

Public Document Pack



Tuesday, 6 January 2026

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EXECUTIVE

You are summoned to a meeting of the Executive which will be held at Woodstock Community Centre, 32 New Road, Woodstock, OX20 1PB on **Wednesday, 14 January 2026 at 2.00 pm.**

A handwritten signature in black ink that reads "Giles Hughes".

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 5 - 18)

To approve the minutes of the previous meeting, held on 17 December 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 meets on 7 January 2026.

7. Matters raised by Audit and Governance Committee

To consider any matters raised by the Audit and Governance Committee.

8. **Draft Budget 2026/27 version 2 (Pages 19 - 82)**

Purpose:

This report provides an update on the developing budget for 2026/27 following the provisional government funding settlement announcement on 17 December 2025.

Recommendations:

That the Executive resolves to:

1. Approve the Fees and Charges for 2026/27, as detailed in Annex D.

That the Executive resolves to recommend to Full Council to:

2. Approve the Council Tax Base shown in Annex C, calculated as 49,561.59 for the year 2026/27.
3. Authorise the Director of Finance to submit the National Non-Domestic Rates Return 1 (NNDR1) to Ministry of Housing, Communities and Local Government by the submission date of 31 January 2026.

9. **Enforcement Agent Commissioning (Pages 83 - 92)**

Purpose:

To seek approval to initiate a procurement process to tender for the provision of Enforcement Agent services.

Recommendations:

That Executive resolves to:

1. Approve the process to undertake a procurement exercise to appoint Enforcement Agent services for the Council; and,
2. Note, that the procurement exercise will be undertaken via a Dynamic Purchasing System; and in partnership Cheltenham Borough, Stroud District, Tewkesbury Borough, Cotswold District and the Forest of Dean District councils.

10. **Woodford Way (Pages 93 - 106)**

Purpose:

This report will provide an update on the Woodford Way project, engagement with Registered Providers and a proposed way forward in regard to parking.

Recommendations:

That the Executive resolves to:

1. Note the update on progress with the Woodford Way project.
2. Endorse the proposed approach to the residential development of the Woodford Way site and car parking (subject to planning permission).

(END)

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Agenda Item 3

WEST OXFORDSHIRE DISTRICT COUNCIL

Minutes of the meeting of the Executive

Held in the Council Chamber, Council Offices, Woodgreen, Witney, Oxfordshire OX28 1NB
at 2.00 pm on **Wednesday, 17 December 2025**

PRESENT

Councillors: Andy Graham, Duncan Enright, Lidia Arciszewska, 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 and Regulatory Services), Phil Martin (Director of Place), Andrew Brown (Head of Democratic and Electoral Services), Maria Harper (Democratic Services Assistant), Mathew Taylor (Democratic Services Officer), Alison Borrett (Senior Performance Analyst), Georgina Dyer (Head of Finance), Heather McCulloch (Community Wellbeing Manager), Philip Measures (Service Leader), Si Pocock-Cluley (Environmental Services and Waste Transformation Lead) and Andrew Thomson (Planning Policy Manager)

Other Councillors in attendance: Julian Cooper, Rosie Pearson and Liam Walker

425 Apologies for Absence

Prior to the meeting, Councillor Andy Graham, Leader of the Council, requested that those present observed a two-minute silence in recognition of the repatriation of Lance Corporal George Hooley at RAF Brize Norton that afternoon.

Apologies were received from: Councillor Hugo Ashton, Executive Member for Planning.

426 Declarations of Interest

13. Local Plan Annual Monitoring 2024/25.

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 13.

427 Minutes of Previous Meeting

There were no amendments to the minutes of the previous meeting held on 13 November 2025.

The minutes were proposed by Councillor Andy Graham, Leader of the Council. Duncan Enright, Deputy Leader of the Council, seconded the proposal. The proposal was voted on and approved unanimously.

RESOLVED:

- I. To approve the minutes of the previous meeting held on 13 November 2025.

428

Receipt of Announcements

Councillor Lidia Arciszewska, Executive Member for Environment, announced that all services in the Waste and Recycling portfolio had been reviewed in the year, and improvements in services had been seen in areas such as street cleaning and ground maintenance. Examples of improvements in operational services were given, such as a reduction in missed bin collections and container delivery wait times. Councillor Arciszewska also advised that there was a presentation for the public on Waste and Recycling following the meeting of the Executive.

Councillor Tim Sumner, Executive Member for Leisure and Carterton Area Strategy, noted that £3.5 of investment had been made in this area in the year and attendances at the Council's facilities had increased.

Councillor Geoff Saul, Executive Member for Housing and Social Care, advised that a property in Witney had recently been acquired by the Council for use as additional temporary accommodation for residents at risk of homelessness. This was the first step on a wider programme of acquisitions by the Council to meet this need. In addition, Councillor Saul noted progress had been made in provision of affordable housing and social rent housing in the year.

Councillor Duncan Enright, Deputy Leader of the Council and Executive Member for Economic Development, highlighted important work that had taken place in his portfolio in accordance with statements in the Council Plan. Councillor Enright advised that the grants from the UK Shared Prosperity Fund had enabled great strides in economic development and a report would be brought on this in the new year. Councillor Enright listed work that had been undertaken on reviving town centres and villages, providing new employment sites and street market regeneration which had resulted in both increased footfall in those markets and the surrounding businesses. Marriotts Walk was now at near full occupation and had hosted specialist events with more improvement works planned for the new year. Finally, Councillor Enright stated that new mixed-use developments that were proposed in the Local Plan would ensure much needed sustainable homes in the centre of towns.

Councillor Rachel Crouch, Executive Member for Stronger, Healthy Communities, advised that, following the National Youth Strategy, there would be additional Government funding in the coming year which would enable the Council to continue the work that had already taken place in improving and delivering youth services.

Councillor Andrew Prosser, Executive Member for Climate Action and Nature Recovery, recognised the work of Officers on Climate Action and Nature Recovery and the ongoing collaborative with other Local Authorities and noted that the Council had achieved the top score for rural districts in Climate Action and Policy.

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Councillor Alaric Smith, Executive Member for Finance, reflected that the movement of the Assets Team back in-house had led to a strategic review of the Council's assets. This review had meant that the Council was able to identify suitable assets for disposal which had delivered additional funding for other projects, such as the purchase of emergency temporary accommodation. Councillor Smith returned to the subject of Marriots Walk and advised that this asset had contributed nearly £500k to the provision of services.

Councillor Andy Graham, Leader of the Council, delivered an update on Local Government Reorganisation (LGR). The Council had received an acknowledgement from the Minister to its proposal. The public consultation, led by the Government, would begin in early February and Councillor Graham encouraged all residents to participate.

Councillor Andy Graham, Leader of the Council, advised that item 16 on the agenda – Public Spaces Protection Order (PSPO) to prohibit pony and trap racing on a section of the A40 – would be addressed as the first report. This was agreed by the Executive.

429

Participation of the Public

There was no participation of the public.

430

Reports from the Overview and Scrutiny Committee

The Overview and Scrutiny Waste Transformation Task and Finish Group had met on 9 December 2025 to carry out pre-decision scrutiny of the Waste and Environmental Services Programme (WESP) report – item 9 on the agenda. The group had made the following comments:

1. The task and finish group welcomed the programme and commended the innovation that was being presented. They also stated that the Council being involved with the programme from the start would be an advantage.
2. The task and finish group stated that through the set-up of the programme, the Council should highlight its experience with Publica and Ubico – other Teckal companies. This mean that the Council brings expertise in operating these sorts of companies, which would be a benefit to other partner councils and the programme overall.
3. While it was appreciated that existing staff would be transferred across through TUPE and therefore have the terms of their pensions protected, the task and finish group raised concerns about the business model around not providing the Local Government Pension Scheme.
4. That the full, exempt business model should be made available as an exempt supplement to the Executive pack

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Councillor Arciszewska noted the comments of the Task and Finish Group had all received a written response that would be published as a supplement following agreement of the Executive. Comment number four had been actioned prior to the meeting.

431

Matters raised by Audit and Governance Committee

The Audit and Governance Committee had met on 27 November 2025 and raised no matters for the Executive.

432

Proposals for Devolution to a Mayoral Strategic Authority

Councillor Andy Graham, Leader of the Council, introduced the item, the purpose of which was for the Executive to consider and present views on the proposed Expression of Interest (EOI) to Oxfordshire County Council (OCC) who would submit an EOI to Government. This was in response to the Government's devolution policy and sought to position the region in the next round of devolution for the purpose of creating a Mayoral Strategic Authority (MSA).

In his presentation Councillor Graham stated that this item had also been taken to Full Council in the format presented in the Executive report. Twelve district councils in Oxfordshire and Berkshire had agreed to put forward the EOI to the Government. This was a proactive step to position Oxfordshire in the best possible way to progress quickly to an MSA.

Councillor Graham proposed accepting the recommendations of the report.

Councillor Duncan Enright, Deputy Leader of the Council, seconded the proposal.

This was voted on and approved unanimously.

RESOLVED:

That the Executive:

1. Noted the benefits from the proposed devolution of powers and functions, and agreed to continue building on the collaborative approach across the region to date;
2. Agreed to present views on the proposed Expression of Interest (EOI) to Oxfordshire County Council (OCC) as the upper-tier authority to Government, and noted that the EOI is designed to proactively position our region for early consideration in the next wave of the Devolution Programme;
3. Acknowledged the EOI as an initial invitation to Government, opening further dialogue and engagement, and not a decision to establish a Strategic Authority;
4. Agreed that a further report will be brought to Executive prior to any final decision on the creation of a Strategic Authority;

5. Noted the informal Devolution Board would oversee discussions with Government, ensuring robust governance and stakeholder engagement by elected members throughout this process; and
6. Delegated authority to the Chief Executive in consultation with the Leader of the Council, to propose any final amendments to the EOI prior to submission to Government by OCC.

433 Waste and Environmental Services Programme

Councillor Andy Graham, Leader of the Council, advised that if Executive Members intended to reference the exempt annex (item 18) as part of the discussion then this would necessitate that the press and public be excluded. No Executive members indicated that this would be required.

Councillor Lidia Arciszewska, Executive Member for Environment, introduced the item, the purpose of which was to seek Executive approval for West Oxfordshire District Council to invest and participate in the Oxfordshire Waste and Environmental Services Partnership (WESP).

In her presentation Councillor Arciszewska made the following points:

- The Council had initiated and led on a programme to partner with other Oxfordshire District Councils on aspects of waste services such as collection, disposal, recycling, street cleaning and ground maintenance.
- Cherwell District Council, Oxford City Council and Oxfordshire County Council had committed to carry on this programme.
- The benefits of the collaboration were: economies of scale and shared procurement on items such as waste fleet vehicles; simplified services which made it clear to residents on responsibilities for areas of service provision; coordination of service provision and increased positive environmental impacts such as increased recycling rates.
- WESP would save £100m over ten years with the Council realising £17.4m of savings.
- The investment required from the Council was £1.7m over the ten years of the project and as such this was a cost-effective project.
- The oversight of the programme's implementation would enable the Council to monitor progress of the project, validate operational decisions and confirm Government frameworks were being applied.

Councillor Arciszewska proposed accepting the recommendations of the report.

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Councillor Andrew Prosser, Executive member for Climate Action and Nature Recovery, seconded the proposal and noted that this was a promising joint project covering many key areas, in particular the circular economy and joint procurement.

Councillor Alaric Smith, Executive Member for Finance, spoke further on the compelling financial case for WESP and noted that financial savings would enable investment in other areas of need.

Councillor Andy Graham, Leader of the Council, suggested that such a model was a useful template for partnership working to take into the Local Government Reorganisation (LGR) process.

This was voted on and approved unanimously.

RESOLVED:

That the Executive:

1. Approved WESP participation in principle for an initial five-year term.
2. Delegated authority to the Director of Place, in consultation with the Executive Member for Environment, the Executive Member for Finance and the Director of Finance to:
 - i. Approve the WESP business case.
 - ii. Oversee programme implementation.
 - iii. Ensure governance, risk management, and benefits tracking are in place

434

Draft Budget 2026/27 version I

Councillor Alaric Smith, Executive Member for Finance, introduced the item, the purpose of which was to provide an update on the developing budget for 2026/27.

In his presentation Councillor Smith made the following points:

- The Council would approve the budget for 2026/27 on 25 February 2026. A second draft version would be brought to the Executive meeting in January.
- The draft presented had been completed in advance of the announcement of the government funding settlement which was imminent and therefore the draft was subject to change.
- The focussed work of the draft had been done on the revenue part of the budget.

- The Council had not received the guarantee from the Ministry of Housing, Communities and Local Government (MHCLG) that funding would not fall and therefore the Council would be subject to a cash cut of 5% in 2026/27.
- Financial modelling had indicated a £943,000 loss of income over the three-year period to 2028/29.
- Various surplus funds had been moved into earmarked reserves to fund any gap in the revenue budget over the life of the Medium-Term Financial Strategy (MTFS).
- The MTFS would be updated following publication of the government funding settlement.
- Councillor Smith detailed the changes to funding and income that were shown in the report.

Councillor Smith proposed accepting the recommendations of the report.

Councillor Andy Graham, Leader of the Council, seconded the proposal and noted that this was the early stage of the budget process.

This was voted on and approved unanimously.

RESOLVED:

That the Executive:

- I. Noted the update on the developing budget for 2026/27.

435 Quarterly Finance Review Q2

Councillor Alaric Smith, Executive Member for Finance, introduced the item, the purpose of which was to detail the Council's financial performance for Quarter Two 2025-2026.

In his presentation Councillor Smith made the following points:

- There was an overall cost of service underspend of £272,063 in quarter two, which was driven by additional income from Trade Waste and Development Management.
- There were no significant overspends to report.
- Investment income was performing significantly above budget due in the main to interest rates falling more slowly than anticipated.
- The purchase of Marriots Walk had shown significant benefits.
- The Witney PSDS project was now in the construction phase with an estimated completion of the end of February 2026. The Council had received significant grant funding toward the project with the Council's own contribution estimated to be

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£565,549. The project must have been completed by the end of March 20226 to ensure grant funding was maintained and the project was therefore being closely and actively monitored to ensure that this was the case.

- It was expected that the Council would complete on more properties to provide emergency accommodation in the coming year. This enabled the Council to provide this service at less expense.

Councillor Smith proposed accepting the recommendations of the report.

Councillor Andy Graham, Leader of the Council, seconded the proposal.

This was voted on and approved unanimously.

RESOLVED:

That the Executive:

- I. Noted the Council's Financial Performance for Quarter Two 2025- 2026.

436 Quarterly Service Review Q2

Councillor Andy Graham, Leader of the Council, introduced the item, the purpose of which was to provide details of the Council's operational performance at the end of 2025-26 Quarter Two (Q2).

In his presentation Councillor Graham made the following points:

- The Community Infrastructure Levy (CIL) had been adopted by the Council in October and would take effect from 31 January 2026.
- The Executive on Tour event held in Carterton, including an engagement session on the Carterton Area Strategy, had been attended by at least thirty-five people and the discussions at the session had been very successful.
- The Council had been the first district council in Oxfordshire to endorse the Local Nature Recovery Strategy (LNRS).
- Service performance areas above target included: percentage of Council Tax collected; percentage of Non-Domestic Rates collected; processing times for Council Tax support new claims; Customer satisfaction and Building Control satisfaction among others.
- Areas of performance below target included: processing times for Council Tax support change events and Housing Benefit change of circumstances and percentage of official Land Charge searches completed within ten days. The explanation for the performance

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and subsequent remedial action in these areas was given by the Officer present and could be seen in the report at section 3.3.

Councillor Geoff Saul, Executive Member for Housing and Social Care, noted that the numbers of people in temporary housing had steadied and the increase of stock of housing owned by the Council going forward would assist this further.

Councillor Graham proposed accepting the recommendations of the report.

Councillor Duncan Enright, Deputy Leader of the Council, seconded the proposal.

This was voted on and approved unanimously.

RESOLVED:

that the Executive:

- I. Noted the 2025/26 Q2 service performance report.

437

Local Plan Annual Monitoring 2024/25

Councillor Andy Graham, Leader of the Council, introduced the report, the purpose of which was to consider the Council's Local Plan Annual Monitoring Report (AMR) for the period 1 April 2024 to 31 March 2025.

Councillor Graham advised that following consideration by the Overviews and Scrutiny Committee, a second recommendation was now included in the report as follows:

- I. Delegate authority to the Planning Policy Manager, in consultation with the Executive Member for Planning, to make minor amendments to the Annual Monitoring Report 2024/25 and finalise it for publication on the Council website.

Councillor Graham invited the Officer to present the key points of the report to the Executive, and the following points were made:

- The Council was required to publish an AMR each year and it detailed progress against the Council's adopted Local Plan 2031.
- The report looked back over the previous year to consider decisions that had been made and how these compared to targets in the Local Plan.

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- The AMR provided updates on the progress of key planning documents such as the emerging Local Plan 2043, Salt Cross Area Action Plan and Community Infrastructure Levy.
- The AMR mirrored the five main sections of the current Local Plan 2031: Overall Strategy; Housing delivery; Economic growth and Environmental and Heritage assets. The AMR provided indicators under each of these headings. The key points under each of these headings was summarised by the Officer and could be seen in the Executive report under sections 2.10 to 2.37.

Councillor Graham asked the Officer to explain the reason for the housing completion figures that were lower than expected. The Officer advised that this was primarily as a result of strategic scale housing allocations being delayed in coming forward for development. Developments such as Salt Cross and North Witney had been expected, and the Officer explained the reasons for the delay in these sites coming forward.

A Member commented that proposed changes to the planning system were regrettable. It was clarified that there were no proposals to eliminate committees though reforms were proposed.

Councillor Graham proposed accepting the recommendations of the report with the additional recommendation stated above.

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

This was voted on and approved unanimously.

RESOLVED:

that the Executive:

1. Noted the content of the report.
2. Delegated authority to the Planning Policy Manager, in consultation with the Executive Member for Planning, to make minor amendments to the Annual Monitoring Report 2024/25 and finalise it for publication on the Council website.

438 Westhive - future hosting options

Councillor Rachel Crouch, Executive Member for Stronger, Healthy Communities, presented the item, the purpose of which was to provide an update on the progress of the Westhive scheme to date and to set out the options for future delivery.

In her presentation Councillor Crouch made the following points:

- The value of projects supported through Westhive to date totalled £948,172 over four rounds of funding. The fifth round of funding had recently been concluded with a further ten projects and totalled £124,649.
- The contract with the current provider, Spacehive, was due to end in April 2026.
- Alternative fund distribution options had been considered in the report.
- The annual fee payable by the Council to Spacehive was £30,000 and this had increased. The Spacehive business model also included a 7.5% fee paid by project creators.
- Four alternative options for future delivery had been considered in the report, and the favoured option was through Crowdfunder UK. This was due to the fee to the Council being less and there being no fee payable by project creators, which was a key consideration.
- Crowdfunder UK was one of the leading fundraising platforms in the UK and was already active in Oxfordshire with many successful partnerships.

Councillor Crouch proposed accepting the recommendations of the report and noted that this would lead to increased community engagement.

Councillor Andy Graham, Leader of the Council, seconded the proposal and noted that half of the funds raised to date were from the communities themselves. The remodelling of the provision would further enhance the value to communities due to the removal of the charge on the project creators.

This was voted on and approved unanimously.

RESOLVED:

that the Executive:

1. Enter into an agreement with Crowdfunder UK for a 3-year period to provide a funding platform.
2. Agreed as part of the 2026/27 budget setting process making provision for platform hosting fees of £27,600 per year for a 3- year period.
3. Delegated the responsibility of working through the procurement of a new multi-year contract to the Director of Place, in consultation with the Executive Member for Finance and the Executive Member for Stronger Healthy Communities.

439

Asbestos Management Policy

Andy Graham, Leader of the Council, presented the report, the purpose of which was to approve the Asbestos Management Policy.

In his presentation Councillor Graham made the following points:

- There had not been a policy review in this area since 2015.
- The Health and Safety Executive had audited the Council and had no concerns.
- In order to ensure the Council was fully compliant each property with asbestos would need to be registered and have a plan to deal with asbestos present.

The Chief Executive noted that Officers had identified the need to go beyond the guidance that existed to comply with the Council's statutory responsibility in this area. The Policy ensured best practice was being followed. Members of the public were advised that risks around asbestos normally only arose when changes or works were being undertaken on buildings. The policy would ensure the health and safety of Council employees and visitors to properties.

Councillor Graham proposed accepting the recommendations of the report.

Councillor Alaric Smith, Executive Member for Finance, seconded the proposal and noted the need for such robust policies to be in place.

This was voted on and approved unanimously.

RESOLVED:

That the Executive:

1. Approved the implementation of the Asbestos Management Policy.

440 Public Spaces Protection Order; A40 between Witney and Burford

Councillor Lidia Arciszewska, Executive Member for Environment, introduced the report, the purpose of which was to approve the proposed Public Spaces Protection Order (PSPO) as detailed in the report. Councillor Arciszewska advised that the PSPO would be implemented and delivered by Thames Valley Police and asked the Officer to introduce the report to the Executive. The Officer made the following points:

- The PSPO was intended to address ongoing anti-social behaviour which had included repeated local disruption.
- The PSPO would prohibit the activity for a period of three years.
- The PSPO would give police powers that included issuing penalties and prosecution.
- The public consultation had been in support of the PSPO.

Inspector Chris Ball of Thames Valley Police addressed the Executive and made the following further points:

- At present there was no effective legislation to deal with this anti-social behaviour.
- The activities that were proposed to be prohibited by the PSPO were dangerous and had taken place on a major road in the district.
- The power to issue fines was useful, however the key power that the PSPO enabled would be obtaining details from perpetrators which would enable civil and legal proceedings.

A Member of the opposition spoke in favour of the PSPO and made the following points:

- The PSPO was not about restricting traditional pursuits but about keeping the wider community safe and protecting quality of life for residents, road users and the animals.
- Policing data showed a recurring pattern of unregulated pony and trap racing taking place.
- The road in question was not suitable for the activities to be prohibited and was a busy route.
- The robust consultation undertaken by the Council showed 97% of respondents had supported the PSPO and it was the Council's duty to weigh the needs of all residents.
- The three-year term for the PSPO would allow the Council to monitor and re-assess the position.

Councillor Arciszewska proposed accepting the recommendations of the report.

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

This was voted on and approved unanimously.

RESOLVED:

That the Executive:

- I. Approved the Public Spaces Protection Order, Annex A, which prohibited the use of pony and trap carriage(s) for racing and time trials, as delineated on the plan of the Order in Annex A.

441 Exclusion of Press and Public

The item was not considered at the meeting.

442 Exempt Annex A for Item 9 - Waste and Environmental Services Programme

The item was not considered at the meeting.

The Meeting closed at 3.15 pm

CHAIR

Agenda Item 8

 <p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>	<p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>
Name and date of Committee	EXECUTIVE - 14 JANUARY 2026
Subject	DRAFT BUDGET 2026/27
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 authors	Madhu Richards, Director of Finance Georgina Dyer, Head of Finance Email: georgina.dyer@westoxon.gov.uk
Summary/Purpose	This report provides an update on the developing budget for 2026/27 following the provisional government funding settlement announcement on 17 December 2025
Annexes	Annex A – Draft Medium Term Financial Strategy (MTFS) Annex B – Draft Capital Programme Annex C – Council Tax Base Annex D – Fees & Charges Schedule Annex E – Prior Year Comparison
Recommendation(s)	<p>That the Executive resolves to:</p> <ol style="list-style-type: none"> 1. Approve the Fees and Charges for 2026/27, as detailed in Annex D. <p>That the Executive resolves to recommend to Full Council to:</p> <ol style="list-style-type: none"> 2. Approve the Council Tax Base shown in Annex C, calculated as 49,561.59 for the year 2026/27. 3. Authorise the Director of Finance to submit the National Non-Domestic Rates Return 1 (NNDR1) to Ministry of Housing, Communities and Local Government by the submission date of 31 January 2026.

Corporate priorities	<ul style="list-style-type: none"> • Working Together for West Oxfordshire
Key Decision	NO
Exempt	NO
Consultees/ Consultation	Meetings with Directors, Heads of Service, Business Managers and key stakeholders

I. BACKGROUND

- I.1 West Oxfordshire District Council (the Council) will approve the budget for 2026/27 on 25 February 2026. The first draft of the revenue budget for 2026/27 was presented to the Executive on 17 December 2025.
- I.2 This second draft of the revenue budget for 2026/27 has been updated with the provisional government funding settlement announced on 17 December 2025, draft fees and charges and the final Council Tax Base.
- I.3 A final budget, along with strategy papers for Treasury Management, Capital and Investments will be presented to the Executive and Full Council in February 2026.
- I.4 This report provides details of the funding settlement and the assumptions made for both the revenue budget and the Medium-Term Financial Strategy (MTFS) including the current drivers of growth.
- I.5 Although the settlement is now known, there are still items that are yet to be finalised, such as some details of the Capital Programme. Therefore, this draft of the budget is still subject to change.

2. MAIN POINTS

- 2.1 This second draft of the 2026/27 budget is a contribution to general fund reserves of £650,884 before growth requests and a balanced budget after growth requests. This is a significantly more optimistic picture than the one painted by the government's results of the funding formula review published in June 2025. The funding formula is complex but for the Council the change in estimated funding in the MTFS presented to Executive in December and the one presented in this paper is the result of just one element – the Income Protection Floor (IPF). A more detailed explanation is included in paragraphs 2.4 to 2.7.
- 2.2 The detailed changes to the budget are set out in sections 3 and 4 of this report, and a summary is provided in the table below:

Draft Budget Version	Use of/(Contribution) to Reserves
25/26 Base Budget	(£91,280)
26/27 1 st Draft - Exec 17.12.25 (before growth)	£21,447
26/27 2 nd Draft - Exec 14.01.26 (before growth)	(£650,884)
26/27 2 nd Draft - Exec 14.01.26 (inc growth)	£ Nil

- 2.3 In June, the Ministry of Housing, Communities and Local Government (MHCLG) confirmed that for most councils there would be a 0% minimum funding floor to guarantee that funding did not fall in cash terms over the Spending Review period. However, the Council was one

of the circa 40 councils who were informed that they would not receive this guarantee and instead would be subject to a cash cut of 5% in year one i.e. 2026/27 and then a cash flat allocation in years two and three.

- 2.4 Financial modelling undertaken by Pixel, who provide support and advisory services to local government focussing on funding analysis, indicated a £943,000 loss of income over the three-year period from 2026/27 to 2028/29 following the outcome of the MHCLG consultation.
- 2.5 The Local Government Finance Settlement was announced on 17 December 2025 and there are material changes to the MTFS assumptions made in June 2025. In hindsight, the assumptions made may have been too prudent, but they were based on the information available at the time. The level of Retained Business Rates and Revenue Support Grant has not moved significantly between June and December, rather it is the addition of an IPF that has provided an additional £8,163,998 over the 3-year settlement period which represents 90% of the change.
- 2.6 The IPF compares a Council's 2025-26 income before reform with the income it would have received in 2025-26 had the new Fairer Funding Formula been applied. As part of the transitional arrangements, it guarantees that eligible councils will retain at least 95% of their pre-reform income when moving to the new system. It ensures that councils facing the greatest potential reductions from the funding reform are protected from a sudden drop in resources, giving them time to adjust whilst phasing in the new system.
- 2.7 The tables below highlight the changes between the funding position estimated in June and the position confirmed in the provisional financial settlement in December. As part of its methodology, the government includes income from the Business Rates Pool (the Pool) surplus within core spending power. However, the Council has always chosen not to budget for this income because it is unpredictable, and we do not base ongoing revenue requirements on funding that cannot be guaranteed. This has proven to be very advantageous to the Council within the Fairer Funding Methodology.

MTFS Line item	2026/27	2027/28	2028/29	Total
December MTFS	£	£	£	£
Revenue Support Grant	6,400,150	5,049,739	3,721,757	15,171,646
Business Rates Share	2,360,000	2,407,200	2,455,344	7,222,544
Total	8,760,150	7,456,939	6,177,101	22,394,190

MTFS Line item	2026/27	2027/28	2028/29	Total
Finance Settlement	£	£	£	£
Revenue Support Grant	7,522,982	5,218,704	2,849,655	15,591,342
Business Rates Share	2,490,393	2,547,518	2,598,911	7,636,822
Income Protection Floor	776,198	2,721,460	4,666,340	8,163,998
Total	10,789,573	10,487,682	10,114,906	31,392,161

2.8 The surplus from the Pool has always been treated as “bonus” income over and above our budgeted Retained Business Rates amounting to £1,050,924 in 2024/25, £570,894 in 2023/24 and £928,265 in 2022/23. It is this income, along with any General Fund surplus that has been moved to earmarked reserves in recent years to fund future gaps in the revenue budget over the life of the MTFS.

2.9 The MTFS has been prepared without incorporating any potential impacts from Local Government Reorganisation (LGR). At this stage, it is not possible to provide credible financial projections until the Government has reviewed the proposals and confirmed which will be implemented. Consequently, the MTFS assumes that the Council will continue to operate as usual and meet its financial obligations for the foreseeable future, irrespective of any future LGR decisions.

2.10 While the reserves position for the Council is currently healthy, there remains significant unknowns, with the key one being the cost of LGR from the announcement of the successful bid in the summer of 2026 to vesting day on 1 April 2028. An estimated cost has been included in the MTFS for the likely costs to run a Programme Office in 2026/27, with sufficient employees and specialist consultants to facilitate the implementation of the new Unitary Authority. These costs are funded through earmarked reserves. The transformation costs of LGR i.e. any redundancies and the associated pension strain cannot be estimated at this time, but they are likely to be material amounts which will impact the MTFS in years 2 and 3.

2.11 The use of reserves to manage short term fluctuations in the Council’s financial position is necessary but cannot be sustained over the longer term – reserves can only be spent once.

2.12 The financing of the Capital Programme will look to use internal borrowing, grants and capital receipts as far as the Council is able to delay, for as long as possible, the requirement to take on external borrowing. Borrowing is not inherently bad and is a responsible way to finance capital projects, if the revenue budget can afford to service the debt. Public Works Loan Board (PWLB) rates are currently at a higher rate than the Council would want to take out borrowing. In another year, as the Bank of England base rate falls, PWLB borrowing should be at a more palatable level.

3. 2026/27 BUDGET ASSUMPTIONS

3.1 The 2026/27 budget setting process has been informed by the key drivers of the financial performance in the current year, discussions with budget holders and takes into account the requirement for the Council to produce a balanced budget and to evidence financial sustainability over the life of the MTFS.

3.2 The table below shows the key changes to the budget from a £91,280 contribution to General Fund Reserves in 2025/26 to a balanced budget in 2026/27 with an estimated contribution from General Fund of £21,447 excluding growth and a contribution from General Fund of £372,184 when growth requests are considered.

2025/26 budget surplus	(91,280)
Budget Movements	
<u>Changes in expenditure</u>	
Reversal of one off items from 25/26	(335,900)
Disposal of Between Towns Road	(157,826)
Publica Contract - New Cost Model	(1,401,035)
Retained Staff	1,326,496
Take out secondary Pension contribution	(635,039)
Provisional Ubico contract inflation	319,784
New Temporary Accommodation	(28,212)
Business Rates and Council Tax on Council Assets	76,462
Business Manager Review	224,385
Outsourcing of Markets	(27,000)
Private Sector Housing condition survey	60,000
	(577,885)
<u>Changes in income</u>	
Investment Property income	(207,128)
Development Management Income	(190,000)
Trade Waste income	(250,000)
End of Rural Crime project and funding	33,100
	(614,028)
<u>Changes in funding</u>	
Provisional Business Rates Reset	4,324,384
Provisional Funding Settlement	(3,554,710)
Minimum Revenue Provision (MRP)	192,960
Movements to/from earmarked reserves	1,009,853
Extended Producer Responsibility Grant increase	(652,216)
Council Tax from taxbase growth	(53,554)
Interest on long term borrowing	37,924
	1,304,641
2026/27 DRAFT BUDGET	21,448

Growth Requests	£
Permanent	
Building Maintenance Officer	43,460
Sovereign Posts	155,546
Nature Recovery Officer FTC to Permanent	39,756
Temporary Emergency Accommodation Lead	45,503
Town Centre footfall system	21,000
Shared Senior Officer - Pollution Services	16,565
Shared Tenancy Relations Officer	13,998
Shared Senior Officer - Private Water Supplies	14,909
	350,737
2026/27 DRAFT BUDGET inc Growth	372,184

3.3 The key changes to the budget from 2025/26 to 2026/27 are as follows:

Changes To Expenditure

- The reversal of one-off growth items from 2025/26 includes the £300,000 budget for the estimated one-off costs for Phase 2 of the Publica Review and the estimate of costs for the leisure contract options appraisal approved as a one-year growth item in 2025/26. The actual one-off costs for the Phase 2 Publica Review were £174,554.

Publica Review Costs

Costs	Phase 1	Phase 2	Total
£	£	£	£
One Off	218,281	174,554	392,835
Enduring	213,147	111,351	324,498
Total	431,428	285,905	717,333

- Between Towns Road – part of our Investment Property portfolio, this office property in Oxford has been vacant since November 2023 when Oxfordshire County Council moved out. Various options for its continued use were assessed with the optimum outcome being a recommendation to sell on the open market. Council approved this recommendation in the summer of 2025 with the sale

completion expected in January 2026. This sale provides a revenue budget saving of £157,826 which reflects the Business Rates liability and the cost of securing the building. In addition, the sale provides the Council with a capital receipt which will be used to help fund the Capital Programme, thereby reducing the Council's need to borrow externally.

- The Publica contract – this saving has two elements, firstly the reduction in contract sum due to the TUPE of employees back into the Council on 1 July 2025 (£624,478) and the new cost model, the principle of which was agreed between all partners as part of the Phase 2 Publica Review (£776,557). At the time of writing partners are in the process of agreeing the revised cost model.
- Retained employees – this figure needs to be viewed together with the Publica saving as it represents the employment costs of employees TUPEed back to the Council on 1 July 2025.
- Secondary Pension - historically, the Council has paid both a primary and secondary pension contribution. The primary contribution is the amount paid monthly through payroll and the secondary contribution is an additional cash sum paid to make sure that the Council can meet the future obligations of the pension scheme from employing staff in the past.
- The secondary contribution was introduced in the aftermath of the 2008 financial crash which resulted in near zero bond yields and caused a funding deficit in the pension scheme. Now that the scheme returns have pushed the scheme into a notional asset rather than liability (before the inclusion of the Asset Ceiling), the secondary contribution (£746,000) has been withdrawn and the primary contribution raised from 17.6% to 20% (£110,961). The net saving is therefore £635,039.
- Ubico contract - discussions are underway with Ubico to agree a contract sum for 2026/27. It takes a protracted amount of time each year due to the complicated nature of the contract deliverables. The initial growth request from Ubico is £319,784, driven predominantly by an increase in vehicle repair costs, wages inflation, and vehicle hire. A final Ubico contract sum will be included in the final budget, presented to Executive in February 2026.
- Emergency Accommodation - the Council committed to the purchase of an additional 30 emergency accommodation beds in this financial year to add to our existing 22 hostel spaces. So far, the purchase of 1 property has been completed with a further 6 properties on track to complete in January, in total these 7 properties will provide 21 beds for single households. A purchase of 1 further

property is likely to complete before the end of the financial year, providing an additional 8 beds of family accommodation for 4 households.

- A programme of reconfiguration and refurbishment for all 7 properties, expected to complete by the end of January 2026, has begun with an estimated handover of the first property early in 2026. The provision of an additional 29 beds is estimated to reduce the net cost to the Council for emergency accommodation by £350,000 a year.
- Business Rates and Council Tax - the Council has liability for Business Rates on its operational buildings and Council Tax for some temporary accommodation. The increase in these costs for 2026/27 is estimated at £71,962 for Business Rates and £4,500 for Council Tax. It should be noted however that there will be a national Business Rates reset and revaluation for 1 April 2026 and it is possible that our Business Rates liability will increase.
- Business Manager review – this summarises a large volume of small adjustments across all the Council service areas which are not significant on their own. Included in this figure are amounts for publishing Planning Applications in local newspapers, licences for the tablets used by Building Control whilst they are onsite, inflationary increases for external contractors working on behalf of the Home Improvement Service, electricity costs, membership of the Oxfordshire Resources and Waste Partnership, professional subscriptions, the annual contribution to Better Homes Better Health, printing costs, etc.
- Markets - the management of the markets in Witney and Chipping Norton was outsourced in August 2025 to a commercial operator for an initial period of 2 years. The saving included in the budget relates to the costs associated with Ubico collecting the waste as this activity is no longer required.
- Housing Condition Survey - the Council has a statutory responsibility to undertake periodic housing condition surveys across the district. This review is due to take place in 2026 with an associated one-off budget of £60,000 that will be reversed in 2027/28.

Changes To Income

Investment Property – this income fluctuates year on year as tenancies end, new tenancies begin, properties come into charge from an initial rent-free period and rent reviews come into effect. In 2026/27 the total amount of income from Investment Property is budgeted to be £3,104,376.

- Marriotts Walk – this is not classified as an Investment Property but does generate income. The managing agents will provide an updated cashflow forecast for 2026/27 in mid-January with any changes being included in the final budget presented to Executive in February 2026.
- Development Management - income from Planning Applications has been particularly volatile over the last 2 years. In the current financial year, the Council has received some major applications which has resulted in a forecast year end position of £321,000 above target. Budget discussions with the Head of Planning and the Development Manager have resulted in an agreed increase in fee income for 2026/27 of £230,000 partially offset by additional expenditure of £40,000 for temporary employees needed for specialist advice as the expertise is not available in house and is not needed in a full-time capacity.
- Trade Waste - the budget for Trade Waste income has been increased by £250,000 in line with current year forecasts reported at the end of Q2. The exceptional performance of the service can be attributed to very active customer management and efficiencies in invoicing and income collection by the Publica Trade Waste team.

Changes To Funding

- Retained Business Rates - it has long been reported to Members that the Business Rates system was going to be reset by the government as part of the Fairer Funding Review, with the aim of ensuring that local government funding reflects current assessments of need and resources, rather than historic allocations. This is because the system has not been fully reset since its introduction in 2013, meaning disparities have grown over time. By updating Baseline Funding Levels (BFLs) and Business Rates Baselines (BRBs), the government can redistribute resources more fairly across councils based on relative need.
- Minimum Revenue Provision (MRP) is a statutory requirement to recognise the use of our fixed assets over time requiring a charge to revenue over the useful life of that asset i.e. vehicles over 7 years and property over a maximum of 50 years. The movement in MRP year to year is due to the level of expenditure estimated in the Capital Programme and the inclusion of finance leases in the balance sheet for the first time in 2024/25 after the adoption of the Accounting Standard IFRS16.
- Earmarked reserve movements – this is calculated every year and is the sum of movements both in and out of reserves. Movements out are matched to expenditure on posts and projects that have been agreed by the Executive to further Council

Priorities. Examples of earmarked reserves funding expenditure are homelessness prevention and support, project management and climate change.

- The Council has been allocated significant funding from the Extended Producer Responsibility Grant, amounting to £2,852,839 in 2025/26 and £2,990,216 in 2026/27. There will be a timing difference between the receipt of this grant and expenditure against it, therefore it is budgeted to be moved into Earmarked Reserves and may be used to buy new recycling vehicles and to fund elements of the Waste and Environmental Services Project (WESP).
- Interest for external borrowing has been included in the Capital Programme on the assumption that the Council may have to fund £1.7m of waste vehicles mid-way through the 2026/27 financial year.

3.4 Inflationary Pressures

- Pay award – over the last few years, the approval of the national pay award has been agreed later in the year and after the Council budget is approved. The pay award for 2025/26 was approved in July 2025 at 3.2%, in line with the base budget assumption of 3% pay inflation for both Publica and retained employees.
- Initial discussions on the 2026/27 National Joint Council (NJC) pay award are taking place in December and January with a pay offer by the Local Government Association expected to be made to the Unions before the end of the current financial year. It is hoped that agreement will be reached earlier than in previous years, but it will be after the budget is considered by Full Council in February 2026. In the absence of any better information, a pay award of 3% has been included in the 2026/27 budget.
- Contract inflation – this is applied to individual contracts i.e. Ubico, Publica, Danfo (Public Conveniences) and Jade Security (Cash collection) based on their specific contract terms or agreed forecast expenditure, not as a generic percentage.
- General inflation – the rate of Consumer Price Index (CPI) inflation is reported to be at 3.2% in November, down from 3.6% in October. Inflation impacts the cost of supplies and services i.e. building maintenance, external legal fees and fuel which tend to be higher than the CPI level. The MTFS approved in February 2025 assumed a level of inflation of 2.5% for 2026/27 something which looks unlikely for at least the first half of the year.
- The Bank of England base rate fell to 3.75% in December, consistent with the advice we received from our Treasury Advisors. There remains some uncertainty about the

timing of the next rate cut given that the rate of CPI inflation is sitting at 3.2% as at the end of November. Any rate cut will reduce the return we receive on our investments but will make any external borrowing the Council enters into cheaper.

4. MOVEMENTS IN VERSION OF BUDGET TAKEN TO EXECUTIVE IN DECEMBER

The table below shows the key movement in the budget presented to the Executive in December taking it from a contribution from General Fund of £21,447 (before growth) to an estimated contribution to General Fund of £650,884 excluding growth and balanced budget including growth.

Budget presented to the Executive in December 2025	21,448
Budget Movements since presentation to Executive	£
<u>Revenue Changes</u>	
Members Allowances	14,009
Waste & Environmental Services Programme	124,706
Closure of some Public Conveniences	(100,000)
Environmental Enforcement Legal Costs	28,000
Tree Work	39,500
Town Centre footfall data system - 3 year contract	21,000
LGR year one estimated cost	350,000
	477,215
<u>Funding Changes</u>	
Council Tax - growth in taxbase 1.68%	(300,250)
Income Protection Floor	(776,198)
Revenue Support Grant	(1,122,832)
Retained Business Rates	(130,392)
Movement to Earmarked Reserves	1,180,125
	(1,149,547)
2026/27 REVISED DRAFT BUDGET	(650,884)

Growth Requests	£
Permanent	
Sovereign Posts	155,546
Nature Recovery Officer FTC to Permanent	39,756
New Post - Shared Senior Officer, Pollution Services	16,565
New Post - Shared Senior Officer, Private Water Supplies	14,909
New Post - Shared Tenancy Relations Officer, Grant funded for 3 years	13,998
Healthy Communities Officer - Increased hours	16,971
Safer Communities Officer - Increased hours	10,299
Economic Development Assistant - FTC to permanent	33,679
Habitat improvements on council-owned land	23,100
Community and partnership initiatives	14,350
	339,173
Permanent Posts Funded Through New Initiatives for 12 months	
Community Funding Officer - Increase hours	19,140
Species recovery projects	41,000
Nature Recovery strategic projects and project development	34,000
Building Maintenance Officer	43,460
Temporary Housing Lead	45,403
Anti Violence Against Women Project	25,000
Environmental Crime Officer and regrade to Level 2 Case & Fieldworker	48,433
	256,436
One Year	
Planning Services Transformation Lead	55,275
2026/27 DRAFT BUDGET inc Growth	0

Changes to Revenue since December

- Members Allowances are subject to an annual increase at the same percentage rates as the cost-of-living uplift in the national pay settlement for local government employees. This Scheme was approved for the period 1 April 2023 to 31 March 2027. Retained employee inflation has been included in the budget at 3%, but the

actual percentage will not be known until after the budget has been approved in February 2026.

- A paper reviewing the Public Conveniences provision was taken to Executive in September 2025. The aim was to provide a balance between the continued provision of good quality public toilet facilities, protect essential facilities into the future and to reduce the financial burden on the Council. Following subsequent work with Town and Parish Councils, and the Public Conveniences Task and Finish Group, a report will go forward to Executive in February 2026 recommending the closure of some facilities, where there are nearby alternatives, or transfer to Town and Parish Councils. The resulting savings relate to the cleaning contract to service fewer facilities.
- Legal costs will be incurred in 2026/27 to undertake environmental enforcement action.
- The Council is required to act as a “reasonable and prudent landowner” and prevent foreseeable harm (Occupiers’ Liability Acts 1957 & 1984), in effect, to ensure public safety. The Council’s Tree Officer conducts inspections to identify any risks related to trees on the Councils land that may cause harm to people, buildings or livestock i.e. disease, broken limbs, vandalism and age. Work required to mitigate identified risks is conducted by qualified tree surgeons. The current budget of £40,500 is no longer sufficient for the volume of work required, therefore growth of £39,500 has been added to the budget for 2026/27. This budget will be reviewed for the 2027/28 budget setting cycle.
- Town Centre footfall data system – this funding would enable the procurement of a real-time footfall analytics system for district centres i.e. Witney, Carterton and Chipping Norton. The system would provide anonymised data on visitor numbers, dwell time, repeat visits and consumer spending patterns. These insights would directly support town centre regeneration and tourism initiatives and inform our climate action and parking strategies. The data would also allow us to assess the impact of local events and interventions as they happen, helping us target future investment and develop evidence-based programmes.
- Tax Base – Taxbase growth for 2026/27 is 1.68% or 819.26 Band D equivalents. This includes 763.11 Band D equivalents charged the second home premium. It is recommended that Council Tax increases by the maximum of £5 to bring the district precept to £134.38 per Band D equivalent for 2026/27.
- Funding Settlement – the movement in the estimated funding in the MTFS presented to the Executive in December and the current version amounts to £2,029,422. The

explanation for this change in funding assumptions can be found in paragraphs 2.4 - 2.7 of this report. The main driver is the Government's decision to include certain funding streams within Core Spending Power for the first time—specifically the Business Rates Pool surplus and grants that the Council has previously treated as service-specific, such as the Homelessness Prevention Grant.

- An additional transfer to Earmarked Reserves is proposed to meet the anticipated cost of LGR in 2026/27.

4.1 Items to be Reported in February

These items include:

- Capital Programme – The final draft of the Capital Programme will be reported to the Executive on 11 February 2026. The level of capital expenditure must be balanced against the availability of cash reserves and the cost of external borrowing.
- Minimum Revenue Provision (MRP) – there is a statutory requirement for the Council to recognise the use of their fixed assets over time that will charge a cost to revenue over the useful life of that asset i.e. vehicles over 7 years and property over a maximum of 50 years. The final movement in MRP year to year is directly linked to the final Capital Programme.
- External Borrowing – the level of external borrowing is dictated by the estimated level of expenditure in the Capital Programme offset against any capital receipts, grants or internal borrowing used to fund capital expenditure.
- Retained Business Rates – the estimate of Retained Business Rates is submitted to MHCLG every year on 31 January through the NNDR 1 form. Permission is requested from Full Council for the Director of Finance to submit the National Non-Domestic Rates (NNDR) 1 form per statutory deadlines.

4.2 Growth Requests

- Sovereign Posts - discussions are currently underway in relation to making a small number of posts sovereign in addition to the posts transferred back to the Council on 1 July 2025. Further information about these posts will be included in the final draft of the budget in February 2026. This will add additional capacity to help support the Local Plan, deliver infrastructure, and respond to LGR.

- Nature Recovery Officer - The Council's ability to deliver its Nature Recovery Plan and meet legal obligations relies on the specialist Nature Recovery Officer role. Making this post permanent would ensure continuity for key projects, partnerships, and biodiversity duties while strengthening the Ecology Team's capacity amid growing environmental demands. Without a permanent officer, the Council risks losing expertise, delaying progress, and missing funding opportunities—making this a cost-effective investment in long-term ecological and climate commitments
- Shared Senior Officer Pollution Management and Shared Senior Officer Private Water Supplies – both posts are requested to stop the reliance on external contractors to fill resource gaps, both posts would be funded equally by the Council, Cotswold and Forest of Dean District Councils.
- Shared Tenancy Relations Officer – this position is recommended as a result of the Renters Rights Act which has just received royal assent. The Act will impose new statutory duties on local authorities and introduce new protections for tenants. This will increase the demand on the Private Sector Housing team in Publica and will require a new shared specialist officer to conduct an enforcement and prevention role as a statutory duty for local authorities. The role will also work with the Housing Team to help prevent homelessness as part of their enforcement role. The government have confirmed an allocation of £32,353 New Burdens funding to deliver this new statutory requirement.
- Healthy Communities Officer - this role is currently 0.5FTE and provides project and employee management support within Community Wellbeing overseeing work on inequality, neighbourhood engagement, community forums and the voluntary sector. Due to increased demand within the service, the postholder has been engaged for an additional 11.5 hours per week on a temporary basis. The request is that these additional hours are made permanent as new externally funded projects are coming on stream, including the Oxfordshire Marmot Place Initiative which will keep demand in the service high. The core role is to co-lead the Oxfordshire County Council Public health funded Nature Recovery and Health Inequality project and manage the Community Builder roles.
- Safer Communities Officer – this role is currently 0.81FTE and oversees the Community Safety Partnership, is Prevent lead, is our interface with the Safer Oxfordshire Partnership and the Serious Violence work countywide. It coordinates preventative activity where capacity allows and links with the Oxfordshire Police and Crime Commissioner. Additional hours to bring this role to 1 FTE are being sought to enable the role to have the capacity to take on responsibility for CCTV related work.

- Economic Development Assistant – this role has been employed on a FTC basis since April 2024 with the contract due to end in April 2026. Approval to make this post permanent would provide capacity for the team to meet the additional demands for support, project management and operational delivery that has been increasing over the last 12 months.
- Habitat Improvements, Community & Partnership Initiatives, Nature & Species Recovery - the growth in the nature recovery budget will enable the delivery of the Council's Nature Recovery Plan, facilitate projects to implement the Oxfordshire Local Nature Recovery Strategy (OLNRS) and invest in targeted interventions that protect habitats, species and ecosystem resilience across the district. The aim is to place the Council at the forefront of nature recovery, ensuring the district meets its statutory duties while safeguarding irreplaceable species and habitats and enhancing natural capital across the district.
- Community Funding Officer – the role is currently 0.59FTE with the request being an increase to 1.00 FTE due to a significant increase in workload. From February 2026 the Council needs to start the process of recommissioning the 3-year service level agreements ready to commence in April 2027, to mobilise a new 3-year contract for a crowdfunder platform and to deliver two OCC commissioned pieces of work – the Community Insight Profile in Witney and a DCMS Local Youth Partnership Programme.
- Building Maintenance Officer – with the acquisition of 8 new properties for Temporary Accommodation, the Assets team will need additional resource to take on day-to-day repairs and maintenance that would otherwise have to be contracted out at a much higher cost than employing someone directly.
- Temporary Housing Lead - the Council currently operates The Old Courthouse in Witney and Horsefair in Chipping Norton as temporary emergency accommodation for 22 homeless single people. By the end of this financial year, it is expected that the Council will be operating 10 properties housing 43 homeless singles and 4 households with children. A Temporary Housing Lead will be required to join the existing team to properly manage these additional properties.
- Anti Violence Against Women and Girls – this project is to commission a professional performance on the topic, perform it in numerous locations and provide training for the public in Bystander Awareness as a follow up. The focus is to tackle the issue of unwanted sexual attention by males towards females which has been raised as a priority by young people in the Youth Needs Assessment. The contribution from the Council represents circa 50% of the total required – only to be drawn down in the event of the remainder being available from external sources.

- A lack of resource has been identified to tackle environmental crime offences such as fly tipping, illegal waste disposal and abandoned vehicles. The Council is responsible for enforcing legislation effecting the visible environment, however the current resource level of 1 FTE is insufficient for the demands of the service.

4.3 Budget Risks

- Interest Rates – interest rates are now slowly starting to come down which for the Council is a double-edged sword. On the one hand, it will make any external borrowing that the Council enters into more affordable, but falling interest rates adversely impact the returns we make from our cash balances.
- Over the last three years and the year to date, Treasury Management short term investing has produced income returns far higher than budget due to prevailing global economic conditions and the high rate of return from the Money Market Funds and Debt Management Office (DMO). As interest rates fall back, so do these income returns.
- Level of Reserves – General Fund balances are currently healthy when compared to cost of services, however with the cost of LGR as yet undetermined it would be prudent to assume that there will be some impact on General Fund reserves before 2028. If LGR were to be delayed for any reason, the Council may need to implement a savings programme in order to continue to produce a balanced budget past the life of the current MTFS.

5. FAIRER FUNDING REVIEW

- 5.1 The Government's proposals for the reform to local government funding went out for consultation earlier this year. Following on from this consultation, initial proposals were announced by MHCLG in July, and a policy statement was announced in December.
- 5.2 The Government proposed service-specific formulas (e.g. adult social care, children's services, highways) and a general "Foundation Formula" for other services.
- 5.3 There will be a phased approach to the formula element of the change i.e. in year one our settlement will be based on 2/3 the old formula and 1/3 the new formula. In year two it will be 1/3 the old formula and 2/3 the new formula etc.
- 5.4 There will be no phasing for the Business Rates reset which will be in effect for 1 April 2026 and it has been confirmed that New Homes Bonus will not be payable after 2025/26, but instead this funding will be redirected into needs-based formula.
- 5.5 The reset of the Business Rates system takes the Council back to a new Baseline and will effectively take out the growth over baseline achieved over the last decade that has made it

beneficial to be a member of the Business Rates Pool. The Pool is therefore likely to close at the end of the 2025/26 financial year.

- 5.6** Over the summer it was indicated that for most councils there would be a 0% minimum funding floor to guarantee that funding did not fall in cash terms over the Spending Review period. However, the Council was one of the circa 40 councils who were informed that they would not receive this guarantee and instead would be subject to a cut of 5% to Core Spending Power in year one i.e. 2026/27 and a cash flat settlement for the other two years. Core Spending Power is the sum of Government Grants, Council Tax income and Retained Business Rates.
- 5.7** The settlement announcement on 17 December 2026 provided the Council with a much more positive funding position than the one in June 2025, due to the methodology used by the government to calculate the “damping” provided through the IPF and the inclusion of the Business Rates Pool surplus in our level of resources.
- 5.8** With the return to multi-year settlements the Council can plan budgets and the MTFS with a lot more confidence as much of the volatility is taken out of the process. Having known figures enables the Council to better manage reserves and mitigate financial shocks.

6. MEDIUM TERM FINANCIAL STRATEGY ASSUMPTIONS

- 6.1** The MTFS assumes a general inflationary increase of between 2% and 2.5% will apply to the cost of services from 2027/28 onwards, excluding contracts where the actual inflationary increase is known i.e. Ubico contract, salary inflation, Publica contract and some software licence agreements.
- 6.2** Salary inflation over the last 3 years has been higher than we have historically estimated. For 2026/27 there is an assumed 3% increase, but this is expected to fall back over the life of the MTFS.
- 6.3** Over the last few years, the Council has deliberately built-up Earmarked Reserves by moving our additional retained Business Rates income (growth over baseline), the surplus remitted from the Business Rates Pool and any General Fund surplus into Earmarked Reserves to fund any gap in the revenue budget over the life of the MTFS. This policy should ensure the viability of our provision of front-line services until the end of the MTFS period in 2030/31. This is important, not just for the Council and our residents, but also for the new Unitary Authority that will take over from us.
- 6.4** For several years, the Council has paid both a primary and secondary pension contribution. The primary contribution is the amount paid monthly through payroll and the secondary contribution is an additional cash sum paid to make sure that the Council can meet the future obligations of the pension scheme from employing staff in the past.
- 6.5** The Actuaries undertake an exercise to value the pension scheme every three years to look at how much money is in the pension fund (assets) and how much is needed to pay all current and future pensions (liabilities).

6.6 They use assumptions about life expectancy, investment returns, inflation, pay growth and compare the assets against the liabilities to assess if the scheme is fully funded i.e. has enough money to fund its obligations. Based on the results, the actuaries recommend how much the Council needs to pay into the scheme over the next three years to keep it sustainable.

6.7 The next triennial period starts on 1 April 2026, and the Actuaries have advised that the Council can stop paying a secondary pension contribution and raise the primary contribution from 17.6% to 20%. This has resulted in an MTFS saving of £635,039.

6.8 Treasury Management activities have provided the Council with significant investment returns over the last three years through the placement of cash reserves into short term investments i.e. DMO and the Money Market Funds. This activity provided £625,889 of interest income over and above the budget of £1,156,230 in 2024/25 and is forecast to deliver a significant amount of additional income, above budget, (set at the same level as the previous year), in 2025/26. As interest rates fall, we will no longer benefit from this additional income and so the base budget for investment income in 2026/27 will be kept as is.

6.9 Council Tax is assumed to increase by £5 for a Band D equivalent, the higher of the increases allowed without triggering a referendum – being either an increase of 2.99% on the Band D in 2025/26 of £129.38 or £5.

6.10 The Asset Management Strategy (AMS) was approved by Executive in November 2024. The AMS and the detailed option plans for individual properties provide clear guidance for future decision making and investment in the Council's land and property assets. A rolling 5 year repairs and maintenance programme, informed by the AMS feeds into the Capital Programme to identify both expenditure and financing requirements.

6.11 The MTFS is based on the most reasonable forecasts of income and expenditure that can be inferred at this point in time but are subject to change as we move through the budget setting process and more information and facts come to light.

7. FEES AND CHARGES

7.1 Fees and charges are set on three separate bases.

- Fees that are set centrally over which the Council has no control i.e. premises licences and penalty notices.
- Fees that are set on a cost recovery basis i.e. Building Control, taxi licences and Street Trading. The Council is required to make sure that fees are set at a level that does not generate a profit compared to the cost of providing the service.
- Fees that are discretionary where the Council has full control. These are the commercial services that operate where the Council is in competition with the private sector i.e. Pre Application (Planning) advice, trade waste and bulky waste.

- 7.2** Fee increases in 2026/27 for services provided on a cost recovery basis have been increased in line with the estimated pay award of 3% and any proven increase in direct expenditure.
- 7.3** Discretionary fees have been reviewed on a case-by-case basis in consultation with budget holders, considering the commercial viability of the service and opportunities to maintain or grow market share.
- 7.4** The Executive is asked to approve the fees and charges for 2026/27 as set out in the Schedule attached at Annex D.

8. CAPITAL PROGRAMME

- 8.1** The final Capital Programme proposal will be put forward in February 2026.
- 8.2** Historically the Council has funded the Capital Programme through internal borrowing (use of cash balances), capital receipts, grant or S106 funding. Given the scale of capital expenditure in 2026/27 & 2027/28 i.e. waste vehicle fleet replacement, Leisure Centre Improvement Programme, proactive maintenance of our property portfolio and the provision of affordable housing it is possible we will need to call on external borrowing to fund elements of the Capital Programme from 2026/27.
- 8.3** The financial impact of external borrowing is in the revenue account where the MTFs already shows a significant funding gap in future years. This impact includes the cost of borrowing i.e. interest and MRP – the charge we must make to represent the use of the asset over its life. For vehicles this would be borrowing with the associated costs for 7 years, for land and property it would be a maximum of 50 years.
- 8.4** The PWLB interest rates are still high but should fall gradually over the next 12 months in line with the expected trajectory of the Bank of England Base Rate. There are however other options for borrowing other than PWLB i.e. Local Authority to Local Authority lending. The Treasury Management Strategy will be updated with a framework for future external borrowing.
- 8.5** Additional capital receipts are achieved through the disposal of assets where the income can then only be used to fund capital expenditure, not to support the provision of services. The AMS helps to inform decision making on the disposal of the Council's assets where it is shown to be more advantageous to have a capital receipt to avoid external borrowing and MRP costs than to retain the asset for its capacity to generate revenue income.
- 8.6** The Council may wish to cash in an element of Pooled Funds in the future to finance capital expenditure if it proves to be more cost effective than to take on long term debt. However,

interest generated from the Pooled Funds is instrumental in supporting front line Council services so any decision to release cash from long term investments should be carefully weighed against the impact on the MTFS in the longer term.

- 8.7** Further details about the way we fund the Capital Programme will be included in the revised Treasury Management, Capital and Investment Strategy papers, which will be considered by the Audit & Governance Committee at the 22 January 2026 meeting and included in the February 2026 budget papers.
- 8.8** An initial draft of the Capital Programme is in Annex B but as always, inclusion in the Capital Programme does not mean that the expenditure is authorised. Identifying the possible spend, and including it in the Capital Programme, ensures that potential borrowing requirements are identified. In most cases, a business case would still need to be prepared and brought forward for review.

9. LOCAL GOVERNMENT RE-ORGANISATION

- 9.1** As stated in the body of this report, the budget and MTFS have been produced without incorporating any potential impacts from LGR, other than an estimate of the Project Office costs for 2026/27, due to the impossibility of providing any credible financial projections, but LGR will have an impact on the delivery of Council services and our financial position up until when the new Unitary Authority is established on 1 April 2028.
- 9.2** Once the government announces their decision for Oxfordshire, expected in Summer 2026, there will undoubtedly be the need for a substantial resource commitment to a transition programme. During this time, we cannot fail to maintain our level of service provision to the residents of West Oxfordshire or to meet our financial obligations. It is recommended that an earmarked reserve of £1m is set up to fund LGR costs in the first instance. The funding requirement will be updated as a more detailed financial analysis can be done once a proposal is chosen.

10. BUDGET CONSULTATION

- 10.1** The Council's budget consultation, via the online engagement platform CitizenLab, went live on 10 November 2025 and ran to 19 December 2025.
- 10.2** The Council has used a wide range of communication channels to promote the consultation including media engagement, social media, website, stakeholders and newsletters.
- 10.3** The number of responses received for the 2026/27 budget consultation was 150. This is significantly lower than the responses received in previous years (a total of 370 responses in 2025/26 and 377 for 2024/25).
- 10.4** This is thought to be due to "consultation saturation" bearing in mind the number of consultations carried out in recent months including LGR and Local Plan. It could also be

due to resident's perception that district budgets are soon to be overtaken by unitary budgets with LGR on the horizon.

10.5 A detailed analysis of the results will be presented in the final budget papers taken to Executive and Full Council in February 2026.

11. BUDGET REVIEW TIMETABLE

11.1 There is an All-Member Briefing on 8 January 2026.

11.2 The Overview and Scrutiny Committee will review the budget at a meeting on 4 February 2026.

11.3 A final budget will be presented to the Executive on 11 February 2026.

11.4 The Final Budget will be debated at Full Council on 25 February 2026.

12. CONCLUSIONS

12.1 This second draft of the 2026/27 budget is a surplus of £650,884 before growth requests and a balanced budget after growth requests.

12.2 There are continued uncertainties and cost pressures, as detailed in this report, which will have an impact on the 2026/27 budget and the MTFS.

12.3 The feedback from committee meetings and the budget consultation process will provide inputs into the Final Budget,

12.4 The Council will need to set realistic budgets, balancing current need and future financial stability, to ensure that adequate reserves are maintained over the medium term.

13. FINANCIAL IMPLICATIONS

13.1 There are no financial implications arising from this paper as it outlines the approach and context of the 2026/27 budget setting process.

14. LEGAL IMPLICATIONS

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

15. RISK ASSESSMENT

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

16. EQUALITIES IMPACT

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

17. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

17.1 None.

18. BACKGROUND PAPERS

None

(END)

Medium Term Financial Strategy Updated January 2026					Annex A
	2026/27	2027/28	2028/29	2029/30	2030/31
Inflation		2.0%	2.0%	2.0%	2.0%
Taxbase	1,0168	1,013	1,014	1,013	1,014
Base	18,231,214	17,747,400	21,280,956	22,159,392	22,715,981
Inflation - Generic		354,948	425,619	443,188	454,320
Inflation - Publica	(1,401,035)	195,669	201,539	207,585	213,813
Inflation - Retained Staff	1,326,496	197,616	203,544	209,651	215,940
Secondary Pension contribution saving	(635,039)				
Closure of some Public Conveniences	(100,000)				
Waste & Environmental Services Project	124,706	277,000	(30,000)	(143,000)	(177,000)
Members Allowances	14,009	15,000	15,000		
Ubico contract	319,784	300,000	300,000		
New Temporary Accommodation	(28,212)				
Leisure Contract Income		1,390,578			
Disposal of Between Towns Road	(157,826)				
MRP/RCCO movement	192,960	272,948	(76,431)	0	(121,187)
Investment Property Rent	(207,128)				
External Borrowing	37,924	29,798	(10,835)	(10,835)	(10,835)
Local Government Re-Organisation	350,000	650,000			
One-off growth - reversal of prior year	(335,900)				
Service Area Review	422,347				
Fees & Charges	(406,900)	(150,000)	(150,000)	(150,000)	(150,000)
Target Budget (NOE)	17,747,400	21,280,956	22,159,392	22,715,981	23,141,031

Financed by:					
Revenue Support Grant	(7,522,982)	(5,218,704)	(2,849,655)	(549,655)	(274,828)
Business Rates Share	(2,490,393)	(2,547,518)	(2,598,911)	(2,676,878)	(2,757,184)
Renewables	(302,976)	(302,976)	(302,976)	(302,976)	(302,976)
Income Protection Floor	(776,198)	(2,631,507)	(4,543,994)	(5,343,995)	(4,093,995)
Extended Producer Responsibility (Waste)	(2,990,216)	0	0	0	0
Government Grants & Business Rates	(14,082,765)	(10,700,706)	(10,295,536)	(8,873,504)	(7,428,983)
Investment Income - Pooled Funds	(1,156,227)	(1,040,604)	(988,574)	(968,803)	(949,427)
Contribution to/(from) earmarked reserves	3,634,710	(1,883,417)	(1,000,000)	(2,000,000)	(3,000,000)
Collection Fund	(133,916)	(120,000)	(115,000)	(110,000)	(100,000)
Council Tax	(6,660,086)	(6,997,697)	(7,350,209)	(7,699,812)	(8,068,943)
Total Funding	(18,398,284)	(20,742,424)	(19,749,319)	(19,652,118)	(19,547,352)
Use of GF reserves	(650,884)	538,532	2,410,073	3,063,862	3,593,679
TaxBase	49,561.59	50,205.89	50,908.77	51,545.13	52,266.76
Band D	134.38	139.38	144.38	149.38	154.38
Tax increase	3.86%	3.72%	3.59%	3.46%	3.35%
General fund balance	12,557,909	12,019,377	9,609,304	6,545,441	2,951,763

Draft Capital programme January 2026

Annex B

Scheme	2026/27	2027/28	2028/29	2029/30	2030/31	Total £
IT Provision - Systems & Strategy	100,000	100,000	100,000	100,000	100,000	500,000
Council Buildings Maintenance Programme	300,000	250,000	250,000	250,000	250,000	1,300,000
Purchase of Temporary Accommodation	1,200,000					1,200,000
IT Equipment - PCs, Copiers etc	40,000	40,000	40,000	40,000	40,000	200,000
Improvement Grants/Disabled Facilities Grants	880,000	880,000	880,000	880,000	880,000	4,400,000
Investment Property Repairs	1,000,000	500,000	150,000	150,000	150,000	1,950,000
Replacement dog and litter bins					25,000	25,000
Leisure Centre Improvement Programme	1,501,550	1,000,000	1,000,000	25,000		3,526,550
Shop Mobility - Replacement stock	10,000				10,000	20,000
Replacement waste and recycling fleet	3,401,266					3,401,266
WESP						
	8,432,816	2,770,000	2,420,000	1,445,000	1,455,000	16,522,816

Capital Financing	2026/27	2027/28	2028/29	2029/30	2030/31	Total future years £
Revenue Contributions	450,000	390,000	390,000	390,000	390,000	2,010,000
Earmarked Reserves						
Investment Property Reserve RES091	500,000	500,000	150,000	150,000	150,000	1,450,000
External Contributions:						
OCC Better Care Grant Funding (for DFGs)	880,000	880,000	880,000	880,000	880,000	4,400,000
Extended Producer Responsibility Grant	1,700,633					1,700,633
Borrowing						
Internal Borrowing	500,000					500,000
External Borrowing	1,700,633					1,700,633
Capital Receipts						
Capital Receipts general fund	2,701,550	1,000,000	1,000,000	25,000	35,000	4,761,550
	8,432,816	2,770,000	2,420,000	1,445,000	1,455,000	16,522,816

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PARISH PRECEPTS AND TAXBASE 2025/26 & 2026/27

PARISH	TAXBASE		
	2025/2026	2026/2027	%
	CHANGE		
	No.	No.	
ALVESCOT	239.95	243.67	1.55
ASCOTT-UNDER-WYCHWOOD	265.07	270.86	2.18
ASTHAL	162.65	173.33	6.57
ASTON,COTE,SHIFFORD & CHIMNEY	636.52	644.86	1.31
BAMPTON	1,355.41	1,385.10	2.19
BLACK BOURTON	131.29	130.54	(0.57)
BLADON	413.13	417.63	1.09
BLENHEIM	26.92	27.96	3.86
BRIZE NORTON	828.34	922.65	11.39
BROADWELL	74.80	82.06	9.71
BRUERN	42.35	45.25	6.85
BURFORD	931.48	969.93	4.13
CARTERTON	5,724.60	5,750.95	0.46
CASSINGTON	343.40	344.21	0.24
CHADLINGTON	404.92	413.99	2.24
CHARLBURY	1,390.51	1,432.29	3.00
CHASTLETON	76.32	75.22	(1.44)
CHILSON	59.90	69.39	15.84
CHIPPING NORTON	2,898.39	2,919.10	0.71
CHURCHILL & SARDEN	382.87	405.93	6.02
CLANFIELD	370.75	374.77	1.08
COMBE	347.94	358.87	3.14
CORNBURY & WYCHWOOD	27.56	27.94	1.38
CORNWELL	25.80	27.05	4.84
CRAWLEY	79.95	81.95	2.50
CURBRIDGE & LEW	486.59	489.17	0.53
DUCKLINGTON	657.42	663.07	0.86
ENSTONE	616.79	623.06	1.02
EYNSHAM	2,217.93	2,238.20	0.91

PARISH PRECEPTS AND TAXBASE 2025/26 & 2026/27

PARISH	TAXBASE		
	2025/2026	2026/2027	% CHANGE
	No.	No.	
FAWLER	48.86	50.07	2.48
FIFIELD	111.26	112.64	1.24
FILKINS & BROUGHTON POGGS	232.95	244.35	4.89
FINSTOCK	313.40	309.16	(1.35)
FREELAND	702.54	705.88	0.48
FULBROOK	252.30	254.35	0.81
GLYMPTON	47.36	54.53	15.14
GRAFTON & RADCOT	31.05	33.63	8.31
GREAT TEW	99.33	113.45	14.22
HAILEY	523.31	528.38	0.97
HANBOROUGH	1,444.14	1,469.62	1.76
HARDWICK WITH YELFORD	52.55	55.70	5.99
HEYTHROP	84.00	73.10	(12.98)
HOLWELL	29.27	32.04	9.46
IDBURY	78.86	79.37	0.65
KELMSCOTT	47.00	50.21	6.83
KENCOT	67.67	69.11	2.13
KIDDINGTON WITH ASTERLEIGH	59.54	60.96	2.38
KINGHAM	415.57	442.06	6.37
LANGFORD	165.85	169.52	2.21
LEAFIELD	377.59	393.19	4.13
LITTLE FARINGDON	45.80	55.27	20.68
LITTLE TEW	109.22	111.04	1.67
LYNEHAM	100.55	107.39	6.80
MILTON-UNDER-WYCHWOOD	819.92	837.58	2.15
MINSTER LOVELL	753.46	749.60	(0.51)
NORTH LEIGH	1,011.10	1,036.17	2.48
NORTHMOOR	197.55	197.21	(0.17)
OVER NORTON	223.20	230.04	3.06

PARISH PRECEPTS AND TAXBASE 2025/26 & 2026/27

PARISH	TAXBASE		
	2025/2026	2026/2027	% CHANGE
	No.	No.	
RAMSDEN	187.92	192.46	2.42
ROLLRIGHT	244.49	252.79	3.39
ROUSHAM	25.87	27.47	6.18
SALFORD	131.67	134.85	2.42
SANDFORD ST MARTIN	149.75	159.29	6.37
SHILTON	289.90	298.69	3.03
SHIPTON-UNDER-WYCHWOOD	718.63	741.13	3.13
SOUTH LEIGH	165.42	165.45	0.02
SPELSBURY	166.93	174.24	4.38
STANDLAKE	698.48	716.04	2.51
STANTON HARCOURT	531.27	533.05	0.34
STEEPLE BARTON	609.57	624.49	2.45
STONESFIELD	729.85	727.47	(0.33)
SWERFORD	93.41	97.30	4.16
SWINBROOK & WIDFORD	107.53	115.04	6.98
TACKLEY	516.22	515.59	(0.12)
TAYNTON	82.55	86.46	4.74
WESTCOT BARTON	88.65	88.38	(0.30)
WESTWELL	58.10	64.16	10.43
WITNEY	11,298.35	11,377.10	0.70
WOODSTOCK	1,824.21	1,861.38	2.04
WOOTTON	306.79	317.97	3.64
WORTON	52.02	56.17	7.98
TOTAL TAXBASE (No.)	48,742.33	49,561.59	1.68
TOTAL PRECEPT(£)			
AVERAGE 'BAND D' COUNCIL TAX (£)			

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West Oxfordshire District Council

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Fees and Charges 2026/2027

Planning Services General Administration		2025/2026 Basic Charge £ p	2026/2027 Basic Charge £ p	VAT £ p	2026/2027 Total charge £ p	VAT Status
Access to Information/Inspection of Background Documents	Charge per document (after Committee date)	1.00	1.00	0.00	1.00	Non vatable
	Where documents are listed under a general description (after Committee date)					
	During 5 days prior to Committee date only	9.00	9.00	0.00	9.00	Non vatable
	<i>Note: Members of the public may only inspect background documents 3 days prior to Committee date or thereafter.</i>					
Administration Charge for Services Rendered		30 percent	30 percent		30 % + VAT	Vatable
Minutes/Agendas	Per Annum	277.00	285.00	57.00	342.00	Vatable
	Single Agenda	7.00	7.00	1.40	8.40	Vatable
Parish/Town Councils Per Annum		28.00	29.00	5.80	34.80	Vatable
Brownfields Register (Hard copy)		15.00	15.00	3.00	18.00	Vatable
Self-Build register	Part 1 – for those who meet criteria (with local connections).	25.00	25.00	5.00	30.00	Vatable
	Part 2 – for those who meet national criteria, but not local connection.	10.00	10.00	2.00	12.00	Vatable

Libraries						
Dyeline Prints (Any type, with due regard to copyright restrictions)	A2 Size	9.00	9.00	1.80	10.80	Vatable
	A1 Size	12.00	12.00	2.40	14.40	Vatable
	From Paper Roll Larger than A1 Size	5.00	5.00	1.00	6.00	Vatable
Photocopying - (per sheet)	A4 size and foolscap	0.20	0.20	0.04	0.24	Vatable
	A3 size	0.20	0.20	0.04	0.24	Vatable
	A4 & A3 Colour Copies	0.30	0.30	0.06	0.36	Vatable
Local Plan		26.00	27.00	0.00	27.00	Non vatable

Planning Services		2025/2026 Basic Charge £ p	2026/2027 Basic Charge £ p	VAT £ p	2026/2027 Total Charge £ p	VAT Status
Planning Applications – Maps	Up to 6 maps (one charge for the set): 1:500 scale* plus admin fee #	5.00 158.00	5.00 163.00	0.00 32.60	5.00 195.60	Non vatable Vatable
	1:1250 scale* plus admin fee #	21.00 16.00	22.00 16.00	0.00 3.20	22.00 19.20	Non vatable Vatable
	1:2500 scale* plus admin fee #	87.00 15.00	90.00 15.00	0.00 3.00	90.00 18.00	Non vatable Vatable
	*All maps are provided by the National maps Centre and are subject to change if the O.S. increase their fees					
	# Only one admin fee is charged regardless of the number of maps purchased.					
Planning Applications - Weekly Press Lists		265.00	273.00	54.60	327.60	Vatable
Planning Decision Notices	Notice requested	16.00	16.00	3.20	19.20	Vatable
Compilation of Agreement. Minimum charge increased at Officer's discretion	Section 52 Agreement Per copy of Agreement	29.00	30.00	6.00	36.00	Vatable
	Section 106 Agreements Per copy of Agreement	26.00	27.00	5.40	32.40	Vatable
Tree Preservation Orders: Per copy of order		24.00	25.00	5.00	30.00	Vatable
Valuation Fee		At Cost	At Cost	-	At Cost	Vatable
High Hedges Complaint- £500- zero-rated VAT		672.00	692.00	0.00	692.00	Non vatable
Planning application fees are set by central government. Use this link to CLG planning portal.		http://ecab.planningportal.co.uk/uploads/english_application_fees.pdf				

Planning Services		2025/2026 Basic Charge £ p	2026/2027 Basic Charge £ p	VAT £ p	2026/2027 Total Charge £ p	VAT Status
Local Search Fees	Con29 only	159.00	164.00	32.80	196.80	Vatable
	Part II	21.50	21.50	4.30	25.80	Vatable
	Additional Questions	21.50	21.50	4.30	25.80	Vatable

DEVELOPMENT MANAGEMENT – PRE-APPLICATION & DISCRETIONARY FEES (1)	2025/2026 Basic Charge £ p	2026/2027 Basic Charge £ p	VAT £ p	2026/2027 Total Charge £ p	VAT Status
PROPOSED FEE LEVELS FOR PRE-APPLICATION (AND RELATED) ADVICE (April 2024)					
Is planning permission required? (to include a search of our records to ascertain whether permitted development rights have been removed)	62.50	62.50	12.50	75.00	Vatable
Is listed building consent required?	85.50	88.00	17.60	105.60	Vatable
Is a building or structure considered to be curtilage listed?	85.50	88.00	17.60	105.60	Vatable
Has a planning condition or S.106 legal agreement clause been complied with? £75 (+ £75 ph) for complicated requests – taking more than 1 hour to be agreed in advance)	64.00	66.00	13.20	79.20	Vatable
Simple householder advice (does not include advice relating to development proposals for listed buildings)	85.50	88.00	17.60	105.60	Vatable
Complex householder advice (including advice relating to development proposals for listed buildings) +£75 if a site visit is required	171.00	176.00	35.20	211.20	Vatable
64.00	66.00	13.20	79.20	Vatable	
Each subsequent hour of officer time above the stated limit (to be agreed in advance) including specialist officers time.	42.50	44.00	8.80	52.80	Vatable
Any subsequent response to further amendments	85.50	88.00	17.60	105.60	Vatable
Any subsequent meeting or site visit	128.00	132.00	26.40	158.40	Vatable
1 dwelling (including replacement dwellings and holiday let/tourist accommodation)	564.00	581.00	116.20	697.20	Vatable
Provision of up to 200 square metres of floor space for other uses e.g. equestrian/retail/commercial/industrial/ mixed development	256.00	263.50	52.70	316.20	Vatable
Additional hour(s) of officer time (including specialist officers) to be agreed and paid in advance	42.50	44.00	8.80	52.80	Vatable
Any subsequent response to further amendments	128.00	132.00	26.40	158.40	Vatable
Any subsequent meeting	213.50	220.00	44.00	264.00	Vatable
2 - 9 (inclusive) dwellings (including replacement dwellings and holiday let/tourist accommodation)	854.00	879.50	175.90	1,055.40	Vatable
Development of less than 0.5 hectares for residential use (if number of dwellings/units is not known)	427.00	440.00	88.00	528.00	Vatable
Provision of 200-1,000 square metres of floor space or 0.5 hectares for other uses (where floorspace not known) e.g. equestrian/retail/commercial/industrial/ mixed development	427.00	440.00	88.00	528.00	Vatable
Development of land for other uses e.g. equestrian/retail/commercial/industrial/mixed development use with a site area of upto 1 hectare	427.00	440.00	88.00	528.00	Vatable
Change of use of land or buildings	427.00	440.00	88.00	528.00	Vatable
Additional hour (s) of officer and specialist time (to be agreed and paid in advance)	51.50	53.00	10.60	63.60	Vatable
Any subsequent response to further amendments	128.00	132.00	26.40	158.40	Vatable
Any subsequent meeting	213.50	220.00	44.00	264.00	Vatable

DEVELOPMENT MANAGEMENT – PRE-APPLICATION & DISCRETIONARY FEES (2)		2025/2026 Basic Charge £ p	2026/2027 Basic Charge £ p	VAT £ p	2026/2027 Total Charge £ p	VAT Status
Major applications (other)	10 – 199 (inclusive) residential units Residential development (where the proposed number of units is not specified), with a site area of 0.5 hectares or more and less than four hectares Provision of 1,000 - 9,999 square metres of floor space for other uses e.g. equestrian/ retail/ commercial/industrial/ mixed development Development of land for other uses e.g. equestrian/retail/commercial/industrial/mixed development with a site area of one hectare or more and less than two hectares	1,708.50	1,760.00	352.00	2,112.00	Vatable
	An hour of additional officer (including specialist) time (to be agreed and paid in advance)	64.00	66.00	13.20	79.20	Vatable
	Any subsequent response to further amendments	213.50	220.00	44.00	264.00	Vatable
	Any subsequent meeting	427.00	440.00	88.00	528.00	Vatable
	200 or more residential units Residential development (where the proposed number of units is not specified) with a site area of four hectares or more Provision of 10,000 square metres or more of floor space for other uses e.g. equestrian/retail commercial/ industrial/ mixed development Development of land for other uses e.g. equestrian /retail /commercial / industrial / mixed development with a site area of two hectares or more	3,416.50	3,519.00	703.80	4,222.80	Vatable
	Any subsequent response to further amendments An hour of additional officer (including specialist) time (to be agreed and paid in advance) Any subsequent meeting	427.00 85.50 640.50	440.00 88.00 659.50	88.00 17.60 131.90	528.00 105.60 791.40	Vatable

DEVELOPMENT MANAGEMENT - PRE-APPLICATION – Other Discretionary fees		2025/2026 Basic Charge £ p	2026/2027 Basic Charge £ p	VAT £ p	2026/2027 Total Charge £ p	VAT Status
General Policy/CIL/S106 related Advice	per hour of officer time. For those requests that will be longer, the fee will be agreed in advance.	128.00	132.00	26.40	158.40	Vatable
General Planning or other related advice not covered above	per hour	85.50	88.00	17.60	105.60	Vatable
Applications directly due to disability, or made by Town and Parish Councils	No charge					
Applications made by Registered Social Landlords (RSLs) or charities	It is at the Development Managers discretion to reduce the rates above for certain types of applications					
Assistance with filling in a planning application form or other related planning document.	per hour	64.00	66.00	13.20	79.20	Vatable
Admin charge for applications not submitted on the Planning Portal i.e postal or email.	per application	21.50	22.00	4.40	26.40	Vatable
Charging for invalid applications (that have not been made valid within 28 days or as indicated/agreed by the Councils validation team).	Householder, advertisements Certificates of Lawfulness & Prior notifications Minor Applications Major Applications	42.50	44.00	8.80	52.80	Vatable
		85.50	88.00	17.60	105.60	Vatable
		171.00	176.00	35.20	211.20	Vatable
Copy of Decision Notice, TPO, Appeal Decision Notice, Enforcement Notices, S111 etc	Per document	25.50	26.50	5.30	31.80	Vatable
Copy of S106 or Agreement	Per document	42.50	44.00	8.80	52.80	Vatable
Charges for paper copies of applications	Charge per whole application should all documents be requested. per householder per Minor/Other per major	21.50	22.00	4.40	26.40	Vatable
		42.50	44.00	8.80	52.80	Vatable
		85.50	88.00	17.60	105.60	Vatable
Charges per plan are based on the costs to copy and send out the document and are per sheet.	A0 A1 A2 A3 A4 A4 – subsequent copies	7.00	7.00	1.40	8.40	Vatable
		6.00	6.00	1.20	7.20	Vatable
		5.00	5.00	1.00	6.00	Vatable
		4.50	4.50	0.90	5.40	Vatable
		4.00	4.00	0.80	4.80	Vatable
		0.50	0.50	0.10	0.60	Vatable

Community Infrastructure Levy (CIL)		2025/2026 Basic Charge £ p	2026/2027 Basic Charge £ p	VAT £ p	2026/2027 Total Charge £ p	VAT Status
Residential District-wide of less than 250 homes (Greenfield) £ per m2	Includes mixed housing development (i.e. a mix of housing and flats). On-site affordable housing on 11+ Units Nil affordable housing on sites between 1-10 units. Affordable housing financial contributions apply on sites between 6-10 units in the Cotswolds National landscape	225.00	225.00	0.00	225.00	Non Vatable
Residential District-wide of 250 homes or more (Greenfield) £ per m2	Includes mixed housing development (i.e. a mix of housing and flats). On-site affordable housing applies in all cases. Excludes defined Strategic Sites.	150.00	150.00	0.00	150.00	Non Vatable
Residential District-wide (Previously developed land) £ per m2	Includes mixed housing development (i.e. a mix of housing and flats). On-site affordable housing on 11+ units. Nil affordable housing on sites between 1-10 units. Affordable housing financial contributions apply on sites between 6-10 units in the Cotswolds National Landscape (formerly AONB).	125.00	125.00	0.00	125.00	Non Vatable
Residential District-wide 100% Flatted only development District-wide £ per m2		25.00	25.00	0.00	25.00	Non Vatable
Residential District-wide Defined Strategic Sites £ per m2	Defined sites include: Salt Cross Garden Village, West Eynsham, North Witney, East Witney; and East Chipping Norton	0.00	0.00	0.00	0.00	Non Vatable
Non-Residential Uses	Large Format Retail e.g. Supermarkets, Foodstores, Retail Warehousing £ per m2	125.00	125.00	0.00	125.00	Non Vatable
All other non-residential development £ per m2	Nil Rated	0.00	0.00	0.00	0.00	Non Vatable
Full details can be found using this link	https://www.westoxon.gov.uk/planning-and-building/community-infrastructure-levy-cil/					

Biodiversity Net Gain (BNG)		2025/2026 Basic Charge £ p	2026/2027 Basic Charge £ p	VAT £ p	2026/2027 Total Charge £ p	VAT Status
Small (0-5 ha)	Low	3,000.00	3,000.00	0.00	3,000.00	Non Vatable
	Moderate	4,000.00	4,000.00	0.00	4,000.00	Non Vatable
	High	5,000.00	5,000.00	0.00	5,000.00	Non Vatable
Medium (5+ to 20 ha)	Low	6,250.00	6,250.00	0.00	6,250.00	Non Vatable
	Moderate	7,500.00	7,500.00	0.00	7,500.00	Non Vatable
	High	8,500.00	8,500.00	0.00	8,500.00	Non Vatable
Large (20+ to 40 ha)	Low	10,250.00	10,250.00	0.00	10,250.00	Non Vatable
	Moderate	12,500.00	12,500.00	0.00	12,500.00	Non Vatable
	High	14,500.00	14,500.00	0.00	14,500.00	Non Vatable
40+ ha Bespoke approach will be needed	Please contact West Oxfordshire District Council for details.					
Full details can be found using this link	https://www.westoxon.gov.uk/planning-and-building/wildlife-and-biodiversity/biodiversity-net-gain-bng/					

Legal Services		2025/2026 Basic Charge £ p	2026/2027 Basic Charge £ p	VAT £ p	2026/2027 Total Charge £ p	VAT Status
Legal Services	Litigation Fees (per hour)	250.00	260.00	0.00	260.00	Non vatible
	Section 106 Agreements (per hour)	250.00	260.00	0.00	260.00	Non vatible
Standard Legal and Estates Fees for Property Transactions		2025/2026 Basic Charge £ p	2026/2027 Basic Charge £ p	VAT £ p	2026/2027 Total Charge £ p	VAT Status
Standard Legal Fees (Minimum)*	New Commercial Lease	595.00	615.00	0.00	615.00	Non vatible
	Renewal Leases (on agreement with tenant)	115.00	120.00	0.00	120.00	Non vatible
	Deed of Variation (at Tenant request)	300.00	310.00	0.00	310.00	Non vatible
	Licence to Alter £250 £150 £400	300.00	310.00	0.00	310.00	Non vatible
	Licence to Assign / Underlet £250 £150 £400	300.00	310.00	0.00	310.00	Non vatible
	Deed of Grant/Release £500 £250 £750	595.00	615.00	0.00	615.00	Non vatible
	Deed of Surrender £250 £150 £400	300.00	310.00	0.00	310.00	Non vatible
	Licence for Use £150 £150 £300	180.00	185.00	0.00	185.00	Non vatible
	Disposal - (at other party request) £500 £500 £1000	595.00	615.00	0.00	615.00	Non vatible
	Schedule of Condition (fee depends on property size)	115.00 to 595.00	115.00 to 595.00			Non vatible
Standard Estates Fee*	Deed of Variation (at Tenant request)	300.00	310.00	0.00	310.00	Non vatible
	Licence to Alter £250 £150 £400	300.00	310.00	0.00	310.00	Non vatible
	Licence to Assign / Underlet £250 £150 £400	300.00	310.00	0.00	310.00	Non vatible
	Deed of Grant/Release £500 £250 £750	420.00	435.00	0.00	435.00	Non vatible
	Deed of Surrender £250 £150 £400	300.00	310.00	0.00	310.00	Non vatible
	Letter Licence n/a £50 £50	60.00	60.00	0.00	60.00	Non vatible
	Licence for Use £150 £150 £300	180.00	185.00	0.00	185.00	Non vatible
	Disposal - (at other party request)	595.00	615.00	0.00	615.00	Non vatible
	Schedule of Condition (fee depends on property size)	115.00 to 595.00	115.00 to 595.00			Non vatible
	New Commercial Lease	595.00	615.00	0.00	615.00	Non vatible
Combined Legal and Estates Fees *	Renewal Leases (on agreement with tenant)	115.00	120.00	0.00	120.00	Non vatible
	Deed of Variation (at Tenant request)	480.00	495.00	0.00	495.00	Non vatible
	Licence to Alter	480.00	495.00	0.00	495.00	Non vatible
	Licence to Assign / Underlet	480.00	495.00	0.00	495.00	Non vatible
	Deed of Grant/Release	900.00	925.00	0.00	925.00	Non vatible
	Deed of Surrender	480.00	495.00	0.00	495.00	Non vatible
	Letter Licence	60.00	60.00	0.00	60.00	Non vatible
	Licence for Use	355.00	365.00	0.00	365.00	Non vatible
	Disposal (at other party request)	1,190.00	1,225.00	0.00	1,225.00	Non vatible
	Schedule of Condition (fee depends on property size)	115.00 to 595.00	115.00 to 595.00			Non vatible
* Legal and Estates Fee Exclusions:		Departure from Legal and Estates Fee Schedule				
Council Contractors occupying property for service provision		In exceptional circumstances or if it is in the interest of the Council's commercial property portfolio, the Head of Legal Services, in respect of Legal fees or the Assistant Director with responsibility for Assets, in respect of Estates fees, can agree a reduction or waiver of fees, in consultation with the appropriate Executive Member whose portfolio includes Property and Assets.				
Local Charities						
Community Organisations (Not for Profit)						

Resources		2025/2026 Basic Charge £ p	2026/2027 Basic Charge £ p	VAT £ p	2026/2027 Total Charge £ p	VAT Status
Administration	Freedom of Information enquiries (charge per hr for search costs over the £450 'Appropriate Limit'):	25.00	25.00	0.00	25.00	Non vatable
	Freedom of Information photocopying - per sheet	1.00	1.00	0.00	1.00	Non vatable
Summons Costs - Council Tax/NNDR	Council Tax - Summons on application for Liability Order*	65.00	65.00	0.00	65.00	Non vatable
	Council Tax - Costs of Liability Order hearing*	45.00	45.00	0.00	45.00	Non vatable
	NNDR - Summons on application for Liability Order*	75.00	75.00	0.00	75.00	Non vatable
	NNDR - Costs of Liability Order hearing*	45.00	45.00	0.00	45.00	Non vatable
Miscellaneous properties	* As approved by the Magistrates Court Garage rents	14.50	15.00	3.00	18.00	Vatable

WODC Room Hire		2025/2026 Basic Charge £ p	2026/2027 Basic Charge £ p	VAT £ p	2026/2027 Total Charge £ p	VAT Status
Key Partners	Room 1 (Seating for 30) per hour	23.00	23.50	0.00	23.50	Non vatable
	Room 2 (Seating for 20) per hour	15.00	15.50	0.00	15.50	Non vatable
	Room 1 & 2 (Seating 85) per hour	36.00	37.00	0.00	37.00	Non vatable
	Community Space / Chamber (Seating for 60)	60.00	62.00	0.00	62.00	Non vatable
Community Groups / Public Sector and NFP Groups or Charities	Room 1 (Seating for 30) per hour	38.00	39.00	0.00	39.00	Non vatable
	Room 2 (Seating for 20) per hour	25.00	26.00	0.00	26.00	Non vatable
	Room 1 & 2 (Seating 85) per hour	60.00	62.00	0.00	62.00	Non vatable
	Community Space / Chamber (Seating for 60)	100.00	103.00	0.00	103.00	Non vatable
Commercial	Room 1 (Seating for 30) per hour	75.00	77.50	0.00	77.50	Non vatable
	Room 2 (Seating for 20) per hour	50.00	51.50	0.00	51.50	Non vatable
	Room 1 & 2 (Seating 85) per hour	120.00	123.50	0.00	123.50	Non vatable
	Community Space / Chamber (Seating for 60)	200.00	206.00	0.00	206.00	Non vatable

Key Partners would include organisations that help the Council deliver its priorities such as NHS & OCC receive an 70% discount
 Community Groups etc receive a discount of 50%
 Minimum hire would be 2hrs
 Booking Times are 10am to 5pm Monday to Friday
 Water will be provided but no other refreshments, however food can be booked via the Café in Elmfield

Environmental & Regulatory Services: Water Supplies		2025/2026 Basic Charge £ p	2026/2027 Basic Charge £ p	VAT £ p	2026/2027 Total Charge £ p	VAT Status
Private Water Supplies	Risk Assessment or Investigation (fee per hour)	68.00	70.00	0.00	70.00	Non vatable
	Sampling – each visit – fixed fee	132.00	136.00	0.00	136.00	Non vatable
	Granting and Authorisation - fixed fee plus hourly rate applies	132.00	136.00	0.00	136.00	Non vatable
Sample Analysis	Taken under Regulation 10 Taken during check monitoring Taken during audit monitoring	at cost	at cost	at cost		Non vatable
Regulation of Pollution from Industrial Sources <i>Fees as laid down by the Secretary of State</i>	- Environmental Permitting Regulations 2010 <i>Please refer to www.gov.uk/local-authority-environmental-permit</i>					
Environmental Information Regulations – Search Fees	Basic administration charge	25.00	26.00	0.00	26.00	Non vatable
	Contaminated Land information request	80.00	82.00	0.00	82.00	Non vatable

Environmental & Regulatory Services: Food Health & Safety		2025/2026 Basic Charge £ p	2026/2027 Basic Charge £ p	VAT £ p	2026/2027 Total Charge £ p	VAT Status
Export of Food Products	Food Export Health Certificate (including first hour of officer time)	72.00	74.00	0.00	74.00	Non vatable
	DEFRA Export Health Certificate	138.00	142.00	0.00	142.00	Non vatable
	Officer hourly rate after first hour	50.00	52.00	0.00	52.00	Non vatable
Other Products & Services	E-learning	Na	Na	Na	Na	Non vatable
	Safer Food, Better Business Information Pack	16.00	16.00	0.00	16.00	Non vatable
	Safer Food Better Business Diary Sheets (per pack)	5.00	11.20	0.00	11.20	Non vatable
	Food Hygiene Rating Re-visit	210.00	216.00	0.00	216.00	Non vatable
	Condemned Food Certificate	105.00	108.00	0.00	108.00	Non vatable

Environmental & Regulatory Services: Licensing Animal Welfare		2025/2026 Basic Charge £ p	2026/2027 Basic Charge £ p	VAT £ p	2026/2027 Total Charge £ p	VAT Status
Breeding of Dogs ¹	New Application	501.00	526.00	0.00	526.00	Non vatible
	Renewal (1 to 3 years depending on rating + annual inspection)	395.00	415.00	0.00	415.00	Non vatible
Horse Riding Establishments ¹	New Application	574.00	603.00	0.00	603.00	Non vatible
	Renewal (1 to 3 years depending on rating + annual inspection)	395.00	415.00	0.00	415.00	Non vatible
Pet Shops	New Application	387.00	406.00	0.00	406.00	Non vatible
	Renewal (1 to 3 years depending on rating)	330.00	347.00	0.00	347.00	Non vatible
Keeping or Training Animals for Exhibition	New Application	387.00	406.00	0.00	406.00	Non vatible
	Renewal (3 years)	330.00	347.00	0.00	347.00	Non vatible
Home Boarding for Dogs (Day-time or overnight care within the home environment)	New Application	387.00	406.00	0.00	406.00	Non vatible
	Renewal (1 to 3 years depending on rating)	330.00	347.00	0.00	347.00	Non vatible
Providing Boarding in Kennels	Dogs - New Application – up to 50 dogs	387.00	406.00	0.00	406.00	Non vatible
	Dogs - Renewal (1 to 3 years depending on rating) – up to 50 dogs	330.00	347.00	0.00	347.00	Non vatible
	Dogs - New Application – over 50 dogs	452.00	475.00	0.00	475.00	Non vatible
	Dogs - Renewal (1 to 3 years depending on rating)– over 50 dogs	395.00	415.00	0.00	415.00	Non vatible
	Cats - New Application – up to 50 cats	387.00	406.00	0.00	406.00	Non vatible
	Cats - Renewal (1 to 3 years depending on rating) – up to 50 cats	330.00	347.00	0.00	347.00	Non vatible
	Cats - New Application – over 50 cats	452.00	475.00	0.00	475.00	Non vatible
	Cats - Renewal (1 to 3 years depending on rating)– over 50 cats	395.00	415.00	0.00	415.00	Non vatible

Total charge is the amount as shown plus veterinary fees

Environmental & Regulatory Services: Licencing Animal Welfare		2025/2026 Basic Charge £ p	2026/2027 Basic Charge £ p	VAT £ p	2026/2027 Total Charge £ p	VAT Status
Providing Day Care for Dogs	New Application – up to 50 dogs	352.00	370.00	0.00	370.00	Non vatable
	Renewal (1 to 3 years depending on rating) – up to 50 dogs	330.00	347.00	0.00	347.00	Non vatable
	New Application – over 50 dogs	452.00	475.00	0.00	475.00	Non vatable
	Renewal (1 to 3 years depending on rating) – over 50 dogs	395.00	415.00	0.00	415.00	Non vatable
Supplementary Fees	Franchise Licence – Dog Boarding only ¹	157.00	165.00	0.00	165.00	Non vatable
	Host Fee ²	187.00	196.00	0.00	196.00	Non vatable
	Additional Activity ³	66.00	69.00	0.00	69.00	Non vatable
	Variation Fee e.g. amendment to a licence	35.00	37.00	0.00	37.00	Non vatable
	Inspection Fee ⁴	173.00	182.00	0.00	182.00	Non vatable
	Re-Rating Fee ⁵	180.00	189.00	0.00	189.00	Non vatable
	Admin Fee (Dog Breeding/Horse Riding Establishment Recharge Admin Fee)	33.00	35.00	0.00	35.00	Non vatable

¹ Host fees will be required in addition to this licence² Required per host family of a dog boarding franchise³ Payable in addition to the appropriate licence fees where more than one activity is undertaken at the same premises⁴ Payable if an inspection is required in addition to the initial inspection required included within the licence fee⁵ Inspection and licence amendment for re-rating of the current star rating

Dangerous Wild Animals	New Application ¹	481.00	505.00	0.00	505.00	Non vatable
	Renewal (2 years) ¹	424.00	445.00	0.00	445.00	Non vatable
Zoos	s14(2) dispensation - New Application ¹	1,671.00	1,755.00	0.00	1,755.00	Non vatable
	s14(2) dispensation - Renewal (6 years) ¹	2,259.00	2,372.00	0.00	2,372.00	Non vatable
	No dispensation - New Application ¹	2,668.00	2,801.00	0.00	2,801.00	Non vatable
	No dispensation - Renewal (6 years) ¹	3,757.00	3,945.00	0.00	3,945.00	Non vatable

¹ Total charge is the amount as shown plus veterinary fees

Primate Licence	Application for grant of Licence	N/a	497.00	0.00	497.00	Non vatable
	Application for renewal of Licence	N/a	342.00	0.00	342.00	Non vatable
	Application for Variation of Licence	N/a	31.00	0.00	31.00	Non vatable

Environmental & Regulatory Services: Licensing Taxis		2025/2026 Basic Charge £ p	2026/2027 Basic Charge £ p	VAT £ p	2026/2027 Total Charge £ p	VAT Status
Drivers Licence	Hackney Carriage / Private Hire / Dual - 3 year – new application	311.00	327.00	0.00	327.00	Non vatable
	Hackney Carriage / Private Hire / Dual - 3 year – renewal	229.00	240.00	0.00	240.00	Non vatable
	Single Private Hire to Dual Licence transfer	68.00	71.00	0.00	71.00	Non vatable
Vehicle Licence – all 1 year	Hackney Carriage vehicle – new application	311.00	327.00	0.00	327.00	Non vatable
	Hackney Carriage vehicle – renewal	229.00	240.00	0.00	240.00	Non vatable
	Private Hire vehicle – new application	311.00	327.00	0.00	327.00	Non vatable
	Private Hire vehicle – renewal	229.00	240.00	0.00	240.00	Non vatable
	Transfer of vehicle licence – to another person	31.00	33.00	0.00	33.00	Non vatable
	Transfer of vehicle licence – to another vehicle (1 year)	224.00	235.00	0.00	235.00	Non vatable
	Transfer of vehicle licence – to another vehicle (remainder of plate)	106.00	111.00	0.00	111.00	Non vatable
	Temporary vehicle (Insurance Company)	311.00	327.00	0.00	327.00	Non vatable
	Change of registration number	106.00	111.00	0.00	111.00	Non vatable
	Operator Licence – 5 year – new application	497.00	522.00	0.00	522.00	Non vatable
Private Hire Operators	Operator Licence – 1 year – new application / renewal	125.00	131.00	0.00	131.00	Non vatable
	Knowledge Test	94.00	99.00	0.00	99.00	Non vatable
Other Fees	Replacement driver's badge	34.00	36.00	0.00	36.00	Non vatable
	Replacement external plate	42.00	44.00	0.00	44.00	Non vatable
	Replacement internal plate	34.00	36.00	0.00	36.00	Non vatable
	Vehicle bracket	13.00	14.00	0.00	14.00	Non vatable
	Administration charge for any other requests	31.00	33.00	0.00	33.00	Non vatable

Environmental & Regulatory Services: Licencing Street Trading		2025/2026 Basic Charge £ p	2026/2027 Basic Charge £ p	VAT £ p	2026/2027 Total Charge £ p	VAT Status
Street Trading Licences	Witney & Chipping Norton – annual	3,421.00	3,524.00	0.00	3,524.00	Non vatable
	Witney & Chipping Norton – 3 months	1,019.00	1,050.00	0.00	1,050.00	Non vatable
	All other consents – annual	2,287.00	2,356.00	0.00	2,356.00	Non vatable
	All other consents – 3 months	734.00	756.00	0.00	756.00	Non vatable
	Individual Trader Day Rate (per stall)	80.00	82.00	0.00	82.00	Non vatable
Pavement licensing (2 year period)	New	199.00	205.00	0.00	205.00	Non vatable
	Renewal	161.00	166.00	0.00	166.00	Non vatable

Environmental & Regulatory Services: Marriots						
Marriots	Up to 20 stalls per day	200.00	200.00	0.00	200.00	Non vatable
	Between 21 and 30 stalls per day	250.00	250.00	0.00	250.00	Non vatable
	Over 31 stalls per day	300.00	300.00	0.00	300.00	Non vatable
Plus an admin/licence fee (expires after 3 months)	Letter Licence	60.00	60.00	0.00	60.00	Non vatable

Environmental & Regulatory Services: Licensing Other		2025/2026 Basic Charge £ p	2026/2027 Basic Charge £ p	VAT £ p	2026/2027 Total Charge £ p	VAT Status
Scrap Metal	Dealer (Site) Licence – New Application / Renewal	764.00	802.00	0.00	802.00	Non vatable
	Collector's Licence – New Application / Renewal	764.00	802.00	0.00	802.00	Non vatable
	variation fee	80.00	84.00	0.00	84.00	Non vatable
Cosmetic Piercing (Accupuncture, Tattoo, Ear Piercing & Electrolysis)	Premises registration	269.00	282.00	0.00	282.00	Non vatable
	Personal registration	200.00	210.00	0.00	210.00	Non vatable
Sex Shop, Sex Cinema or Sexual Entertainment Venue Please contact ers@publicagroup.uk to discuss your requirements						
Houses in Multiple Occupation	HMO Licence (3 years)	822.00	847.00	0.00	847.00	Non vatable
Houses in Multiple Occupation (Revised to 5 years)	HMO Licence (3 years)	822.00	n/a	0.00	Revised to a five year licence with new fee structure.	Non vatable
Application fee (Part 1)	This is payable on application and is ordinarily non-refundable.	235.00	242.00	0.00	242.00	Non vatable
New Licence Issue Fee	This fee covers HMOs with up to six letting units/rooms.	1,065.00	1,097.00	0.00	1,097.00	Non vatable
Additional fee for seven or more rooms	There is an additional fee for each additional letting unit/room	40.00	41.00	0.00	41.00	Non vatable
Renewal licence Issue *	<p>This fee covers renewal of a licence, for the same licence holder, for HMOs with up to six letting units/rooms. Please note – the licence issue fee for a renewal will be charged as per the new licence fee if any of the following apply:</p> <p>1.0 The completed renewal application is not received at least 28 days before the expiry of the existing licence. 2.0 Documents required to validate the application are not received prior to expiry of the existing licence; or on a later date as advised following your application being processed. 3.0 Structural or significant changes to the HMO since the previous licence was granted, such as extensions and new rooms, for which a variation request has not previously been received. 4.0 Any outstanding enforcement action. 5.0 Any significant hazard is identified on renewal inspection. 6.0 Any breach of licence conditions or management regulations is identified on renewal inspection.</p>	965.00	994.00	0.00	994.00	Non vatable
Additional fee for seven or more rooms upon renewal	There is an additional fee for each additional letting unit/room of £20.00	20.00	21.00	0.00	21.00	Non vatable
Officer Hourly Rate		50.00	50.00	10.00	60.00	vatable
Advisory Services	The council offers regulatory service support and advice as part of the Better Business for all partnership (https://www.thegrowthhub.biz/support-hub/better-business-for-all); please contact ers@publicagroup.uk to discuss your requirements.					
Alcohol & Entertainment (Licensing Act 2003)	Fees as laid down by the Secretary of State – please refer to www.gov.uk					

Environmental & Regulatory Services: Licencing Caravan & Campsites		2025/2026 Basic Charge £ p	2026/2027 Basic Charge £ p	VAT £ p	2026/2027 Total Charge £ p	VAT Status
New site application	– 5 or less units	418.00	431.00	0.00	431.00	Non vatable
	– 6 to 24 units	557.00	574.00	0.00	574.00	Non vatable
	– 25 to 99 units	669.00	689.00	0.00	689.00	Non vatable
	– 100 to 199 units	769.00	792.00	0.00	792.00	Non vatable
	– 200 units and over	882.00	908.00	0.00	908.00	Non vatable
Annual Fee for existing site licence	– 5 or less units	352.00	363.00	0.00	363.00	Non vatable
	– 6 to 24 units	463.00	477.00	0.00	477.00	Non vatable
	– 25 to 99 units	577.00	594.00	0.00	594.00	Non vatable
	– 100 to 199 units	669.00	689.00	0.00	689.00	Non vatable
	– 200 units and over	776.00	799.00	0.00	799.00	Non vatable
Other Fees	Transfer / amendment of existing site licence	132.00	136.00	0.00	136.00	Non vatable
	Change Site Conditions	132.00	136.00	0.00	136.00	Non vatable
	Site Rules Deposit	67.00	69.00	0.00	69.00	Non vatable
	Administrative and other expenses to serve notice under the Mobile Homes Act 2013	398.00	410.00	0.00	410.00	Non vatable
	Fit and Proper Person Application Assessment fee	268.00	276.00	0.00	276.00	Non vatable
	Fit and Proper Person Assessment compliance fee	n/a	87.00	0.00	87.00	Non vatable

Environmental & Regulatory Services: Licencing Gambling Act		2025/2026 Basic Charge £ p	2026/2027 Basic Charge £ p	VAT £ p	2026/2027 Total Charge £ p	VAT Status
Betting Premises (excluding Tracks)	New Premises	558.00	586.00	0.00	586.00	Non vatable
	Vary Premises	558.00	586.00	0.00	586.00	Non vatable
	Transfer of Premises	125.00	131.00	0.00	131.00	Non vatable
	Reinstatement of Premises	249.00	261.00	0.00	261.00	Non vatable
	Provisional Statement	558.00	586.00	0.00	586.00	Non vatable
	New Premises with Provisional	103.00	108.00	0.00	108.00	Non vatable
	Annual Fee	220.00	231.00	0.00	231.00	Non vatable
	Copy of Licence (Set cap of £25.00)	25.00	25.00	0.00	25.00	Non vatable
Notification of change		37.00	39.00	0.00	39.00	Non vatable
For all other premises licence fees, please contact ers@publicagroup.uk.						
The fees for gaming machine permits are set nationally – please ref https://www.gamblingcommission.gov.uk/licensees-and-businesses/licences-and-fees						
Lotteries and Amusements (Fees set nationally)	Small Lottery – new application	40.00	40.00	0.00	40.00	Non vatable
	Small Lottery – renewal	20.00	20.00	0.00	20.00	Non vatable

Environmental & Regulatory Services: Premises Licence	Number of people	2025/2026	2026/2027	VAT	2026/2027	VAT Status
		Basic Charge £ p	Basic Charge £ p		Total Charge £ p	
*Events that exceed 5,000 people will be liable for an additional fee to be charged on an application for a premises licence authorising the event.	5,000-9,999	1,000.00	1,000.00	0.00	1,000.00	Non vatable
	10,000-14,999	2,000.00	2,000.00	0.00	2,000.00	Non vatable
	15,000-19,999	4,000.00	4,000.00	0.00	4,000.00	Non vatable
	20,000-29,999	8,000.00	8,000.00	0.00	8,000.00	Non vatable
	30,000-39,999	16,000.00	16,000.00	0.00	16,000.00	Non vatable
	40,000-49,999	24,000.00	24,000.00	0.00	24,000.00	Non vatable
	50,000-59,999	32,000.00	32,000.00	0.00	32,000.00	Non vatable
	60,000-69,999	40,000.00	40,000.00	0.00	40,000.00	Non vatable
	70,000-79,999	48,000.00	48,000.00	0.00	48,000.00	Non vatable
	80,000-89,999	56,000.00	56,000.00	0.00	56,000.00	Non vatable
	90,000 and over	64,000.00	64,000.00	0.00	64,000.00	Non vatable
Note: Fees are determined by Government						

Environmental & Regulatory Services: Community Safety & Licensing (Licensing Act 2003) Premises Licences		2025/2026 Basic Charge £ p	2026/2027 Basic Charge £ p	VAT £ p	2026/2027 Total Charge £ p	VAT Status
Fees relating to applications for premises licences, club premises certificates, variations, (but not changes of name and address etc or changes of designated premises supervisor) the conversion of existing licences, and conversion/variations should be graduated using five bands as shown:	BAND A	100.00	100.00	0.00	100.00	Non vatable
	BAND B	190.00	190.00	0.00	190.00	Non vatable
	BAND C	315.00	315.00	0.00	315.00	Non vatable
	BAND D	450.00	450.00	0.00	450.00	Non vatable
	BAND E	635.00	635.00	0.00	635.00	Non vatable
The annual charges payable by those holding licences and club premises certificates:	BAND A	70.00	70.00	0.00	70.00	Non vatable
	BAND B	180.00	180.00	0.00	180.00	Non vatable
	BAND C	295.00	295.00	0.00	295.00	Non vatable
	BAND D	320.00	320.00	0.00	320.00	Non vatable
	BAND E	350.00	350.00	0.00	350.00	Non vatable
Particular types of premises which do not have non-domestic rateable values would be allocated to Band A The various non-domestic rateable values should be allocated to bands in the following way: Note: *Non-Domestic rateable value	BAND A				*£0-£4,300	Non vatable
	BAND B				*£4,301-£33,000	Non vatable
	BAND C				*£33,001-£87,000	Non vatable
	BAND D				*£87,001-£125,000	Non vatable
	BAND E				*£125,001 and over	Non vatable
*No fee or annual charge would be payable by church halls, chapel halls or other premises of a similar nature and village halls, parish and community halls or other premises of a similar nature for a premises licence authorising only the provision of regulated entertainment. No fee or annual charge would be payable by a school providing education for pupils up to year 13 or a sixth form college for a premises licence authorising only the provision of regulated entertainment carried on by the school or sixth from college.						
Temporary Events Notice		21.00	21.00	0.00	21.00	Non vatable
Personal Licence		37.00	37.00	0.00	37.00	Non vatable
Minor Variations procedure		89.00	89.00	0.00	89.00	Non vatable
Note: Fees determined by Government						

Environmental & Regulatory Services: Community Safety & Licensing (Licensing Act 2003)		2025/2026 Basic Charge £ p	2026/2027 Basic Charge £ p	VAT £ p	2026/2027 Total Charge £ p	VAT Status
Miscellaneous Fees	Application for a grant or renewal of personal licence	37.00	37.00	0.00	37.00	Non vatible
	Temporary event notices	21.00	21.00	0.00	21.00	Non vatible
	Theft, loss etc of premises licence or summary	10.50	10.50	0.00	10.50	Non vatible
	Application for a provisional statement where premises being built, etc	195.00	195.00	0.00	195.00	Non vatible
	Notification of change of name or address	10.50	10.50	0.00	10.50	Non vatible
	Application to vary to specify individual as premises supervisor	23.00	23.00	0.00	23.00	Non vatible
	Application for transfer of premises licence	23.00	23.00	0.00	23.00	Non vatible
Miscellaneous Fees	Interim authority notice following death etc. of licence holder	23.00	23.00	0.00	23.00	Non vatible
	Theft, loss etc of certificate or summary	10.50	10.50	0.00	10.50	Non vatible
	Notification of change of name or alteration of club rules	10.50	10.50	0.00	10.50	Non vatible
	Change of relevant registered address of club	10.50	10.50	0.00	10.50	Non vatible
	Theft, loss etc of temporary event notice	10.50	10.50	0.00	10.50	Non vatible
	Theft, loss etc of personal licence	10.50	10.50	0.00	10.50	Non vatible
	Duty to notify change of name or address	10.50	10.50	0.00	10.50	Non vatible
	Right of freeholder etc to be notified of licensing matters	21.00	21.00	0.00	21.00	Non vatible

Environmental & Regulatory Services: Environmental Services Penalty Notices		2025/2026 Basic Charge £ p	2026/2027 Basic Charge £ p	VAT £ p	2026/2027 Total Charge £ p	VAT Status
Fine for Dog Fouling		50.00	50.00	0.00	50.00	Non vatable
Off Street Parking enforcement	Higher Level Contravention paid after service of charge certificate*	105.00	105.00	0.00	105.00	Non vatable
	Higher Level Contravention paid after 14 days but before service of charge certificate*	70.00	70.00	0.00	70.00	Non vatable
	Higher level contravention paid within 14 days*	35.00	35.00	0.00	35.00	Non vatable
	Lower Level Contravention paid after service of charge certificate*	75.00	75.00	0.00	75.00	Non vatable
	Lower level contravention paid within 14 days*	50.00	50.00	0.00	50.00	Non vatable
	Lower level contravention paid within 14 days*	25.00	25.00	0.00	25.00	Non vatable
Operational Guidance to Local Authorities: Parking Policy and enforcement. Department for Transport. Traffic Management Act 2004						
Nuisance parking	Fixed penalty notices (FPN's)*	100.00	100.00	0.00	100.00	Non vatable
	If paid within 14 days	75.00	75.00	0.00	75.00	Non vatable
Abandoned vehicles	Fixed penalty notices (FPN's)*	200.00	200.00	0.00	200.00	Non vatable
	If paid within 14 days	150.00	150.00	0.00	150.00	Non vatable

*statutory fee

Environmental & Regulatory Services: Penalty Notices		2025/2026 Basic Charge £ p	2026/2027 Basic Charge £ p	VAT £ p	2026/2027 Total Charge £ p	VAT Status
Depositing litter & Graffiti	Fixed penalty notices (FPN's)*	500.00	500.00	0.00	500.00	Non vatable
	If paid within 14 days	250.00	250.00	0.00	250.00	Non vatable
Fly-posting	Fixed penalty notices (FPN's)*	80.00	80.00	0.00	80.00	Non vatable
	If paid within 14 days	60.00	60.00	0.00	60.00	Non vatable
Unauthorised distribution of free printed matter	Fixed penalty notices (FPN's)*	150.00	150.00	0.00	150.00	Non vatable
	If paid within 14 days	75.00	75.00	0.00	75.00	Non vatable
Failure to comply with a waste receptacles notice	Fixed penalty notices (FPN's)*	80.00	80.00	0.00	80.00	Non vatable
	If paid within 14 days	60.00	60.00	0.00	60.00	Non vatable
Failure to comply with a street litter control notice	Fixed penalty notices (FPN's)*	110.00	110.00	0.00	110.00	Non vatable
	If paid within 14 days	83.00	83.00	0.00	83.00	Non vatable
Failure to comply with a litter clearing notice	Fixed penalty notices (FPN's)*	110.00	110.00	0.00	110.00	Non vatable
	If paid within 14 days	83.00	83.00	0.00	83.00	Non vatable
Failure to produce waste documents	Fixed penalty notices (FPN's)*	300.00	300.00	0.00	300.00	Non vatable
	If paid within 14 days	180.00	180.00	0.00	180.00	Non vatable
Failure to produce authority to transport waste	Fixed penalty notices (FPN's)*	300.00	300.00	0.00	300.00	Non vatable
	If paid within 14 days	180.00	180.00	0.00	180.00	Non vatable
Smoking in smoke free premises or work vehicles	Fixed penalty notices (FPN's)*	50.00	50.00	0.00	50.00	Non vatable
	If paid within 14 days	30.00	30.00	0.00	30.00	Non vatable
Failure to display no smoking signs	Fixed penalty notices (FPN's)*	200.00	200.00	0.00	200.00	Non vatable
	If paid within 14 days	150.00	150.00	0.00	150.00	Non vatable
Unlawful deposit of waste	Fixed penalty notices (FPN's)*	1,000.00	1,000.00	0.00	1,000.00	Non vatable
	If paid within 10 days	500.00	500.00	0.00	500.00	Non vatable
Householder Duty of Care	Fixed penalty notices (FPN's)*	600.00	600.00	0.00	600.00	Non vatable
	If paid within 10 days	300.00	300.00	0.00	300.00	Non vatable
Smoke and Carbon Monoxide Regulations	Fixed penalty notices (FPN's)*	5,000.00	5,000.00	0.00	5,000.00	Non vatable
Housing Act 2004 Charging for Notices	Charge for Notice served	355.00	366.00	0.00	366.00	Non vatable
Minimum Energy Performance Certificate	The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015.	5,000.00	5,000.00	0.00	5,000.00	Non vatable

*statutory fee

BUILDING CONTROL – GENERAL NOTES**THE BUILDING ACT 1984 : THE BUILDING REGULATIONS 2010 (As amended)**

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

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

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

Full Plans Applications Charges

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

Building Notice Applications Charges

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

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

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

Regularisation Applications (Retrospective Works) Charges

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

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

Works to provide access and facilities for disabled persons

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

Building Control	2025/2026 Basic Charge £ p	2026/2027 Basic Charge £ p	VAT £ p	2026/2027 Total Charge £ p	VAT Status
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TABLE A – NEW DWELLINGS e.g. flats, houses with total floor area of less than 300m²)

Dwellings 1	Full Plans Charge	663.00	797.00	159.40	956.40	Vatable
	Building Notice Charge	722.00	863.00	172.60	1,035.60	Vatable
Dwellings 2+	Price on application					
a) Where more than 1 dwelling is proposed, charges will be calculated on an individual application basis; please contact Building Control for a competitive quotation. b) New dwellings over 300m ² in floor area – charges to c) No additional fees are payable for different associated garages, built at the same time as the dwelling(s) concerned. d) Local Authority Building Control (LABC) can provide competitively priced 10 year Structural Warranties for new housing (including conversions, social housing, self-build and converted housing) and commercial buildings. For more details and prices contact 0845 0540505 or www.labcwarranty.co.uk .						

TABLE B – DOMESTIC AND COMMERCIAL EXTENSIONS TO A SINGLE BUILDING

Erection / Extension of a garage (30m ² to 60m ²)	Full Plans Charge	324.00	400.00	80.00	480.00	Vatable
	Building Notice Charge	356.00	467.00	93.40	560.40	Vatable
Garage conversion to habitable accommodation	Full Plans Charge	243.00	267.00	53.40	320.40	Vatable
	Building Notice Charge	267.00	333.00	66.60	399.60	Vatable
Loft conversion up to 100m ²	Full Plans Charge	647.00	666.00	133.20	799.20	Vatable
	Building Notice Charge	711.00	732.00	146.40	878.40	Vatable
Loft conversion over 100m ²	Price on application					
Extension up to 20m ²	Full Plans Charge	501.00	516.00	103.20	619.20	Vatable
	Building Notice Charge	550.00	567.00	113.40	680.40	Vatable
Extension 20m ² up to 60m ²	Full Plans Charge	663.00	730.00	146.00	876.00	Vatable
	Building Notice Charge	722.00	797.00	159.40	956.40	Vatable
Extension 60m ² up to 100m ²	Full Plans Charge	833.00	858.00	171.60	1,029.60	Vatable
	Building Notice Charge	916.00	943.00	188.60	1,131.60	Vatable
Extension over 100m ²	Price on application					

Notes:

- a) References to floor area relate to the total internal area of all storeys.
- b) Where more than one extension is proposed, the floor areas must be added together to determine the total charge.
- c) Some alterations to buildings to improve facilities for disabled persons are exempt from charges. For details and advice please contact us.

Building Control		2025/2026 Basic Charge £ p	2026/2027 Basic Charge £ p	VAT £ p	2026/2027 Total Charge £ p	VAT Status
TABLE C – ALL OTHER WORK						
Under £1,000	Full Plans Charge	120.00	124.00	24.80	148.80	Vatable
	Building Notice Charge	131.00	135.00	27.00	162.00	Vatable
£1,001 to £5,000	Full Plans Charge	239.00	246.00	49.20	295.20	Vatable
	Building Notice Charge	262.00	270.00	54.00	324.00	Vatable
£5,001 to £10,000	Full Plans Charge	319.00	333.00	66.60	399.60	Vatable
	Building Notice Charge	351.00	400.00	80.00	480.00	Vatable
£10,001 to £20,000	Full Plans Charge	438.00	486.00	97.20	583.20	Vatable
	Building Notice Charge	482.00	553.00	110.60	663.60	Vatable
£20,001 to £30,000	Full Plans Charge	621.00	640.00	128.00	768.00	Vatable
	Building Notice Charge	684.00	705.00	141.00	846.00	Vatable
£30,001 to £40,000	Full Plans Charge	757.00	780.00	156.00	936.00	Vatable
	Building Notice Charge	833.00	858.00	171.60	1,029.60	Vatable
£40,001 to £50,000	Full Plans Charge	875.00	901.00	180.20	1,081.20	Vatable
	Building Notice Charge	962.00	991.00	198.20	1,189.20	Vatable
£50,001 to £60,000	Full Plans Charge	1,074.00	1,106.00	221.20	1,327.20	Vatable
	Building Notice Charge	1,182.00	1,217.00	243.40	1,460.40	Vatable
£60,001 to £70,000	Full Plans Charge	1,155.00	1,190.00	238.00	1,428.00	Vatable
	Building Notice Charge	1,270.00	1,308.00	261.60	1,569.60	Vatable
£70,001 to £80,000	Full Plans Charge	1,273.00	1,311.00	262.20	1,573.20	Vatable
	Building Notice Charge	1,399.00	1,441.00	288.20	1,729.20	Vatable
Over £80,000					Price on application	

For competitive quotations for projects over £80,000 please contact the 01993 861651 or by emailing building.control@westoxon.gov.uk

	2025/2026 Basic Charge £ p	2026/2027 Basic Charge £ p	VAT £ p	2026/2027 Total Charge £ p	VAT Status
Building Control					

TABLE C – ALL OTHER WORK *continued*

Electrical installations if not using a competent electrical engineer	Full Plans Charge	503.00	Price on application			Vatable
	Building Notice Charge	554.00	Price on application			Vatable
Inspection of a solid fuel appliance	For single inspection. POA for more than one appliance			380.00	76.00	456.00
New windows install by non FENSA opp – up to 8 windows	Full Plans Charge	131.00	145.00	29.00	174.00	Vatable
	Building Notice Charge	145.00	149.00	29.80	178.80	Vatable
New windows install by non FENSA opp – over to 8 windows	Price on application					

Notes on additional services:

- a) Local Authority Building Control (LABC) can provide competitively priced 10 year Structural Warranties for new commercial buildings. For more details and prices contact 0845 0540505 or www.labcwarranty.co.uk.
- b) Regularisation application where work has already been undertaken without a building regulation application is price on application
- c) Revision application where the work reverts back to the Council from an Approved Inspector is price on application.

For more information please contact:

The building control team on 01993 861702 or Email: building.control@westoxon.gov.uk

TABLE D – ADDITIONAL SERVICES

Environmental Services		2025/2026 Basic Charge £ p	2026/2027 Basic Charge £ p	VAT £ p	2026/2027 Total Charge £ p	VAT Status
Dog Control (Release of an impounded Stray Dog)	Statutory Fee	25.00	25.00	0.00	25.00	Non vatable
	Kennelling per day	At cost	At cost	At cost	At cost	Non vatable
	Administration Fee	89.00	91.50	0.00	91.50	Non vatable
	Delivery Charge (Optional return of dog to owner by the kennels)	85.00	87.50	17.50	105.00	Vatable
Note: The cost of veterinary treatment will be passed on in full to the dog owner. Owners in receipt of an income-related benefit shall only be charged for kennelling and the delivery charge (if requested), plus any veterinary costs incurred. This only applies in respect of the first recorded stray. Thereafter, full charges apply.						
Other Services	Public Sewer Searches*	30.00	30.00	0.00	30.00	Non vatable
	Chipping Norton Mop Fair	5,704.00	5,875.00	0.00	5,875.00	Non vatable
	Woodstock Fair	3,008.00	3,098.00	0.00	3,098.00	Non vatable
Home Improvement Agency:**	Agency Fees for Grant-aided Works up to £5,000	15% of cost	15% of cost			As Applicable
	Agency Fees for balance of Grant-aided Works Above £5,000	15% of cost	15% of cost			As Applicable
	Small Repairs Fee - Estimates quoted at £20 per hour plus VAT (if applicable) plus cost of materials used					As Applicable
	Agency Fees for balance of Grant-aided Works Above £5,000	15% of cost	15% of cost			As Applicable
	Small Repairs Fee - Estimates quoted at £20 per hour plus VAT (if applicable) plus cost of materials used					As Applicable

**fees could be subject to change depending upon contract variations

Street Signage, Naming and Numbering		2025/2026 Basic Charge £ p	2026/2027 Basic Charge £ p	VAT £ p	2026/2027 Total Charge £ p	VAT Status
Address and Street Name Amendments	Change of address	77.00	79.00	0.00	79.00	Non vatable
	Allocating a name to a property or allocating a number to a named property	77.00	79.00	0.00	79.00	Non vatable
	Change of a commercial building address	77.00	79.00	0.00	79.00	Non vatable
	Change of street name at residents, developers or parish/town council request	459.00	473.00	0.00	473.00	Non vatable
	Plus additional charge per property/unit where consultation with existing residents is to be carried out by WODC	51.00	53.00	0.00	53.00	Non vatable
Naming and numbering of a block of flats	Block of flats: up to 20 flats	232.00	239.00	0.00	239.00	Non vatable
	Block of flats: 21-50 flats	300.00	300.00	0.00	300.00	Non vatable
	Block of flats: 51+ flats	400.00	400.00	0.00	400.00	Non vatable
Naming and numbering of new properties including commercial buildings	Per Unit up to 5 plots	77.00	79.00	0.00	79.00	Non vatable
	6 - 25 plots	655.00	675.00	0.00	675.00	Non vatable
	26 - 75 plots	1,020.00	1,051.00	0.00	1,051.00	Non vatable
	76 - 150 plots	1,458.00	1,502.00	0.00	1,502.00	Non vatable
	151 - 250 plots	1,822.00	1,877.00	0.00	1,877.00	Non vatable
	251 - 350 plots	2,186.00	2,252.00	0.00	2,252.00	Non vatable
	351 - 500 plots	2,551.00	2,628.00	0.00	2,628.00	Non vatable
	501 or more plots	2,914.00	3,001.00	0.00	3,001.00	Non vatable
Additional charges where new street names are required	1 - 5 new street names	292.00	301.00	0.00	301.00	Non vatable
	6 - 10 new street names	583.00	600.00	0.00	600.00	Non vatable
	11 or more new street names	729.00	751.00	0.00	751.00	Non vatable
Additional charge where new Court names are required	Per Court name	172.00	177.00	0.00	177.00	Non vatable
Charge for a developer amending plans after naming and numbering has commenced.		155.00	160.00	0.00	160.00	Non vatable
Providing a Letter of Certification	Per letter of address certification	25.00	25.00	0.00	25.00	Non vatable
Charges for preparing site location plans and supervising	1-4 Nameplates	215.00	221.00	44.20	265.20	Vatable
	5-8 Nameplates	277.00	285.00	57.00	342.00	Vatable
	9-12 Nameplates	338.00	348.00	69.60	417.60	Vatable
	13-16 Nameplates	400.00	412.00	82.40	494.40	Vatable
	17-20 Nameplates	461.00	475.00	95.00	570.00	Vatable
	21-24 Nameplates	522.00	538.00	107.60	645.60	Vatable
	25-28 Nameplates	584.00	602.00	120.40	722.40	Vatable
	29+ Nameplates	614.00	632.00	126.40	758.40	Vatable

The charges above include all necessary administration, site visits to carry out existing address checks, establishing any new street names required and the publishing of the new addresses to relevant organisations

Environmental Services:		2025/2026 Basic Charge £ p	2026/2027 Basic Charge £ p	VAT £ p	2026/2027 Total Charge £ p	VAT Status
Prepaid items	*Pre paid plastic sacks - per sack (Refuse)	4.00	4.00	0.00	4.00	Non vatable
	*Pre paid stickers - per sticker (Refuse)	4.00	4.00	0.00	4.00	Non vatable
	*Pre paid plastic sacks - per sack (Recycling)	4.00	4.00	0.00	4.00	Non vatable
	*Pre paid stickers - per sticker (Recycling)	4.00	4.00	0.00	4.00	Non vatable
*Service to be available where wheeled bins are unsuitable						
For Domestic use only:-	Contaminated bin	144.00	148.00	0.00	148.00	Non vatable
Waste collection from commercial establishments. (See page 12.27 for chargeable items)						
Green Waste Collection		52.50	52.50	0.00	52.50	Non vatable
Recovery of Abandoned Trolleys (per trolley)		100.00	103.00	20.60	123.60	Vatable
Container Delivery	Black Boxes & Food Caddies	6.00	6.00	0.00	6.00	Non vatable
	Household Waste Bin 240ltr	12.00	12.00	0.00	12.00	Non vatable
	Larger Waste Bins 1100 & 660ltrs	24.00	25.00	0.00	25.00	Non vatable
Emptying of litter/dog waste bins	Per empty	8.37	8.62	0.00	8.62	Non vatable
Installing/relocating Litter/Dog Waste bins	Per bin	45.00	45.00	0.00	45.00	Non vatable
Trade Waste Fees	Charges disclosed on customer enquiry					

Bulky Household Waste Collection Service		2025/2026 Basic Charge £ p	2026/2027 Basic Charge £ p	VAT £ p	2026/2027 Total Charge £ p	VAT Status
Normal Household items*	Up to 3 items	40.00	41.00	0.00	41.00	Non vatable
	Each additional item with a limit of up to two additional items	14.00	14.00	0.00	14.00	Non vatable
Non - standard household items	Non - standard household items	40.00	41.00	0.00	41.00	Non vatable

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2026/27 Proposed Revenue Budget comparison to prior year

Annex E

2024/2025		2025/2026		2026/2027	
Actual	Expenditure by Service Area	Budget	Estimate		
£		£	£		
(1,756,504)	Assets	(1,902,572)	(2,200,656)		
7,356,043	Waste & Environmental	7,334,060	7,322,995		
297,722	Communications & Marketing	364,598	528,293		
(1,107,776)	Contracts	(642,553)	(885,649)		
1,961,792	Corporate Finance	2,807,481	1,166,030		
2,034,321	Corporate Responsibility	2,017,086	2,157,876		
688,593	Customer Experience	1,347,654	1,551,609		
937,361	Development Management	981,043	435,434		
93,742	Environmental & Regulatory Services	111,624	127,628		
928,598	Finance	828,430	962,586		
648,050	Insight & Intelligence	837,669	1,240,409		
692,468	Localities	890,861	782,272		
2,215,746	Operational Services	1,933,079	2,213,395		
301,271	People	355,568	536,422		
1,109,522	Technology	1,565,843	2,176,529		
16,400,949	Total Cost of Services	18,829,873	18,115,175		

2024/2025		2025/2026		2026/2027	
Actual	Expenditure by Type	Budget	Estimate		
£		£	£		
3,960,834	Employees	6,283,699	7,007,784		
1,903,977	Premises Related Expenditure	1,658,908	1,529,244		
24,687	Transport Related Expenditure	16,310	16,310		
9,385,246	Supplies & Services	6,401,414	8,245,586		
19,952,698	Third Party Payments	17,874,452	16,113,712		
15,127,666	Transfer Payments	14,006,097	10,707,275		
1,791,591	Capital Charges	1,804,700	1,804,700		
52,146,700	Total Cost	48,045,579	45,424,611		
(35,745,751)	Income	(29,215,706)	(27,309,436)		
16,400,949	Total Cost of Services	18,829,873	18,115,175		

2026/27 Proposed Revenue Budget comparison to prior year

Annex E

	2025/2026 Budget	2026/2027 Estimate
	£	£
Total Cost of Services	18,829,873	18,115,175
Capital Expenditure funded through revenue	540,000	450,000
Minimum Revenue Provision	581,167	864,127
Interest on Long Term Borrowing	84,875	122,799
Capital charges - depreciation and amortisation	(1,804,700)	(1,804,700)
Net Operating Expenditure	18,231,215	17,747,401
Treasury and Investment Income	(1,156,228)	(1,156,228)
Net Expenditure	17,074,987	16,591,173
<u>Contributions to / (from):</u>		
General Fund Balance	91,280	650,884
Net contribution to / (from) Earmarked Reserves	1,444,732	3,634,710
Balance to be met from Government Grants & Council Tax	18,610,999	20,876,767
Transfers to / (from) Collection Fund	(133,916)	(133,916)
Revenue Support Grant	(257,281)	(7,522,982)
New Homes Bonus	(506,346)	0
National Insurance Compensation Grant	(117,174)	0
Funding Floor (previously Funding Guarantee)	(1,964,639)	(776,198)
Extended Producer Responsibility (Waste)	(2,338,000)	(2,990,216)
Renewable Energy Schemes	(302,976)	(302,976)
Retained Business Rates (NNDR)	(6,684,384)	(2,490,393)
Net Requirement	6,306,283	6,660,086
Taxbase	48,742.33	49,561.59
Council Tax (at Band D)	£129.38	£134.38

Agenda Item 9

 <p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>	<p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>
Name and date of Committee	EXECUTIVE – 14 JANUARY 2026
Subject	ENFORCEMENT AGENT COMMISSIONING
Wards affected	All
Accountable member	Councillor Alaric Smith – Executive Member for Finance Email: alaric.smith@westoxon.gov.uk
Accountable officer	Jon Dearing – Executive Director Email: jon.dearing@westoxon.gov.uk
Report Author	Mandy Fathers – Business Manager for Environmental, Welfare and Revenues Email: mandy.fathers@westoxon.gov.uk
Summary	To seek approval to initiate a procurement process to tender for the provision of Enforcement Agent services
Annexes	Annex A – Equality Impact Assessment
Recommendations	That Executive resolves to: <ol style="list-style-type: none"> 1. Approve the process to undertake a procurement exercise to appoint Enforcement Agent services for the Council; and, 2. Note, that the procurement exercise will be undertaken via a Dynamic Purchasing System; and in partnership Cheltenham Borough, Stroud District, Tewkesbury Borough, Cotswold District and the Forest of Dean District councils.
Corporate priorities	Working Together for West Oxfordshire
Key Decision	No
Exempt	No
Consultees/ Consultation	Chief Executive, Director of Governance & Regulatory Services, Director of Finance, Head of Finance, Director of Place, Head of Legal Services, Executive Director, Managing Director (Publica)

EXECUTIVE SUMMARY

1.1 The purpose of this report is to seek formal approval to initiate a procurement process to tender for the provision of Enforcement Agent services. The current contract is due to expire on 2 October 2026, and a new contact is required to ensure continuity of service and compliance with procurement regulations.

2. BACKGROUND

2.1 The Enforcement Agent service is a critical function that supports the Council in recovering outstanding debts such as:

- Council Tax arrears
- Business Rates
- Parking Fines
- Sundry Debts

2.2 The main current contract, held by Bristow and Sutor, and the secondary contract, held by Rossendale's has been in place since 2 October 2021 and is reaching the end of its contract terms.

3. MAIN POINTS

3.1 The use of enforcement agents and debt collection agencies is an absolute last resort, but they are an essential resource to have available to ensure that debts due to the Council are paid. Multiple efforts to put in place affordable repayment arrangements are always offered prior to referring to an external debt agency, but these either fall into default and are not resumed, or debtors choose to ignore them altogether.

3.2 In order to satisfy current legislative requirements in respect of contracting, the Council is required to undertake a tendering exercise to procure Enforcement Agent companies to ensure that continued recovery support is available for those debts detailed within paragraph 2.1 (above).

3.3 It is proposed that the Council undertakes an open tender process via a Dynamic Purchasing System (DPS) in partnership with five other councils:

- Cheltenham Borough
- The Forest of Dean District
- Stroud
- Tewkesbury Borough
- Cotswold District

3.4 The contract will be awarded for a period of 3 years, with an option to extend for a further 2 years, subject to performance. Contracts will be created for each individual Local Authority, and therefore there will be no impact on West Oxfordshire in respect of LGR.

3.5 Key elements of the tender will include:

- Compliance with the Taking Control of Goods Regulations 2013

- Ethical enforcement practices
- Data protection and GDPR compliance
- Social value commitments

4. FINANCIAL IMPLICATIONS

4.1. The Enforcement Agent service is delivered at no direct cost to the Council, with fees recovered from the debtor in accordance with legislation. However, internal resource will be required to manage the procurement and ongoing contract monitoring. This will be met through existing budgets.

5. LEGAL IMPLICATIONS

5.1. The Council's Contract Procedure Rules provide that the Council may enter existing public-sector framework agreements where it is evident that such frameworks represent the optimum solution to the Council in terms of service and cost. The enforcement process for enforcement agents is governed by the Taking Control of Good (Fees) Regulations 2014.

6. RISK ASSESSMENT

6.1 The formal tendering process has been timetabled to put in place a new enforcement provision on or around the expiration of the previous Contract(s). If the recommendations within the report are not approved the Council will not hold a valid contract with an external Enforcement Agency for its provision of debt recovery. This could lead to an impact on the level of debt collected.

7. EQUALITIES IMPACT

7.1. An Equality Impact Assessment has been completed that shows no adverse impact on any protected characteristics and is attached at Annex A.

8. CLIMATE CHANGE IMPLICATIONS

8.1. None

9. ALTERNATIVE OPTIONS

9.1. There are no alternative options. In order for the Council to be able to maximise its collection of debts an external enforcement agency is required

10. BACKGROUND PAPERS

10.1. None.

(END)

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Equality Impact Assessment Form

1. Persons responsible for this assessment:

Names: Mandy Fathers	Telephone: 01285 623571
Date of assessment: 21/11/2025	Email: mandy.fathers@westoxongov.uk

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

Procurement of Enforcement Agency for the recovery of council debt

3. Briefly describe its aims and objectives

To enter into a procurement process to contract an external enforcement agency to support the council in its debt collection processes

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

Taking Control of Goods Regulations 2014
Local Government Finance Act 1992, Local Government Finance Act 1988,
Breathing Space (The Debt Respite Scheme)

5. What evidence has helped to inform this assessment?

Source	<input checked="" type="checkbox"/> <input type="checkbox"/>	If ticked please explain what
Demographic data and other statistics, including census findings	<input checked="" type="checkbox"/> <input type="checkbox"/>	Data from current enforcement agents activities, including complaints
Recent research findings including studies of deprivation	<input type="checkbox"/>	
Results of recent consultations and surveys	<input type="checkbox"/>	



Results of ethnic monitoring data and any equalities data	<input type="checkbox"/>	
Anecdotal information from groups and agencies within Oxfordshire	<input type="checkbox"/>	
Comparisons between similar functions / policies elsewhere	<input type="checkbox"/>	
Analysis of audit reports and reviews	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	

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

n/a

7. Has any consultation been carried out?

N/A

If NO please outline any planned activities

N/A

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

Level of impact	Response
NO IMPACT – The proposal has no impact upon the general public/staff	<input type="checkbox"/>
LOW – Few members of the general public/staff will be affected by this proposal	<input checked="" 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"/>



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			✓	Young people are not enforceable by these measures and so, no impact		
Age – Old People			✓	The proposal is inclusive to all ages	Evaluation of the tender and future contract management will use complaints and any other data available to review any disproportionate impact	
Disability			✓	The proposal is inclusive to people with disabilities but is not specific to disability		
Sex – Male			✓	The proposal is inclusive to all gender groups, but it is not specific to gender		
Sex – Female			✓			
Race including Gypsy and Travellers			✓	The proposal is inclusive to people of all races, but it is not specific to race		
Religion or Belief			✓	The proposal is inclusive to people of all religions, but it is not specific to religion		
Sexual Orientation			✓	This proposal is inclusive to all types of sexual orientation, but it is not specific to sexual orientation		
Gender Reassignment			✓	The proposal is inclusive to all gender groups, but it is not specific to gender		
Pregnancy and maternity			✓	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			✓	The proposal is inclusive to the whole of West Oxfordshire district		
Other Groups			✓	This proposal is inclusive to all other groups that are not mentioned		



Rural considerations: ie Access to services; leisure facilities, transport; education; employment; broadband.			✓	The proposal is inclusive to the whole of West Oxfordshire district	
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10. Action plan (add additional lines if necessary)

Action(s)	Lead Officer	Resource	Timescale
Procurement Exercise	Mandy Fathers/Procurement Team	Other Leads within the other Gloucestershire LA's as this is a joint procurement exercise	Aim to commence January/February 2026 with contract awarded and in place prior to the existing one ending

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

n/a

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 Council and that I/we take responsibility for the completion and quality of this assessment.

Completed By:	Mandy Fathers	Date:	21/11/25
Line Manager:		Date:	21.11.25



WEST OXFORDSHIRE
DISTRICT COUNCIL

Reviewed by Corporate
Equality Officer:

Date: 21.11.25

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Agenda Item 10

 WEST OXFORDSHIRE DISTRICT COUNCIL	WEST OXFORDSHIRE DISTRICT COUNCIL
Name and date of Committee	EXECUTIVE – 14 JANUARY 2026
Subject	WOODFORD WAY UPDATE
Wards affected	WITNEY
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 will provide an update on the Woodford Way project, engagement with Registered Providers and a proposed way forward in regard to parking.
Annexes	Annex A – Block Plan design Annex B – illustrative timeline
Recommendation(s)	<p>That the Executive resolves to:</p> <ol style="list-style-type: none"> 1. Note the update on progress with the Woodford Way project 2. Endorse the proposed approach to the residential development of the Woodford Way site and car parking (subject to planning permission)
Corporate priorities	<ul style="list-style-type: none"> • Putting Residents First • A Good Quality of Life for All
Key Decision	NO
Exempt	NO
Consultees/Consultation	Development Management Planning Team Car parking Team

	<p>Conservation & design Registered Providers Homes England Ward Councillors</p>
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I. EXECUTIVE SUMMARY

I.1 The Council has made housing a key priority, and in response to this has been looking at different ways where it can take meaningful and positive action to address the lack of social rented accommodation in the district.

I.2 Existing data on the demand for affordable housing & location preference, demonstrates that the Woodford Way site in Witney is a prime opportunity to deliver against its priority by helping to meet demand. The executive meeting on the 9th July 2025 mandated that Officers work-up plans to deliver a residential scheme with an appropriate parking solution and sufficient commercial considerations to deliver a viable scheme.

I.3 The benefits of such a scheme needed to include:

- Effective use of Council owned land to deliver corporate priorities
- Positive intervention in the local housing market to deliver social rented accommodation
- Opportunities to deliver high-quality, Net Zero accommodation
- Increased footfall and trade to local businesses

I.4 Initial designs and plans for the Woodford Way scheme include building on approximately 50% of the site area to allow for physical constraints such as adequate aisle width to allow cars to pass each other safely, bin storage and refuse vehicle turning circles etc. This is anticipated to displace approximately 125 car parking spaces. These 125 spaces can easily be accommodated within the nearby Marriotts car park during the day.

I.5 Officers anticipate that a total of 90 car park spaces will remain on-site at Woodford Way following the construction of two residential blocks and associated requirements. 70 of these car parking spaces will be allocated for residents of the apartments, and 20 of them will be un-allocated & available for general use by the public during the day.

I.6 The requirement for overnight parking will be accommodated through the use of a permit system at the nearby Marriotts car park as required.

I.7 Up to 70 dwellings are envisaged across two residential blocks on the site, however further architectural designs, commercial and operational discussions will determine the final unit numbers.

I.8 The positive discussions with a Registered Provider (RP) and Homes England indicate that the scheme is viable and deliverable.

I.9 Next steps include:

- Completing the detailed design work by April 2026
- Test the viability and commercial considerations by April 2026
- Pre-Application planning discussions May 2026
- Full planning application submitted around July 2026
- Public engagement June/July 2026

- Homes England & stakeholder engagement July 2026
- Development management planning committee September 2026
- Full financial commitment from RP September 2026

2. BACKGROUND

2.1 West Oxfordshire District Council (WODC) is a Housing Authority and therefore responsible for providing and managing council housing, also known as social housing, for people in housing need within their area as well as providing temporary / emergency housing.

2.2 The Council faces a pressing housing need with 2,300 people on the waiting list for affordable housing (as of 17/12/2025).

2.3 Within these statistics, 90 households are consistently in some form of emergency accommodation; a large proportion of which are placed in expensive nightly paid B&B's or out of area placements. The costs of these emergency placements are a significant expense to the Council and are simply not sustainable in the long-term.

2.4 A key factor in meeting this housing demand is how the Council increases the supply of truly affordable, move-on homes in key locations within the district. Whilst the availability of affordable housing is increasing with 197 affordable homes delivered during 2024/25 (101 or 51% of which are social rented), anecdotal evidence is beginning to show that households are finding it increasingly difficult to meet the costs of affordable rented accommodation as property prices continue to rise across the district. For this reason, the council has been committed to delivering even more social rented accommodation to ensure that families can afford housing costs.

2.5 The demand from the waiting list also shows the location preference of where residents want new affordable housing supply. Larger settlements with good transport links and local amenities tend to be desired so the key towns of preference include Witney.

2.6 The Council takes its responsibility to deliver the homes which residents need, in sustainable locations and at a rent which is truly affordable for its residents very seriously and have made this a priority. This is why officers have been working to increase the supply of social rented homes, particularly on land which the Council already owns.

2.7 The report to the Executive on the 9th July 2025 highlighted that the Woodford Way project represented an opportunity for the Council to utilise its land asset to deliver 100% affordable housing. This built upon the fact that the land at Woodford Way Car Park is allocated in the Local Plan 2031 for approximately 50 new homes, either as a wholly residential scheme or as part of a mixed-use development incorporating other compatible town centre uses. The report to executive also provided an initial assessment of the number of units, the costings and associated risks with the project.

2.8 The Executive also approved a new Parking Strategy at the July meeting, which provided detailed information on the occupancy rates at each of the Council owned car parks across the district and this has been used to help inform how alternative parking can be provided.

2.9 This report will provide an update to the Executive on the discussions with Registered Providers (RPs), work undertaken in regards car parking options, initial designs and next steps to bring forward affordable housing on Woodford Way Car Park in Witney.

3. POSITIVE IMPACT OF THE PROPOSED SCHEME

3.1 The Council's decision to adopt a more interventionist position in the housing market by directly commissioning residential development on its own land, will not only make a positive impact in regards the increased number of social rented homes in Witney that are badly needed but in other key areas as well.

3.2 As the Council owns the land, this helps to ensure the project is both financially viability and deliverability, so ensuring all the accommodation is at social rented rates making them truly affordable for all.

3.3 The central location of the development will also have a positive impact on local businesses as this will potentially increase footfall as a result of the new residents being able to walk into the town centre.

3.4 The central location will also help promote more sustainable forms of travel, with residents not only being able to access local facilities and shops on foot / bicycle but also public transport easily as well.

3.5 The Council ambition to delivery high quality, Net Zero accommodation will also benefit the new residents in reduced running costs as their homes will be more energy efficient, which also makes them more environmentally sustainable.

4. CAR PARKING

4.1 The recently approved Car Parking Strategy provides evidence that there is 57% capacity at the Marriotts multistorey car park, primarily on levels 4, 5 and 6. This equates to approximately 355 spare spaces in Marriotts car park.

4.2 As part of the modelling work undertaken, officers factored in the likely displacement of car parking spaces as a result of the development of residential dwellings on the Woodford Way site. It was identified that approx. 125 cars would be displaced by construction of the homes, so an alternative parking solution needed to be found during the day within the town center.

4.3 The 355-space capacity at Marriotts is more than sufficient to accommodate the 125 displaced vehicles from Woodford Way during the day.

4.4 A survey was conducted to establish overnight parking requirements, which identified that 75 car parking spaces would be required.

4.5 Under the current block plan design, approximately 20 unallocated spaces would be available on-site for general/overnight use. However, as additional parking spaces are required overnight, officers have identified a cost-effective solution whereby car parking permits for the Marriotts multistorey car park could be issued using the same solution that is in place for residents living above the retail units.

4.6 The car park permit operator, Mapp, has confirmed it can produce additional physical access key fobs, and the cost for 10 access cards is £76 plus an additional 10% booking fee. This

solution would require further investigation with the car park operator before it can be formally introduced.

- 4.7** Council Officers have contacted Witney Community Hospital to ascertain how many of their staff use Woodford Way car park. It is estimated that approximately 30 to 35 staff currently use the existing Woodford Way car park. This is a rough estimate as the hospital operates two rota systems during the day, and there are also various meetings and hot-desking that take place. For these reasons, this estimate may vary significantly according to the day, time and various meetings which take place at the hospital.
- 4.8** The use of the physical access system would benefit key healthcare workers who may work night shifts at the nearby community hospital as this would provide them with safe and secure parking.

5. INITIAL SCHEME DESIGN

- 5.1** A number of block plan drawings have been produced to date in order to get a better understanding of the potential for the site in terms of housing and car parking spaces to enable discussions with colleagues in the planning team and Registered Providers (RPs)
- 5.2** Attached is a layout which optimizes the number of parking spaces (90) whilst meeting the design brief particularly well, as it achieves the balanced sustainable development which was envisaged.
- 5.3** The scheme proposes a total of up to 70 units across two residential blocks. The units will be 100% affordable housing and will be 1 and 2 bed homes in line with housing demand from the waiting list.
- 5.4** This design accommodates the 70 allocated car parking spaces required for the residents of the newly constructed apartments, and the remaining 20 spaces will be unallocated for general use.
- 5.5** It is envisaged that one block will be a maximum of 2.5 storey dwellings to be in-keeping with the surrounding development and to reduce visual impact. The 2nd block will be up to a maximum of 4 storey development as it will be adjacent to the Witney community hospital which sets a precedent of 4 storey development. Planners' informal view is that these storey heights tend to work with the surrounding built form and the sloping topography of the site.
- 5.6** Both Residential blocks will ensure that sufficient distance is maintained from any of the existing built form surrounding the site.
- 5.7** The flood zone to the South of the site is a constraint to residential development so planners have informally suggested that we maintain the row of car parking to the southern boundary.
- 5.8** The planner's guiding principle was to design the dwellings as close to the street as possible to give a continuous feel to the street scene.
- 5.9** These principles will be written into a brief to commission architects to create design options which build upon the block plan drawings, respond to these criteria and also deliver a practically viable scheme; we expect to see outputs from this commission in March 2026.
- 5.10** Officers will only be able to accurately confirm the number of residential dwellings on-site and subsequent parking capacity after this architectural work, detailed studies and pre-app

discussions have taken place. Ultimately the scheme design is determined by the grant of planning permission.

6. PARTNER ENGAGEMENT

- 6.1** Discussions have been progressing particularly well with a local Registered Provider (RP) who has been very helpful in scoping the project and understanding some of the housing management priorities around the residential concept.
- 6.2** Further detailed investigatory, financial and commercial modelling will continue to produce sufficient detail for their board to consider, approximately in September 2026.
- 6.3** In order to get a wider view of the opportunities the Woodford Way site offers, Council Officers have also had discussions with 2 other local RP's to compare views and approaches, but no detailed work has been carried out at this stage with them. However, if a formal commitment pending board approval and planning permission cannot be secured with the lead RP by July 2026 then discussions with the other 2 RPs will focus on their ability to deliver the project, timescales and the required financial modelling required to do so.
- 6.4** The Council have been involved in detailed discussions with Homes England regarding the new, national funding programme, grant rates available, specific grant rates achievable for local priorities like Woodford Way Site and estimated timescales.
- 6.5** Homes England are very supportive of Council-led development with such a strong local fit as they describe it. The assumptions within the financial modelling of the local RP appears to be acceptable to Homes England and within their broad financial parameters. It is encouraging and very positive to have indicative support for the scheme from Homes England from the outset of the project. We will continue meetings with Homes England as a key funding partner to the scheme in conjunction with RPs.

7. VIABILITY

- 7.1** Based on the design of 70 units cited above, the RP has made some core assumptions including all 70 dwellings as social rent, all dwelling space sizes to comply with Nationally Described Space Standards (NDSS), increased build costs, contingency on works costs, grant funding from Homes England and a financial contribution from the Council.
- 7.2** These assumptions excluded design fees, preliminary investigatory works, ground condition and statutory services works. It is anticipated that The Council will commission these from the already earmarked funding from the Executive committee in July 2025.
- 7.3** The local RP we have been working closely with estimates that this project would be a 2-year build-out based on all of these assumptions. However, this estimate does not account for how long this project may take to go through the various stages of obtaining planning permission.
- 7.4** On this basis, the scheme is viable and a deliverable prospect which has been tested with real operational assumptions. Financial modelling via the RP's appraisal software has arrived at this conclusion and we can re-model if any of the inputs change during the course of the project.

8. NEXT STEPS

8.1 Although broad unit numbers and viability have been confirmed, further detailed work will continue on the fine balance between residential dwellings, car parking, community views tenure considerations and Homes England Grant rates.

8.2 The next steps in progressing the scheme are as follows:

8.2.1 Continue working with the architects to finalise detailed designs, in terms of the unit numbers, specific house types and precise locations of development. This will confirm that all of the physical requirements are met in line with planners' guiding principles, also that the resulting design is practically deliverable as a well-considered scheme. The detailed design work is planned to be completed by April 2026.

8.2.2 Work with our lead RP partner who will continually stress-test the viability and commercial considerations as the iterations of the scheme evolves. This phase of work is anticipated to take place by March / April 2026.

8.2.3 A formal Pre-Application discussion will commence with the Council planner team in May 2026. The primary benefit of pre-application engagement is to help shape proposals at an early stage, thereby increasing the likelihood of a positive outcome at the formal planning application stage.

8.2.4 An engagement exercise with the public will begin from June 2026 for the statutory period to share the more formal designs and we will ensure that we listen to the views of residents and stakeholders. WODC's formal public engagement takes place at the planning application stage.

8.2.5 Further engagement with Homes England will continue, but with a focus on confirming Woodford Way as a pipeline scheme, i.e. A prospect for development and a good candidate for Social Affordable Housing Programme (SAHP) funding. However, this engagement will intensify once we are further progressed with planning and stakeholder engagement.

8.2.6 Once a full planning application is submitted around July 2026, the normal planning process will proceed in line with statutory timescales. Ultimately, this will lead to consideration by the development management planning committee which is estimated to be in September 2026.

8.3 We will support the lead RP to be in a good position to formally approach their board for full financial commitment around September 2026.

8.4 A detailed timeline and project overview plan is being developed to ensure the steps outlined, meet the timeframe set out. However, a summary of the next steps can be seen at annex 3.

9. ALTERNATIVE OPTIONS

9.1 The Council could choose to work with a commercial developer to deliver the scheme, however this would not attract grant and therefore likely be un-viable. In terms of unit numbers, this would only deliver a policy compliant level of social affordable homes which is in opposition to the mandate of the Executive given on the 9th July.

9.2 The Council could also choose not to progress the scheme at all, but this does then lose the opportunity to delivery badly needed social housing in the district.

10. CONCLUSIONS

- 10.1** The current approach to the Woodford Way scheme has examined parking solutions, commercial arrangements, funding prospects and initial design parameters. The outcome of all these considerations demonstrates that a scheme at Woodford Way is both viable and deliverable.
- 10.2** This position is based on a scheme which delivers up to 70 dwellings and 90 car parking spaces. Use of the spare capacity at the nearby Marriots multi-storey car park will accommodate any displaced vehicles, with the added benefit of potential parking permits for out of hours use.
- 10.3** Further detailed work will be undertaken to confirm precise unit numbers and refine scheme design; however, this report updates the executive on the current position and seeks endorsement of the current approach.

11. FINANCIAL IMPLICATIONS

- 11.1** The Council has already earmarked £215,000 as part of the resolution granted at the executive committee meeting on the 9th July 2025 to support the provision of social housing in Witney.
- 11.2** A further briefing will be brought to the senior management when the financial costs associated with the final detailed scheme design & associated planning fees are known.
- 11.3** The estimated costs of providing additional overflow parking options for night workers who are eligible for a parking permit, will be factored into the overall scheme costs and reported back accordingly.

12. LEGAL IMPLICATIONS

- 12.1** 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.
- 12.2** 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.

13. RISK ASSESSMENT

- 13.1** The overall scheme is reliant on grant from HE to ensure viability, however this risk has been mitigated by regular engagement and email correspondence, with HE on the assumptions around grant rates. These discussions ensure that the grant assumptions within the collective viability modelling, are reasonable and within Homes England's guidelines. The overall viability of the scheme will continue to be re-calibrated with the RP, incorporating the guidelines on grant rates.
- 13.2** This financial risk will continue to be monitored on the project risk register with key milestone checkpoints to re-engage with Homes England as we produce further iterations of the scheme.
- 13.3** There is also a risk that the recommended design option is not optimal and will require refinement and further iteration. However, the processes regarding managing financial risk,

planning guidance and stakeholder engagement, will help the council to arrive at the best option for practical delivery and operational management.

- 13.4** The timings of the scheme overlap with the reorganisation of Local Government across Oxfordshire / West Berkshire, which could present a risk to the project, however as key decisions will be made during 2026, with the actual building work starting before the new Local Authority is established in 2028 the impact has been mitigated down.
- 13.5** Officers will continue to closely monitor and re-evaluate identified risks and will provide regular updates on the direction of travel.

EQUALITIES IMPACT

- 13.6** An EIA is not required in this instance.

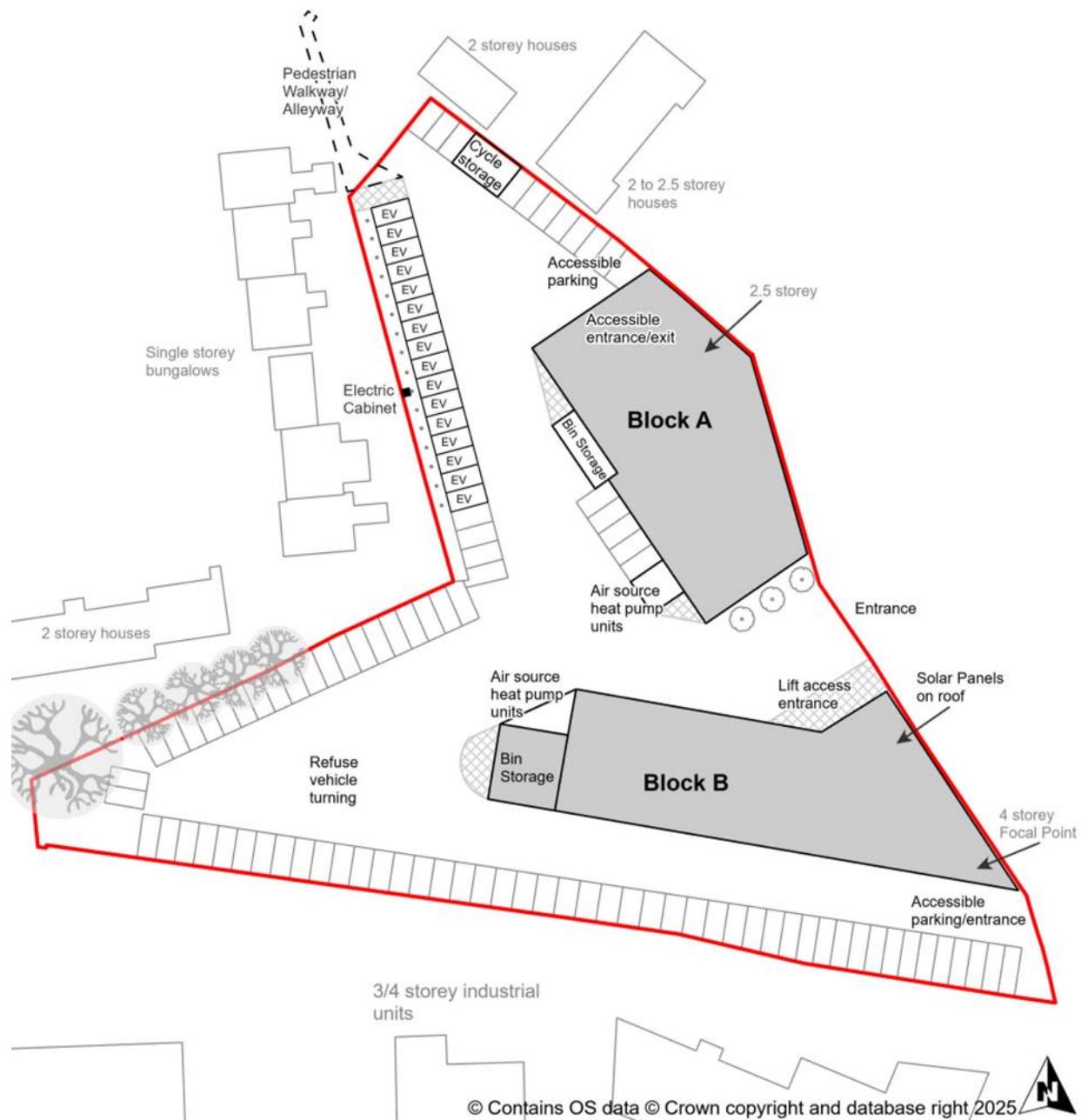
14. SUSTAINABILITY IMPLICATIONS

- 14.1** A Sustainability Impact Assessment will be published at a later date when the scheme has progressed.

15. BACKGROUND PAPERS

- 15.1** None

Annex A- Block plan for the Woodford Way site



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Annex B – Outline plan for next steps of the proposed scheme

	March	April	May	June	July	Aug	Sep
Finalise detailed architectural designs							
Stress-test the viability and commercial considerations							
Formal Pre-Application discussion							
Public Consultation							
Engagement with Homes England and stakeholders							
Full planning application is submitted							
Development Management Planning Committee							
Full financial commitment from RP board							

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