year.

I.8 Refuse, Storage and Disposal

Refuse and recycling bins or containers must be provided and meet the needs of the HMO, with waste separated as required by the Council. Wherever possible, they must not be located near windows or doors to habitable rooms. They must not cause obstruction to any private or public access including the HMO and neighbours; and must be stored and put out for collection in accordance with the Council's waste and recycling scheme, for more information see:

[Bins and recycling - West Oxfordshire District Council](#).

Section 2: Legal requirements for all HMOs

It is the landlord/manager and/or property owner's responsibility to ensure compliance with relevant legislation and regulations, including staying up to date with any changes. This section provides some guidance on these obligations; it is a summary and is not exhaustive. If in any doubt regarding your legal obligations, you are advised to seek independent legal advice.

2.1 Gas Safety and Carbon Monoxide

[The Gas Safety \(Installation and Use\) Regulations 1998](#) requires the landlord to ensure that where a rented property contains gas appliances, they are maintained in good order and checked for safety at least annually. A record of the checks (Gas Safety Record) must be kept and shown to the tenants or local authority on request.

[The Smoke and Carbon Monoxide Alarm \(Amendment\) Regulations 2022](#) (which amends the [2015 Regulations](#)), requires a Carbon Monoxide (CO) alarm is installed in any room of the premises which is used wholly or partly as living accommodation (including bathrooms and toilets) and contains a fixed combustion appliance other than a gas cooker, e.g. a gas fired boiler.

The standard for fire detection in most HMOs is higher than these regulations describe – see section [1.1 Fire Safety](#). If you are found to be in breach of the Smoke and Carbon Monoxide Alarm Regulations, the Council can issue a penalty of up to £5,000.

2.2 Electrical Safety Regulations

[The Electrical Safety Standards in the Private Rented Sector \(England\) Regulations 2020](#) require landlords to have electrical installations in their properties inspected and tested by a person who is qualified and competent, at least every 5 years. Landlords will provide a copy of the report, usually an Electrical Installation Condition Report (EICR), to their tenants at the start of the tenancy and to the local authority when requested. If you are found to be in breach of these regulations the local authority can impose a financial penalty of up to £30,000.

See also [1.7 Electrical Safety](#).

2.3 Housing Health and Safety Rating System

The Housing Health and Safety Rating System (HHSRS) is a method of assessing hazards, it is enforced by the Housing Act 2004. HHSRS guidance for landlords is here: [Housing health and safety rating system: guidance for landlords and property-related professionals](#). HHSRS applies to all dwellings, regardless of tenure. If significant hazards are identified, the Council may take enforcement action to reduce or remove hazards to an acceptable level; enforcement action must be taken where category 1 hazards are identified. A breach of enforcement action is an offence for which you can be prosecuted or a civil penalty of up to £30,000 can be imposed.

2.4 HMO Management Regulations

There are management regulations that apply to all HMOs. The person in control of or managing the HMO has duties under these regulations. [The Management of Houses in Multiple Occupation \(England\) Regulations 2006](#) apply to all HMOs except those consisting entirely of self-contained flats, to which the following apply: [Licensing and Management of Houses in Multiple Occupation \(Additional Provisions\) \(England\) Regulations 2007](#). A breach of management regulations is an offence for which you can be prosecuted or a civil penalty of up to £30,000 can be imposed.

Section 3: HMO Licensing

Mandatory licensing applies under [Part 2 of the Housing Act 2004](#), to HMOs with 5 or more occupiers; this means if you are responsible for an HMO requiring a licence, you must apply.

3.1 Who is responsible?

You are responsible for applying for an HMO licence;

if you own or lease a property which is subject to mandatory licensing, and you receive rent (either collected directly or by an agent) from tenants or licensees,

or, you receive the 'rack-rent' (two-thirds or more of the full net annual value of the rent) from a property which is subject to mandatory licensing. This includes tenants who sublet.

Operating an HMO that is subject to mandatory licensing without a licence (unless you have submitted a valid application) is a criminal offence, for which you may be prosecuted or receive a civil penalty of up to £30,000.

3.2 How do I apply?

Link to apply for an HMO Licence:

[Application to license a house in multiple occupation from West Oxfordshire District Council.](#)

If you have any trouble making an application, contact us at: ers@publicagroup.uk.

Section 4: Space and amenity standards for HMOs

The sizes and facilities specified are in most cases what the Council expects to be provided. However, depending on how the property is occupied, the layout, including communal space provision, and any other details specific to the property, some exceptions may be made. Assessment regarding any exception can only be made on a case-by-case basis. All amenities must be accessible internally, any external amenities will be excluded, e.g. outside toilets are excluded.

The sizes given refer to floor area. Any floor area where the ceiling height is less than 1.5m will not be included. At least 75% of the room must have a ceiling height of at least 2.1m.

For the purposes of determining the maximum permitted numbers of occupants for an HMO, the Council will have regard to the:

- [Bedrooms, including the sizes of the rooms.](#)
- [Bathrooms, toilets and personal washing facilities.](#)
- [Kitchens, cooking and food preparation facilities.](#)
- [Mandatory licence conditions.](#)

4.1 Bedrooms (sleeping accommodation)

The term 'bedroom' refers to any room used as sleeping accommodation, whether it is also used for other purposes. The areas detailed below refer to floor area and do not include enclosed areas such as en-suites. The floor area in rooms with unusual layouts will be assessed on a case-by-case basis and must be fit for purpose; for example, narrow entrances/hallways may be excluded from the floor area; built-in furniture or walk-in floor to ceiling cupboards, may be included. No other room or space shall count towards the floor area.

Number of occupiers	Bedroom	Bedroom with cooking facilities in the same room
One person	8 sqm	11 sqm
Two persons	13 sqm	16 sqm

Some smaller rooms maybe permitted but should not form the majority of the HMO. Generally, where there are smaller rooms some addition communal space should be provided, such as a dining area (either as part of the kitchen or a separate room), or a lounge. In any case, bedrooms which also contain cooking facilities must be safe to use; see [Exclusive use kitchens](#).

Any room below the statutory minimum size must not be used as sleeping accommodation. The statutory minimums are described by the [Licensing of Houses in Multiple Occupation \(Mandatory Conditions of Licences\) \(England\) Regulations 2018](#) and are as follows:

One child under the age of 10 years	4.64 sqm
One person aged 10 years or over	6.51 sqm
Two persons aged 10 years or over	10.22 sqm

All bedrooms must be provided with a minimum of four electrical sockets (or equivalent, e.g. two double sockets), which must be easily accessible and suitably located to not have trailing leads, nor require extension leads – inaccessible sockets will be disregarded.

4.2 Bathrooms, toilets and personal washing

All baths, showers and wash-hand basins must be equipped to provide an adequate supply of cold and constant hot water and must be fit for purpose.

Exclusive use facilities may also be provided, either within the letting as an ensuite which must be enclosed, or in a separate enclosed room ideally on the same floor. They must contain a toilet, wash-hand basin and a bath or fixed shower for the users not to count towards the number of occupiers sharing in the table below.

All bathrooms, shower-rooms and toilets, whether exclusive use or shared – which must be accessible from a common area – must be of adequate size and layout, be no more than one floor from any letting expected to use them, be provided with a suitable decorative finish which is capable of being kept in a clean and hygienic condition; in shared facilities cleaning is the manager's responsibility as it is in all common parts. Exclusive use facilities must be clean at the start of each occupancy. Suitable ventilation is required, see [Section 1.4 Ventilation](#).

Occupiers	Facilities required
3 to 4	One bathroom containing a bath or shower, and a wash-hand basin. One toilet, which can be included in the bathroom.
5	One bathroom containing a bath or shower, and a wash-hand basin. One toilet with a wash-hand basin, which must be separate from the bathroom.
6 to 7	Two bathrooms each containing a bath or shower, and a wash-hand basin. Two toilets, which can be included in the bathrooms.
8 to 10	Two bathrooms each containing a bath or shower, and a wash-hand basin. Two toilets, one of which can be included in a bathroom, the other must be in a separate compartment with a wash-hand basin.
Each 5 additional persons	One additional bathroom containing a bath or shower, and a wash-hand basin. One additional toilet; at least half of the total number of toilets must be in a separate compartment with a wash-hand basin.

4.3 Kitchens and cooking facilities

All kitchens should meet or exceed the minimum sizes and facility standards described below, be provided with a suitably located fire blanket, an adequate supply of cold and constant hot water to each sink, have a layout allowing safe and convenient use and be provided with decorative finish and surfaces which are capable of being kept in a clean and hygienic condition. In shared facilities cleaning is the manager's responsibility as it is in all common parts. Exclusive use facilities must be clean and in good condition at the start of each occupancy.

Where there is no dining area within or adjacent to the kitchen, kitchen facilities must be sited no more than one floor distance from each letting.

Occupiers	Kitchen	Kitchen-Diner
3 to 4	6 sqm	10 sqm
5 to 7	9 sqm	13 sqm
8 to 10	12 sqm	16 sqm

Shared kitchens

Shared kitchens must be accessible from a common area and must be equipped with facilities suitable for the number of occupiers. The facilities described for up to 5 persons is the minimum requirement for a shared kitchen.

No one kitchen shall provide for more than 10 persons.

Facilities	Up to 5 persons	6 to 7 persons	8 to 10 persons
Cooking	4 rings 1 oven and grill.	As 5 persons plus; combination microwave oven/grill. Or, 6 rings 2 ovens and grill.	As 5 persons plus; 4 rings, 1 oven and grill. Or, 6 rings 2 ovens and grill and combination microwave oven/grill.
Sink	1	1.5 or 1 plus dishwasher	2 or 1 plus dishwasher
Worktop	1500mm x 600mm	2000mm x 600mm	2500mm x 600mm
Electrical sockets	4	6	8
Storage	0.2 m ³ per person, approx. one 600mm base unit or one 1000mm wall unit.		
Fridge/Freezer	30 litres fridge space and 15 litres freezer space per person.		
Refuse disposal	Suitable covered refuse disposal facilities ~10 litres per person.		
Ventilation	See Section 1.4 Ventilation .		

Cooking:

Rings – can be gas or electric, they must be provided as a fixed hob or part of a freestanding cooker, portable hobs are not acceptable. The hob/cooker is to be located away from doorways with a minimum of 300mm worktop to both sides.

Ovens and grills – may be provided as integrated units or as part of a freestanding cooker; they must not be worktop appliances.

Combination microwave oven/grills – can be a worktop appliance; a microwave without oven/grill functions does not meet this requirement.

Sink – minimum bowl sizes: full 350mm x 350mm, half 150mm x 300mm, must be suitably installed, intended for kitchen use and include a draining board – if undermounted, see below.

Worktop – A worktop of smooth and impervious material. The stated sizes, or equivalent area, refers to clear worktop space to be available for food preparation, space taken up by any appliances, such as those required above, will not be included. If an undermounted sink is installed an additional 500mm of worktop must be provided in-lieu of a draining board.

Electrical sockets – numbered as single sockets, e.g. 6 = 3 double sockets, can be provided in any configuration of single/double sockets. They must be suitably spaced and located; to be fitted above worktop height and in addition to any used for fixed and/or other appliances, such as any 'white goods' or any appliances required above. Sockets for these appliances may be low level.

Storage – Drawers may count towards the space required but should not be the majority of any one person's storage. Space in a unit below a sink will not be counted but may be used for storage of cleaning materials etc. If kitchen space is limited, this may be provided within letting rooms.

Cupboard/drawer space should be allocated to lettings.

It is recognised cupboard sizes can vary depending on kitchen size/shape, allowances may be made to allow some storage space down to 0.15 m³, but the majority must meet the requirement.

Fridge/freezer – in addition to the minimum space, at least one fridge shelf and half a freezer shelf shall ordinarily be allocated per person. They can be provided in an adjacent and readily accessible position, **not in the escape route**.

Exclusive use fridge/freezers located in lettings can count towards this requirement, however there must still be a 'tall' combined fridge/freezer provided in the shared kitchen – if undercounter size there must be at least one of each, fridge and freezer. If a mix of exclusive use and shared fridges/freezers are provided, there must be some unallocated shared space available for use by all as and when needed, at least equivalent to the space required for one person.

Exclusive use kitchens

These may be within the same room as the bedroom/living accommodation or in another room. If provided within the same room, it must have a layout which allows safe use of the facilities and clear escape in the event of a fire. It is preferable to have the cooking facilities located so that they are not between the living/sleeping areas; if this is not the case, additional fire safety provisions, for example, a secondary means of escape or fire suppression, will be required.

Facilities	Per unit of accommodation, maximum 2 persons
Cooking	2 rings (fixed position) and either; an oven and grill (can be suitably located mini oven/worktop type) or, combination microwave oven/grill.
Sink	1 full bowl sink – see Sink above.
Worktop	1000mm x 600mm – see Worktop above.
Electrical sockets	4 – see Electrical Sockets above
Storage	0.2 m ³ per person, approx. one 600mm base unit or one 1000mm wall unit.
Fridge/Freezer	30 litres fridge space and 15 litres freezer space per person – see Fridge/freezer above
Refuse disposal	Suitable covered refuse disposal facilities ~10 litres per person.
Ventilation	See Section 1.4 Ventilation .

Section 5: Other considerations

The below is not exhaustive, there may be other considerations, legal or otherwise. Ultimately if you are the responsible party, it is your responsibility to ensure you are complying with all relevant legislation, regulations and any other applicable requirements.

5.1 Planning Permission

Planning permission is required for all HMOs with 7 or more occupiers and may be necessary for operation of the premises as an HMO. Compliance with the standards in this guide and/or the granting of an HMO licence does not imply that planning permission would be approved.

Enquiries regarding planning permission should be made to: planning@westoxon.gov.uk or call on [01993 861000](tel:01993861000). Further information can be found here: [Planning permission - West Oxfordshire](#)

5.2 Building Regulations

Where new building work is being carried out a Building Regulations application may be required. If you have any queries regarding Building Regulations or are in any doubt as to whether an application is needed, please contact Building Control at: building.control@westoxon.gov.uk or call them on [01993 861702](tel:01993861702).

Further information can be found here: [Building regulations - West Oxfordshire](#)

5.3 Section 257 HMOs

A Section 257 HMO is defined in the [Housing Act 2004, section 257](#). In short, it is a building or part of a building that has been converted into fully self-contained flats (units of accommodation containing a toilet, personal washing and cooking facilities); where the conversion does not meet the appropriate Building Regulations and of which fewer than two-thirds are owner-occupied. See also the [Licensing and Management of Houses in Multiple Occupation \(Additional Provisions\) \(England\) Regulations 2007](#).

5.4 Property Redress Schemes

If you are managing a property which you don't also own, it is likely you are carrying out 'property management work' and therefore must be a member of a property redress scheme. You can find more information about membership and the two schemes available here:

www.gov.uk/government/publications/lettings-agents-and-property-managers-redress-schemes

5.5 Illegal Eviction and Harassment

It is a criminal offence to unlawfully evict or harass your tenant. If found guilty of these offences, you could be imprisoned for up to 2 years and/or given an unlimited fine.

For further information see the following:

[Evicting tenants in England: Overview](#)

[Evicting tenants in England: Harassment and illegal evictions](#)

Private Sector Housing



**WEST OXFORDSHIRE
DISTRICT COUNCIL**

www.westoxon.gov.uk

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Civil Penalties under the Housing and Planning Act 2016 and The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020

In this policy, the term 'landlord' should be read as including letting agents, managing agents, licensors, property owners, directors of corporate landlords and any other person involved in the letting or management of privately rented accommodation.

In this policy, the term 'House of Multiple Occupation' or 'HMO' are defined by the Housing Act 2004.

Section 126 and Schedule 9 of the Housing and Planning Act 2016 provide local authorities with the power, through the insertion of section 249A Housing Act 2004, to impose a civil penalty as an alternative to prosecution in respect of the following offences under the Housing Act 2004:

- Failure to comply with an Improvement Notice [section 30]
- Offences relating to licensing of Houses in Multiple Occupation (HMOs) under Part 2 [section 72]
- Offences in relation to the Selective Licensing of 'houses' under Part 3 [section 95]
- Failure to comply with an Overcrowding Notice [section 139]
- Failure to comply with a management regulation in respect of an HMO [section 234]

Regulation 11 of The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 provides local authorities with the power to impose a civil penalty in respect of breaches of Regulation 3 of The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020.

In addition, section 23 of the Housing and Planning Act 2016 provides that a civil penalty may be imposed in respect of a breach of a Banning Order.

West Oxfordshire District Council has the power to impose a civil penalty of up to a maximum of £30,000 for each separate offence. If multiple offenders have committed the same offence at the same property, a separate civil penalty can, and usually will, be imposed on each offender. In each case, the level of civil penalty imposed on each offender will be in line with this policy.

This document outlines the Council's policy in setting the level of a civil penalty in each case where it has been determined to issue a civil penalty as an alternative to prosecution proceedings.

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The Council considers the need for transparency and consistency in the discharge of its functions under the Housing Act 2004 to be of primary importance. The general objective of this policy is to promote both transparency and consistency in the imposition of financial penalties under the 2004 Act so that, for example, those managing and having control of rented properties in the Council area (a) know how the Council will generally penalise relevant offences and

(b) are assured that, generally, similar cases will be penalised similarly and different cases penalised differently. The further objectives of using financial penalties as a means of enforcing the above offences are explained below.

Statutory Guidance

The Government has issued statutory guidance under Schedule 9 of the Housing & Planning Act 2016 entitled “Civil penalties under the Housing and Planning Act 2016. Guidance for Local Housing Authorities”. The Council has regard to this guidance in the exercise of their functions in respect of civil penalties.

Paragraph 3.5 of the statutory guidance states that ‘The actual amount levied in any particular case should reflect the severity of the offence, as well as taking account of the landlord’s previous record of offending’. The same paragraph sets out several factors to be taken into account to ensure that the civil penalty is set at an appropriate level in each case:

- a. **Severity of the offence.** The more serious the offence, the higher the penalty should be.
- b. **Culpability and track record of the offender.** A higher penalty will be appropriate where the offender has a history of failing to comply with their obligations and/or their actions were deliberate and/or they knew, or ought to have known, they were in breach of their legal responsibilities. Landlords are running a business and should be expected to be aware of their legal obligations.
- c. **The harm caused to the tenant.** This is a very important factor when determining the level of penalty. The greater the harm or the potential for harm (this may be as perceived by the tenant), the higher the amount should be when imposing a civil penalty.
- d. **Punishment of the offender.** A civil penalty should not be regarded as an easy or lesser option compared to prosecution. While the penalty should be proportionate and reflect both the severity of the offence and whether there is a pattern of previous offending, it is important that it is set at a high enough level to help ensure that it has a real economic impact on the offender and demonstrate the consequences of not complying with their responsibilities.
- e. **Deter the offender from repeating the offence.** The ultimate goal is to prevent any further offending and help ensure that the landlord fully complies with all of their legal responsibilities in future. The level of the penalty should therefore be set at a high enough level such that it is likely to deter the offender from repeating the offence.
- f. **Deter others from committing similar offences.** While the fact that someone has received a civil penalty will not be in the public domain, it is possible that other landlords in the local area will become aware through informal channels when someone has received a civil penalty. An important part of deterrence is the realisation that (a) the local authority is proactive in levying civil penalties where the need to do so exists and (b) that the level of civil penalty will be set at a high enough level to both punish the offender and deter repeat offending.

- g. **Remove any financial benefit the offender may have obtained as a result of committing the offence.** The guiding principle here should be to ensure that the offender does not benefit as a result of committing an offence, i.e. it should not be cheaper to offend than to ensure a property is well maintained and properly managed.

The factors detailed in the statutory guidance and policy aims will be considered by the Council when deciding where, within the Civil Penalties matrix below, a particular offence and penalty fall.

Other Policy Aims

The Council is mindful that despite its best efforts, some landlords may operate unlawfully for a significant period without detection, and only a proportion of landlords committing relevant offences will be discovered. The Council recognises that when deciding to impose a Civil Penalty, it should create an environment where it is clear to the offender and others, that operating unlawfully as a landlord will be financially disadvantageous when compared to operating lawfully.

The Council intends to create an environment where landlords engage with the Council's requests and demands fulsomely, openly and honestly. This helps create a level playing field which supports the aims of transparency and consistency. No landlord should be able to financially benefit from withholding information the Council deems relevant that is, or should be, in their control to disclose. It is expected that fulsome and complete supporting evidence is provided to support any written representations received in response to a Notice of Intent.

Civil Penalties Matrix

In determining the level of a civil penalty, the Council will have regard to the matrix set out below, which is to be read in conjunction with the associated guidance. The matrix is intended to provide an indicative 'starting level' under the various offence categories, with the final level of the civil penalty adjusted in each case, taking into account aggravating and mitigating factors the Council deems significant. These factors include, but are not limited to, factors relating to the track record and culpability of the landlord and the actual or potential harm to the occupants or others at risk.

In deciding what level of penalty to impose, officers will conduct the following four stage process. First, they will consider the seriousness of the relevant housing offence to identify a starting level of the penalty. Second, an assessment of the number of rental properties controlled or owned or managed by the landlord and/or their experience in the letting/management of property will be considered, which may have the effect of increasing or decreasing the penalty. Third, aggravating and mitigating factors that may relate to many factors including, but not limited to, culpability, track record, harm or potential harm will be considered, which may have the effect of increasing or decreasing the penalty. Fourth, if any of the discounts, as set out below, apply, the penalty will be decreased.

Once the seriousness of the relevant housing offence has been identified, the starting level of the penalty will be identified using the table below with the headings 'Seriousness of offence' and 'Starting level [£]'. Consideration of the number and type of rental properties controlled or owned or managed may adjust the penalty.

To reflect the seriousness of the offence(s) in question, the presence of one or more mitigating factors will rarely result in the penalty being decreased in excess of a total of £5,000. In exceptional

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circumstances, officers may determine that the presence of one or more mitigating factors justify a decrease in the penalty in excess of £5,000. The presence of numerous mitigating factors will not automatically be considered as exceptional circumstances.

The Council has not provided a list of mitigating factors in this policy because it acknowledges that there is a myriad of possible circumstances that might give rise to mitigation.

To ensure that any penalty imposed is proportionate to the offending behaviour, the presence of one or more aggravating factors will rarely result in the penalty being increased in excess of a total of £5,000. In exceptional circumstances, officers may determine that the presence of one or more aggravating factors justify an increase in the penalty in excess of £5,000. The presence of numerous aggravating factors will not automatically be considered as exceptional circumstances.

The Council may, exceptionally, including for the reason given above, increase the penalty by greater than £5,000 on account of aggravating factors or, again exceptionally, decrease it by greater than £5,000 on account of mitigating factors. In order to meet the objectives of this policy, including the need for transparency and consistency in the use of such penalties, the Council will exercise its discretion to increase or decrease a penalty by greater than £5,000 on account of aggravating or mitigating factors in exceptional circumstances only excluding any discounts as set out below. The Council will consider on a case-by-case basis whether any such circumstances exist.

Seriousness of offence	Starting level [£]
Mild	2500
Moderate	7500
Serious	12500
Very Serious	17500
Severe	22500
Very Severe	27500

Offences where a civil penalty may be levied as an alternative to prosecution and relevant considerations as to the level of that penalty

Failure to comply with an Improvement Notice - Section 30 of the Housing Act 2004

Maximum Court fine following prosecution that can be levied for failure to comply with an Improvement Notice - Unlimited

An Improvement Notice served under Part 1 Housing Act 2004 specifies repairs/improvements that the recipient should carry out in order to address one or more identified Category 1 and/or Category 2 hazards in a property. Category 1 hazards are the most serious hazards, judged to have the highest risk of harm to the occupiers; the Council has a duty to take appropriate action where a dwelling is found to have one or more Category 1 hazards present.

In some cases, the service of an Improvement Notice will have followed an informal stage, where the landlord had been given the opportunity to carry out improvements without the need for formal action. In such cases, an identified failure to comply with an Improvement Notice will represent a

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continued failure on the part of the landlord to deal appropriately with one or more significant hazards affecting the occupier[s] of and/or those at risk at the relevant dwelling.

The Council would view the offence of failing to comply with the requirements of an Improvement Notice as a significant issue.

The seriousness of the offence is viewed by the Council as being a severe matter, attracting a financial penalty with a starting level of £22,500.

Under the Council's policy the civil penalty for a landlord controlling/owning/managing one or two dwellings, including no more than one HMO, with no other relevant factors or aggravating features [see below], will reduce by £5,000, attracting a civil penalty of £17,500.

Under the Council's policy, the civil penalty for a landlord controlling/owning/managing a significant property portfolio, being three, four, or five dwellings, and/or two HMOs, with no other relevant factors or aggravating features [see below], will attract a civil penalty of £22,500.

Under the Council's policy, the civil penalty for a landlord controlling/owning/managing a large property portfolio, being six or more dwellings, and/or three or more HMOs and/or has demonstrated experience in the letting/management of property (irrespective of the size of the portfolio), with no other relevant factors or aggravating factors [see below], will increase by £5000, attracting a civil penalty of £27500.

Aggravating features/factors specific to non-compliance with an Improvement Notice

- The nature and extent of hazards that are present. Multiple hazards and/or severe/extreme hazards that are considered to have a significant impact on the health and/or safety of the occupant[s] in the property or visitors to the property, would justify an increase in the level of the civil penalty.

Generic aggravating features/factors

The Council will have regard to general factors in determining the final level of the civil penalty including, but not limited to:

- A previous history of non-compliance would justify an increased civil penalty. Non-exhaustive examples of previous non-compliance would include previous successful prosecutions [including recent convictions that were 'spent'], receipt of financial penalties, rent repayment orders, works in default of the landlord and breaches of regulations/obligations, irrespective of whether these breaches had been the subject of separate formal action.
- A failure to cooperate with a Council investigation. Non-exhaustive examples of failure to cooperate would include failing to comply with a s.16 Local Government (Miscellaneous Provisions) Act 1976 notice, failing to comply with a s.235 Housing Act 2004 notice, failing to provide a substantive response to a letter of alleged offence.
- Deliberate intent when committing the offence. Non-exhaustive examples of deliberate intent would include knowledge that the offence was occurring, committing the offence after relevant correspondence was sent by the Council.
- The number of residents placed at risk.
- Offending over an extended period of time i.e. 3 months or longer.

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- Whether any vulnerable residents were in occupation at the time of the offence. Non-exhaustive examples of vulnerable residents include young adults and children, persons vulnerable by virtue of age, persons vulnerable by virtue of disability or sensory impairment, persons with a drug or alcohol addiction, victims of domestic abuse, children in care or otherwise vulnerable by virtue of age, people with complex health conditions, people who do not speak English as their first language, victims of trafficking or sexual exploitation, refugees, asylum seekers.

Failure to License offences

Maximum Court fine following prosecution that can be levied for failure to license an HMO or Part 3 House – Unlimited

Failure to license a Mandatory 'HMO' – Section 72(1) of the Housing Act 2004

Under Part 2 Housing Act 2004, most higher risk HMOs occupied by 5 or more persons forming 2 or more households are required to hold a property licence issued by the local authority. HMO licensing was introduced to allow local authorities to regulate standards and conditions in high risk, multiply occupied residential premises. Through the property licence regime, local authorities ensure that the HMO has sufficient kitchens, baths/showers and WCs and place a limit on the number of persons permitted to occupy it and the licence holder is required to comply with a set of licence conditions.

The Council would view the offence of failing to license an HMO as a significant failing; Licensing was introduced by the Government in order to regulate management, conditions, standards and safety in the properties considered to represent the highest risk to tenants as regards such matters as fire safety and overcrowding.

This seriousness of the offence is viewed by the Council as being a Very Serious matter, attracting a financial penalty with a starting level of £17,500.

Under the Council's policy the civil penalty for a landlord controlling/owning/managing only one HMO dwelling and no more than one other dwelling that is not an HMO, with no other relevant factors or aggravating features [see below], will reduce by £5000, attracting a civil penalty of £12500.

Under the Council's policy, the civil penalty for a landlord controlling/owning/managing a significant property portfolio, being three, four, or five dwellings, and/or two HMOs, with no other relevant factors or aggravating features [see below], will attract a civil penalty of £17,500.

Under the Council's policy, the civil penalty for a landlord controlling/owning/managing a large property portfolio, being six or more dwellings, and/or three or more HMOs and/or has demonstrated experience in the letting/management of property (irrespective of the size of the portfolio), with no other relevant factors or aggravating factors [see below], will increase by £5,000, attracting a civil penalty of £22,500.

Aggravating features/factors specific to failure to licence offences

- The condition of the unlicensed property. The nature and extent of any significant hazards that are present would justify an increase in the level of the civil penalty. Equally, an HMO that was found to be poorly managed and/or lacking amenities/fire safety precautions and/or overcrowded would also justify an increased civil penalty.

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- Any demonstrated evidence that the landlord/agent was familiar with the need to obtain a property licence e.g. the fact that they were a named licence holder or manager in respect of an already licensed premises.

Generic aggravating features/factors

As set out under 'Failure to comply with an Improvement Notice' above.

Failure to Comply with an Overcrowding Notice – Section 139 of the Housing Act 2004

Maximum Court fine following prosecution that can be levied for failure to comply with an Overcrowding Notice – Unlimited

Section 139 Housing Act 2004 allows the Council to serve an Overcrowding Notice in respect of an HMO that is not required to be licensed under Part 2 Housing Act 2004. The notice specifies, on a room-by-room basis, the maximum number of persons allowed to occupy each room as sleeping accommodation or that the room is not considered suitable for that purpose.

The Council would view the offence of failing to comply with the requirements of an Overcrowding Notice as a significant matter, exposing the tenant[s] of an HMO to unacceptably cramped living conditions.

The seriousness of the offence is viewed by the Council as being a Very Serious matter, attracting a financial penalty with a starting level of £17,500.

Under the Council's policy the civil penalty for a landlord controlling/owning/managing one or two dwellings, including no more than one HMO, with no other relevant factors or aggravating features [see below], will reduce by £5,000, attracting a civil penalty of £12,500.

Under the Council's policy, the civil penalty for a landlord controlling/owning/managing a significant property portfolio, being three, four, or five dwellings, and/or two HMOs, with no other relevant factors or aggravating features [see below], will attract a civil penalty of £17,500.

Under the Council's policy, the civil penalty for a landlord controlling/owning/managing a large property portfolio, being six or more dwellings, and/or three or more HMOs and/or has demonstrated experience in the letting/management of property (irrespective of the size of the portfolio), with no other relevant factors or aggravating factors [see below], will increase by £5000, attracting a civil penalty of £22,500.

Aggravating features/factors specific to non-compliance with an Overcrowding Notice

- The level of overcrowding present – breaches that related to over-occupation of multiple rooms or extreme over-occupation of an individual room would justify a higher civil penalty.

Generic aggravating features/factors

As set out under 'Failure to comply with an Improvement Notice' above.

Failure to Comply with a Banning Order – Section 21 of the Housing And Planning Act 2016

Maximum Court fine that can be levied for failure to comply with a Banning Order following prosecution – Unlimited. In addition, the Court can also impose a prison sentence for up to 51 weeks.

Annex B

The Housing and Planning Act 2016 includes provisions and processes for a person to be banned from being involved, for a specified period, in one or more of the following activities:

- Letting housing
- Engaging in letting agency work
- Engaging in property management work

Banning Orders are reserved for what are recognised as being the most serious housing-related offences. In the event that the Council was satisfied that the offence of breaching a Banning Order had occurred, this would normally be the subject of prosecution proceedings. Where it was determined that a civil penalty would be appropriate in respect of a breach of a Banning Order, this would normally be set at the maximum level of £30,000 to reflect the severity of the offence.

Failure to Comply with The Management of Houses in Multiple Occupation [England] Regulations 2006 and The Licensing and Management of Houses in Multiple Occupation (Additional Provisions) (England) Regulations 2007

Maximum Court fine following prosecution that can be levied for failure to comply with each individual regulation - unlimited

The Management of Houses in Multiple Occupation (England) Regulations 2006 impose duties on the persons managing HMOs in respect of:

- Providing information to occupiers [Regulation 3]
- Taking safety measures, including fire safety measures [Regulation 4]
- Maintaining the water supply and drainage [Regulation 5]
- Supplying and maintaining gas and electricity, including having these services/appliances regularly inspected [Regulation 6]
- Maintaining common parts [Regulation 7]
- Maintaining living accommodation [Regulation 8]
- Providing sufficient waste disposal facilities [Regulation 9]

The Licensing and Management of Houses in Multiple Occupation (Additional Provisions) (England) Regulations 2007 impose duties on the persons managing HMOs as defined by Section 257 Housing Act 2004 in respect of:

- Providing information to occupiers [regulation 4]
- Taking safety measures, including fire safety measures [regulation 5]
- Maintaining the water supply and drainage [regulation 6]
- Supplying and maintaining gas and electricity, including having these services/appliances regularly inspected [regulation 7]
- Maintaining common parts [regulation 8]
- Maintaining living accommodation [regulation 9]
- Providing sufficient waste disposal facilities [regulation 10]

It is important that the manager of an HMO complies with all regulations, but the Council recognises that a failure to comply with certain regulations is likely to have a much bigger impact on the safety and comfort of residents than others.

Annex B

Failure to comply with the duty of manager to provide information to occupier

The Council would view the seriousness of the offence of failing to comply with the duty of the manager to provide information to occupier as a mild matter, attracting a financial penalty with a starting level of £2,500.

Under the Council's policy the civil penalty for a landlord controlling/owning/managing only one HMO dwelling and no more than one other dwelling that is not an HMO, with no other relevant factors or aggravating features [see below], will reduce by £2,000, attracting a civil penalty of £500.

Under the Council's policy, the civil penalty for a landlord controlling/owning/managing a significant property portfolio, being three, four, or five dwellings, and/or two HMOs, with no other relevant factors or aggravating features [see below], will attract a civil penalty of £2,500.

Under the Council's policy, the civil penalty for a landlord controlling/owning/managing a large property portfolio, being six or more dwellings, and/or three or more HMOs and/or has demonstrated experience in the letting/management of property (irrespective of the size of the portfolio), with no other relevant factors or aggravating factors [see below], will increase by £2000, attracting a civil penalty of £4500.

Aggravating features/factors specific to Management Regulation breach offences

- The number and/or nature and/or extent of the management regulation breach(es) and/or the deficiencies within each regulation.

Generic aggravating features/factors

As set out under 'Failure to comply with an Improvement Notice' above.

Duty of manager to take safety measures

The Council would view the seriousness of the offence of failing to comply with the duty of the manager to take safety measures as a Very Serious matter, attracting a financial penalty with a starting level of £17,500.

Under the Council's policy the civil penalty for a landlord controlling/owning/managing only one HMO dwelling and no more than one other dwelling that is not an HMO, with no other relevant factors or aggravating features [see below], will reduce by £5,000, attracting a civil penalty of £12,500.

Under the Council's policy, the civil penalty for a landlord controlling/owning/managing a significant property portfolio, being three, four, or five dwellings, and/or two HMOs, with no other relevant factors or aggravating features [see below], will attract a civil penalty of £17,500.

Under the Council's policy, the civil penalty for a landlord controlling/owning/managing a large property portfolio, being six or more dwellings, and/or three or more HMOs and/or has demonstrated experience in the letting/management of property (irrespective of the size of the portfolio), with no other relevant factors or aggravating factors [see below], will increase by £5000, attracting a civil penalty of £22,500.

Aggravating features/factors specific to Management Regulation breach offences

As set out under 'Failure to comply with the duty of manager to provide information to occupier' above.

Generic aggravating features/factors

Annex B

As set out under 'Failure to comply with an Improvement Notice' above.

Duty of manager to maintain water supply and drainage

The Council would view the seriousness of the offence of failing to comply with the duty of the manager to maintain the water supply and drainage as a serious matter, attracting a financial penalty with a starting level of £12,500.

Under the Council's policy the civil penalty for a landlord controlling/owning/managing only one HMO dwelling and no more than one other dwelling that is not an HMO, with no other relevant factors or aggravating features [see below], will reduce by £5,000, attracting a civil penalty of £7500.

Under the Council's policy, the civil penalty for a landlord controlling/owning/managing a significant property portfolio, being three, four, or five dwellings, and/or two HMOs, with no other relevant factors or aggravating features [see below], will attract a civil penalty of £12500.

Under the Council's policy, the civil penalty for a landlord controlling/owning/managing a large property portfolio, being six or more dwellings, and/or three or more HMOs and/or has demonstrated experience in the letting/management of property (irrespective of the size of the portfolio), with no other relevant factors or aggravating factors [see below], will increase by £5000, attracting a civil penalty of £17,500.

Aggravating features/factors specific to Management Regulation breach offences

As set out under 'Failure to comply with the duty of manager to provide information to occupier' above.

Generic aggravating features/factors

As set out under 'Failure to comply with an Improvement Notice' above.

Duty of manager to supply and maintain gas and electricity

The Council would view the seriousness of the offence of failing to comply with the duty of the manager to maintain the gas and electricity supply as a Serious matter, attracting a financial penalty with a starting level of £12,500.

Under the Council's policy the civil penalty for a landlord controlling/owning/managing only one HMO dwelling and no more than one other dwelling that is not an HMO, with no other relevant factors or aggravating features [see below], will reduce by £5,000, attracting a civil penalty of £7500.

Under the Council's policy, the civil penalty for a landlord controlling/owning/managing a significant property portfolio, being three, four, or five dwellings, and/or two HMOs, with no other relevant factors or aggravating features [see below], will attract a civil penalty of £12,500.

Under the Council's policy, the civil penalty for a landlord controlling/owning/managing a large property portfolio, being six or more dwellings, and/or three or more HMOs and/or has demonstrated experience in the letting/management of property (irrespective of the size of the portfolio), with no other relevant factors or aggravating factors [see below], will increase by £5000, attracting a civil penalty of £17,500.

Aggravating features/factors specific to Management Regulation breach offences

As set out under 'Failure to comply with the duty of manager to provide information to occupier' above.

Annex B

Generic aggravating features/factors

As set out under 'Failure to comply with an Improvement Notice' above.

Duty of manager to maintain common parts, fixtures, fittings and appliances

The Council would view the seriousness of the offence of failing to comply with the duty of the manager to maintain the common parts, fixture, fittings and appliances as a Moderate matter, attracting a financial penalty with a starting level of £7,500.

Under the Council's policy the civil penalty for a landlord controlling/owning/managing only one HMO dwelling and no more than one other dwelling that is not an HMO, with no other relevant factors or aggravating features [see below], will reduce by £5,000, attracting a civil penalty of £2,500.

Under the Council's policy, the civil penalty for a landlord controlling/owning/managing a significant property portfolio, being three, four, or five dwellings, and/or two HMOs, with no other relevant factors or aggravating features [see below], will attract a civil penalty of £7,500.

Under the Council's policy, the civil penalty for a landlord controlling/owning/managing a large property portfolio, being six or more dwellings, and/or three or more HMOs and/or has demonstrated experience in the letting/management of property (irrespective of the size of the portfolio), with no other relevant factors or aggravating factors [see below], will increase by £5,000, attracting a civil penalty of £12,500.

Aggravating features/factors specific to Management Regulation breach offences

As set out under 'Failure to comply with the duty of manager to provide information to occupier' above.

Generic aggravating features/factors

As set out under 'Failure to comply with an Improvement Notice' above.

Duty of manager to maintain living accommodation

The Council would view the seriousness of the offence of failing to comply with the duty of the manager to maintain the living accommodation as a Moderate matter, attracting a financial penalty with a starting level of £7,500.

Under the Council's policy the civil penalty for a landlord controlling/owning/managing only one HMO dwelling and no more than one other dwelling that is not an HMO, with no other relevant factors or aggravating features [see below], will reduce by £5,000, attracting a civil penalty of £2,500.

Under the Council's policy, the civil penalty for a landlord controlling/owning/managing a significant property portfolio, being three, four, or five dwellings, and/or two HMOs, with no other relevant factors or aggravating features [see below], will attract a civil penalty of £7,500.

Under the Council's policy, the civil penalty for a landlord controlling/owning/managing a large property portfolio, being six or more dwellings, and/or three or more HMOs and/or has demonstrated experience in the letting/management of property (irrespective of the size of the portfolio), with no other relevant factors or aggravating factors [see below], will increase by £5,000, attracting a civil penalty of £12,500.

Aggravating features/factors specific to Management Regulation breach offences

Annex B

As set out under 'Failure to comply with the duty of manager to provide information to occupier' above.

Generic aggravating features/factors

As set out under 'Failure to comply with an Improvement Notice' above.

Duty to provide waste disposal facilities

The Council would view the seriousness of the offence of failing to comply with the duty of the manager to provide waste disposal facilities as a Moderate matter, attracting a financial penalty with a starting level of £7,500.

Under the Council's policy the civil penalty for a landlord controlling/owning/managing only one HMO dwelling and no more than one other dwelling that is not an HMO, with no other relevant factors or aggravating features [see below], will reduce by £5,000, attracting a civil penalty of £2,500.

Under the Council's policy, the civil penalty for a landlord controlling/owning/managing a significant property portfolio, being three, four, or five dwellings, and/or two HMOs, with no other relevant factors or aggravating features [see below], will attract a civil penalty of £7,500.

Under the Council's policy, the civil penalty for a landlord controlling/owning/managing a large property portfolio, being six or more dwellings, and/or three or more HMOs and/or has demonstrated experience in the letting/management of property (irrespective of the size of the portfolio), with no other relevant factors or aggravating factors [see below], will increase by £5,000, attracting a civil penalty of £12,500.

Aggravating features/factors specific to Management Regulation breach offences

As set out under 'Failure to comply with the duty of manager to provide information to occupier' above.

Generic aggravating features/factors

As set out under 'Failure to comply with an Improvement Notice' above.

Breach of licence conditions – Section 72(3) Housing Act 2004

Maximum Court fine following prosecution that can be levied for failure to comply with a licence condition - unlimited

All granted HMO licences impose a set of conditions on the licence holder. These conditions impose a variety of obligations relating to the letting, management and condition of the rented property.

It is important that the manager of a licensed property complies with all imposed conditions, but the Council recognises that a failure to comply with certain licence conditions is likely to have a much bigger impact on the safety and comfort of residents than others.

Failure to comply with licence conditions related to:

- ***Signage or the provision of information for tenants***
- ***Provision of written terms of occupancy for tenants***
- ***Procedures regarding complaints***
- ***Procedures regarding vetting of incoming tenants***
- ***Compliance with deposit protection legislation***

Annex B

- *The recording and provision of information regarding rent payments*
- *Procedures relating to rent collection*
- *The provision of information regarding occupancy of the property*
- *The provision of information regarding change of managers or licence holder details*
- *The provision of information related to changes in the property*
- *The provision of information relating to a change in mortgage provider*
- *Requirements relating to the sale of the property*
- *Attending training courses*
- *Requirements to hold insurance*
- *The provision of insurance documentation*
- *The provision of or obtaining of suitable references*
- *The provision of keys and alarm codes*
- *Security provisions for access to the property*
- *The provision of suitable means for occupiers to regulate temperature*

The Council would view the seriousness of the offence of failing to comply with a licence condition relating to the bullet points directly above as a mild matter, attracting a financial penalty with a starting level of £2,500.

Under the Council's policy the civil penalty for a landlord controlling/owning/managing one or two dwellings, including no more than one HMO, with no other relevant factors or aggravating features [see below], will reduce by £2,000, attracting a civil penalty of £500.

Under the Council's policy, the civil penalty for a landlord controlling/owning/managing a significant property portfolio, being three, four, or five dwellings, and/or two HMOs, with no other relevant factors or aggravating features [see below], will attract a civil penalty of £2,500.

Under the Council's policy, the civil penalty for a landlord controlling/owning/managing a large property portfolio, being six or more dwellings, and/or three or more HMOs and/or has demonstrated experience in the letting/management of property (irrespective of the size of the portfolio), with no other relevant factors or aggravating factors [see below], will increase by £2,000, attracting a civil penalty of £4,500.

Aggravating features/factors specific to Licence Condition breach offences

- The number and/or nature and/or extent of the licence condition regulation breach(es) and/or the deficiencies within each licence condition breach.

Generic aggravating features/factors

As set out under 'Failure to comply with an Improvement Notice' above.

Failure to comply with licence conditions related to:

- *Procedures and actions regarding Inspections*
- *Procedures regarding Repair issues*
- *Maintenance and use of common parts (including gardens, outbuildings and property exterior) and living areas*
- *Safeguarding occupiers and minimising disruption during works*
- *The provision of information regarding alterations and construction works*
- *Procedures regarding emergency issues*
- *Waste and waste receptacles, pests, minor repairs, alterations or decoration.*
- *Giving written notice prior to entry*

Annex B

- ***Allowing access for inspections***
- ***Minimising risk of water contamination***
- ***The compliance of furnishings or furniture with fire safety regulations***

The Council would view the seriousness of the offence of failing to comply with a licence condition relating to the bullet points directly above as a Moderate matter, attracting a financial penalty with a starting level of £7,500.

Under the Council's policy the civil penalty for a landlord controlling/owning/managing one or two dwellings, including no more than one HMO, with no other relevant factors or aggravating features [see below], will reduce by £5,000, attracting a civil penalty of £2,500.

Under the Council's policy, the civil penalty for a landlord controlling/owning/managing a significant property portfolio, being three, four, or five dwellings, and/or two HMOs, with no other relevant factors or aggravating features [see below], will attract a civil penalty of £7,500.

Under the Council's policy, the civil penalty for a landlord controlling/owning/managing a large property portfolio, being six or more dwellings, and/or three or more HMOs and/or has demonstrated experience in the letting/management of property (irrespective of the size of the portfolio), with no other relevant factors or aggravating factors [see below], will increase by £5000, attracting a civil penalty of £12,500.

Aggravating features/factors specific to Licence Condition breach offences

- The number and/or nature and/or extent of the licence condition regulation breach(es) and/or the deficiencies within each licence condition breach.

Generic aggravating features/factors

As set out under 'Failure to comply with an Improvement Notice' above.

Failure to comply with licence conditions related to:

- ***The provision of documentation regarding energy performance certificates, fire detection and prevention, emergency lighting, carbon monoxide detection, fire risk assessments, gas installations, electric installations and appliances***
- ***Notification of legal proceedings, contraventions and other relevant information that may affect a fit and proper person status***
- ***Procedures and actions regarding ASB***

The Council would view the seriousness of the offence of failing to comply with a licence condition relating to the bullet points directly above as a Serious matter, attracting a financial penalty with a starting level of £12,500.

Under the Council's policy the civil penalty for a landlord controlling/owning/managing one or two dwellings, including no more than one HMO, with no other relevant factors or aggravating features [see below], will reduce by £5,000, attracting a civil penalty of £7,500.

Under the Council's policy, the civil penalty for a landlord controlling/owning/managing a significant property portfolio, being three, four, or five dwellings, and/or two HMOs, with no other relevant factors or aggravating features [see below], will attract a civil penalty of £12,500.

Annex B

Under the Council's policy, the civil penalty for a landlord controlling/owning/managing a large property portfolio, being six or more dwellings, and/or three or more HMOs and/or has demonstrated experience in the letting/management of property (irrespective of the size of the portfolio), with no other relevant factors or aggravating factors [see below], will increase by £5,000, attracting a civil penalty of £17,500.

Aggravating features/factors specific to Licence Condition breach offences

- The number and/or nature and/or extent of the licence condition regulation breach(es) and/or the deficiencies within each licence condition breach.

Generic aggravating features/factors

As set out under 'Failure to comply with an Improvement Notice' above.

Failure to comply with licence conditions related to:

- **Minimum floor areas**
- **Occupancy rates**
- **Occupancy of rooms or areas that are not to be used as sleeping accommodation**
- **Limits on number of households allowed to occupy the property or part of the property**
- **Regular testing of alarms (smoke detectors/alarms, and heat detectors/alarms)**

The Council would view the seriousness of the offence of failing to comply with a licence condition relating to the bullet points directly above as a Very Serious matter, attracting a financial penalty with a starting level of £17,500.

Under the Council's policy the civil penalty for a landlord controlling/owning/managing one or two dwellings, including no more than one HMO, with no other relevant factors or aggravating features [see below], will reduce by £5,000, attracting a civil penalty of £12,500.

Under the Council's policy, the civil penalty for a landlord controlling/owning/managing a significant property portfolio, being three, four, or five dwellings, and/or two HMOs, with no other relevant factors or aggravating features [see below], will attract a civil penalty of £17,500.

Under the Council's policy, the civil penalty for a landlord controlling/owning/managing a large property portfolio, being six or more dwellings, and/or three or more HMOs and/or has demonstrated experience in the letting/management of property (irrespective of the size of the portfolio), with no other relevant factors or aggravating factors [see below], will increase by £5000, attracting a civil penalty of £22,500.

Aggravating features/factors specific to Licence Condition breach offences

- The number and/or nature and/or extent of the licence condition regulation breach(es) and/or the deficiencies within each licence condition breach.

Generic aggravating features/factors

As set out under 'Failure to comply with an Improvement Notice' above.

Failure to comply with licence conditions related to:

- **The condition or existence of smoke alarms, carbon monoxide alarms, emergency lighting, gas installations, electric installations and appliances, fire detection or other fire safety features or requirements**

Annex B

- ***A safe means of escape***

The Council would view the seriousness of the offence of failing to comply with a licence condition relating to the bullet points directly above as a Severe matter, attracting a financial penalty with a starting level of £22,500.

Under the Council's policy the civil penalty for a landlord controlling/owning/managing one or two dwellings, including no more than one HMO, with no other relevant factors or aggravating features [see below], will reduce by £5,000, attracting a civil penalty of £17,500.

Under the Council's policy, the civil penalty for a landlord controlling/owning/managing a significant property portfolio, being three, four, or five dwellings, and/or two HMOs, with no other relevant factors or aggravating features [see below], will attract a civil penalty of £22,500.

Under the Council's policy, the civil penalty for a landlord controlling/owning/managing a large property portfolio, being six or more dwellings, and/or three or more HMOs and/or has demonstrated experience in the letting/management of property (irrespective of the size of the portfolio), with no other relevant factors or aggravating factors [see below], will increase by £5,000, attracting a civil penalty of £27,500.

Aggravating features/factors specific to Licence Condition breach offences

- The number and/or nature and/or extent of the licence condition regulation breach(es) and/or the deficiencies within each licence condition breach.

Generic aggravating features/factors

As set out under 'Failure to comply with an Improvement Notice' above.

Failure to Comply with Regulation 3 of The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020

Regulation 3 of The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 impose duties on private landlords in relation to electrical installations. Regulation 3 is detailed below:

3. Duties of private landlords in relation to electrical installations

- (1) A private landlord who grants or intends to grant a specified tenancy must—
 - (a) ensure that the electrical safety standards are met during any period when the residential premises are occupied under a specified tenancy;
 - (b) ensure every electrical installation in the residential premises is inspected and tested at regular intervals by a qualified person; and
 - (c) ensure the first inspection and testing is carried out—
 - (i) before the tenancy commences in relation to a new specified tenancy; or
 - (ii) by 1st April 2021 in relation to an existing specified tenancy.
- (2) For the purposes of sub-paragraph (1)(b) "at regular intervals" means—
 - (a) at intervals of no more than 5 years; or
 - (b) where the most recent report under sub-paragraph (3)(a) requires such inspection and testing to be at intervals of less than 5 years, at the intervals specified in that report.

Annex B

(3) Following the inspection and testing required under sub-paragraphs (1)(b) and (c) a private landlord must—

- (a) obtain a report from the person conducting that inspection and test, which gives the results of the inspection and test and the date of the next inspection and test;
- (b) supply a copy of that report to each existing tenant of the residential premises within 28 days of the inspection and test;
- (c) supply a copy of that report to the local housing authority within 7 days of receiving a request in writing for it from that authority;
- (d) retain a copy of that report until the next inspection and test is due and supply a copy to the person carrying out the next inspection and test; and
- (e) supply a copy of the most recent report to—
 - (i) any new tenant of the specified tenancy to which the report relates before that tenant occupies those premises; and
 - (ii) any prospective tenant within 28 days of receiving a request in writing for it from that prospective tenant.

(4) Where a report under sub-paragraph (3)(a) indicates that a private landlord is or is potentially in breach of the duty under sub-paragraph (1)(a) and the report requires the private landlord to undertake further investigative or remedial work, the private landlord must ensure that further investigative or remedial work is carried out by a qualified person within—

- (a) 28 days; or
- (b) the period specified in the report if less than 28 days, starting with the date of the inspection and testing.

(5) Where paragraph (4) applies, a private landlord must—

- (a) obtain written confirmation from a qualified person that the further investigative or remedial work has been carried out and that—
 - (i) the electrical safety standards are met; or
 - (ii) further investigative or remedial work is required;
- (b) supply that written confirmation, together with a copy of the report under sub-paragraph (3)(a) which required the further investigative or remedial work to each existing tenant of the residential premises within 28 days of completion of the further investigative or remedial work; and
- (c) supply that written confirmation, together with a copy of the report under sub-paragraph (3)(a) which required the further investigative or remedial work to the local housing authority within 28 days of completion of the further investigative or remedial work.

(6) Where further investigative work is carried out in accordance with paragraph (4) and the outcome of that further investigative work is that further investigative or remedial work is required, the private landlord must repeat the steps in paragraphs (4) and (5) in respect of that further investigative or remedial work.

(7) For the purposes of sub-paragraph (3)(e)(ii) a person is a prospective tenant in relation to residential premises if that person—

- (a) requests any information about the premises from the prospective landlord for the purpose of deciding whether to rent those premises;
- (b) makes a request to view the premises for the purpose of deciding whether to rent those premises; or
- (c) makes an offer, whether oral or written, to rent those premises.

Annex B

It is important that a private landlord complies with all aspects of Regulation 3 of The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020, however, the Council recognises that a failure to comply with certain aspects of Regulation 3 is likely to have a much bigger impact on the safety and comfort of residents than others.

Failure to comply with Regulation 3 of The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 sections (3)(b), 3(d), 3(e)

The Council would view the seriousness of the offence of failing to comply with (3)(b), 3(d) or 3(e) of Regulation 3 of The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 as a mild matter, attracting a financial penalty with a starting level of £2,500.

Under the Council's policy the civil penalty for a landlord controlling/owning/managing one or two dwellings, including no more than one HMO, with no other relevant factors or aggravating features [see below], will reduce by £2,000, attracting a civil penalty of £500.

Under the Council's policy, the civil penalty for a landlord controlling/owning/managing a significant property portfolio, being three, four, or five dwellings, and/or two HMOs, with no other relevant factors or aggravating features [see below], will attract a civil penalty of £2,500.

Under the Council's policy, the civil penalty for a landlord controlling/owning/managing a large property portfolio, being six or more dwellings, and/or three or more HMOs and/or has demonstrated experience in the letting/management of property (irrespective of the size of the portfolio), with no other relevant factors or aggravating factors [see below], will increase by £2,000, attracting a civil penalty of £4,500.

Aggravating features/factors specific to Electrical Safety Regulations breaches of duty

- The number and/or nature and/or extent of the Electrical Safety Regulation breach(es) within each sub-regulation.
- Using an unqualified person lacking appropriate certification to carry out inspection, testing, investigative or remedial work.

Generic aggravating features/factors

As set out under 'Failure to comply with an Improvement Notice' above.

Failure to comply with Regulation 3 of The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 sections (1)(a), (1)(b), (1)(c), (3)(a), (3)(c), (5)(b), (5)(c)

The Council would view the seriousness of the offence of failing to comply with (1)(a), (1)(b), (1)(c), (3)(a), (3)(c), (5)(b) or (5)(c) of Regulation 3 of The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 as a Serious matter, attracting a financial penalty with a starting level of £12,500.

Under the Council's policy the civil penalty for a landlord controlling/owning/managing one or two dwellings, including no more than one HMO, with no other relevant factors or aggravating features [see below], will reduce by £5,000, attracting a civil penalty of £7,500.

Under the Council's policy, the civil penalty for a landlord controlling/owning/managing a significant property portfolio, being three, four, or five dwellings, and/or two HMOs, with no other relevant factors or aggravating features [see below], will attract a civil penalty of £12,500.

Annex B

Under the Council's policy, the civil penalty for a landlord controlling/owning/managing a large property portfolio, being six or more dwellings, and/or three or more HMOs and/or has demonstrated experience in the letting/management of property (irrespective of the size of the portfolio), with no other relevant factors or aggravating factors [see below], will increase by £5,000, attracting a civil penalty of £17,500.

Aggravating features/factors specific to Electrical Safety Regulations breaches of duty

- The number and/or nature and/or extent of the Electrical Safety Regulation breach(es) within each sub-regulation.
- Using an unqualified person lacking appropriate certification to carry out inspection, testing, investigative or remedial work.

Generic aggravating features/factors

As set out under 'Failure to comply with an Improvement Notice' above.

Failure to comply with Regulation 3 of The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 sections (4), (5a), (6)

The Council would view the seriousness of the offence of failing to comply with (4), (5a) or (6) of Regulation 3 of The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 as a Very Serious matter, attracting a financial penalty with a starting level of £17,500.

Under the Council's policy the civil penalty for a landlord controlling/owning/managing one or two dwellings, including no more than one HMO, with no other relevant factors or aggravating features [see below], will reduce by £5,000, attracting a civil penalty of £12,500.

Under the Council's policy, the civil penalty for a landlord controlling/owning/managing a significant property portfolio, being three, four, or five dwellings, and/or two HMOs, with no other relevant factors or aggravating features [see below], will attract a civil penalty of £17,500.

Under the Council's policy, the civil penalty for a landlord controlling/owning/managing a large property portfolio, being six or more dwellings, and/or three or more HMOs and/or has demonstrated experience in the letting/management of property (irrespective of the size of the portfolio), with no other relevant factors or aggravating factors [see below], will increase by £5,000, attracting a civil penalty of £22,500.

Aggravating features/factors specific to Electrical Safety Regulations breaches of duty

- The number and/or nature and/or extent of the Electrical Safety Regulation breach(es) within each sub-regulation.
- Using an unqualified person lacking appropriate certification to carry out inspection, testing, investigative or remedial work.

Generic aggravating features/factors

As set out under 'Failure to comply with an Improvement Notice' above.

Process for imposing a civil penalty and the right to make representations

Before imposing a financial penalty on a person, the Council will give the person a Notice of Intent.

A person who is given a Notice of Intent may make written representations to the Council about the proposal to impose a financial penalty. Any representations must be made within a 28-day period, this period starting the day after the date on which the Notice of Intent was given. As the burden lies with the recipient of any such notice to explain why, exceptionally, the Council should, or should not, depart from the Civil Penalties Matrix and guidance above, the Council will expect the recipient of a Notice of Intent to explain and provide fulsome and cogent evidence to support the existence of any such circumstances when they make representations in response to the notice.

In the event of two or more persons receiving separate Notices of Intent for the same matter, it should be noted that acceptance/payment of a civil penalty by one person will not negate the Council's intention to impose a civil penalty on the second or further persons. Each person served with the Notice of Intent is considered individually liable to pay the civil penalty notified to them. It is therefore important that any recipient of a Notice of Intent takes the opportunity to make representations should they consider for any reason a civil penalty should not be individually imposed upon them.

After the end of the period for representations the Council will:

- (a) Decide whether to impose a financial penalty on the person, and
- (b) If it decides to impose a financial penalty, decide the amount of the penalty

In determining whether to impose a financial penalty, and the level of any penalty, the Council will consider any written representations received in the appropriate time period and will also consider the totality principle.

Furthermore, an offender's compliance with the identified breach during the representation period would not, in itself, be reason for the Council to determine that the imposition of a financial penalty was inappropriate. However, compliance at that stage may be relevant with respect to any mitigating factors that could decrease the amount of any imposed financial penalty.

If, following the receipt of written representations and/or the expiry of the time period to make written representations, the Council decides to impose a financial penalty on the person, it will give the person a Final Notice imposing that penalty.

The Final Notice will set out and summarise:

- a) The amount of the financial penalty,
- b) The reasons for imposing the penalty,
- c) Information about how to pay the penalty,
- d) The period for payment of the penalty,
- e) Information about rights of appeal, and
- f) The consequences of failure to comply with the notice

Discounts

The Council will automatically apply the following discounted rates to any imposed financial penalties in the following circumstances:

- A discount of 15% of the original calculated financial penalty will be deducted from the penalty imposed in the Final Notice should the penalty be paid within a specified time period (normally 28 days).

Illustrative example

The landlord of a Mandatory HMO property fails to obtain a licence. They only operate two HMO properties and there are no other relevant factors or aggravating features. The offence is regarded as a very serious matter. Upon receipt of the 'Notice of Intent' to impose a £17,500 financial penalty, written representations are made to the Council.

On account of the written representations received from the landlord, the council imposes a financial penalty of £16,000. In the event the landlord pays within the specified period a 15% discount is given so that the landlord makes a discounted payment of £13,600.

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Equality and Rurality Impact Assessment Form

When completing this form you will need to provide evidence that you have considered how the 'protected characteristics' may be impacted upon by this decision. In line with the General Equality Duty the Council must, in the exercise of its functions, have due regard for the need to:

- a) Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
- b) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

This form should be completed in conjunction with the guidance document available on the Intranet

Once completed a copy should be emailed to cheryl.sloan@publicagroup.uk to be signed off by an equalities officer before being published.

1. Persons responsible for this assessment:

Names: Philip Measures	
Date of assessment: 19 th May 2025	Telephone: Email: philip.measures@publicagroup.uk

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

HMO Licence Fee and Period HMO Amenities Standards Policy The Civil Penalties Enforcement Policy
--

3. Briefly describe it aims and objectives

This report reviews policies concerning private sector housing. The update is required to take account of legislative changes and to take into account new guidance and Tribunal decisions.

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

The Housing Act 2004 The Housing and Planning Act 2016 LACORS guidance
--

The Renters Rights Bill. This legislation currently passing through both houses, introduces new standards and expectations on Councils in the delivery of their Private Sector Housing duties.

5. What evidence has helped to inform this assessment?

Source	✓	If ticked please explain what
Demographic data and other statistics, including census findings	✓	Private Sector Housing Stock Conditions Survey.
Recent research findings including studies of deprivation	<input type="checkbox"/>	
Results of recent consultations and surveys	<input type="checkbox"/>	
Results of ethnic monitoring data and any equalities data	<input type="checkbox"/>	
Anecdotal information from groups and agencies within Gloucestershire	<input type="checkbox"/>	
Comparisons between similar functions / policies elsewhere	<input type="checkbox"/>	
Analysis of audit reports and reviews	<input type="checkbox"/>	
Other:	✓	Ist Tier Property Tribunal decisions, meaning the current Private Sector Housing policies are out of date.

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

At West Oxfordshire, a business case is proposed to carry out a new PSH Stock Conditions Survey because the existing one is over 10 years old.

7. Has any consultation been carried out?

No

--

If NO please outline any planned activities

--

8. What level of impact either directly or indirectly will the proposal have upon the general public / staff? (Please quantify where possible)

Level of impact	Response
NO IMPACT – The proposal has no impact upon the general public/staff	✓
LOW – Few members of the general public/staff will be affected by this proposal	<input type="checkbox"/>
MEDIUM – A large group of the general public/staff will be affected by this proposal	<input type="checkbox"/>
HIGH – The proposal will have an impact upon the whole community/all staff	<input type="checkbox"/>
The policy renews an existing, so the impact should be positive. Landlords who are non-complaint, may face additional sanctions as a result of this policy being in place.	

9. Considering the available evidence, what type of impact could this function have on any of the protected characteristics?

Negative – it could disadvantage and therefore potentially not meet the General Equality duty;

Positive – it could benefit and help meet the General Equality duty;

Neutral – neither positive nor negative impact / Not sure

	Potential Negative	Potential Positive	Neutral	Reasons	Options for mitigating adverse impacts
Age – Young People			✓	The policy is concerned with the regulation of conditions in private sector housing, for the benefit of all residents. It does not introduce anything new that would have either a positive	

				or negative impact on individuals with protected characteristics.	
Age – Old People			✓		
Disability			✓		
Sex – Male			✓		
Sex – Female			✓		
Race including Gypsy and Travellers			✓		
Religion or Belief			✓		
Sexual Orientation			✓		
Gender Reassignment			✓		
Pregnancy and maternity			✓		
Geographical impacts on one area			✓		
Other Groups			✓		
Rural considerations: ie Access to services; leisure facilities, transport; education; employment; broadband.			✓		

10. Action plan (add additional lines if necessary)

Action(s)	Lead Officer	Resource	Timescale
n/a			


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

Declaration

I/We are satisfied that an equality impact assessment has been carried out on this policy, service, strategy, procedure or function and where an negative impact has been identified actions have been developed to lessen or negate this impact. We understand that the Equality Impact Assessment is required by the District Council and that we take responsibility for the completion and quality of this assessment.

Completed By:		Date:	
Line Manager:	Phil Measures	Date:	19/05/25
Reviewed by Corporate Equality Officer:	[redacted]	Date:	24/06/25

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 <p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>	<p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>
<p>Name and Date of Committee</p>	<p>EXECUTIVE – 9 JULY 2025</p>
<p>Subject</p>	<p>CLIMATE CHANGE STRATEGY 2025-2030</p>
<p>Wards Affected</p>	<p>ALL</p>
<p>Accountable Member</p>	<p>Councillor Andrew Prosser – Executive Member for Climate Action and Nature Recovery Email: andrew.prosser@westoxon.gov.uk</p>
<p>Accountable Officer</p>	<p>Hannah Kenyon – Climate Change Manager Email: hannah.kenyon@westoxon.gov.uk</p>
<p>Report Author</p>	<p>Hannah Kenyon – Climate Change Manager Email: hannah.kenyon@westoxon.gov.uk</p>
<p>Purpose</p>	<p>To approve the West Oxfordshire Climate Change Strategy 2025-2030</p>
<p>Annexes</p>	<p>Annex A – West Oxfordshire Climate Change Strategy 2025-2030</p>
<p>Recommendation</p>	<p>That the Executive resolves to:</p> <ol style="list-style-type: none"> I. Approve the West Oxfordshire Climate Change Strategy 2025-2030 to achieve districtwide net zero by 2050 and climate resilience.
<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>
<p>Exempt</p>	<p>NO</p>
<p>Consultees/ Consultation</p>	<p>Officers and partner organisations have been consulted on the Strategy.</p>

1. BACKGROUND

- 1.1** The Climate Change Act 2008 requires the UK to reduce emissions by at least 100% by 2050 compared to 1990 levels.
- 1.2** West Oxfordshire District Council declared a Climate Change and Ecological Emergency in 2019 and approved the Climate Change Strategy 2021-2025.
- 1.3** Addressing climate change and accelerating nature recovery are key priorities in the Council Plan 2023-27.
- 1.4** The Council has committed to achieving carbon neutrality by 2030. The Carbon Action Plan 2024-2030 includes a carbon baseline, pathways and actions to achieve this target.
- 1.5** The West Oxfordshire Nature Recovery Plan 2024-2030 sets out nature recovery actions, with strong synergies between climate and nature.
- 1.6** Local Government Reorganisation and devolution has the potential to impact on the delivery of this strategy. Projects will either be completed or be at an appropriate stage by 2028 to handover to the new unitary and strategic authorities.

2. MAIN POINTS

- 2.1** The Climate Change Strategy sets out actions to progress over the next five years to achieve districtwide net zero by 2050 and build climate resilience, highlighting where there is greatest opportunity to influence change and reduce climate impact. The priority is to minimise carbon emissions then offset any residual emissions by verified means.
- 2.2** Everyone playing their part and partnership working are key to effective project delivery.
- 2.3** It is a high ambition pathway which is reliant on external factors, for example the availability of funding, national policy, and progress in technological innovations in key areas, as well as embedding carbon reduction across multiple stakeholders.
- 2.4** The Strategy will be monitored and reported on annually.
- 2.5** As well as carbon reduction and climate resilience, actions will also deliver co-benefits, for example accelerating nature recovery, improving water and air quality, increasing thermal comfort, and upskilling.
- 2.6** The Strategy also highlights key achievements and how challenges have been overcome.

3. ALTERNATIVE OPTIONS

- 3.1** The Council does not adopt the Strategy. This risks not fulfilling the Council's commitment to facilitate districtwide net zero and climate resilience as there will be no approved strategy in place.
- 3.2** The Strategy could be scaled down from its current level of ambition to smaller projects and a shorter timeframe. This also risks not making sufficient progress in carbon reduction to achieve net zero by 2050.

4. CONCLUSIONS

- 4.1** The Strategy prioritises actions over the next five years that will help to achieve districtwide net zero by 2050 and climate resilience.

5. FINANCIAL IMPLICATIONS

- 5.1** The resourcing required for each project will be worked up as part of the initial viability assessment and will feed into annual budget discussions. External funding will be secured where possible.
- 5.2** A Climate Change Officer has been recruited to provide long-term support in delivering the Strategy.

6. LEGAL IMPLICATIONS

- 6.1** None.

7. RISK ASSESSMENT

- 7.1** Some actions do not have funding allocated to them for delivery. There is a risk that not all the actions will be completed, as some resources are yet to be secured.
- 7.2** There is a reputational risk to the Council if it does not facilitate the achievement of districtwide net zero and climate resilience.

8. EQUALITIES IMPACT

- 8.1** Adopting and implementing the Strategy for the Council will support carbon reduction and improve the climate for all.

9. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATION

9.1 The Strategy will help to address climate change.

10. BACKGROUND PAPERS

10.1 None.

(END)

West Oxfordshire Climate Change Strategy 2025-2030

Foreword

In West Oxfordshire, we are already experiencing the effects of climate change - from heatwaves and drought to flash flooding and severe storms –along with the socio-economic and environmental impacts from these extreme weather events. The most vulnerable in our communities are at greatest risk. We must act now to reduce these impacts, so our communities are better protected, and future generations can enjoy the wonderful natural world we live in. How we respond to the climate and ecological emergency today will define our legacy.

By working together to cut carbon emissions, we can achieve net zero by 2050 – through sharing knowledge and collaborating on climate projects and policies. This is not a challenge any one person or organisation can tackle alone. Everyone has a role to play – at the local, regional, national, and global level.

At the same time, our communities must build resilience to the impacts of climate change by adapting to the changes we can no longer avoid. This is through developing community resilience plans, implementing natural flood management, or fitting awnings and shading to keep buildings cooler during extreme heat. Every action, big or small, contributes to a stronger, more prepared community.

Embracing change is essential – and change can bring real benefits. Responding to climate change presents opportunities to create warmer, more energy efficient homes, generate green jobs, and create greener, more vibrant spaces. These changes not only help the environment but also enhance quality of life and can drive sustainable economic growth.

By setting a clear course for action, this strategy reaffirms that Oxfordshire is at the forefront of climate leadership.

Councillor Andy Graham, Leader, and Councillor Prosser, Executive Member for Climate Action, and Nature Recovery

1 Introduction

- 1.1 This Strategy sets out actions over the next five years in progressing towards districtwide net zero before 2050 and for our communities in West Oxfordshire to become more resilient to climate impacts through collaboration and partnership working. The Strategy includes a climate context, carbon baseline, pathways, and priority actions.
- 1.2 It is vital that collective climate action continues, whereby climate insights and best practice are shared to foster a culture of learning and to accelerate progress.
- 1.3 Each priority action includes measures which enable monitoring and reporting. A project tracker will be updated regularly, and progress will be reviewed and reported on annually by the Council. The Strategy is a live document and actions may be added, reprioritised, and refocused as part of an annual review process. This will take account of the changing legislative and regulatory environment, as well as local government reorganisation and devolution. The projects will either be completed or be at an appropriate stage by 2028 to handover to the new unitary and strategic authorities.
- 1.4 The Strategy updates and supersedes the Climate Change Strategy 2021-25.

2 Definitions

Carbon neutral: Refers to the use of offsets (not specifically GGRs) to balance out residual emissions.

Embodied carbon: Refers to the GHG emissions associated with the manufacturing, transportation, use and disposal of building materials used in construction. Embodied carbon is therefore an upstream emissions consideration and is categorised as Scope 3.

Net zero: Reducing emissions as close to zero as possible, with any residual being removed from the atmosphere with Greenhouse Gas Removals (GGRs). Net zero can refer both to all greenhouse gases (GHGs) or carbon dioxide (CO₂) alone.

3 Vision

3.1 The Strategy supports achievement of the following vision:

- Clean and local renewable energy is commonplace, providing communities with energy independence and resilience.
- Retrofit is a continuous programme of activity and is helping to reduce energy consumption, addressing fuel poverty, and improving health.
- Growth and new development are designed to the highest standards of energy performance and environmental sustainability.
- Active forms of travel including cycling and walking are widely adopted, and ultra-low emission transport infrastructure is equipped to meet rising demand.

- Nature recovery solutions play a crucial role in mitigating climate change and enhancing resilience from its impacts.
- Grassroots activities by local organisations and communities are supported, with everyone feeling they can work collectively to make a difference, taking climate action at home, at work and as part of their local community.
- Partnership working accelerates climate action.

4 UK

- 4.1 The Paris Agreement is a legally binding international treaty on climate change which pledges to keep temperatures “well below 2°C above pre-industrial levels and to pursue efforts to limit the temperature increase even further to 1.5°C”.
- 4.2 The UK Climate Change Act 2008 was amended in 2019 to include a legally binding net-zero target by 2050. The Act requires at least a 100% reduction in greenhouse gas emissions by 2050 compared to 1990 levels and sets carbon budgets for five-year periods. The Climate Change Committee advises the government on these budgets and monitors’ progress.
- 4.3 The UK Government’s approach is underpinned by the Net Zero Strategy 2021 alongside sector specific strategies, for example the Heat and Buildings Strategy 2021 and Clean Power Action Plan 2030.
- 4.4 Over 300 local authorities have declared a climate emergency and nearly two thirds of councils in England aim to be carbon neutral by 2030.

5 Oxfordshire

- 5.1 The Pathways to a Zero Carbon Oxfordshire (PAZCO) report, commissioned by the Oxfordshire Enterprise, outlines an ambitious net zero pathway, ‘Oxfordshire Leading the Way’. It relies on widespread culture and behavioural changes combined with high deployment of new local electricity generation using solar PV.
- 5.2 The Oxfordshire Net Zero Route Map and Action Plan outlines a pathway for the county to achieve net zero by 2050 and identifies net zero actions that should be taken forward collaboratively by Oxfordshire authorities, partner organisations and stakeholders. The actions were grouped by sector and these included road transport, energy supply, domestic, and industrial and commerce.
- 5.3 The Oxfordshire Climate Change Adaptation Route Map puts forward actions to better manage, prepare for and respond to severe weather events and increasing likelihood and severity of these in the future. It aims to build climate resilience in our natural

environment, people, infrastructure, buildings, and businesses to minimise the impacts of climate change.

6 West Oxfordshire

- 6.1 West Oxfordshire District Council declared a Climate Change and Ecological Emergency in 2019 and approved a Climate Change Strategy in 2021.
- 6.2 Addressing climate change and accelerating nature recovery are key priorities in the Council Plan 2023-27.
- 6.3 There remains strong local support for climate action. The most recent Youth Needs Assessment and Local Plan consultation had climate change as a top concern that needs addressing.
- 6.4 The Council has committed to achieving carbon neutrality by 2030. The Carbon Action 2024-2030 includes the carbon baseline, pathways, and actions to achieve this target.
- 6.5 The West Oxfordshire Nature Recovery Plan 2024-2030 sets out nature recovery actions, and aims to “radically enhance nature, its positive impact on our climate and the priority it’s given, helping to make West Oxfordshire a place where people and nature thrive”.

7 Achievements and Challenges

- 7.1 Good progress has been made on carbon reduction over the last five years in West Oxfordshire and beyond. West Oxfordshire District Council was ranked the highest performing rural district council in the UK in the 2025 UK Council Climate Action Scorecards. These are the highlights:

Energy planning

- Oxfordshire Local Area Energy Planning countywide energy modelling.
- Community Action Plan for Zero Carbon Energy assessments and retrofits.

Decarbonisation

- Better Housing and Better Heath energy advice service.
- Home Upgrade Grant 2 and Sustainable Warmth Grant funding for energy efficiency upgrades and low carbon heating for low-income households.
- Cost of living support programme to assist the most vulnerable with energy.
- Carbon training for small and medium businesses and the Climate Action Fund grants which led to carbon reduction of over 46tCO₂e.
- Council’s carbon emissions have significantly declined.
- Waste Environmental Services Programme to transform waste services across Oxfordshire.

- West Oxfordshire Food Strategy includes actions to build a healthy, fair, and sustainable food system.
- Witney LCWIP, and plans underway for Carterton and Eynsham, to identify and improve cycling and walking routes.
- EV car clubs in Eynsham and Witney.
- Park and Charge Oxfordshire installed electric vehicle charging points in five car parks and additional chargers are in Woodford Way with 76 in total.

Planning

- Salt Cross Area Action Plan exemplary net zero policy.
- Net Zero Carbon Toolkit provides a practical, easy to follow guide to help plan a net zero housing project.
- Sustainability Standards Checklist requires planning applications to include climate change considerations.

Climate resilience

- Climate Change Adaptation Route Map for Oxfordshire to minimise the impact of climate change on Oxfordshire.

Other

- Sustainability Impact Assessment Tool to embed climate considerations in Council decisions.
- Oxfordshire Local Nature Recovery Strategy to accelerate nature recovery to help wildlife to flourish, improve the quality of our air and water, and mitigate the impacts of climate change.
- Coronation Community Orchards Scheme to facilitate community food growing.

7.2 There have been many challenges that have been overcome. These include:

- Changing behaviour through leading with co-benefits, for example warmer homes
- External grant funding and public-private partnerships to fund capital projects.
- Technological innovation through working with experts
- More renewable energy generation through locally owned solar arrays and rooftop

8 West Oxfordshire's Emissions

8.1 The data used to produce the baseline emissions profile originated from the UK Local Authority Greenhouse Gas Emissions Statistics (2005 – 2022).¹ This dataset provides emissions data from the UK national greenhouse gas inventory that has been

¹ [UK local authority and regional greenhouse gas emissions statistics - GOV.UK](https://gov.uk/statistics-and-data/collections/uk-local-authority-and-regional-greenhouse-gas-emissions-statistics)

disaggregated at the local authority level. The chart below shows current sources of GHG emissions in West Oxfordshire.

8.2 As of 2022, total emissions were 596 ktCO₂e. Transport (193 ktCO₂e) was the highest emitting sector in West Oxfordshire in 2022, making up 32% of total emissions. The A40 and A420 are major commuting and freight routes, contributing to vehicle-related emissions.

8.3 The domestic sector (165 ktCO₂e, 27% of total emissions) is also a significant contributor, with emissions resulting from energy consumption for heating, lighting, and appliances. The third highest emitting sector is agriculture where emissions relating to livestock, fertiliser use and energy consumption for running buildings and machinery make up 21% of total emissions (122 ktCO₂e). Industrial emissions (49 ktCO₂e) make up 8% of the total and the commercial sector also makes up 8% (47.98 ktCO₂e) with heating, lighting and operational energy use contributing to carbon output.

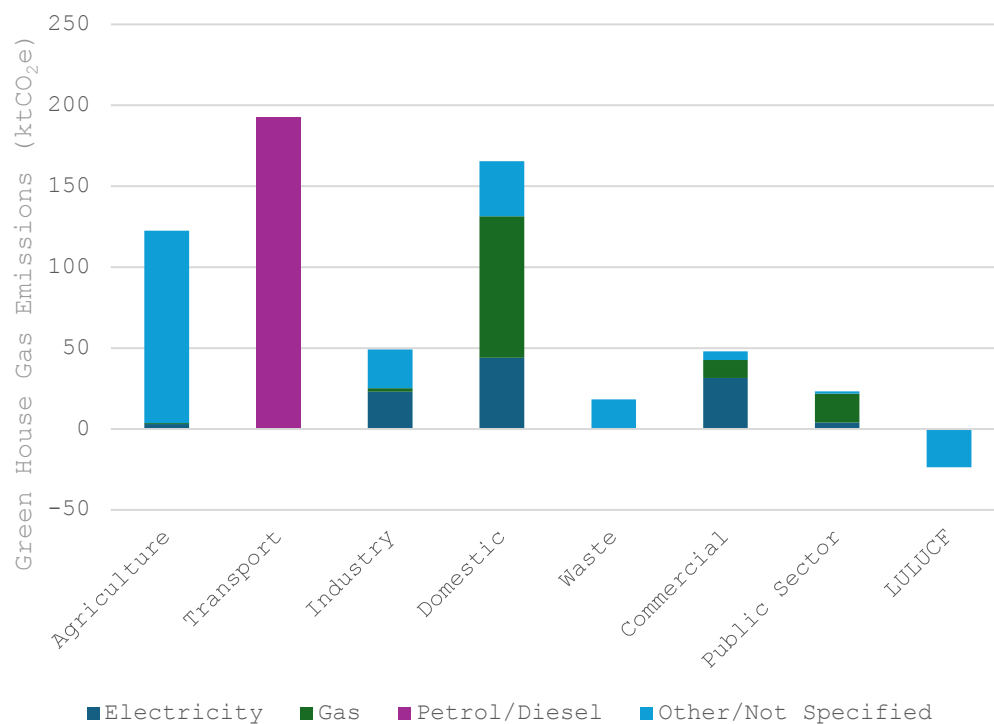
8.4 Waste emissions (18 ktCO₂e, 3% of the total) result from the processing of waste produced in West Oxfordshire, including methane emissions from landfill and emissions associated with wastewater processing. The land use, land use change and forestry (LULUCF) sector (-24 ktCO₂e) acts as a small carbon sink, equivalent to a circa 4% reduction in total emissions.

8.5 Official statistics on regional renewable electricity data show that the total renewable energy capacity in West Oxfordshire was 82MW in 2023, and that this generated about 78GWh of electricity. For context, total electricity consumption in the district was significantly higher in 2022 at almost 500GWh.² Installed renewable capacity in West Oxfordshire is dominated by photovoltaics which provided 97% of the total capacity in 2023, with the rest being provided by landfill gas.³

Figure 1 Baseline GHG inventory for West Oxfordshire, 2022

² [Total final energy consumption at regional and local authority level: 2005 to 2022 - GOV.UK](#)

³ [Regional Renewable Statistics - GOV.UK](#)



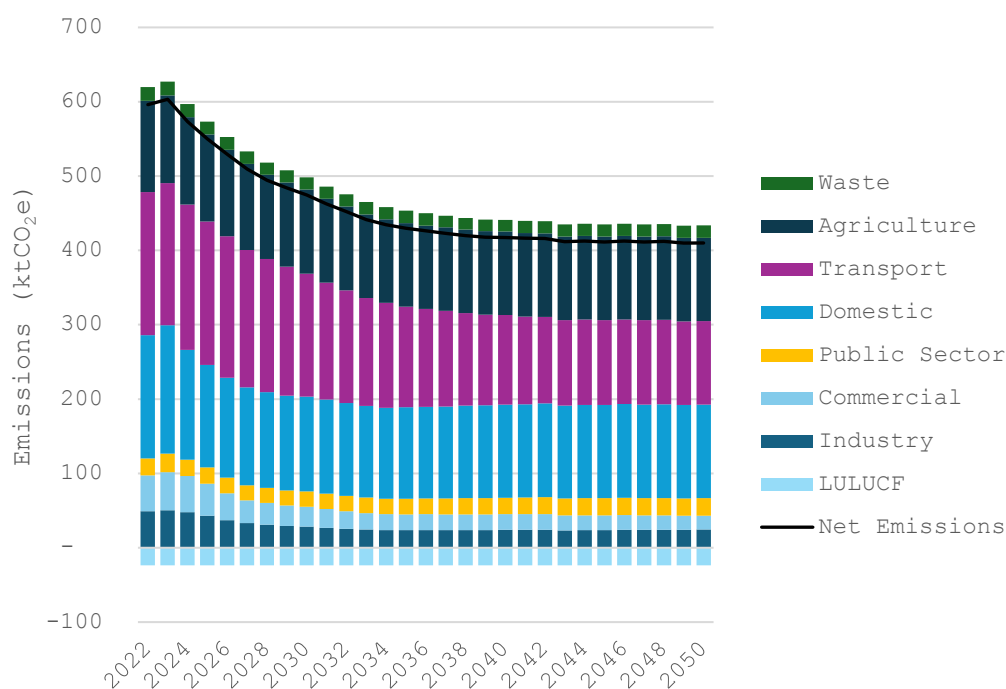
9 Net Zero Pathway

9.1 The emissions pathways have been developed to show a Business as Usual (BAU) and net zero pathway.

9.2 The BAU scenario is a forward trajectory of emissions from each source and sub-sector in the baseline, based on the DESNZ Energy and Emissions Projections (EEP) from November 2023, which accounts for variables such as population and GDP growth, energy use, fuel prices and committed government policies.

9.3 Under the BAU scenario, over 400ktCO₂e emissions would remain in 2050.

Figure 2 BAU emissions pathway



9.4 Using currently available technologies, if funding and practicalities were no obstacles, approximately 70-80% reduction in area wide emissions could be achieved. The timescales for when this would be achievable are based on how fast measures can be implemented.

9.5 The remaining 20-30% of emissions will rely on a combination of technological improvements, most notably carbon capture, and significant changes in agricultural practices and land management, which would need to be supported by a large-scale shift in dietary habits.

9.6 It is theoretically possible to achieve higher levels of demand reduction, but this just means that the impact of fuel switching and supplying renewable energy will reduce, so the residual emissions will remain roughly the same.

9.7 The scale of impact is due both to the impact of the individual measure on a given sector, and the proportion of baseline emissions that sector originally accounted for. So, for example, domestic buildings currently account for around 28% of total emissions, which places a limit on the overall % reduction you can get from measures in the buildings sector.

9.8 Residual emissions in 2050 are expected to include approximately:

- 20-30 ktCO₂e from industry, which will mostly be due to high temperature applications where it is currently unclear whether these can be electrified. Potentially this could be reduced through use of green hydrogen or another zero-emission energy source.
- 10-20 ktCO₂e from waste, which will need to be mitigated through some sort of carbon capture and storage (CCS) technology being fitted to waste incinerators.

- 80-100 ktCO₂e from agriculture – uncertain as it will rely on adoption of major changes in agricultural practices and dietary changes.
- 15-25 ktCO₂e from transport, mostly comprising HGV fuel use, unless this can be replaced with EVs, green hydrogen, fuel cell technology, etc.

9.9 Those emissions add up to around 140 ktCO₂e but the net amount is slightly lower due to carbon sequestration from the Land Use, Land-Use Change, and Forestry (LULUCF) sector.

10 Climate Actions

10.1 The Strategy presents a set of priority actions over the next five years to achieve carbon reduction and greater climate resilience. There are also many cross-cutting principles to create an enabling environment for climate action. These include:

Climate awareness, accounting, and plan making

- Increase awareness of climate mitigation, climate impacts and adaptation.
- Residents, businesses, and organisations to understand their carbon footprint and how to build their resilience to a changing climate.
- Take action to reduce carbon emissions and adapt to climate change.

Community empowerment and stewardship

- Community-led initiatives deliver climate action by leveraging local knowledge, upscaling, and shared ownership of renewable resources.
- Involvement of local communities in decision-making related to climate mitigation and adaptation to ensure solutions are tailored to specific needs and contexts.

Partnership working

- Strong partnerships between stakeholders can accelerate change and drive climate action.
- Work collectively to be effective, taking climate action at home, at work and as a community.

Sharing knowledge

- Local case studies and best practice is shared on how climate action can be taken to address climate change.
- Use good examples in preparing and implementing climate plans.
- Learn from specialists and local environmental groups on how to increase biodiversity, accelerate nature recovery and build natural capital.
- Climate Action Network continues as a channel to disseminate information on climate action, local projects, and initiatives. A quarterly bulletin on climate news, community projects and way to get involved in climate work is circulated by the Council.

Low carbon choices

- Residents, communities, and businesses to make low carbon choices through considering green travel, local food etc. to drive carbon reduction and build climate resilience.

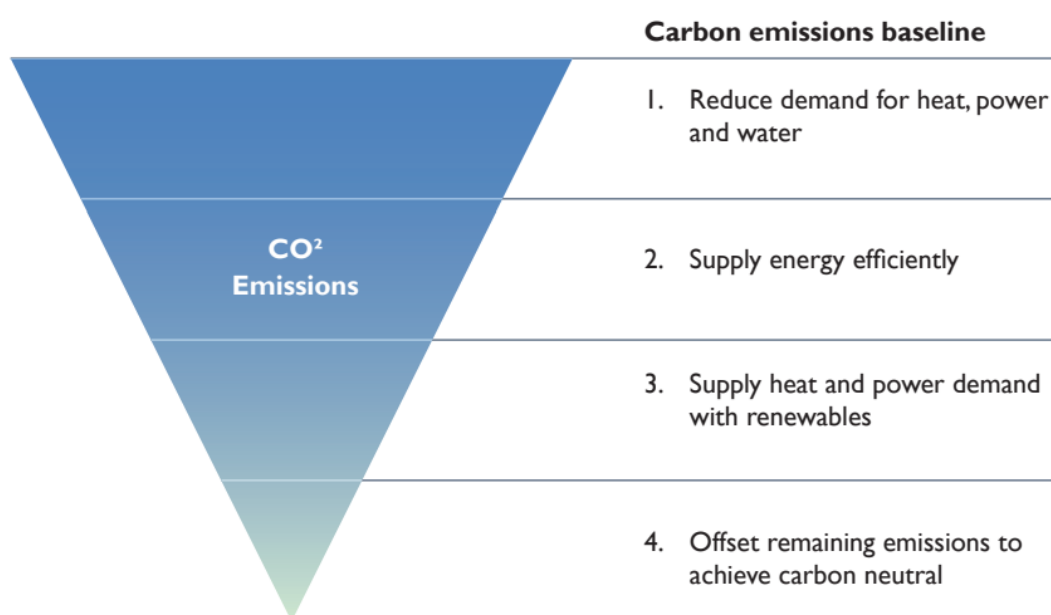
Support the most vulnerable

- Fuel poor households to use support services like Better Housing Better Health to increase energy efficiency, thermal comfort and improve health outcomes.
- Using the Healthy place shaping approach to empower communities through community groups, schools, and businesses to adopt a healthier lifestyle.

Follow the energy hierarchy

- Residents, businesses, and organisations to follow the energy hierarchy:
- Reduce energy demand.
- Install energy efficiency measures.
- Install low carbon heating systems and solar PV.
- Carbon offset.

Figure 3 Energy hierarchy



Co-benefits

- Maximise climate action co-benefits:
- Environmental – Improved air quality, biodiversity protection, water conservations.
- Health – Fewer respiratory and cardiovascular diseases from improved air quality and improved energy efficiency of homes. More active lifestyles from transitioning away from cars to cycling and walking.

- Social – Greater social equity, stronger community resilience and improved quality of life.
- Economic – Job creation in green skills, energy savings from improved buildings.
- Security – Energy security from generating energy through renewables, disaster risk reduction (community prepared, better land use and infrastructure planning).

National lobbying

- Seek to influence national government on climate action.

10.2 The priority actions in the Strategy are split into five themes:

- Energy planning
- Decarbonisation
- Planning
- Carbon sequestration
- Climate resilience

10.3 Further information on the projects can be found on the Council's website.

Table 1 Climate Priority Actions


Actions	Aim	Measure(s)	Partnerships	Potential Funders	Timescale
Energy planning					
1. Oxfordshire Local Area Energy Planning (OxLAEP)	Identify the most appropriate place-based and cost-effective options to deliver net zero, optimising infrastructure investment plans to deliver a net zero carbon energy system that can support the electrification of heat and transport and the upscale of renewable generation. The approach will also enable targeted demand reduction programmes.	Local area energy plans and pipeline of investible projects	Oxfordshire authorities, other stakeholders	Repurposed Homes England funding, Oxfordshire authorities	2025-2030
2. Community Action Plan for Zero-Carbon Energy (CAPZero)	Make progress towards the achievement of a zero-carbon energy system in the Eynsham Primary Substation Area before 2050 and develop a comprehensive model to accelerate CAPZeros in other substation areas.	Carbon reduction and delivery model	WODC, Low Carbon Hub, parish councils, community groups, other stakeholders	WODC, Low Carbon Hub	2025-2030
Decarbonisation					
3. Oxfordshire Retrofit Strategy	Develop and implement a retrofit strategy to accelerate energy efficiency, building decarbonisation across sectors, removal of fossil fuels, and wider carbon reduction.	Carbon reduction	Oxfordshire authorities, other stakeholders	Oxfordshire authorities	2025-2030
4. Energy advice, grant schemes and funding opportunities	Better Housing, Better Health provides energy advice. Secure and distribute energy grant funding to those who need it.	Carbon reduction and thermal comfort	Oxfordshire authorities, National Energy Foundation	Oxfordshire authorities	2025-2030

5. Green skills training	Increase green skills through training courses, for example understanding domestic retrofit, and installation and maintenance of heat pumps.	Number of qualifications	WODC, Enterprise Oxfordshire, Abingdon, and Witney College	Enterprise Oxfordshire, Abingdon, and Witney College	2025-2030
6. Minimum Energy Efficiency Standards	Investigate and enforce reported breaches of Minimum Energy Efficiency Standards (MEES) for privately rented homes.	Number of MEES breaches investigated and enforced	WODC	WODC	2005-2030
7. West Oxfordshire Food Action Plan	Implement the actions in the strategy and action plan that minimise carbon reduction.	Agreed metrics	WODC, Good Food Oxfordshire, other stakeholders	WODC	2025-2030
8. Waste management	Manage waste in line with the waste hierarchy and the circular economy principles through facilitating waste prevention, reuse, recycling, recovery, and disposal.	Waste tonnage	Oxfordshire authorities	Oxfordshire authorities	2025-2030
9. Local Cycling and Walking Infrastructure Plans (LCWIPs)	Develop and implement LCWIPs to support active and sustainable travel.	Number of improvements to cycling and walking routes	WODC, OCC, town and parish councils, other stakeholders	WODC, OCC	2025-2030
10. Oxfordshire Local Electric Vehicle Infrastructure (OxLEVI) project	Install publicly available electric vehicle charge points (EVCPS) to support the uptake of electric vehicles (EV).	Number of EV chargers installed	Oxfordshire authorities, town and parish councils	Office of Zero Emissions Vehicles (OZEV), Oxfordshire authorities	2025-2030
11. EV freight and routes	Consider freight routes, support EV infrastructure, and encourage the EV fleet transition.	Carbon reduction	WODC, OCC	WODC, OCC	2025-2030
12. Electric taxis	Encourage the transition to EV taxis.	Number of EV taxis	WODC	WODC	2025-2030

Planning					
13. Salt Cross Area Action Plan	Exemplary net zero policy in the Salt Cross Area Action Plan.	Adoption of exemplary policy	WODC, other stakeholders	WODC	2025-2030
14. Local Plan	Minimise the carbon impact of spatial strategy. Exemplary energy, climate, agriculture, food, and waste policies in the Local Plan, for example largescale renewables, and green design guidance.	Adoption of exemplary policies and guidance	WODC, other stakeholders	WODC	2025-2030
Carbon sequestration					
15. Oxfordshire carbon market	Continue to explore the development of an Oxfordshire carbon market through researching carbon codes, sequestration potential and offsetting. Consideration of nature-based solutions and negative emissions technologies.	Carbon credits sold in Oxfordshire	Oxfordshire authorities, Oxfordshire Local Nature Partnership, other landowners	Innovate UK, Oxfordshire authorities, Oxfordshire Local Nature Partnership	2025-2030
Climate resilience					
16. Climate Change Adaptation Route Map for Oxfordshire	Deliver priority actions in the route map to build community resilience to climate impacts.	Success measures to be agreed	Oxfordshire authorities, town and parish councils, community groups, other stakeholders	Various	2025-2030
17. West Oxfordshire Climate Adaptation Plan	Prepare and implement a districtwide climate adaptation plan to build resilience within communities to climate impacts e.g. flooding, heatwaves, storms.	Number of actions completed	WODC, town and parish councils, community groups, other stakeholders	Various	2025-2030
18. Community resilience plans	Develop and implement community resilience plans and/or extend community emergency plans.	Number of plans completed	Town and parish councils, community groups	Town and parish councils, community groups	2025-2030

Air quality					
19. Air Quality Strategy	Monitor Air Quality Management Areas. Prepare and implement an Air Quality Strategy in 2026/27 to improve air quality.	Air Quality Index (AQI)	WODC, OCC	WODC, OCC	2025-2030

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 WEST OXFORDSHIRE DISTRICT COUNCIL	WEST OXFORDSHIRE DISTRICT COUNCIL
Name and date of Committee	EXECUTIVE MEETING – 9 JULY 2025
Subject	WOODFORD WAY UPDATE
Wards affected	All
Accountable member	Cllr Geoff Saul Executive Member for Housing and Social Care Email: geoff.saul@westoxon.gov.uk
Accountable officer	Phil Martin, Director of Place Email: phil.martin@westoxon.gov.uk
Report author	Michael David, Housing Delivery Programme Manager Email: michael.david@westoxon.gov.uk
Summary/Purpose	This report outlines the initial work involved in exploring options to deliver social rented homes with a Registered Provider (RP) on part of the Woodford Way Car Park, recognising that there is a surplus of car parking capacity in Witney. The next step is to have formal discussions with local RPs and earmark relevant funding to support a future scheme.
Annexes	None
Recommendation(s)	That the Executive resolves to: <ol style="list-style-type: none"> 1. Earmark £215,000 S106 developer contribution funding to support the provision of social housing in Witney 2. Authorise the Director of Place to start formal discussions based on developing up to 70% of the Woodford Way Car Park with local Registered Providers in consultation with the Executive Member for Finance and Member for Housing and Social Care.
Corporate priorities	<ul style="list-style-type: none"> • Putting Residents First • A Good Quality of Life for All • Working Together for West Oxfordshire
Key Decision	Yes

Exempt	No
Consultees/ Consultation	Director of Place, Director of Finance

1. EXECUTIVE SUMMARY

- 1.1** This report provides an initial update to the Executive on the early stages of activity taking place to bring forward affordable housing on Woodford Way Car Park in Witney.
- 1.2** This project represents an opportunity for the Council to utilise its land asset to deliver affordable housing, a key corporate objective.
- 1.3** The redevelopment of part of the Woodford Way Car Park offers a number of potential benefits such as delivering much-needed affordable housing, enhancing the street scene and better integration with the surrounding area.
- 1.4** Equally, there are several risk factors to be aware of including the loss of parking spaces in Witney, making sufficient parking provision for long stay and overnight parking, the associated costs of re-developing the site. All these factors can be mitigated, and this paper will explore how the Council can minimise risk.
- 1.5** Work has been undertaken to identify the optimum proportion of the car park area to viably maximise the amount of social housing and also continue to provide car parking spaces and existing electronic vehicle charging points (EVCPs).
- 1.6** The result of this early-stage work is the proposed development of up to 70% of the space available, which would enable approximately 70 one and two apartments to be built with associated car parking, as well as approximately 70 car parking spaces for existing users of public parking spaces (retaining the existing EVCPs).
- 1.7** The initial plans to re-develop Woodford Way are estimated to leave a funding gap, prior to any further subsidy. However, in order to cover the bulk of that funding gap, it is proposed that officers formally approach Registered Providers (RPs) to begin a detailed financial appraisal of the proposed scheme and apply to Homes England (HE) for a grant.
- 1.8** Grant from HE and any S106 contributions will close the financial gap and return a modest margin to make the scheme financially viable.

2. BACKGROUND

Housing Need

- 2.1** The Council is committed to maximising the delivery of truly affordable homes across the district. Corporate and Political leadership have reiterated just how important affordable housing delivery is, and this filters throughout the entire organisation.
- 2.2** It is important to acknowledge that Local Plan Policy WIT3 states *“Land at Woodford Way Car Park to accommodate around 50 new homes either as part of a residential or mixed-use scheme with other compatible town centre uses whilst retaining an appropriate amount of public car parking.”* This demonstrates that the site is allocated for the delivery of residential housing. In the past, temporary planning permission was granted to utilise the land as a car park as an interim use. The site does not have permanent planning permission for use as a car park.

- 2.3 Information from the waiting list demonstrates that there is strong demand for 1 bed accommodation which accounts for 59% of the entire waiting list, 2 bed accommodation is also in high demand:

Table 1

Total Applicants on the Waiting List at June'25	Accommodation Requirements	
	1 bed	2 bed
2239	1336	557

- 2.4 Social rents (typically 50% of market rents) are the most affordable rents for households on median and lower quartile incomes. This constitutes truly affordable homes for this cohort and will have a great impact on the waiting list. For these reasons, the proposals in this report intend to develop 1 & 2 apartments to be let at social rents.

Car Parking Requirements

- 2.5 A recent review of car parking capacity across the district identified that there is capacity at the Marriotts multi-storey car park, which provides daytime users of Woodford Way car park with an alternative parking option.
- 2.6 A survey of overnight car park use showed there was a need for up to 69 car parking spaces for evening / overnight parking use whilst Marriotts is closed.
- 2.7 The proposals within this report will provide 70 spaces for overnight parking as part of the re-development proposals to mitigate evening/overnight use.

3. WOODFORD WAY OPTIONS APPRAISAL

- 3.1 Four options were created to assess the potential for development of the Woodford Way car park. The following table shows a sliding-scale of development options:

Table 2

Option	<i>Developable Area</i>	<i>Sqm ground floor only</i>	<i>Acre</i>	<i>Development (Sqm) 2.5 to 4 storey</i>
1	25%	1,525	0.38	2044
2	50%	3,050	0.76	4228
3	75%	4,575	1.13	6202
4	100%	6,100	1.51	8246

- 3.2 Work with the Council's planning team tested these scenarios to ascertain how much housing could be delivered on site. Whilst the Local Plan Policy suggested approximately 50 dwellings, this assumed a mix of house types (including family houses and potentially bungalows).
- 3.3 Given the current focus on apartments and the associated smaller footprint required, there is some flexibility in the 50-dwelling policy guideline.
- 3.4 Discussions worked on the assumption of 2.5 storey development to the north of the site and up to 4 storey development to the southern boundary of the site.

Appraisal Outputs

- 3.5 Options 1 - 4 are viable, assuming a blend of S106 and HE grant rates within their range of grant intervention rate tolerances for social rent.
- 3.6 However, wider matters were considered during the alternative options appraisal before a decision on a final recommendation was reached.

4. RECOMMENDED OPTION

- 4.1 The options appraisal and work undertaken by the Council's car parking team have indicated that a modified Option 3, that reduces the developable area to 70% but retains the EVCPs and provides up to 70 properties, which are composed of 1&2 apartments, as well meeting the residual overnight requirements, is the optimum option.

5. ALTERNATIVE OPTIONS

- 5.1 All alternative options achieved a modest financial return based on both HE intervention & S106 to make the schemes viable.
- 5.2 However wider considerations such as achievement of the Council's corporate priorities, addressing the parking requirements and maximising site potential were all considered before making a final recommendation.
- 5.3 The results of these considerations are shown below:

Table 3

Development Area	Status	Rationale
100%	Discounted	<ul style="list-style-type: none"> • Misalignment with Planning advice • Inability to meet the parking requirement • Loss of EV Charging Points • HE grant levels are less likely
75%	To be refined	<ul style="list-style-type: none"> • Better balance of housing outputs and parking, • Still meets parking requirements but removes the EVCP's
50%	Discounted	<ul style="list-style-type: none"> • Lack of optimising the site potential given multi-storey development & the smaller footprint of 1&2 bed apartments
25%	Discounted	<ul style="list-style-type: none"> • Low housing delivery outputs • Lack of optimising site potential

- 5.4 Further work was conducted on the 75% development option to account for retention of the EVCPs and a resulting reduction of units down to 70 apartments. This appeared to strike the right balance and was carried forward as the recommended option.

6. CONCLUSIONS

- 6.1 The Woodford Way site presents the Council with an opportunity to meet its priority objective of delivering affordable housing, whilst utilising land assets and enhancing the surrounding area, with partners and Government funding.
- 6.2 At this early stage of appraisal modelling, the recommended option is viable, based on the current outline business case.
- 6.3 The next stages of project implementation will be to begin formal discussion with RP's to ensure that they have the capacity to deliver this scale of project. Recommendation 2 of this report seeks approval to do so.
- 6.4 Site constraints and parking requirements will be mitigated with careful planning and collaboration with specialist teams within the Council. This emerging work will take place

in-line with the proposed project plan, taking advice from external agencies where appropriate as the project progresses.

7. FINANCIAL IMPLICATIONS

- 7.1** The commercial delivery model proposed as part of the project places the financial liability with a partner RP and other agencies, this limits the amount of financial risk that the Council is exposed to.

8. LEGAL IMPLICATIONS

- 8.1** The structure of the legal agreement with a partner RP will need to be drafted to protect the Council's interests and enable the delivery of the project.
- 8.2** Provisions will need to be drafted to govern how the council deals with the land value considerations. Procurement rules will apply to commercial activity with an RP partner

9. RISK ASSESSMENT

- 9.1** The current appraisal is reliant on grant from HE to ensure viability, however this risk has been mitigated with engagement and email correspondence, with HE on the assumptions around grant rates.
- 9.2** Officers will continue to closely monitor and re-evaluate identified risks and will provide regular updates on the direction of travel

10. EQUALITIES IMPACT


- 10.1** An Equalities Impact Assessment is not required at this initial stage

11. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

- 11.1** The proposed housing on the site will be of high-quality, energy efficient, and will have reduced running costs for the individuals living in them.

12. BACKGROUND PAPERS

- 12.1** None

 <p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>	<p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>
<p>Name and date of Committee</p>	<p>EXECUTIVE – 9 JULY 2025 COUNCIL – 16 JULY 2025</p>
<p>Subject</p>	<p>CARTERTON UNITS 1-3 AND STATION LANE ROOFING PROJECTS</p>
<p>Wards affected</p>	<p>All</p>
<p>Accountable member</p>	<p>Executive Member for Finance Alaric Smith Email: alaric.smith@westoxon.gov.uk</p>
<p>Accountable officer</p>	<p>Madhu Richards, Director of Finance (S151) Email: madhu.richards@westoxon.gov.uk</p>
<p>Report author</p>	<p>Barry Bodin-Jones, Lead Project Manager Email: barry.bodin-jones@westoxon.gov.uk</p>
<p>Summary/Purpose</p>	<p>To request allocation of funding for the re-roofing of investment and service properties that form part of the Capital Expenditure Budget for 2025/26 and the rationale for undertaking these works.</p> <p>To seek approval of these costs so that officers can proceed with the works with external contractors.</p>
<p>Annexes</p>	<p>Exempt Annex A – Detailed Financial Cost Breakdown and Projected Income from the Investment Properties</p>
<p>Recommendation(s)</p>	<p>That the Executive resolves to:</p> <ol style="list-style-type: none"> 1. Recommend to Council that the total cost detailed in Annex A is allocated to the project from the Investment Properties Programme. 2. Recommend to Council that delegated authority be given to Director of Finance (S151) in consultation with Executive Member for Finance to approve the final cost of the projects
<p>Corporate priorities</p>	<ul style="list-style-type: none"> • Working Together for West Oxfordshire
<p>Key Decision</p>	<p>YES</p>

Exempt	NO (Annex A only Exempt)
Consultees/ Consultation	Director of Finance, Interim Executive Director Publica, Executive Members

1. EXECUTIVE SUMMARY

- 1.1** These projects are included in the 2025/2026 Capital Expenditure Budget for Investment Properties Programme as these locations need significant roofing upgrades as existing roofs have failed. The works are critical to ensure that the buildings are watertight and in a lettable condition.

2. BACKGROUND

- 2.1** The Council acquired the Headleases of Plots 1-3 on 14th July 2021, already being the freehold owner. A 5-year lease was simultaneously granted. At the time the business case included planned works to the roofs at the site (£698,500).
- 2.2** The projects are included in the 2025/2026 Capital Expenditure Budget for Investment Properties Programme as these locations need significant roofing upgrades to avoid further degradation of the building structures themselves as well as the Council's obligation as landlords to keep the buildings in a good working order for current tenants and for the purposes of attracting new tenants for revenue income generation.
- 2.3** Some of the current roofing structures are asbestos based and are not environmentally friendly both in terms of their material make up nor in terms of their sustainability credentials. The existing roofs have failed, and the works are critical to ensure that the buildings are watertight.
- 2.4** A tender process has been undertaken with a Framework selected due to the scale and complexity of the work that needs to be carried out, including controlled asbestos removal. Detailed negotiations have taken place with the main contractor with the assistance of a consultant who was able to advise on technical matters outside of the scope and knowledge of officers ensuring that every aspect of the proposed Schemes of Works is appropriately addressed and costed. This due diligence exercise has sought to ensure value for money for the Council, as tendering for all these works together provides economies of scale in terms of cost, project management and timescales.

3. ALTERNATIVE OPTIONS

- 3.1** An alternative option could be that WODC does not proceed with carrying out any of these works, however this option would not be recommended by officers as WODC as a landlord has specific legal obligations with regards to maintaining the buildings in an appropriate manner for tenants use and furthermore, could result in a significant loss of rental income for WODC.
- 3.2** Sub-standard rental properties will reduce income and increase void periods if they are not kept in a marketable condition. Equally, the market value of the property drops to significantly less than the purchase price where there are outstanding maintenance issues, as understandably the cost of immediate repairs will be taken into account by any potential

purchaser. Therefore the alternative option of sale now ahead of the works is not recommended.

4. FINANCIAL IMPLICATIONS

- 4.1** There has been provision made within the 2025/2026 Capital Expenditure Budget for Investment Properties Programme to undertake the essential roofing and associate upgrades for these identified buildings.
- 4.2** Detailed financial information can be found in Exempt Annex A in relation to the project costs and the projected income that is generated from these investment properties which highlights the justifications for undertaking the roofing projects.

5. LEGAL IMPLICATIONS

- 5.1** Under the approved Heads of Terms for the letting of Units 1-2 there would be a legal obligation for the landlord to undertake the roof replacement and associated repairs. This obligation would be included in an Agreement for Lease. The necessary works will be undertaken by contractors under an appropriate form of construction contract.

6. RISK ASSESSMENT

- 6.1** There is a risk that tenants could seek alternative accommodation. Terms have been agreed with the tenants and the works will form part of the new lease agreements enabling leases to be completed swiftly on approval of funding and the works to follow therefore future income secured.
- 6.2** In any event the works would be required to achieve a new letting.

7. EQUALITIES IMPACT

- 7.1** None envisaged as a result of this decision.

8. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

- 8.1** Undertaking the roofing projects links into several climate and ecological emergency priorities including:
 - The roofs will be watertight, and further insulation will also be integral to the majority of the roof systems, reducing the carbon footprint of the buildings through improved insulation and minimising heat loss.


- Materials that can be re-used will be and those that cannot will be recycled. It is stipulated in the procurement tender that recycling is prioritised with minimal site waste going to landfill
- Due to the dangerous nature of asbestos, there is a legal obligation to remove and dispose of it in the right way. The main contractors will be employing specialist asbestos removal sub-contractors to undertake this element of the works.
- Local specialist sub-contractors will be employed, helping to ensure emissions are kept to a minimum, reducing any impact on air quality and supporting the local economy.

9. BACKGROUND PAPERS

9.1 Exempt 31st March 2025 Lease of Units 1-2 Phase 3 Carterton Industrial Estate Delegated Authority Report

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 WEST OXFORDSHIRE DISTRICT COUNCIL	WEST OXFORDSHIRE DISTRICT COUNCIL
Name and date of Committee	EXECUTIVE – 9 JULY 2025 COUNCIL – 16 JULY 2025
Subject	WINDRUSH LEISURE CENTRE DECARBONISATION
Wards affected	Witney wards
Accountable member	Cllr Andrew Prosser, Executive Member for Climate Action and Nature Recovery Email: andrew.prosser@westoxon.uk
Accountable officer	Hannah Kenyon, Climate Change Manager Email: hannah.kenyon@westoxon.gov.uk
Report author	Hannah Kenyon, Climate Change Manager Email: hannah.kenyon@westoxon.gov.uk
Summary/Purpose	To present the business case for the decarbonisation of Windrush Leisure Centre.
Annexes	None
Recommendation(s)	<p>That the Executive resolves to:</p> <ol style="list-style-type: none"> 1. Agree to progress to the construction phase of the Windrush Leisure Centre decarbonisation scheme. 2. Recommend to Council to allocate an additional council contribution of £340,683 towards the project in addition to the £224,866 already included within the capital programme. 3. Request Officers to bring forward a works programme for the activities identified in the recent condition survey for the Windrush Leisure Centre.
Corporate priorities	<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
Key Decision	YES

Exempt	NO
Consultees/ Consultation	GLL are aware that the Council is working on the decarbonisation of the Leisure Centre.

EXECUTIVE SUMMARY

- 1.1 The Council has been progressing the Public Sector Decarbonisation Scheme (PSDS) Phase 3c funded project at Windrush Leisure Centre to remove a reliance on gas fired heating and to replace this system with Air Source Heat Pumps (ASHPs). The Investment Grade Proposal (IGP) has been completed and includes the detailed decarbonisation design and costs. Approval is sought to proceed to the construction phase and allocate additional council funding to the project.
- 1.2 The scheme will save 255.3 tCO₂e per annum and reduce the Council's total annual carbon emissions by 8.8%. The lifetime carbon savings are 5,106 tCO₂e.
- 1.3 It is estimated that the scheme will save around £7,800 per annum in operational energy costs albeit offset by additional operating and capital financing costs totalling £32,800 per annum giving rise to a Council revenue budget pressure of £25,000 per annum.
- 1.4 The total capital cost of the decarbonisation scheme is estimated to be £2,175,914 with a Council contribution of £565,549, which includes an additional allocation of £340,683 from Council resources in 2025/26, over and above the £224,866 client contribution agreed as a condition of accepting the Salix Grant Offer. Grant funding from Salix received and spent on the project in 2024/25 totalled £430,069. The remaining expenditure of £1,745,845 is allocated to the 2025/26 financial year.
- 1.5 The project must be delivered and be operational by 31 March 2026 to secure the remaining £1,180,296 of PSDS grant funding.
- 1.6 A comprehensive condition survey of the Leisure Centre has been conducted, the recommendations from which will form part of a Building Maintenance Programme which will be coming forward to the Executive in September to approve a capital programme for Leisure assets for a rolling five-year period.

2. BACKGROUND

- 2.1 A PSDS Phase 3c application was made to Salix Finance in October 2023. The application included a RIBA Stage 2 design that was prepared by Arthian Ltd (formerly GEP Environmental Ltd).
- 2.2 On 13 December 2023, the Council resolved to delegate authority to the Chief Executive Officer, in consultation with the Director of Finance and the Executive Members for Finance and Climate Change to:
 - a) Accept the grant funding, if awarded to the Council, and earmark the required client contribution of £224,866 in the 2024/25 budget.
 - b) Note that project risks have been identified and that project gateways will be used where any decision relates to capital spend.
- 2.3 The Council was awarded the full grant funding from Salix on 16 February 2024, totalling £1,649,013, with a 12% council contribution of £224,866.

- 2.4 Pick Everard was commissioned to undertake a cost evaluation of the project costs included in the grant application. The evaluation provided evidence that the scheme was financially viable to proceed with the detailed design.
- 2.5 On 1 March 2024, the Chief Executive Officer, in consultation with the Director of Finance and the Executive Members for Finance and Climate Change, accepted the grant funding with a client contribution of £224,866.
- 2.6 The Pagabo Construction Framework was used to tender for the two-year design and build contract. Alternative Heat was awarded the contract.
- 2.7 The Council has since installed rooftop solar panels, funded by Sport England's Swimming Pool Support Fund (SPSF).

3. MAIN POINTS

- 3.1 Following the completion of a detailed design, Alternative Heat produced an IGP for the construction stage of the project. The decarbonisation scheme consists of nine ASHPs housed within an acoustic enclosure located in the Leisure Centre car park. A further two air source heat pumps will be located on the roof along with two new Air Handling Units (AHUs) that will replace the existing units serving the pool and wet changing areas.
- 3.2 The decarbonisation scheme has been technically reviewed by Arthian, who prepared the initial heat decarbonisation plan, which was included in the PSDS grant application. Arthian is satisfied that the design is robust and operationally sound. The design has also been shared with and accepted by Salix.
- 3.3 A new incoming electricity supply has been secured to power the ASHPs. The existing electricity supply will remain in place, reducing the amount of downtime that will be incurred by the works.
- 3.4 A full planning application has been submitted for the proposed scheme and is due to be determined at the Lowlands Area Planning Sub-Committee in July.

4. ALTERNATIVE OPTIONS

- 4.1 Do not install Air Source Heat Pumps with the inherent risks of doing so identified in this report.
- 4.2 The Council can take a more ambitious approach to decarbonisation by using the most energy efficient options when replacing not only the gas boilers in five years, but all essential plant and machinery. For example, replacing the radiators with infrared radiant panels would save anywhere between 25% and 40% of energy consumption and deliver the corresponding carbon saving. Replacing the Air Handling Units in 2025/26 with the highest efficiency heat recovery options, variable speed fans and improved controls would also deliver significant energy and carbon savings.
- 4.3 The Council could decide to reject the Salix grant and allocate the funding requested for the PSDS project on alternative and equivalent energy savings measures through the planned replacement of Plant and Machinery identified in the Building Maintenance Programme, to be brought to the Executive in September.

5. RECOMMENDATIONS

- 5.1 It is recommended that the Council approve the decarbonisation scheme as it will result in an 8.8% reduction in the Council's carbon emissions, contributing to not only the Council's 2030 carbon neutral target but the 2050 districtwide net zero target.
- 5.2 It is recommended that the Council considers this project as part of the wider Asset Management Strategy of the Leisure Centres.

6. FINANCIAL IMPLICATIONS

- 6.1 The total project value included in the PSDS application was £1,873,879. This comprised a grant award of £1,649,013 and a mandatory 12% client contribution from the Council of £224,866.
- 6.2 The capital cost of the scheme is currently forecast at £2,175,914. Grant funding of £430,069 from Salix was received and spent on the project in 2024/25.
- 6.3 The remaining estimated cost of the project is £1,745,845 made up of £1,180,296 of grant funding and a funding request from the Council's resources of £565,549. The PSDS grant funding is time-limited and must be spent by 31 March 2026. A summary of costs and financing (split between years 1 and 2 of the project) is set out in the table below.

	(Year 1) 2024/25 £	(Year 2) 2025/26 £	Total £
Project costs	430,068	1,745,845	2,175,914
PSDS grant	-430,068	-1,180,296	-1,610,364
Council contribution	0	565,549	565,549

- 6.4 Delivery of the project is forecast to create an annual revenue budget pressure of around £25,000 per annum to the Council, primarily due to higher maintenance costs associated with operating an ASHP system compared to operating a gas boiler system. The additional costs cannot be passed onto the Operator (GLL) as the decision to change heating systems is not under their control and under the terms of the leisure contract, the Council must take on the utility risk under these circumstances.
- 6.5 There are also additional capital financing costs associated with the Council's contribution to the capital cost of the project. The additional cost of £25,000 per annum is net of a forecast energy cost saving of around £7,800 per annum.
- 6.6 As a condition of accepting the PSDS grant, the Council agreed to contribute 12% of the total project cost. The Council must be able to demonstrate that this has been paid as part of the evidence that Salix require upon completion. The total Council contribution of 12% is therefore £565,549, an increase of £340,683.
- 6.7 The capital estimates include the following allowances:
- a) A £290,000 provision for project costs.
 - b) £26,000 to remove the original gas boiler that was decommissioned over 20 years ago and has remained in place. Although its removal is not required for the PSDS installation, it is appropriate from a building maintenance perspective to address this issue whilst a contractor is engaged and on-site to deliver the wider PSDS scheme.

- c) A £21,000 provision to cover GLL loss of income in case the pool must be closed to members of the public during installation.

6.8 The recent installation of solar PV is not included in the financial assessment of the scheme as it was installed separately to the scheme which is the subject of this report. Solar energy is already contributing to the centre's electricity demand and will continue to do so after the new heating system is installed.

7. LEGAL IMPLICATIONS

7.1 The first stage for the provision of design services was let via a Pre-construction Services Agreement in accordance with the NEC 4 Professional Services Contract. The second stage Construction Contract will be awarded using the NEC Engineering and Construction Contract Option A.

7.2 Legal advice for both stages has been provided by specialist lawyers.

8. RISKS

8.1 A full project risk register has been maintained throughout the design stage, and this will continue to be regularly reviewed and updated during the construction stage.

8.2 At this stage, the key risks are:

- 1) Disruption to the operations of GLL and leisure centre users during the works may lead to unplanned closures of the swimming pool and the need to compensate GLL for loss of income. The contract with Alternative Heat includes a delay damages clause which allows the Council to recover these costs from the Contractor if this happens beyond the agreed closure period of seven days.
- 2) Removal of the gas boiler system entirely will result in no backup heating system for the building. If the ASHP fails due to ambient temperatures falling below operational limits for a considerable period, this could lead to unplanned closures of the swimming pool and the need to compensate GLL for loss of income. This is an ongoing but unlikely risk, which depends on the extremity of weather conditions. It is a similar risk to a significant gas or electricity outage.
- 3) Any increases in energy costs because of the decarbonisation will be passed to the Council, however the energy costs to operate the centre after the decarbonisation are predicted to be lower than current costs, by £7,800. There are, however, additional costs of £25,000 per year for maintenance of the new ASHP system and debt financing costs.
- 4) Backlog maintenance issues have been identified in the building condition survey, which relate to both the building fabric and mechanical and electrical equipment. There is a risk that, during the decarbonisation works, unknown faults within the existing M&E systems are discovered, as the current condition in some areas remains unknown.
- 5) The recent condition survey highlighted key items of plant that would need to be replaced in the next five years. These include the end-of-life gas boilers (replacement in five years) and the AHUs (replacement in one year) to the Pool and Wet Change

areas that are in poor condition and inefficient. However, these will be replaced as part of the PSDS project if it proceeds.

9. EQUALITIES IMPACT

9.1 None.

10. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

10.1 The Leisure Centre emits 419tCO₂e, which is 14.7% of the Council's total emissions.

10.2 The Council declared a climate and ecological emergency in 2019 and committed to becoming a carbon neutral council by 2030. The Carbon Action Plan 2024-2030 sets out actions and a pathway for the Council to achieve carbon neutrality by 2030.

10.3 The decarbonisation of the Leisure Centre is critical to reducing carbon from council activities, achieving carbon neutrality by 2030 without significant carbon offsets.

10.4 The scheme will result in an annual carbon reduction of 255.3tCO₂e, which is a 39% carbon reduction in annual emissions from the Leisure Centre and 8.8% carbon reduction in the Council's total annual emissions. After the decarbonisation, the Leisure Centre will represent 5.6% of the Council's total annual emissions.

10.5 The carbon reduction will also contribute to the 2050 districtwide net zero target.

11. BACKGROUND PAPERS

11.1 None.

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